

Planning Policy Committee**Thursday, 21st March, 2024 at 7.30 pm****Council Chamber, Council Offices, Station Road East, Oxted****Agenda****Members of the Planning Policy Committee**

Councillor Catherine Sayer (Chair)	Councillor Chris Farr (Vice-Chair)
Councillor Claire Blackwell	Councillor Ian Booth
Councillor Chris Botten	Councillor Sue Farr
Councillor Alun Jones	Councillor Judy Moore
Councillor Keith Prew	Councillor Vicky Robinson
Councillor Lesley Steeds	

Substitute Members

Councillor Robin Bloore	Councillor Mike Crane
Councillor Jeffrey Gray	Councillor Jeremy Pursehouse
Councillor Helena Windsor	

If a member of the Committee is unable to attend the meeting, they should notify Democratic Services. If a Member of the Council, who is not a member of the Committee, would like to attend the meeting, please let Democratic Services know by no later than noon on the day of the meeting.

If any clarification about any item of business is needed, contact should be made with officers before the meeting. Reports contain authors' names and contact details.

David Ford

Chief Executive**Information for the public**

This meeting will be held in the Council Chamber, Council Offices, Oxted and the public are welcome to attend. Doors for the Council Offices will open 15 minutes before the start of the meeting.



The meeting will also be broadcast online at tinyurl.com/webcastTDC. In attending this meeting, you are accepting that you may be filmed and consent to the live stream being broadcast online and available for others to view.



Information about the terms of reference and membership of this Committee are available in the Council's Constitution available from tinyurl.com/howTDCisrun. The website also provides copies of agendas, reports and minutes.



Details of reports that will be considered at upcoming Committee meetings are published on the Council's Committee Forward Plan. You can view the latest plan at tinyurl.com/TDCforwardplan.

AGENDA

1. Apologies for absence (if any)

2. Declarations of interest

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

3. Minutes of the meeting held on the 18th January 2024 (Pages 3 - 8)

To confirm as a correct record.

4. To deal with any questions submitted under Standing Order 30

5. Planning Inspector's report on the examination of the Council's Local Plan (Pages 9 - 14)

6. Authority Monitoring Report (Pages 15 - 80)

7. Neighbourhood Plans update (Pages 81 - 88)

8. Gatwick Update (Pages 89 - 118)

9. Quarter 3 2023/24 Budget Monitoring - Planning Policy Committee (Pages 119 - 128)

10. Any urgent business

To consider any other item(s) which, in the opinion of the Chair, should be considered as a matter of urgency – Local Government Act 1972, Section 100B(4)(b).

TANDRIDGE DISTRICT COUNCIL

PLANNING POLICY COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 18th January 2024 at 7:30pm.

PRESENT: Councillors Sayer (Chair), Chris Farr (Vice-Chair), Blackwell, Booth, Sue Farr, Gray (in place of Botten), Alun Jones, Moore and Prew

PRESENT (Virtually): Councillor Steeds

ALSO PRESENT: Councillor Nicholas White

ALSO PRESENT (Virtually): Councillor Windsor

APOLOGIES FOR ABSENCE: Councillors Botten and Robinson

At the beginning of the meeting, the Chair confirmed that Item 14 (Oxted Quarry Discussion) had been withdrawn from the agenda.

211. MINUTES OF THE MEETING HELD ON THE 16TH NOVEMBER 2023

These minutes were confirmed and signed as a correct record.

212. CHANGES TO THE NATIONAL PLANNING POLICY FRAMEWORK

Information was presented about the implications for Tandridge regarding recent revisions (December 2023) to the NPPF, with commentary on specific paragraphs within Sections:

- 1 Introduction
- 2/3 Sustainable Development / Plan Making
- 5/6 Supply of Homes / Economy
- 8 Communities
- 12-15 Design / Green Belt / Climate Change & Flooding / Natural Environment.

Information was also provided about:

- the Secretary of State's speech and written ministerial statement on 19th December 2023 which accompanied publication of the revised NFFF; and
- the Government's responses to feedback to its consultation (December 2022 to March 2023) on updating the NPPF, including original proposals which had not been implemented.

The Chair drew attention to the implications of paragraph 61 of the new NPPF (Section 5), namely that the outcome of a housing needs assessment (to be based on the 'standard method') would only form an advisory starting point for deriving a housing requirement within a Local Plan.

RESOLVED – that the recent changes to Government policy and guidance be noted.

213. CHANGES TO GOVERNMENT PLANNING POLICY ON TRAVELLER SITES

This policy had been updated in December 2023 with a revised definition for Gypsies & Travellers. Members were advised that, in line with a Court of Appeal decision in October 2022 (Smith v. Secretary of State for Levelling Up, Housing and Communities) the new definition reverted to defining Gypsies & Travellers as all those of a travelling background, not just those currently travelling, i.e.:

“Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependants’ educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.”

In determining whether persons fell within the revised definition, the glossary to the updated policy stated, *“consideration should be given to whether they previously led a nomadic habit of life; the reasons for ceasing their nomadic habit of life; and whether there is an intention of living a nomadic habit of life in the future, and if so, how soon and in what circumstances.”*

The Committee was also informed that a new Gypsies & Traveller Accommodation Needs Assessment of the District was underway. This would reflect the revised statutory definition and would also assess the accommodation needs of Travelling Showpeople. Officers acknowledged that work to meet identified accommodation needs would commence in the near future (i.e. in advance of the next Local Plan) and that the production of an 'interim housing position statement' for Gypsies, Travellers and Travelling Showpeople was being considered. It was clarified that the three pieces of work would be funded from existing budgetary provision for the Local Plan process.

RESOLVED – that the new definition of gypsies and travellers (made in the Government’s December 2023 update of the Planning Policy for Travellers) be noted.

214. BIODIVERSITY NET GAIN UPDATE

A report was presented which updated the Committee about preparations for the introduction of BNG regulations, together with commentary about the scope for exceeding the mandatory 10% BNG requirement and the likely supply of off-site biodiversity units (via both the public and private sectors) to offset losses arising from development. The report confirmed that:

- finalised Government guidance for the implementation of BNG was still awaited;
- work was underway to establish internal processes and guidance notes;
- a draft validation checklist for BNG requirements had been produced;

- other immediate priority tasks included guidance for developers and landowners; training for Members & Officers; and producing a cost calculator for BNG monitoring;
- partnership work with Surrey County Council was ongoing and other Surrey Boroughs / Districts and local Parish Councils would be engaged to seek a joined up approach to BNG and wider nature recovery;
- the costs of monitoring and enforcing biodiversity gains, both on and off-site, could be recovered via Section 106 Agreements (such costs and associated charges would have to be reviewed regularly and processes would have to be managed effectively to maximise cost recovery and minimise risk).

The report also advised that officers were engaging local landowners and other interested parties regarding the potential for establishing habitat banks for the private sale of off-site biodiversity units for allocation to developers as and when required.

It was confirmed that Officers were still committed to submitting further reports to future meetings regarding the viability of:

- exceeding the mandatory 10% BNG requirement (the Chief Planning acknowledged that a 10%+ requirement could have an adverse impact upon the capacity to deliver 100% affordable housing schemes and that a flexible approach to BNG obligations may need to be taken); and
- undertaking a District wide baseline habitat assessment and habitat bank study.

The minutes of the previous Committee meeting (159) envisaged that such reports would be provided for the 18th January and 21st March 2024 respectively. However, given other competing planning policy requirements, the submission of those reports would now be delayed.

The potential advantages of a joined-up approach with the other three East Surrey authorities regarding BNG were discussed, especially in the context of pursuing BNG requirements in excess of the mandatory 10%.

RESOLVED – that the report be noted.

215. GATWICK DCO PROCESS

A report was submitted to update Members about Gatwick Airport Limited's (GAL) Development Consent Order (DCO) application to the Planning Inspectorate (PINS) for its Northern Runway Project. The report highlighted the Council's participation in the process, including as part of the Joint Authority Consortium (JAC).

GAL had published revised proposals on 13th December 2023 which were the subject of a further public consultation ending on the 21st January 2024. It was anticipated that, following consideration of responses, GAL would submit its revised proposals in February 2024 for PINS to determine whether the changes would be made to the DCO application prior to examination. The report included confirmation that:

- (i) the JAC was considering a possible joint response to GAL's revised proposals, with the exception of Crawley Borough Council which would make an individual submission;
- (ii) Surrey County Council was working in partnership with Tandridge, Mole Valley and Reigate & Banstead Councils to draft a Joint Local Impact Report (this would include separate sections regarding impacts upon the District, informed by TDC's noise and air quality specialists);
- (iii) TDC's legal team would be responding to GAL's first draft and subsequent iterations of the Section 106 Agreement and would be a signatory to the final version;
- (iv) PINS, as the 'Examining Authority' had issued a 'Rule 6 Letter' on 5th January 2024 detailing how the application would be examined, including information about a preliminary meeting on 27th February 2024; an indicative examination timetable with associated deadlines for submitting relevant documents; and its initial assessment of principal issues.

The Chief Planning Officer agreed to seek clarification from Surrey Highways about the extent to which 'traffic and transportation' (identified as one of the 'principal issues' referred to in (iv) above) would include coverage of local road networks.

Councillor Nicholas White drew attention to an email from CAGNE (Communities Against Gatwick Noise and Emissions) sent to Councillor Sayer earlier in the day, requesting that the Council mirrors its representations to the PINS by 7th February. Given that most Councillors were not privy to the email or the issues for which CAGNE was seeking support, the Committee decided to delegate consideration of the matter to the Chief Planning Officer in consultation with Committee members.

RESOLVED – that:

- A. progress on the workstreams be noted;
- B. GAL's revised proposals and new consultation period be noted; and
- C. authority be delegated to the Chief Planning Officer, in consultation with Members of the Committee, to determine whether the Council should mirror some, or all, of CAGNE's representations to PINS as per its e-mail to Councillor Sayer dated 18th January 2024.

216. PLANNING PERFORMANCE REPORT

The Committee considered a report with key planning performance indicators for the third quarter of 2023/24 (1st October – 31st December 2023) as collected by the Department of Levelling Up Housing and Communities (DLUHC). The KPI outturns were in line with DLUHC's required performance levels for planning applications and demonstrated a continuous improvement in the delivery of the planning service.

A broader performance update on the work of the planning service was also provided. This confirmed that further progress had been made throughout Quarter 3 to reduce the backlog of planning applications, including a successful grant application to DLUHC's Planning Skills Delivery Fund.

In response to questions from Members, the Chief Planning Officer explained:

- (i) ongoing efforts to recruit planning staff; and
- (ii) the Government's '*quality of decision-making*' KPI which measured the number of major planning application appeals allowed, expressed as a percentage of the total number of major decisions in a rolling two-year period (the required standard was 10% or below, failure against which risked being placed in special measures).

The Chair expressed the view that (ii) above should not deter the Council from contesting applications at appeal when necessary and that a robust approach should be maintained in resisting inappropriate development.

RESOLVED – that the Quarter 3 (2023/24) performance indicators for the Planning Policy Committee be noted.

217. PLANNING POLICY COMMITTEE - 2024/25 PROPOSED GENERAL FUND BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY

A proposed 2024/25 revenue budget and capital programme for the Planning Policy Committee was presented. This comprised:

- a revenue budget of £1.817m (an increase of £479k above that for 2023/24 which reflected the need to rebase the budget in light of ongoing financial pressures, including the need for increased provision for appeals/legal costs; strengthening the development management / planning enforcement functions; covering inflation on non-staff costs; and changes to Land Charges income);
- proposed fees and charges; and
- a (Community Infrastructure Levy) capital programme of £1.6m for 2024/25.

Paragraph 1.10 of the accompanying report confirmed the principles upon which the overall Council budget (due to be considered by the Strategy & Resources Committee on 30th January and Full Council on 8th February) were being prepared, including a balanced revenue budget without a call on general fund reserves.

RESOLVED – that:

- A. the proposed Planning Policy Committee's revenue budget for 2024/25 of £1.817m, as shown in Appendix A to the report, taking account of pressures allocated to the Committee be agreed, and it be noted that further allocations will be made to distribute an amount equal to increments and the agreed Council pay award, subject to approval by Strategy & Resources Committee and Council;
- B. the Planning Policy Committee's fees and charges for 2024/25, as shown in Appendix C to the report, be agreed;

- C. the Planning Policy Committee's (Community Infrastructure Levy) Capital Programme for 2024/25 being the sum of £1.6m as shown in Appendix D to the report be agreed, subject to approval by Strategy & Resources Committee and Full Council; and
- D. the Subjective Revenue Budgets in Appendix B to the report, setting out movements from 2023/24 to 2024/25 and an estimated movement to 2025/26, be noted.

218. REVIEW OF DELEGATION OF POWERS TO THE PLANNING POLICY COMMITTEE

Proposed amendments to the Committee's scheme of delegation, with an associated recommendation regarding the delegation schemes for the other three policy committees, were presented.

COUNCIL DECISION (subject to ratification by Council)

RECOMMENDED – that:

- A. the following additional item be added to the list of matters reserved for the Planning Policy Committee to recommend to Full Council:

“publication of draft Local Plans under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012”

- B. the following amendments be made to the list of matters reserved for the Planning Policy Committee to resolve:

- 1. item (ii):

Preparation and review of Local Development Documents, *subject to the publication of draft Local Plans (under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012) having to be recommended to Full Council*

- 2. item (vii):

The seeking of Deemed Planning Consents *planning permission by, or on behalf of, the Council*

- C. the proposed replacement wording in B2 above for the seeking of Deemed Planning Consents (i.e. to read, *“The seeking of planning permission by, or on behalf of, the Council”*) be also made to the corresponding clauses within the ‘To Resolve’ sections of the delegation schemes for the Community Services, Housing and Strategy & Resources Committees.

Rising 8.48 pm

Planning Inspector's report on the examination of the Council's Local Plan

Planning Policy Committee Thursday, 21 March 2024

Report of: Deputy Chief Executive

Purpose: For decision

Publication status: Open

Wards affected: All

Executive summary:

The Inspector's Report on 'Our Local Plan 2033', which was requested following Full Council in October 2023, has been received by the Council. This marks the end of the Examination. The Inspector's Report recommends that the Plan should not be adopted due to issues of soundness. This report sets out the next steps for the Council with regards to the Local Plan.

This report supports the Council's priority of: Creating the homes, infrastructure and environment we need/ Supporting economic recovery in Tandridge/ Becoming a greener, more sustainable District

Contact officer Katya Fox Interim Planning Policy Manager
kfox@tandridge.gov.uk

Recommendations to Committee (subject to ratification by Council)

That the following recommendations be made to Full Council:

- A. having due regard to the Inspector's recommendation set out in his report published on 20th February 2024, the Council confirms its intention to withdraw 'Our Local Plan 2033' after all the necessary regulatory requirements have been met;
- B. all of the existing evidence base for 'Our Local Plan 2033' be retained and republished on the Council's own webpage, until such time that it can be reviewed and updated, if necessary, as part of the preparation of a new Local Plan; and
- C. work begins on the preparation of a new Local Plan, which includes the following associated workstreams:
 - i. review and approve a new Local Development Scheme, which demonstrates a commitment to produce a sound Local Plan in a timely manner
 - ii. review, develop and update the evidence base to inform its proposals and policies
 - iii. review and approve the Statement of Community Involvement, to facilitate and ensure effective public engagement of residents, business, and town and parish councils.

Reason for recommendations:

The publication of the Inspector's Report places a legal duty on the Council to formally withdraw 'Our Local Plan 2033'. Equally, the Council is legally obliged to have an up-to-date Local Plan and must therefore commit to progressing a new Local Plan.

Introduction and background

- 1 The Council submitted 'Our Local Plan 2033' for Independent Examination in January 2019. The Inspector's Report was published on the 20 February 2024, bringing the Examination to a close. It can be found on the website at [Local Plan 2033 - Tandridge District Council](#). The Inspector's final recommendation was that the submitted plan should not be adopted due to soundness issues, which it would not be possible to redress through main modifications.

Local Plan Withdrawal

- 2 Following the receipt of the Inspector's Report, it is necessary for Members to make a formal decision. The Council is obligated to withdraw 'Our Local Plan 2033' in line with the Inspector's recommendation and in accordance with the Planning and Compulsory Purchase Act (2004).

- 3 Once a decision to withdraw 'Our Local Plan 2033' has been made, the following steps will need to be taken as soon as it is reasonably practicable, in line with Regulation 27 of the Town and Country Planning (Local Planning) Regulations (2012):
 - a. Make available a statement of fact on the Council website and locally advertised and notifications to be sent to all relevant parties; and
 - b. All documents, matters and statements relating to the Plan and its Examination to be removed from the Council website.
- 4 The evidence base for 'Our Local Plan 2033' will need to be removed from the Examination pages of the website. The evidence base studies are material considerations in the determination of planning applications, which TDC officers will continue to need to reference in future decisions. It is therefore recommended that it is all retained and re-published on a new webpage until such time that studies are reviewed and updated, where necessary, as part of the preparation of a new Local Plan. Members will be kept updated of any proposed changes to the evidence base at future committee meetings.
- 5 In the short-term, costs of preparing the Plan will cease. The only remaining costs not yet paid (but budgeted for) will be the costs of the Inspector's and Programme Officer's time.
- 6 The Development Plan will remain the existing adopted policy, i.e. Tandridge District Core Strategy 2008, Tandridge Local Plan Part 2: Detailed Policies 2014-2029, Caterham, Chaldon & Whyteleafe Neighbourhood Plan 2021, Limpsfield Neighbourhood Plan 2019 and Woldingham Neighbourhood Plan 2016, as well as the Surrey Waste and Minerals Plans. As per Section 70(2) of the Town and Country Planning Act 1990 and section 38(6) of the Planning and Compulsory Purchase Act 2004, decisions will continue to be taken in accordance with the Development Plan, unless there are material considerations that indicate otherwise.
- 7 The withdrawal of 'Our Local Plan 2033' also signals the end of the Council's involvement in the Garden Communities Funding programme. Homes England have written to advise the Council that the Godstone Garden Village project is no longer eligible to participate in the programme as the Plan has been found unsound.

First Homes

- 8 The withdrawal of 'Our Local Plan 2033' will trigger a requirement for First Homes within the District since it will no longer benefit from the transitional arrangements as set out in the First Homes Written Ministerial Statement of 24 May 2021.

- 9 First Homes are a specific kind of discounted market sale housing and should be considered to meet the definition of 'affordable housing' for planning purposes. The First Homes scheme allows first time buyers to buy a home as their main residence for 30-50% less than its market value. Going forward, First Homes will need to account for at least 25% of all affordable housing units delivered by developers secured through S106 planning obligations. The Council will need to consider how it will apply First Homes within the District, for example, whether local eligibility criteria will be set and the level of discount that should be applied.
- 10 The introduction of First Homes will place an additional burden on the Council's planning, housing and legal teams. It will be necessary to ensure that an appropriate mix of affordable units is negotiated that satisfies the needs of the District as well as the requirements for First Homes. There is also the administrative burden of implementing, managing and monitoring delivery and future sales, as it falls on the Council to check eligibility, approve sales and issue certificates of compliance.

A New Local Plan

- 11 Local Authorities are required by law (Planning and Compulsory Purchase Act 2004) to prepare a development plan for their administrative area and national planning policy sets out that the planning system should be planned. It will therefore be important to prepare a new Local Plan in a timely fashion. Ensuring a new Local Plan is prepared will allow the people of the District to shape its future.
- 12 As part of the preparation of a new Local Plan, it will be necessary to review the existing evidence base to determine where the evidence needs to be updated, added to, or replaced.
- 13 Equally it will be necessary to prepare a new Local Development Scheme, which set out the overall programme for a new Local Plan, as well as to review the Statement of Community Involvement, which will guide future engagement with regards to the Local Plan.
- 14 The Levelling Up and Regeneration Act (LURA, 2023) is bringing in significant changes to the plan-making process. The LURA plan-making regime will come into force for all Local Plans submitted for Independent Examination after 30th June 2025. There is insufficient time available to prepare a new Local Plan under the existing plan making system based on the current published timeframe. Therefore, any new Local Plan is likely to need to be prepared and examined under the new system.

- 15 At the time of drafting this report (March 2024), the full details of the new plan making system are unknown, including a timetable of when secondary legislation will be enacted to bring about all the changes detailed in the LURA. Therefore, it is likely there will be an element of delay before a new Local Plan can be adopted. Nevertheless, the Council will be able to progress key tasks to enable a new Local Plan to be quickly progressed once the new planning system is introduced.
- 16 The cost of producing a new Local Plan is currently uncertain, as it will depend on a number of factors, some of which are outside of the control of the Council. It will depend on the actions that Council takes, the challenges that it faces and the rate of implementation of the proposed changes to the planning system which have been detailed by National Government, such as around speeding up plan production and the introduction of National Development Management Policies, which may reduce the scope of a Local Plan. Any proposed work will be scoped out, which will include, at minimum, the purpose of the proposed project, objectives, resources, budget and timeline. This information will then be brought to the Committee for approval.

Interim Guidance

- 17 The Council has in place the Interim Policy Statement for Housing Delivery which is a material consideration in decision making. Officers are looking at what other interim policies and / or guidance can be put in place in advance of the adoption of a new Local Plan.
- 18 The drafting of such interim guidance should not delay the production of a new Local Plan. Further detail of future interim policies and guidance will be brought before Members in due course.

Key implications

Comments of the Chief Finance Officer

Although the costs of the new Local Plan are evolving, the approach proposed in paragraph 16, is supported by the Section 151 Officer provided the expenditures are undertaken within the existing approved Local Plan expenditure envelope and they demonstrably deliver value for money for the Council.

Comments of the Head of Legal Services

Regulation 27 of the Town and Country Planning (Local Development) (England) Regulations 2012 allows for the Local Plan to be withdrawn provided that as soon as is reasonably practical, a statement of the fact is published on Council website, the relevant consultation bodies are informed and all documents relating to the Plan except the statement are no longer made available.

The proposal set out in this report is to begin preparing for the development of a new Local Plan for the District. It is recognised that the timing is unfortunate as the process and procedures of the new local plan system remain to be defined by Central Government. In order to progress a local plan, it will be necessary to produce a draft, have evidence to support what is proposed, undertake a meaningful consultation and have the proposal independently examined at a public examination before 30th June 2025. Otherwise, a new Plan would have to come forward under any new system.

Equality

An Equality Impact Assessment was completed for the submission plan. Obviously with the withdrawal of 'Our Local Plan 2033', the 'impacts' (positive and negative) will not materialise. The preparation of a new Local Plan would need to be informed by a new Equality Impact Assessment.

Climate change

There are no significant environmental / sustainability implications associated with this report.

Appendices

None

Background papers

None

----- end of report -----

Authority Monitoring Report (AMR) 1st April 022-31st March 2023

Planning Policy Committee Thursday, 21 March 2024

Report of: Deputy Chief Executive

Purpose: For decision

Publication status: Open

Wards affected: All

Executive summary:

The Council has prepared an Authority Monitoring Report (AMR) for the period 1st April 2022 to 31st March 2023 in accordance with section 113 of the Localism Act 2011 and section 34 of the Town and County Planning (Local Planning) (England) Regulations 2012.

This report supports the Council's priority of: Monitoring the effectiveness of our planning policies and procedures.

Contact officer Katya Fox Interim Planning Policy Manager
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Recommendation to Committee:

That the Authority Monitoring Report (AMR) 1st April 2022 – 31st March 2023 (Appendix A) be approved for publication and be made available for public and stakeholder scrutiny on the Council's website.

Reason for recommendation:

The requirement for a local authority to produce an annual Authority Monitoring Report (an AMR) is set out in section 113 of the Localism Act 2011.

Introduction and background

- 1 The Localism Act 2011 requires every local planning authority to produce a series of reports containing information on the implementation of the Local Development Scheme, the progress and effectiveness of the Local Plan and the extent to which the planning policies set out in the Local Plan documents are being achieved.
- 2 Monitoring and reporting on current planning policies tells the community and other stakeholders how the Council's planning function is performing.
- 3 The Monitoring Report is a good way to gather evidence on the effectiveness of existing policies, for future policy making, and supporting development management decisions. It identifies areas where objectives aren't being met and where changes to policy or development management may be necessary.
- 4 Good monitoring and reporting will assist Councillors in their scrutiny function. It will also be a useful tool for neighbourhood planning – encouraging communities to engage in future policy making and helping them understand where neighbourhood plans 'sit' in the whole context of the development plan in the District.
- 5 The last annual Authority Monitoring Report was for 2021/22 and this report now provides an update for 2022/23. By consequence, the report presents factual updates as of 31st March 2023, which may not reflect the position of March 2024. The position as of March 2024 will be presented in the 2023/24 Authority Monitoring Report.

Key implications

Comments of the Chief Finance Officer

- 6 There are no direct financial implications of this report. As such, the Section 151 Officer supports the recommendations.

Comments of the Head of Legal Services

- 7 The Council, as Local Planning Authority (LPA), is required by section 35 of the Planning and Compulsory Purchase Act 2004 (as amended) to prepare and make public an annual monitoring report containing information as to the implementation of the local development scheme and the extent to which the policies in local development documents are achieving their targets. Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) sets out the information that must be contained within a LPA's Authority Monitoring Report.

Equality

Duty under the Equalities Act 2010

In assessing this proposal, the following impacts have been identified upon those people with the following protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation). The proposal would have a neutral impact on the protected characteristics.

Climate change

There are no significant environmental / sustainability implications associated with this report.

Appendix

Appendix A - Authority Monitoring Report (AMR) 1st April 2022 – 31st March 2023 (separate document provided)

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Tandridge District Council
Authority Monitoring Report (AMR)
1st April 2022 – 31st March 2023



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1 Introduction

1.1 What is the Authority Monitoring Report?

- 1 This Authority Monitoring Report (AMR) produced by Tandridge District Council covers the period from 1st April 2022 to 31st March 2023 (the monitoring period).
- 2 The AMR serves a number of purposes:
 - i. Monitoring progress of the delivery of the Council's adopted land allocations.
 - ii. setting out the Council's progress against its Local Development Scheme, the Council's formal timetable for production of new planning documents.
 - iii. assessing the performance of the Council's current planning policies and to monitor the delivery of the Council's adopted Development Plan.
 - iv. monitoring the level of housebuilding that has been taking place in the District (the Council's position in relation to future housing land supply is now provided in the Housing Delivery Test Action Plan)
 - v. monitoring the levels of development funding received for infrastructure provision; and setting out progress on compliance with the duty to co-operate and the preparation of neighbourhood plans across the District.

1.2 What are the Key Components of the Authority Monitoring Report?

- 3 Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out what information the report must contain, although there is other useful information that can be set out. In particular, the report can highlight the contributions made by development, including section 106 planning obligations, Community Infrastructure Levy and New Homes Bonus payments, and how these have been used.
- 4 The Government's Planning Practice Guidance (PPG) also details various pieces of information which Local Planning Authorities (LPAs) should report.
- 5 The PPG states that local planning authorities must publish information at least annually that shows progress with Local Plan preparation; report any activity relating to the duty to cooperate; and show how the implementation of policies in the Local Plan is progressing. Furthermore, LPAs are encouraged to report as frequently as possible on planning matters to communities. This is important to enable communities and interested parties to be aware of progress.
- 6 The Council has a set of its own monitoring indicators set out in Annexe 1 of the adopted Tandridge Core Strategy).
- 7 LPA's can also use the AMR to provide up-to-date information on the implementation of any neighbourhood plans that have been made, and to

determine whether there is a need to undertake a partial or full review of the Local Plan.

- 8 The AMR should be made publicly available.

2 Development Plan Documents

- 9 Decisions on planning applications are taken in accordance with adopted planning policies, unless material considerations indicate otherwise. The Development Plan for the District comprises the following documents:

- i. Tandridge Core Strategy (2008)
- ii. Tandridge Local Plan Part 2 - Detailed Policies Local Plan (2014)
- iii. Tandridge Proposals Map
- iv. Caterham, Chaldon and Whyteleafe Neighbourhood Plan (2021)
- v. Woldingham Neighbourhood Plan (2016)
- vi. Limpsfield Neighbourhood Plan (2019)
- vii. Surrey Minerals and Waste Plans

- 10 The Council has also produced a number of Supplementary Planning Documents (SPDs) and guidance, which expand on policies in the Development Plan or cover specific areas of the District. Further information on these documents can be found at [\[Supplementary planning guidance - Tandridge District Council\]](#).

- 11 The Core Strategy covers the period from 2008 to 2026 and the Tandridge Local Plan Part 2 – Detailed Policies covers the period 2014 to 2029.

3 Our Local Plan 2033

- 12 Our Local Plan 2033 set out a spatial strategy to guide the predicted growth in the District up to 2033. It was submitted for independent examination under Regulation 22 (Submission Draft Plan) on 18th January 2019, with initial hearings in October and November 2019. The Inspector's preliminary report (ID-16, December 2020) identified areas where further work was required to support the plan. Further work was undertaken during 2021 and 2022, in particular in relation to the M23 J6. Work was paused in September 2022, following communication from National Government indicating potential significant changes to the plan making system, as documented in TED57.

- 13 Following further National Government announcements in December 2022 on potential future changes to the NPPF and the introduction of the Levelling Up and Regeneration Bill, the Council wrote to the Inspector in March 2023 stating its intention to continue progressing its draft Local Plan to adoption (TED58)¹ and setting out several options to progress the draft Local Plan. The Inspector wrote

¹ TED58 – Letter from Tandridge District Council to Planning Inspector Mr P Lewis

back to the Council on 31st March 2023(TED22), acknowledging receipt of the letter and stating that the Local Plan Examination remains paused until the Inspector responds to the Council's suggestion following the local elections. As of 31st March 2023, Our Local Plan 2033 therefore remained under examination.

4 Progress on the Local Development Scheme Implementation

- 14 The Council is required to prepare and maintain a 'Local Development Scheme' (LDS) in accordance with Section 15 of The Planning and Compulsory Purchase Act 2004 (as amended). The LDS sets out the individual elements of the Local Plan that the Council is planning to prepare and gives a timetable for their production. This section will consider whether the timetable for the preparation of documents set out in the [Local Development Scheme \(LDS\) 2022](#) (approved at the 23 June 2022 meeting of the Council's Planning Policy Committee) has been met.
- 15 The LDS (2022) identified that the Main Modification consultation (Regulation 19) would take place in Q2 of 2023/24 (July to September 2023), and that the Local Plan would proceed to Adoption (Regulation 26) in Q3 of 2023/24 (October to December 2023).
- 16 As already set out in paragraph 13, Our Local Plan 2033 examination currently remains on pause. Therefore, it is currently looking unlikely that the emerging Local Plan timetable as set out in the LDS 2022 will be met. Progress on the next stages of the emerging Local Plan (potential Modifications and adoption) will be recorded in future AMRs.
- 17 The LDS also sets out a timetable for the production of the South Godstone Garden Community Area Action Plan. This would cover strategic and detailed policies to guide the development and delivery of the Garden Community. The LDS identifies that the Preparation Stage, including the Regulation 18 issues and approaches consultation would take place in Q4 22/23. Given the current progress of the Local Plan, this has not yet taken place and the timetable for the production of the Area Action Plan will need to be revised in a future iteration of the LDS.

5 Neighbourhood Plans

- 18 The Localism Act 2011 granted powers for communities to produce their own neighbourhood plans which, once voted for through a local referendum and made by the local authority, become part of the statutory Development Plan used to determine planning applications.
- 19 Since the introduction of Neighbourhood Planning, the Council have received a number of applications for Neighbourhood Plans and their progress is recorded in detail on the [Council website](#):

- [Burstow](#)
- [Caterham Hill, Caterham Valley, Chaldon and Whyteleafe](#)
- [Crowhurst](#)
- [Dormansland](#)
- [Godstone](#)
- [Limpsfield](#)
- [Lingfield](#)
- [Tandridge](#)
- [Tatsfield](#)
- [Woldingham](#)

20 The current status of the emerging and adopted Neighbourhood Plans within Tandridge District is summarised below. It should be noted that in some cases, Parish Councils have been awaiting the outcome of the Examination of the Local Plan, and the implications for their parish, before progressing their neighbourhood plans through further formal stages.

21 Made Neighbourhood Plans:

- CCW Caterham, Chaldon and Whyteleafe (formerly known as CR3) including Caterham Hill, Caterham Valley, Chaldon and Whyteleafe) (24 June 2021)
- Limpsfield (25 June 2019)
- Woldingham (April 2016)

22 Designated Neighbourhood Areas:

- Burstow- (June 2015)
- Crowhurst- (October 2015)
- Dormansland- (May 2014)
- Godstone- (March 2017)
- Lingfield- (June 2014)
- Tandridge (June 2017)
- Tatsfield- (June 2017)

23 During the year, Limpsfield Parish Council progressed a commitment in their Neighbourhood Plan to produce a Conservation Area Appraisal and Management Plan, in association with Surrey County Council's Heritage Team and Tandridge District Council. Consultation took place during early Spring 2022 and the final version was considered by the Planning Policy Committee in June 2022 and adopted as a Supplementary Planning Document.

24 In addition, Tatsfield Parish Council progressed their draft Neighbourhood Plan to Regulation 14 consultation, the first statutory stage of consultation, in early Spring 2022. The Plan is now moving forward to Regulation 16 stage.

- 25 As the Woldingham, Limpsfield and CCW Neighbourhood Plans have been “made” (adopted), they form part of the Development Plan document for Tandridge District. We therefore must consider the progress indicators set out in the Woldingham, Limpsfield and CCW Neighbourhood Plans when monitoring the indicators of the District.
- 26 The Council has contacted Woldingham, Limpsfield and Caterham, Chaldon and Whyteleafe Parish Council’s/Neighbourhood Plan Groups to establish what steps they have taken to monitor the effectiveness of the policies featured in their Neighbourhood Plans. An update of these Neighbourhood Plans is set out in Appendix 4, 5 and 6 to the AMR.

6 Duty to Cooperate

- 27 As part of the preparation of Our Local Plan 2033, the Council have carried out constructive and active engagement with relevant bodies as part of an on-going process, to maximise effective working on the preparation of the Plan in relation to strategic matters. To report upon this, the Council adopted a Duty to Cooperate (DtC) scoping statement in December 2014. The scoping statement was always intended to be a live document and since 2014, this document has been updated on four occasions and published to accord with each of the stages of consultation the Council has undertaken (Issues and Approaches Consultation December 2015, Sites Consultation October 2016, Garden Villages Consultation August 2017 and Regulation 19 Consultation July 2018). The updated versions have been made available on the Examination Library page of the Council’s website. The report sets out the way the duty has been fulfilled as the Council have prepared and consulted on the Regulation 19 Publication draft of Our Local Plan 2033.
- 28 In addition to the Duty to Cooperate scoping statement updates, the Council also prepared several Statements of Common Ground (SoCG) to reflect the agreed DtC positions between Tandridge District Council and neighbouring authorities, County Council’s and other named bodies. The purpose of these SoCGs is to set out the basis on which the Council and the selected party have actively and positively agreed to work together to meet the requirements of the Duty, as well as describing the established mechanisms for ongoing cooperation on strategic matters. The SoCGs and all other DtC documents can be viewed on the Council’s website. The published documents provide a comprehensive record of the Council’s DtC activity and decisions.
- 29 Co-operation with other authorities is ongoing with liaison on:
- opening of a second runway at Gatwick Airport with all local authorities affected
 - proposed extensions to the AONB with the Surrey Hills AONB Management Board
 - joint co-operation with Surrey County Council as highway authority and Mid

Sussex Council on the A22 corridor issues

- with Surrey County Council as highway authority and National Highways on Junction 6 of M25
- with Sevenoaks District Council, the adjoining authority in Kent, on the preparation of their updated Local Plan
- with Reigate and Banstead Borough Council, the adjoining authority in Surrey, on the preparation of their updated Local Plan
- with London Borough of Croydon on the preparation of their updated Local Plan
- with Surrey County Council and all Surrey District Councils on the Surrey Place Ambition initiative.

7 Monitoring of Current Policies

30 This section provides an update on the Council's position in relation to targets set out in relevant policies from the adopted Core Strategy (2008) and the Local Plan Part 2 - Detailed Policies (2014). Additionally, this chapter reviews the use of adopted policies, including where decisions are appealed.

7.2 Policy CSP1 – Location of Development

31 Policy CSP1 within the Core Strategy promotes the best use of Previously Developed Land (PDL) by focusing development into the existing built-up areas.

Target: 70% of housing development to be built on PDL from 2016 – 2021 and 80% of employment development by type per annum.

Indicator: Percentage of housing development on PDL and percentage of employment development by type on PDL.

Performance: Percentage of housing developments completed on PDL in the year 22-23

- 81% using the original PDL definition
- 79% revised definition² excluding garden land
- 100% of employment developments completed on PDL

32 Although the definition of PDL has changed since the publication of the Core Strategy (2008), it is evident that the target for 70% of housing developments and 80% of employment developments on PDL is being met.

7.3 Policy CSP2 – Housing Provision

33 Policy CSP2 of the Core Strategy ensures that provision will be made for a net increase of at least 2,500 dwellings in the period 2006 to 2026.

² As stated in the glossary of the 2012 NPPF and subsequent NPPF versions.

Target: Provision will be made for a net increase of at least 2,500 dwellings (average 125 per year) in the period 2006 to 2026.

Indicator: Net number of dwellings completed.

Performance: 4,271 dwellings completed.

- 34 Since the start of the Core Strategy housing requirement period, 1st April 2006, there have been 4,271 net additional completions.
- 35 Thus, the target of 2,500 net completed dwellings has been met and has in fact been exceeded by over 1,700 net dwellings. Table 1 shows the target was met within the 2015/2016 monitoring year, ten years before the end of the Plan period.

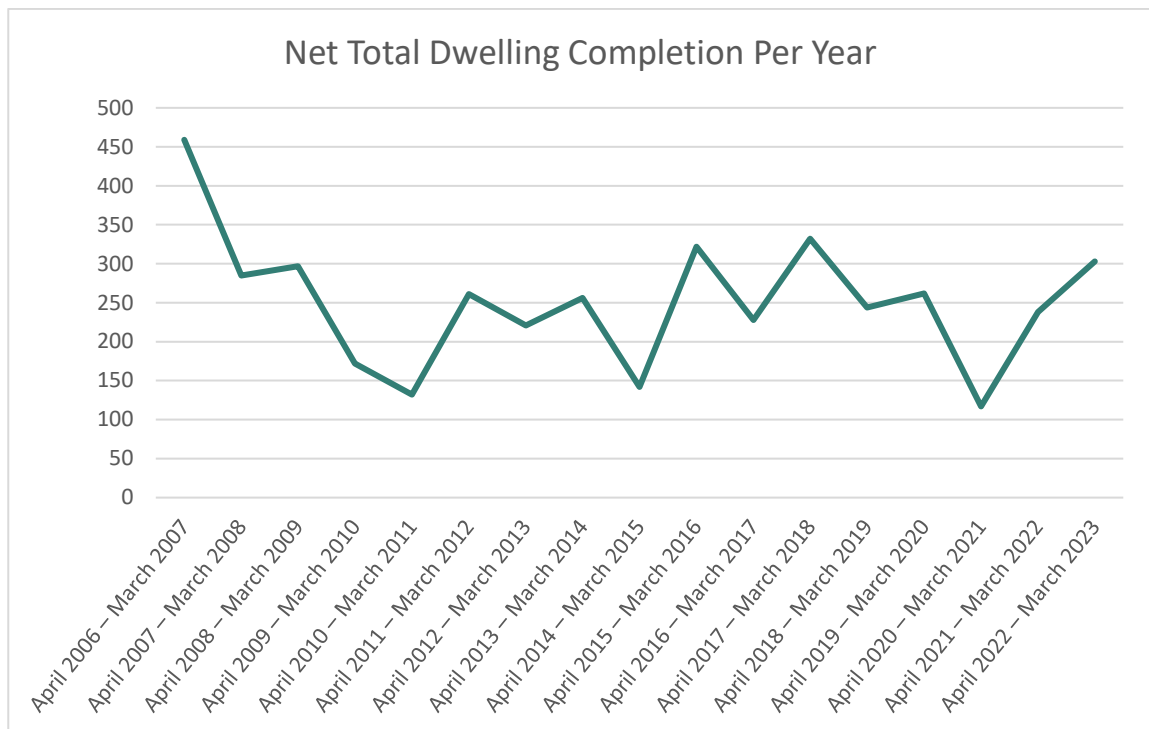
Table 1 Net Number of Dwellings Completed

Year	Net completion total per year	Cumulative total
April 2006 – March 2007	459	459
April 2007 – March 2008	285	744
April 2008 – March 2009	297	1,041
April 2009 – March 2010	172	1,213
April 2010 – March 2011	132	1,345
April 2011 – March 2012	261	1,606
April 2012 – March 2013	221	1,827
April 2013 – March 2014	256	2,083
April 2014 – March 2015	142	2,225
April 2015 – March 2016	322	2,547
April 2016 – March 2017	228	2,775
April 2017 – March 2018	332	3,107
April 2018 – March 2019	244	3,351
April 2019 – March 2020	262	3,613

Year	Net completion total per year	Cumulative total
April 2020 – March 2021	117	3,730
April 2021 – March 2022	238	3,968
April 2022 – March 2023	303	4,271

36 As shown in Figure 1 there has been a further rise in housing completions this year compared with the last year. The number of net dwellings completed this year is the highest that it has been since the 2017-2018 monitoring period. The effect of the COVID-19 pandemic and of the national shortage of certain building materials is starting to ease and housing delivery is slowly coming back to its pre-pandemic levels.

Figure 1: Net Number of Dwellings Completed



7.4 Policy CSP4 – Affordable Housing

37 Policy CSP4 within the Core Strategy requires all eligible housing sites to provide 34% of the units as affordable.

Target: 50 affordable housing units per year will be delivered. (800 units to be delivered between 2006 – 2022)

Indicator: Number of affordable housing units completed per year

Performance: 60 affordable housing completions in 2022/2023:

- 58 affordable rent
- Two shared ownership

Table 2 Affordable Housing Provision

Year	Total gross dwelling completions³	Total gross affordable home completions	% of gross affordable home completions	Cumulative total gross affordable home completions
April 2006 – March 2007	502	256 ⁴	51	256
April 2007 – March 2008	335	64	19	320
April 2008 – March 2009	345	49	14	369
April 2009 – March 2010	209	8	4	377
April 2010 – March 2011	161	61	38	438
April 2011 – March 2012	217	62	29	500
April 2012 – March 2013	247	47	19	547
April 2013 – March 2014	292	57	20	604
April 2014 – March 2015	163	56	34	660
April 2015 - March 2016	361	12	3	672
April 2016 – March 2017	240	85	35	757
April 2017 – March 2018	356	91	26	848
April 2018 – March 2019	253	55	22	903
April 2019 – March 2020	290	127	44	1,030

³ This column represents gross rather than net completions due to a Government requirement that this remains consistent across England

⁴ The high number of affordable completions in 2006-2007 is largely due to 208 key worker affordable completions at 'Well Farm Heights' in Whyteleafe.

Year	Total gross dwelling completions ³	Total gross affordable home completions	% of gross affordable home completions	Cumulative total gross affordable home completions
April 2020 – March 2021	177 ⁵	9	5	1,039
April 2021 – March 2022	256	51	20	1,090
April 2022- March 2023	363	60	17	1,150
Total	4,767	1,090	25	1,150

- 38 It is important to note that the number of affordable units completed each year is not solely dependent on those provided through the planning system. The Council, as a housing enabling authority, has a responsibility to maximise the level of affordable housing within the District. This can involve bringing forward sites in the Council’s ownership and by seeking and obtaining funding from the Government.
- 39 Ninety-one affordable rent units are under construction on sites in Caterham and Warlingham that should have completed in 2022/23 or earlier. These sites (2 x Council owned and 1 x Housing Association owned) were delayed due to a contractor going into administration. These units will be completed in 2023/24 and 2024/25.
- 40 In addition, the Council has progressed four other small sites in Caterham during the period which will deliver a total of 13 affordable rent homes in late 23/34 early 24/25.
- 41 Planning approval was granted for a further three affordable housing developments in the same period with a total of 33 units to rent, which will start on site in 24/25.

⁵ This figure has been amended to reflect a discrepancy in calculating the figures for 2020/21

7.5 Policy CSP5 – Rural Exceptions and Policy CSP6 – Rural Allocations

42 Policy CSP5 within the Core Strategy allows, exceptionally, land adjoining or closely related to rural settlements which would otherwise be considered inappropriate for development, to be released to provide affordable housing in perpetuity to meet local needs. Through the use of policy CSP6 the Council may, subject to there being an identified need and suitable sites being identified, allocate land within the defined rural settlements to provide affordable housing in perpetuity to meet local needs.

Target: It should be noted that policies CSP5 and CSP6 which encourage the provision of rural affordable housing sites have no monitoring targets.

Performance: No rural exceptions sites have been developed during 2022/23.

7.6 Policy CSP7 – Housing Balance

43 Policy CSP7 ‘Housing Balance’ within the Core Strategy requires all housing developments of five units and above to contain an appropriate mix of dwelling sizes in accordance with current identified needs for particular areas of the District.

Target: 70% of completed homes to contain 3 or fewer bedrooms.

Indicator: Percentage of dwellings completed per annum with one, two and three bedrooms.

Performance: During the monitoring period, 327 out of the 354 gross dwelling completions in the district were 3 bedrooms or less, which is equivalent to 92%. This indicator has been met every year over the past 14 years.

7.7 Policy CSP8 – Extra Care Housing

44 Policy CSP8 within the Core Strategy ensures that through the allocation of sites and/or granting of planning consents, the Council will provide for the development of at least 162 units of Extra Care Housing in the period up to 2016.

Target: The Council will provide for the development of at least 162 units of Extra Care Housing in the period up to 2016 and 50 Extra Care Housing units per annum in the period since 2016.

Indicator: Number of Extra Care Housing units provided.

Performance: 21 Extra Care Housing units and 46 Extra Care rooms were completed in 2022/23. This amounted to a loss of 2 units and a gain of 23 rooms.

Table 3 Net Provision of Extra Care (EC) Units for 2022-23

Site address	Uplands, Eden Way, Warlingham, CR6 9DP
Planning application reference	2018/649
Description	Demolition of existing sheltered accommodation, comprising of 2 storeys with 23 dwellings. Erection of replacement accommodation comprising of a terrace of 4 houses, 4 semi- detached houses, and a 2-storey building with 13 bed flats
Gross Extra Care units completed	21
Net EC units completed	-2
Gross Extra Care rooms completed	46
Net Extra Care rooms completed	23

7.8 Policy CSP9 Gypsy and Traveller Caravan Sites and Policy CSP10 Travelling Showmen's Sites

- 45 Policies CSP9, and CSP10 adopted in 2008, state that the Council would make provision for sites for Gypsies and Travellers and Travelling Showmen through a Site Allocations Development Plan Document (DPD) in accordance with any identified need and taking into account the existing authorised provision within the District.
- 46 The policies themselves did not identify the level of need but Policy CSP9 did set two requirements, to assess the level of need and to identify the level of provision in the District.
- 47 Since 2013, a total of 18 pitches have been approved to date, although five of these pitches are subject to temporary planning permissions. Details of approved and refused planning permissions are available in appendix 3.
- 48 A Gypsy and Traveller Accommodation Assessment (GTAA) was published in 2017 and identifies a need for 21 additional plots for Travelling Showpeople and five additional pitches for Gypsy and Traveller caravan sites between 2016 and 2033.
- 49 The Council's approach was queried at the Examination in Public of Our Local Plan 2033. The GTAA was commissioned as a joint and common instruction with other Surrey District Councils. The approach was found to be robust by the inspector examining the recent Reigate and Banstead Borough Council review.
- 50 However, it has to be acknowledged that nationally the approach has been found to under-estimate gypsy and traveller accommodation needs. The approach in the GTAA found only 10% of the non-interviewed gypsy and traveller households met the definition of gypsy/traveller in the Annex to the national Gypsy and

Traveller Accommodation Assessment (GTAA). There now seems to be a recognition based on the outcome of other examinations in public of local plans that the GTAA definition applies to 25% of the non-interviewed gypsy/travellers. But even so, if the 25% figure is accepted as applying to Tandridge District Council, that is less than 10 plots for gypsy/travellers over the period to 2033.

7.9 Policy CSP11 Infrastructure and Services

51 Policy CSP11 seeks to ensure appropriate levels of infrastructure and services are sought through both public and private funds. The policy introduces a Community Infrastructure Levy (CIL) to be applied all residential and commercial development to ensure a more equitable contribution is made to infrastructure and service provision. The position on CIL receipts is recorded separately (see Section 12 below). Where appropriate, CIL is to be used to supplement any negotiated Section 106 Agreement.

Target: All development (excluding minor and householder) to include a contribution towards infrastructure and services to be monitored on a yearly basis.

Indicator: Proportion of schemes per annum including infrastructure/service provision or a financial contribution.

Performance: During the monitoring year of 2022/2023, one scheme was granted planning permission with a negotiated section 106 agreement providing a financial contribution towards local infrastructure with a total value of £62,750. Details are provided in Table 5 below.

Table 4 Section 106 Contributions Received in Monitoring Period

Planning permission with negotiated financial obligation	Financial obligations	Amount
2021/2178– Land West of Limpsfield Road, Warlingham, Surrey, CR6 9RD	Highways and monitoring fee	£62,750
Total Financial Obligations Negotiated:		£62,750

7.10 Policy CSP12 – Managing Travel Demand

52 Policy CSP12 requires new development to make infrastructure improvements particularly for the provision of adequate transport infrastructure and services. This supports the aim of reducing the need to travel by car by providing housing and commercial development within reasonable distance of key services, employment and retail.

Target: 80% of new residential and commercial development per annum to be located within the built-up areas which have good access by public transport. 90% of new retail, office and leisure development to be in town centres.

Indicator:

- Amount of new residential development per annum within 30 minutes of public transport time of key services/employment/retail.
- Amount of completed retail, office and leisure development and percentage in town centres per year.
- Percentage of commercial development located within the built-up area which has good access by public transport per year.

Performance: 51% of completed developments resulting in a net gain of residential premises located within urban areas and within access to key services and facilities in 2022/23. 33% of commercial gains were completed within urban areas with 5% being within town or local centres in the monitoring year.

7.11 Policy CSP19 – Spatial Objectives

53 Policy CSP19 of the Core Strategy sets out a range of densities to be applied across the District, unless the design solution for such a density would conflict with the local character and distinctiveness of an area where a lower density is more appropriate.

Target: Average density per annum should reach 30 dwellings per hectare (dph).

Indicator: Percentage of new dwellings completed at:

- Less than 30 dph.
- Between 30 and 50 dph.
- Above 50 dph.

Performance: Percentage of new dwellings (gross) completed at:

- Less or equal to 30 dph: 25%
- Between 31 and 50 dph: 5%
- Greater than 50 dph: 70%

54 The figures above show that modal density of development in Tandridge during 2002-2023 was above 50dph. While the sites' average density was 42dph. The difference in densities reflects the fact that the majority of completions were in the form of houses rather than flats. Overall, the average number of dwellings per hectare is above the target set within Policy CSP19.

7.12 Policy CSP22 – The Economy and DP4 – Alternative Use of Commercial & Industrial Sites

55 Policy CSP22 of the Core Strategy seeks to develop a sustainable economy by making the best use of existing commercial and industrial sites, especially those

suitable for occupation by small businesses. The policy also allows for buildings in the Green Belt to be used for commercial purposes.

- 56 Policy CSP22 also allows for redundant or unsuitably located commercial and industrial sites to be redeveloped for housing or other appropriate alternative uses, with further details set out in the Local Plan Part 2 - Detailed Policies (2014). Policy DP4 explains that if it can be demonstrated through a robust marketing exercise that the site is genuinely not required then redundant industrial or commercial land and buildings will be released for housing or other appropriate alternative uses.

Target: Policy CSP22 identifies no specific target in relation to employment land/floorspace however, the amount of employment floorspace and land will continue to be monitored to identify how well the local economy is performing.

Indicator: Policy CSP22:

- Amount of floorspace developed for employment by type per year.
- Employment land available by type per year.
- Loss of employment land to residential and to other uses per year.
- Amount of completed retail, office and leisure development.

Indicator: Policy DP4:

- Commercial/industrial sites redeveloped for alternative uses.

Performance: The business floorspace stock statistics in Figure 2 indicate a gradual decline in office and industrial premises.

- 57 Table 5 shows the overall business floorspace stock for Tandridge from 2006/07 to 2022/23 (latest available data). Data is sourced from the Valuation Office website: <http://www.voa.gov.uk/>. The data is also displayed as a graph in Figure 2 which shows the gradual decline in business floorspace since 2006.
- 58 The business floorspace stock statistics in Figure 2 indicate a gradual decline in the amount of office and industrial floorspace available in the District.

Table 5 Business Floorspace Stock

Year	Floorspace in thousands m ²	
	Industrial ⁶	Office
2006/07	217	60
2007/08	217	60
2008/09	216	61
2009/10	220	62
2010/11	202	67
2011/12	201	67
2012/13	206	67
2013/14	194	66
2014/15	194	66
2015/16	199	62
2016/17	198	62
2017/18	202	56
2018/19	202	55
2019/20	201	54
2020/21	198	53
2021/22	197	53
2022/23	193	48

⁶ This column is taken directly from the Government's Valuation Office website and it is noted that these figures differ from previous AMRs.

Figure 2 Business Floorspace Stock Evolution since 2006, including Office and Industrial Stock

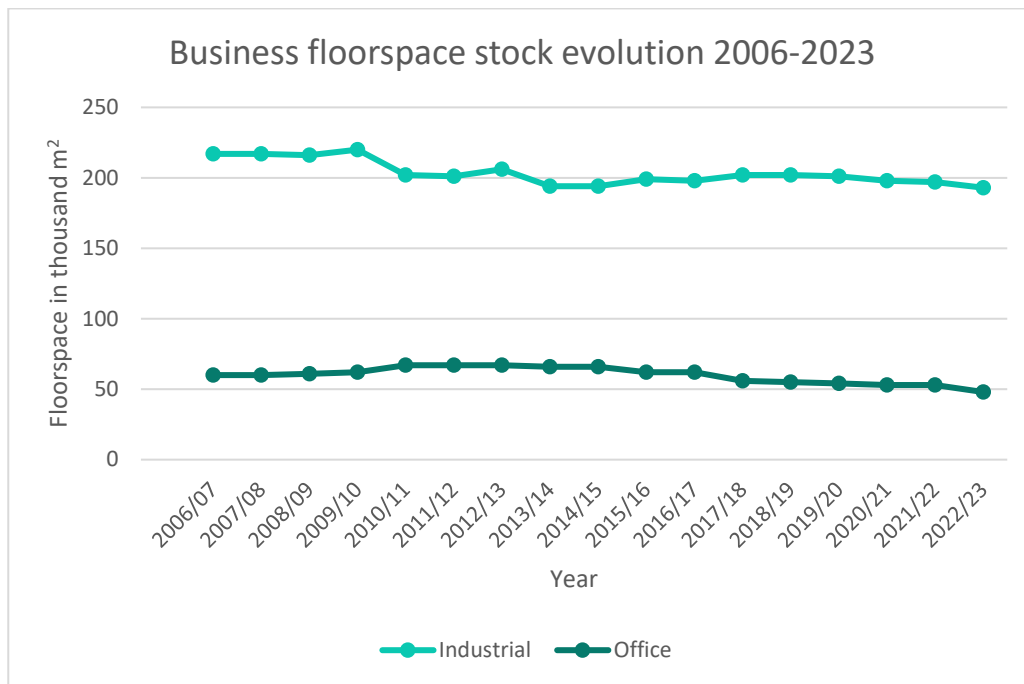


Figure 3 Employment Land Lost (in hectares)



59 Table 6 shows that there has been substantial take-up of permitted development rights.

Table 6 Approved Permissions Proposing a Change of Use

Note: change of use from either Class E (commercial, business and service) to Class C3 (dwellinghouses) (Prior Approval Class MA Part 3 Schedule 2) or

Class B1(a) (offices) to Class C3 (Prior Approval Class O Part 3 Schedule 2) - as at March 2023.

Prior approval granted			
Application no	Site address	Existing floor area m²	Net number of C3 (dwelling) units gained
2022/206/NC	2 Timber Hill Road, Caterham, Surrey, CR3 6LD	198	3
2022/1223/NC	158 Pollards Oak Road, Hurst Green, Oxted, Surrey, RH8 0JP	45.7	1
2022/1618/NC	Dippen Hall, Eastbourne Road, Blindley Heath, Lingfield, Surrey, RH7 6JX	599	10
2023/95/NC	2 Timber Hill Road, Caterham, Surrey, CR3 6LD	140.3	3
Total m²		983	17

7.13 Policy CSP23 – Town and other centres

60 Policy CSP23 in the Core Strategy seeks to protect and enhance the role of town and other centres. It also states that the Council would actively pursue the re-development of the former Rose & Young site in Croydon Road, Caterham and the gasholder site and adjoining land in Oxted.

61 Policy CSP23 sets out a hierarchy of retail centres. However, the Local Plan Part 2 - Detailed Policies (2014) sets target for retail, office and leisure provision in the town and local centres.

Target: Policy CSP23: The former Rose & Young site, Caterham and the gasholder site and adjoining land, Oxted be redeveloped by 2014.

Policy DP2 sets a target for a minimum of 70% retailing (A1 use) in each town centre primary frontage and a minimum of 45% retailing (A1 use) in each town centre secondary frontage.

Policy DP3 specifies a target for a minimum total frontage of 50% retailing (A1 use) in each local centre.

Indicator:

Policy CSP23: The re-development of key sites in the town centres.

Policy DP2: Total proportion of retailing (A1 use) in each of the primary and secondary frontages of Caterham Valley and Oxted town centres.

Policy DP3: Total proportion of retailing (A1 use) in each of the four designated local centres (Caterham Hill, Lingfield, Warlingham and Whyteleafe); and Change of use of shops located outside of the designated centres from retailing (A1) to other uses.

Performance:

The gasholder site in Oxted has been re-developed into 111 residential apartments. Work is still underway on the former Rose and Young site in Caterham following the planning permission for 48 residential units situated above a ground floor supermarket).

As part of the Local Plan process, the Council are required to produce a number of evidence-base documents. One technical study is the Town and Local Centre Review (2021) which evaluates the performance of existing town and local centres in their provision of retail, office and leisure premises. The study measures the performance of each indicator or against the policy criteria stipulated in the Core Strategy (2008) and the Local Plan Part 2 - Detailed Policies (2014). The findings of this study are shown on Table 7. More details can be found in the original study, available on the Council's website.

Table 7 shows that except in Smallfield, Use Class E⁷ is the predominant use class of the Town Centres and Local Centres in Tandridge.

Table 7 Town Centres and Local Centres Frontage use

Town centres/ Local centres	% of Frontage width in new Class Order (for 2021)				
	C3	E	F.1	F.2	Sui Generis
Oxted	3	87	0	1	10
Caterham Valley Town Centre	9	71	5	4	11
Caterham Hill	3	74	0	1	21
Lingfield	2	79	0	0	19
Warlingham	1	61	2	7	29
Whyteleafe	0	73	0	0	27
Godstone	37	45	0	1	17
Smallfield	2	26	57	8	8
Caterham Westway	8	61	12	0	18
Hurst Green	0	56	0	44	0
Bletchingley	31	40	12	2	15

8 Self-build and Custom Housebuilding

62 [The Self-build and Custom Housebuilding Act 2015](#) requires Councils to keep local registers of people looking to buy plots of land to commission or build their own home. As required by the legislation and detailed in current Planning Practice Guidance (PPG), since 1 April 2016 the Council has kept a Custom and Self-Build Register.

63 As of 31 October 2016 new Regulations dealing with custom and self-build homes registers came into force (Self-build and Custom Housebuilding Regulations 2016 and the Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016). In accordance with new legislation, on 5 April 2018 the Council set a local connection and financial solvency tests. As a result, there are two parts to the register:

⁷ Use Class E was introduced on 1 September 2020 and includes the old A2, A3, S1a, B1b and B1C uses, as well as some A1 uses. For more information on use class changes, please see statutory instrument 2020 No. 757 at <https://www.legislation.gov.uk/ukxi/2020/757/made>

Part 1: for those who meet the national and local eligibility conditions and have paid the fee.

Part 2: for those who only meet the national eligibility conditions and have paid the fee.

- 64 Further information on the eligibility criteria and how to register for either Part 1 or Part 2 of the register can be found on the [Council's website](#).
- 65 The level of demand for self-build and custom housebuilding in the area is established by reference to the number of entries added to the Council's register during a base period. The first base period ended on 30 October 2016. Each subsequent base period is the period of 12 months beginning immediately after the end of the previous base period. Subsequent base period will therefore run from 31 October each year (not concurrent with the monitoring period for the AMR).
- 66 At the end of each base period, local authorities have 3 years in which to permit an equivalent number of plots of land, which are suitable for self-build and custom housebuilding, as there are entries for that base period.
- 67 At the end of the 7th base period (30 October 2021 – 30 October 2022, the Council have a total of 3 individuals entered on the register, with 1 individual on Part 1 of the register and 2 individuals on Part 2. This is summarised in 8.
- 68 All 3 individuals on the register wish to commission or build a detached house for owner-occupation. The individuals' desired locations vary within the district
- 69 Since the introduction of the Council's new criteria and fees, to remain on the register applicants are required to pay an annual fee. As such, the Council submits letters to those applicants who wish to remain on the register and pay the annual renewal fee on an annual basis. Where applicants do not wish to renew their place and remain on the register this will result in removal from the register. Table 8 takes into account those applicants that did not wish to remain on the register or failed to pay the renewal fee.
- 70 Table 8 details the number of entries on the Council's self-build register as well as the number of self-build CIL exemptions that have been granted on planning permissions for new dwellings. The number of CIL exemptions permitted for self-build dwellings exceeds the demand on the register, which indicates that the Council is meeting its duty to the custom and self-builder to grant sufficient suitable development permissions.

Table 8 Number of Entries on Self-build Register and Granted CIL Self-build Exemptions.

Base Period	Date	Number of entries (individuals)	Part 1	Part 2	Group	Number of self-build CIL exemptions granted for new dwellings
1	01 April 2016 – 30 October 2016	61	N/A	N/A	0	
2	31 October 2016 – 30 October 2017	64	N/A	N/A	0	
3	31 October 2017 – 30 October 2018	4 ⁸	3	1	0	6
4	31 October 2018 – 30 October 2019	8	3	5	0	21
5	31 October 2019 – 30 October 2020	4	3	1	0	14
6	31 October 2020 – 30 October 2021	10	7	3	0	12
7	31 October 2021 – 30 October 2022	3	1	2	0	12
Total from 2018 - 2022		25	17	12	0	65

9 Tandridge District Community Infrastructure Levy

71 The Tandridge District Council Community Infrastructure Levy (CIL) Charging Schedule was approved by Full Council on the 24th July 2014 and came into effect on the 1st December 2014. Planning applications decided on or after the 1st December 2014 may therefore be subject to CIL.

72 The District Council uses CIL to secure Strategic Infrastructure which will have a district wide impact. Local Infrastructure is secured through Planning Obligations

⁸ Number of entries on self-build register decreases significantly due to the introduction of the Council's local connection test on 5th April 2018.

in line with the Policies of the Development Plan and utilising the Planning Obligations and Community Infrastructure Levy Guidance published on the Council's website⁹.

- 73 The Council received a total of £1,528,791.07 in the 2022/2023 financial year. This brings the combined total of CIL funds collected since the Charging Schedule came into force in December 2014, to £10,143,124.32

Table 9 Total CIL Funds Collected

Parish year	Tandridge CIL	Parishes CIL	Total TDC + Parish CIL
14/15 In Arrears	£0.00	£0.00	£0.00
15/16 In Arrears	£29,142.78	£5,142.87	£34,285.65
16/17 in arrears	£311,025.82	£54,887.20	£365,913.02
17/18 in Arrears	£965,901.64	£171,062.20	£1,136,963.84
18/19 in Arrears	£652,826.23	£115,205.22	£768,031.45
April 19 adjustment in reporting period	£644,819.77	£113,791.78	£758,611.55
19/20	£2,621,381.81	£498,454.74	£3,119,836.55
20/21	£754,240.27	£141,907.09	£896,147.36
21/22	£1,227,472.69	£230,322.63	£1,534,543.83
22/23	£1,194,277.61	£258,073.90	£1,528,791.07
Total 14-23	£8,401,088.61	£1,588,847.63	£10,143,124.32

- 74 The CIL Regulations require the Council to pass over to Parish Council's a percentage of the CIL as a 'meaningful proportion' (also known as 'neighbourhood fund'). The Council is required to pass 15% of the CIL receipts to relevant Parish Councils, in line with developments in their areas, with a cap of £100 per dwelling assessed for Council Tax in the parish per annum. This rises to 25% in areas with an adopted Neighbourhood Plan, and no cap. Parish Councils reports (receipts and total expenditure) as well as detailed financial reports are available via the Council's website¹⁰.

- 75 The CIL receipts (minus the parish element and administration fee) are pooled into a centralised pot for the purpose of delivering strategic

⁹ Community Infrastructure Levy - <https://www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies/Current-and-adopted-planning-policies/Community-Infrastructure-Levy>

¹⁰ Website URL for CIL spending reports: <https://www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies/Current-and-adopted-planning-policies/Community-Infrastructure-Levy/Spending-the-Community-Infrastructure-Levy-and-reports>

infrastructure/improvement on a district-wide basis. Infrastructure Providers are invited to bid for the release of funds from this centralised pot to appropriate projects in line with the key spending themes identified by the Council.

- 76 During the monitoring year the annually updated Infrastructure Funding Statement (IFS) was published for Tandridge on the Council website¹¹. This sets out in the income and expenditure section 106 (S106) agreements and section 278 (s278 – relating to highways), and all CIL, that have been awarded or spent.
- 77 The statement sets out where the CIL receipts have been spent and committed on the following projects:
- 78 Table 9 sets out the future projects agreed and ongoing schemes agreed previously.
- 79 During the monitoring year, the Council awarded the sum of £2,863,901 to various schemes and projects. Since the start of the CIL schedule charge in December 2014, the Council has awarded a total of £8,803,788.00 and has paid out the sum of £717,140 as shown in Table 10.

¹¹ [Infrastructure Funding Statement \(IFS\)](#)

Table 10 CIL Spent Projects

IFS Agreement number	IAG title	Agreement date	Total obligation amount	Amount received	Bidding round	Yr	Committee date	Decision status	Committee name
IA-00222	Infrastructure Feasibility Match Funding		£1,000,000.00	£0.00			13/06/2019	Committee Pass	Strategy and Resources
IA-00223	Smallfield Flood Alleviation		£275,000.00	£125,000.00			15/09/2016	Committee Pass	Planning Policy Committee
IA-00224	Master Park Pavilion	20/11/2020	£500,000.00	£5,358.00			22/09/2020	Committee Pass	Strategy and Resources
IA-00225	Burstow Road Safety Scheme	04/12/2020	£360,000.00	£0.00			09/07/2020	Committee Pass	Strategy and Resources
IA-00226	Whyteleafe Surgery	29/01/2021	£502,000.00	£502,000.00			22/09/2020	Committee Pass	Strategy and Resources
IA-00231	Expansion of St Peter and St Paul CE Infant School, Chaldon		£1,000,000.00	£0.00	Spring	22	22/11/2022	Application	Planning Policy Committee
IA-00232	Warlingham Green Improvements Scheme: Phase One		£491,355.00	£0.00	Autumn	21	02/12/2021	Committee Pass	Strategy and Resources

IFS Agreement number	IAG title	Agreement date	Total obligation amount	Amount received	Bidding round	Yr	Committee date	Decision status	Committee name
IA-00235	The Friends of Limpsfield Common Access and Infrastructure Project – Responding to Community Needs	28/09/2021	£71,032.00	£34,782.00	Autumn	21	02/12/2021	Committee Pass	Strategy and Resources
IA-00236	A25 Westerham Road, Limpsfield Signalise existing informal pedestrian crossing and speed reduction measures	30/09/2021	£0.00	£0.00	Autumn	21	02/12/2021	Withdrawn	Strategy and Resources
IA-00237	Croydon Road Regeneration Improvements		£950,000.00	£0.00	Autumn	21	02/12/2021	Committee Pass	Strategy and Resources
IA-00239	Wolf's Hill, Hurst Green - Road Widening & Pavement		£0.00	£0.00	Autumn	21	07/10/2021	EOI Pass; On Hold	CIL Working Group
IA-00240	Barn 100, Oxted (theatre)	30/09/2021	£50,000.00	£50,000.00	Autumn	21	02/12/2021	Committee Pass	Strategy and Resources

IFS Agreement number	IAG title	Agreement date	Total obligation amount	Amount received	Bidding round	Yr	Committee date	Decision status	Committee name
IA-00259	Blanchmans Farm All Weather Disabled Trackway Warlingham		£104,000.00	£0.00	Spring	22	23/06/2022	Committee Pass	Planning Policy Committee
IA-00260	De-Stafford School 3G pitch Option 1		£80,000.00	£0.00	Spring	22	23/06/2022	Committee Pass	Planning Policy Committee
IA-00264	Lingfield Sports Association Grounds and Clubhouse		£211,562.00	£0.00	Spring	22	25/01/2022 16/11/2023	EOI Pass; Deferred Committee Pass	Planning Policy Committee
IA-00267	Warlingham Sports Club Renovation Project		£556,500.00	£0.00	Spring	22	23/06/2022	Committee Pass	Planning Policy Committee
Total CIL amount awarded and paid out since December 2014			£6,151,449	£717,140					

10 Appendix 1: Identification of Windfall Allowance

Table 11 Small Site Windfall Completions between 2006 and 2023

Note: Windfall sites defined as of 4 units and under

Year	Total small site windfall completions	Total small site windfall completions on residential garden land	Total small site windfall completions excluding residential garden land
2006/2007	53	19	34
2007/2008	51	26	25
2008/2009	40	17	23
2009/2010	46	21	25
2010/2011	37	16	21
2011/2012	39	12	27
2012/2013	64	31	33
2013/2014	82	41	41

Year	Total small site windfall completions	Total small site windfall completions on residential garden land	Total small site windfall completions excluding residential garden land
2014/2015	38	20	18
2015/2016	66	33	33
2016/2017	18	10	8
2017/2018	78	18	60
2018/2019	60	7	53
2019/2020	60	9	51
2020/2021	39	3	36
2021/2022	31	3	28
2022/2023	31	3	28
Average	49	17	32

11 Appendix 2: Existing policies within the Local Plan that are not being Implemented (in Part or Fully)

2008 Tandridge District Core Strategy - Policy CSP 3 – Managing the Delivery of Housing

- 80 Policy CSP 3 states that in order to manage the delivery of housing and should the District's rolling five-year housing supply figure be exceeded by more than 20%, the Council will not permit the development of unidentified residential garden land sites of 5 units and above.
- 81 Given the identified supply of housing, as detailed in section 4 of this report, CSP 3 would be triggered when assessing relevant planning applications relating to residential development on garden land. However, an appeal decision made in 2014 (TA/2013/414 and TA/2013/417) concluded that the application and interpretation of CSP 3 could be contrary to paragraph 53 of the NPPF which states that *“Local planning authorities should consider the case for setting out policies to resist inappropriate development of residential gardens, for example where development would cause harm to the local area”* and the presumption in favour of sustainable development. The reasoning set out by the inspector was *“In my assessment, for redevelopment of garden land which would not be inappropriate, and would not cause harm to the area, paragraph 53 of the NPPF is a material consideration which would outweigh any conflict with LP1 policy CSP 3”*. It is therefore considered that the use of a policy restricting the supply of housing in circumstances where development would otherwise be acceptable does not comply with the NPPF.
- 82 This appeal represents a material planning consideration in terms of decision taking. The policy would, in the context of conformity with the NPPF, only lend weight to the decision-making process where the development of residential garden was already considered contrary to policies seeking to protect the character of an area, such as DP7, DP8 and CSP18. It is not a policy that can be used to refuse otherwise acceptable development on the basis of housing supply alone.

12 Appendix 3: Planning Applications for Gypsy, Travellers and Travelling Showpeople Sites / Plots since 2013 – 31/03/2023 Update

Table 12 Gypsy and Travellers Site Planning Applications

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
2014/1484	Hare and Hounds, Lingfield Common Road, Lingfield	Variation of condition 1 and 2 of permission TA/2009/962 to allow for permanent stationing of three caravans and to enable the occupation by any other un- named Gypsy and Travellers	3 pitches	Occupied site comprising 3 unauthorised pitches. Site previously granted temporary permission for 3 pitches.	Granted permanent permission on 3/7/2019
2015/227	Ivy Hatch, Downlands Lane, Copthorne	Stationing of three mobile homes with access, parking and private amenity space. (Retrospective)	3 pitches	Occupied site comprising 3 unauthorised pitches. Retrospective planning application.	Granted 22/04/21.
2015/1913	High View Manor Park Beech Farm Road Warlingham	Change of use of land to a private gypsy and traveller caravan site providing for 4 caravan pitches	4 pitches	Occupied site comprising 4 unauthorised pitches. Retrospective planning application.	Refused January 2018. Appeal allowed 8/7/2019
2015/1991	Kew Gardens, Antlands Lane, Shipley Bridge	Erection of utility block, day room/ store, stable block with storage barn and kennel (retrospective) and variation of	1 pitch	Occupied site comprising 1 authorised pitch and 1 unauthorised pitch.	Refused August 2017. Appeal submitted but out of time.

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
		condition 2 of appeal decision APP/M3645/C/11/2149181 and APP/M3645/C/11/2149182 dated 15 September 2011 to allow for an additional pitch on site.		Retrospective planning application in relation to buildings and 1 unauthorised pitch.	Enf notice served and enf appeal determined January 2019. Notice largely upheld
2015/2203	Land adj caravan site, Beech Farm Road, Warlingham (Field 2472)	Change of use of land for residential occupation of caravans by gypsy-travellers with associated hard standing, utility blocks and fencing for three additional pitches (part retrospective)	3 pitches	Occupied site comprising 4 unauthorised pitches. Retrospective planning application. Site overlaps with 2017/2377.	Refused – appeal lodged but subsequently withdrawn 21/8/2019.
2017/1457	Burstow Stables, Church Lane, Burstow, RH6 9TG.	Change of use of land to a gypsy and traveller caravan site consisting of 1 pitch	1 pitch	Occupied site comprising 1 unauthorised pitch. Site previously granted temporary permission for 1 pitch. This application seeking permanent permission.	Approved – 22/4/2021
2017/1721	The Plantation, Springbottom Lane, Bletchingley.	Change of use of land for the stationing of a mobile home with associated hard-standing.	1 pitch	Occupied site comprising 1 unauthorised pitch. Retrospective planning application.	Refused 10/6/19. Enforcement notice upheld but compliance period for 14 months – 21/06/2021

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
2017/2377	Land adj caravan site, Beech Farm Road, Warlingham	Change of use of land for the stationing of four static caravans for residential occupation by gypsy travellers, formation of new access and track, hard- standing, utility block, cesspool, storage area for up to four touring caravans and fencing. (Part retrospective)	4 pitches	Occupied site comprising 4 unauthorised pitches. Planning application part retrospective. Site overlaps with 2015/2203.	Refused & appeal dismissed 22/10/2019.
2017/2652	Land at Farm Lane, Godstone, RH9 8DH	Proposed siting of 10 mobile homes and touring caravans and two-day rooms	10 pitches	Unoccupied site.	Refused 4/9/2018.
2018/839	Plot 2, The Paddocks (formerly Black Barn)	Change of use of land for a proposed two pitch site for settled gypsy accommodation	2 pitches	Occupied site comprising 2 unauthorised pitches. Retrospective planning application.	Refused 13/03/19.
2018/840	Plot 1, The Paddocks (formerly Black Barn)	Change of use of land for a proposed two pitch site for settled gypsy accommodation	2 pitches	Occupied site comprising 2 unauthorised pitches. Retrospective planning application.	Refused 13/03/19 – appeal withdrawn.
2018/1139	Beechfield, Moats Lane, South Nutfield RH1 5PF	Stationing of 2 mobile homes	2 pitches	Occupied site comprising 2 unauthorised pitches. Retrospective	Permanent planning permission granted 27/06/19 (2017/2394

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
				planning application.	withdrawn)
2018/1592	Land north of Effingham Road, Burstow	Change of use to a private gypsy and traveller caravan site consisting of 6 pitches each containing 1 mobile home, 1 day room, 1 touring caravan and associated development	6 pitches	Unoccupied site.	Refused 22/5/19.
2019/24	Land between Dornalong and The Retreat, Kemsley Lane, TN16 2BH.	Change of use to a private gypsy and traveller caravan site consisting of 1 pitch	1 pitch	Unoccupied site.	Refused 6/6/19 – appeal dismissed 3/3/2020.
2019/84	Land at Warwick Wold Road, Bletchingley, Redhill RH1 3DH	Change of use of land to use as a residential caravan site for one Gypsy family including laying of hard-standing and erection of ancillary amenity building	1 pitch	Unoccupied site.	Approved 17/07/2020.
2019/155	Land to rear of 64-70 Copthorne Road, Felbridge.	Outline application with all matters reserved for a proposed single pitch site for settled gypsy accommodation.	1 pitch	Unoccupied site.	Refused 26/04/19.
2019/1524	Plot 2, The Paddocks, Crab Hill Lane, South Nutfield	The use of land for the stationing of caravans for residential purposes for one no. Gypsy pitch, together with	1 pitch	Re-submission following refusal of previous app.	Refused 31/12/2019. Appeal submitted – not yet determined.

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
		the formation of hardstanding and utility/day room ancillary to that use			
2019/1584	Land off Green Lane, Outwood	The use of land for the stationing of caravans for residential purposes for 2 Gypsy pitches, together with the formation of hardstanding and utility/day rooms ancillary to that use and the erection of a stable	2 pitches	SMA017 – separate to existing Green Lane site.	Refused 07/11/2019. Appeal submitted – not yet determined.
2019/2117	Land Adj to Caravan Site, Beech Farm Road, Warlingham CR6 9QG	Retention of use of land for the stationing of four static caravans for residential occupation by gypsy travellers, formation of new access and track, hardstanding, utility block, cess pool, storage area for up to four touring caravans and fencing with additional landscaping works	4 pitches	Occupied	Refused 31/01/2020.
2020/1186	Woodlands, weatherhill Common, Smallfield, Surrey, RH6 9JF	Change of use of land for the stationing of caravans for residential purposes.	1 pitch	Unoccupied site	Appeal allowed 09/11/2021
2020/156	Whitegate Farm, Eastbourne Road, Blindley Heath RH7	Use of land for the stationing of 4 caravans occupied permanently by 4 independent	4 pitches	Occupied (but not G&T)	Refused 10/06/2021.

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
	6LG	households (Certificate of Lawfulness for Existing Use)			
2020/1255	Swallows End, Crab Hill Lane, South Nutfield (formerly Plot 1, The Paddocks)	Stationing of a mobile home (certificate of lawful development for an existing use or development)	1 pitch	Previous application refused for 2 pitches on site (2018/840).	Refused 21/09/2020. Appeal allowed 29/07/2021 but not a G&T site
2020/2158	Beechfield, Moats Lane, South Nutfield, Redhill, Surrey, RH1 5PF	Proposed use of land as a private gypsy and traveller caravan site consisting of 4 pitches (1 pitch retrospective) (amended description)	4 additional pitches	1 pitch occupied	Refused 22/04/2021
2021/905	Pendell Camp, Bletchingley Road, Merstham, Surrey, RH1 3DL	CLUED - Use of 0.43ha. of land at the former Pendell Camp as a gypsy and Traveller site for more than 10 years, including vehicular access from Merstham Road and use of hardstanding for static and touring caravan bases (4no. pitches), residents' vehicle parking a	4 existing pitches	SCC site. Occupied for many years.	Withdrawn.
2021/1285	Beechfield, Moats Lane, South Nutfield, Redhill, Surrey, RH1 5PF	Proposed use of land as a private gypsy and traveller caravan site consisting of 2 pitches (1 pitch retrospective)	2 pitches	1 pitch occupied	Refused 05/11/2021. Temporary 3 years planning permission granted on appeal

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
					October 2022.
2021/2002	Victoria Fields, Clay Lane, Newchapel, Surrey, RH7 6HX	Proposed use of land as a private gypsy and traveller caravan site consisting of 1 pitch; revised application further to TA/2021/102 - Erection of a chalet bungalow and permission 2012/846 for stable / tack room / hardstanding.	1 pitch	Recent application for erection of a chalet bungalow refused (2021/102)	Refused 05/09/2022. Appeal dismissed on 04/01/2023
2022/840	Ivy Hatch Residential Site, Green Lane, Outwood, Surrey, RH1 5QW	Variation of condition 2 (Approved Plans) Retrospective. attached to pp TA/89/1278 'Continued use of existing gypsy caravan site on a permanent basis to provide 19 family pitches with ancillary blocks, working & storage areas together with associated bunding, landscaping & management improvements'. Date of decision 13.12.89	19 exiting pitches	Occupied for many years	Approved on 02/03/2023

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
2023/115	Woodlands, Weatherhill Common, smallfield	Variation of Condition 3 (Number of caravans) of planning permission ref: 2020/1186 to allow for a second static caravan.	2 pitches	Occupied site comprising 2 pitches.	Permanent permission granted 28/03/2023

Table 13 Travelling Showpeople Plots Planning Applications

Application No.	Site Address	Description	Number of proposed pitches/plots	Is site already occupied/Is this a retrospective application?	Current status
2016/863	Former Lingfield Common Nursery, Lingfield Common Road, Lingfield	Change of use of land to create 12 plots for travelling showpeople with equipment storage area	12 plots	Unoccupied site.	Refused October 2017. No appeal lodged.
2019/236	Land adjacent to Michael's Commercials, East Park Lane, Newchapel.	Change of use of land to create 17 plots for travelling showpeople with creation of new access to highway.	17 plots	Unoccupied site.	Refused 16 May 2019 Appeal dismissed 24/04/2020
2021/1531	Michaels Business Centre, East Park Lane, Newchapel, Lingfield, Surrey, RH7 6HS	Change of use of land to create 17 plots for travelling showpeople with creation of new access to the highway	17 plots	Unoccupied site	Withdrawn.

13 Appendix 4: Woldingham Neighbourhood Plan Monitoring

Table 14 Woldingham Neighbourhood Plan Monitoring for the monitoring year 2022/23

Objective	Policy Number	Description	Comments on Progress
1 – preservation of the unique Heritage and Character of the village	Policy L1	Building Design	Ongoing review of planning applications.
	Policy L2	Village Character Areas	Ongoing review of planning applications.
	Policy L3	Landscape Impact	Ongoing review of planning applications.
	Policy L8	Local Green Spaces	Involvement with Tandridge Council's Open Spaces Consultation; fed into the AONB review to help protect Woldingham beauty spots, including follow up on proposals; support of local organisations like the Glebe and Downlands Partnership to protect the SNCI lands and walking paths
2 - Dwellings	Policy L1	Dwellings suitable for downsizing	Ongoing review of planning applications. Note that since NP many flats on the Crescent were built.
3 – Community Facilities	Policy L4	Additions/Improvements to Community Facilities	Substantial work on land owned by The Glebe and The Scouts undertaken in 2018/2019 providing enhanced footpath and a new enclosed relaxation garden where open scrub land was previously. Village community group started pop-up coffee shop; repaired many footpaths and signs; funded Scout project and signage for new Jubilee paths that launched in June 2022
	Policy C4	Improvements to Village Website and Noticeboards	The village website has a dedicated webmaster to co-ordinate communication across the village. Woldingham.com is a one stop shop for all village community groups and clubs plus council and community information. It is maintained up to date and visited by many residents. Launched a revamped website for the WPC and the community. The Woldingham facebook page has also taken off in the past

Objective	Policy Number	Description	Comments on Progress
			couple of years and is another place to find community information. The administrators for both FB and Woldingham.com work closely together. We also launched a Parish Council facebook page and put parish announcements and meeting information on this page. Use of physical notice boards is diminishing – currently 3 remain: Woldingham Parish Council, Woldingham Association, Village Hall. One notice board, The Scouts, has been taken out of commission in 2019. That said, the Parish Council funded and installed a larger noticeboard in the centre of the village.
4 – Regeneration of The Crescent	Policy L5	Parking and Retail Facilities in The Crescent	Substantial work on land owned by The Glebe and The Scouts undertaken in 2018/2019 providing enhanced footpath and a new enclosed relaxation garden where open scrub land was previously. In 2018/2019 the Parish Council undertook a review of the parking challenges on The Crescent. A plan to make The Crescent one way was drawn up in conjunction with Surrey County Council, however without the support of the police it was not implementable. Work has begun by Woldingham Parish Council to engage with the owners of the BT buildings which are empty in some cases and falling into a state of dilapidation. The Crescent has been resurfaced. Electricity for lighting facilities has been installed. Quotes will now be sought to have the pavement redone. Benches and the little library have been installed and trees and flowers planted.
5 – Business and Commercial Activity	Policy L5	Commercial Facilities in The Crescent	The One-Stop shop has expanded their customer space and the garage has plans to upgrade their customer space. The shop has added tables and chairs out front and a new barista coffee machine. We have given commercial facilities as well as all community offerings visibility in a village wide event to promote our village offerings and services.
	Policy L7	Improvements/Changes to	Vodafone have installed a phone mast at St Pauls Church – this

Objective	Policy Number	Description	Comments on Progress
		Broadband and Mobile Communications	<p>has significantly improved mobile reception. Fibre broadband was installed in Lunghurst Road and Butlers Dean Road – initiated and funded by road resident groups.</p> <p>A Councillor identified all other roads in the village needing fibre broadband. However, OpenReach required the Parish Council to commit to the financial responsibility of village-wide installations should residents not sign up for their own broadband contracts. This was too much of a risk for the PC and, consequently, much of the village suffers from poor broadband connection.</p>
6 – Safer and Easier Access to Key Facilities	Policy L5	Parking and Pedestrian Safety in The Crescent	<p>In 2018/2019 the Parish Council undertook a review of the parking challenges on The Crescent. A plan to make The Crescent one way was drawn up in conjunction with Surrey County Council, however without the support of the police it was not implementable. Woldingham Parish Council continue to consider the options available.</p> <p>The project undertaken behind the Crescent was an upgrade to the central path network in and around the Crescent. A path network now exists from Slines Oak Road to The Crescent and The Glebe field providing buggy/wheelchair access to key facilities in the village. No new parking options are presently available. Pavements are presently sufficient for pedestrians.</p>
	Policy L6	Accessibility of Woldingham Station	No improvement has been made to Station Parking; out of the purview of the Parish Council.
	Policy C1	Improvements to Resident Safety	Installed Vehicle Activated Signs (VAS) on Northdown Road and Lunghurst Road to help slow traffic and observe speeding issues. CCTV added on Church Road. Speed tests previously done on Station Road, funded by WPC, carried out by SCC. Additional tests conducted on North Downs Road and The Ridge. New CCTV cameras being sourced as upgrade to old cameras on Church

Objective	Policy Number	Description	Comments on Progress
			Road. Working regularly with the police and neighbourhood groups on crime and security. Held sessions with the police and residents to raise awareness of how to protect homes and cars. Help fund neighbourhood watch and Keeling Woldingham Safe to ensure community groups are working.
	Policy C2	Improvements to operation of local transport services	The WPC and other resident groups had written to rail transport and to our MP and continue to press for full reinstatement of services. Services improved over the past year. Sadly, local bus service was discontinued due to insufficient usage but there is a dial a ride service now in place.
	Policy C3	Improvements to Footpaths and Cycleways	The project undertaken behind the Crescent was an upgrade to the central path network in and around the Crescent. A path network now exists from Slines Oak Road to The Crescent and The Glebe field providing buggy/wheelchair access to key facilities in the village. The WPC regularly reviews all footpaths, cycleways and bridleways in the village continuously to determine path condition and needed upgrades and signage upgrades needed. WPC have paid for some path upgrades in the past year and continue to pursue more. Previously, additional dog refuse bins were paid for and installed around the village, in conjunction with TDC.

14 Appendix 5: Limpsfield Neighbourhood Plan Monitoring

Table 15 Limpsfield Neighbourhood Plan Monitoring for the monitoring year 2022/23.

Topic	Policy Number	Description	Indicator	Comments on Progress
Housing	LNP1	(1a) To help meet housing needs by supporting the delivery of new housing in sustainable locations across the Parish and in other locations within the Limpsfield/Oxted/Hurst Green area.	Number, type and size of houses built per year in Limpsfield Parish and Oxted Parish	Completions data for the 2022/23 monitoring period identifies the following for Limpsfield and Oxted Parish: 3 net units in total completed in Limpsfield Parish 1 net units in total completed in Oxted Parish
	LNP2	(1b) To help meet the need for smaller and more affordable homes by securing a more appropriate mix of housing in new developments.	Cumulative proportion of new houses/apartments of 3 bedrooms or less built in Limpsfield Parish	One 2-bedroom house was built in Limpsfield Parish in the 2022/23 monitoring year.
	LNP3	(1c) To ensure that any new housing is built on sites and at densities which would not harm the prevailing character of the area in which it is set or the amenity of nearby properties.	Housing density percentage changes by character areas	The six sites completed in Limpsfield Parish had an average density of 11 dwellings per hectare.
Design and Heritage	LNP3	(2a) To ensure that all new development respects the particular character of the area in which it takes place,	Proportion of successful planning objections when the above criteria are not met	In 2022/23 the planning committee considered 125 new development applications. TDC approved 76 of these applications; and refused 8. A small number were withdrawn, not required to

Topic	Policy Number	Description	Indicator	Comments on Progress
		in terms of its design, layout and materials, whilst maintaining opportunities for more sustainable designs.		<p>submit planning or asked to submit full planning applications. A few are still not yet determined. In 2022/23, the LPC planning committee made 15 objections on the basis of LNP criteria. Some of these applications are pending decisions, however, we have been disappointed with the outcome of Green Hedges and its subsequent conditions changes (particularly the addition of balconies). We commented on over 30 over application to ensure LNP criteria were met and are pleased with the results/conditions of these applications. A list of Limpsfield Neighbourhood Plan planning criteria has been published on the planning page of our website and circulated via our newsletter in order to encourage residents and developers to consider these criteria before making planning applications to avoid unnecessary changes or refusals.</p> <p>Listed Buildings and Local Listed Assets We submitted 17 local structures for consideration, most of which we believe have been included in the updated list.</p>
	LNP4, LNP5, LNP6	(2b) To protect and enhance the Parish's heritage, including the Limpsfield Village Conservation Area, Listed buildings and other locally important buildings and structures across the Parish.	Publication of Conservation Appraisal and Management Plan by 2021, the latter with its own performance indicators	<p>We are delighted that following two years of work, the Limpsfield Village Conservation Area Appraisal and Management Plan (LVCAAMP) was formally adopted by Tandridge District Council on 23rd June 2022.</p> <p>The LVCAAMP is now a Supplementary Planning Document (SPL), and the boundary change and name change have also been agreed. Tandridge</p>

Topic	Policy Number	Description	Indicator	Comments on Progress
				<p>District Council has amended its dedicated page on the website, and this now also contains the SPD: www.tandridge.gov.uk/limpsfield.</p> <p>We created a management plan for the Limpsfield Village Conservation Area (LVCA), to include an enhancement scheme for the historic village centre.</p> <p>Improvements to date have included the replacement of bins in the conservation area with more appropriate black bins and the addition of the ancient replica milestone opposite St Peter's Church.</p> <p>We have begun investigations into the renovation of the ironstone cobbles and paving within the Village Conservation Area and will also be replacing the remaining non-heritage street lamps in the conservation area over 2023.</p> <p>We have started work on a useful pamphlet for residents and businesses within the "LVCA", which will advise on responsibility, restrictions, dos and don'ts.</p> <p>We hope this will serve to clarify any issues or question you may have as property owners/tenants within the area.</p> <p>We also contributed to the footpath/laneway resurface by the side of The Bull Inn. This is officially a footpath, but also an "unclaimed road", so Surrey County Council is not responsible for its upkeep.</p>
Environment	LNP7	(3a) To protect and enhance	Number of local green	We have 9 designated local green spaces and have

Topic	Policy Number	Description	Indicator	Comments on Progress
		the most valued open spaces for the use of the community within and adjacent to the built-up areas.	spaces protected assessed every three years (levels of protection will vary from assets of community value, to Green Belt and Local Green Space designation)	not felt the need to re-assess these or add to them. We will review our current assets of Community Value in 2023/2024 (The Carpenters Arm, The Bull Inn, Memorial Stores).
	LNP1	(3b) To protect the Green Belt from inappropriate forms of development	Number of planning applications approved in the Green Belt for forms of development usually considered inappropriate	We objected to several application in the Green Belt, including Beresford Court (approved), Hillview Farm – which was refused by TDC and at appeal, and Red Lane Farm Stables – which was approved by TDC which was very disappointing. Other outstanding – Treveureux Stables, Orchard Cottage Farm. We are keeping an eye on Wolf's Row old allotment plot. We are very concerned that with the lack of Tandridge Plan and potential creep into the Green Belt. Surrey Hills AONB Review: We have formally submitted 6 areas that we believe should be included in AONB, therefore giving them more protection from development. All have been included in the draft review and we await its conclusion in early 2024.
	LNP8	(3c) To maintain and improve biodiversity and the quality of the natural environment	Additional number of nesting locations and number of lost views	We are working alongside local organisations such as Friends of Limpsfield Common, National Trust, and Woodland Trust and landowners/tenant farmer to support any biodiversity activity in our area. We intend to develop a biodiversity and sustainability strategy for Limpsfield in 2023/24 and will be funding some environmental improvements.

Topic	Policy Number	Description	Indicator	Comments on Progress
				We have supported the FOLC Nature Trail on Limpsfield Chart. We have created additional wildflower areas at the top of Limpsfield High Street / Wolf's Row.
Business and Economy	LNP9, LNP10	(4a) To support the local economy and maintain opportunities for smaller businesses to grow and develop in appropriate locations across the Parish, including working from home and farm diversification.	Number of active SMEs recorded each year	We have not found a suitable and achievable way of recording all local SMEs, however we are working with LImpsfieldSurrey.com website to encourage local businesses to contact us/LimpsfieldSurrey in order to include them in an ongoing and updatable online small business directory – to monitor local businesses and help support them via promotion across online / social media. We are also working with The Bull Inn in Limpsfield on any potential community / local business-based projects. We have supported the Limpsfield Cookery School's Christmas and Summer Fairs which showcase the high street and other local businesses.
Community Services, Leisure and Recreation	LNP11, LNP12	(5a) To support the delivery of local services and community facilities in locations which are accessible to the local community.	Resident's survey to be completed in 3-5 years	We achieved funding from SCC for The Limpsfield Way and Limpsfield Community Cycle Route, which includes accessible pathways for buggies and wheelchairs at Grub Street and New Road. We have also installed a new accessible Rest and Play area in the NT woodland off New Road to encourage and enable local families to make more use of Limpsfield Common.
	LNP11, LNP12	(5b) To improve the recreation and leisure opportunities for local residents and visitors to the	Resident's survey to be completed in 3-5 years	To complete another survey in the next year. We are actively looking for more recreation possibilities for the parish (including a playground if a suitable site can be found).

Topic	Policy Number	Description	Indicator	Comments on Progress
		Parish, protecting existing assets and encouraging enhancements which increase their availability and use.		<p>Our woodland natural play area as part of our Limpsfield Way project is proving very popular. We have created an entire family friendly, accessible circular 4.5mile walking route around Limpsfield and Limpsfield Chart – launched in September 2022 and a family friendly “there and back” cycle route from the Village to the Chart Village that requires no cycling on major roads – both of which are proving very popular.</p> <p>We have installed 3 new benches at the Grub Street Club for use by walkers and cricket spectators. WE also installed new bins at Glebe Meadow and Grubb Street Cricket pitch.</p> <p>Previous years: Leased land from the NT on behalf of Limpsfield Infants School for a new Trim Trail along the side of Limpsfield CofE Infants School. Leased and continue to manage a small orchard area (from the NT) at Stoneleigh Road by Limpsfield Chart Cricket Club to be enjoyed by the community and visitors. Gave financial support for installation of watering system at the Limpsfield Community Orchard. Gave financial support for Chart Cricket Club for their outfield work and have also provided a new bench. We are working with the Friends of Limpsfield Common to assist with their activities including their Chart trails.</p>
Transport and	LNP13	(6a) To secure	Residents’ survey to be	Survey to be completed over the coming year,

Topic	Policy Number	Description	Indicator	Comments on Progress
Communication		improvements to the local travel infrastructure, making the Parish's roads safer for all users and reducing the effects of through traffic, including HGVs.	completed in 3-5 years	however this also forms part of the CAAMP as far as the Limpsfield Village area is concerned. We continue to work with Cameron McIntosh to ensure certain unsuitable roads are "ghosted" on the Commercial vehicle SatNav system as well as monitoring road name signs, google maps etc for anomalies in road designations (e.g. tracks that are not accessible to vehicles) We submitted a number of suggestions to the 2023 Parking Review, a few of which are being taken up. We are also working with SCC's parking officers regarding more parking enforcement in Limpsfield Village area.
	LNP14	(6b) To secure improvements to the Parish's network of pavements, footpaths, bridleways and cycleways, linking together different parts of the Parish and providing better connectivity and leisure opportunities.	Map of footpaths, pavements, bridleways and cycleways including their accessibility – every 3 years	Maps: We have published a link to maps of the walking routes around the parish on our website and are keeping this updated in conjunction with Limpsfieldsurrey.com. Footpaths and Bridleways - In FY22/23, key footpaths projects have included: <ul style="list-style-type: none"> • Replacement / repair of several footpaths and finger posts • Replacement of the tricky stile with a kissing gate on the footpath (FP75) by Oxted School through the fields to the footbridge over the M25 • Installation of a pedestrian gate at the top of Padbrook on the footpath into Priest Hill, following concerns by residents about the use of motor scooters and pushbikes on the footpath.

Topic	Policy Number	Description	Indicator	Comments on Progress
				<ul style="list-style-type: none"> Reduction of the gradient of the pathway from Granville Road to the Brook Field. This path is now much more user friendly and we have had very positive feedback, including from a wheelchair user who found it very easy to navigate. Cleared and "widened" The Pebble Hill Path, clearing much of the surrounding vegetation to allow the lighting to be more effective. Replaced the stile on footpath 71 that goes from Grub Street across to the A25.
	LNP13	(6c) To ensure that appropriate parking provision is made within new developments and that better parking is provided in Limpsfield Village	Number of new parking places provided every year	<p>We are currently monitoring the situation and actively looking for any potential off-street parking areas within the village area, but this is a long-term view.</p> <p>There are currently no available sites that we know of, but we are keeping our ears and eyes open for opportunities.</p>
	LNP1	(6d) To promote improved access to faster broadband across the Parish.	Broadband speeds map – updated every year	<p>We have published information online and via our newsletters in terms of what broadband schemes and providers are available for rural residents and information about the Rural Gigabit Voucher scheme.</p> <p>We have also provided information on the current Govt Consultation for local residents to have their say.</p> <p>We have a link to Broadband speed checker on our website.</p>
Crime	LNP3	(7a) Working with local	Burglaries and shoplifting	We have published crime prevention information,

Topic	Policy Number	Description	Indicator	Comments on Progress
Prevention		business, residents, the District Council and the police, to secure measures which reduce crime, including burglaries and theft.	rates collected each year	<p>advice and key contacts on our website and via Newsletter and encouraged residents to keep communication via WhatsApp Groups. Link for local Crime statistics is also on the LPC website.</p> <p>We are working with Oxted PC and Local police regarding the installation of CCTV in Oxted (installation due December 2023) for which we have also committed around £4554 in funding.</p> <p>We are also working with the Oxted BID, TDC, Surrey CC and local MP with regards to what can be done about the escalation in shop crime and ASB in Oxted Town Centre.</p>

15 Appendix 6: Caterham, Chaldon and Whyteleafe (CCW) Neighbourhood Plan Monitoring

Table 16 Caterham, Chaldon and Whyteleafe Neighbourhood Plan Monitoring for the monitoring year 2022/23

Objective	Description	Indicator	Source	Comments on Progress
Objective 1	To define and protect neighbourhood character areas and promote development within them that respects their integrity.	Average density per annum of housing within the Neighbourhood Plan area	TDC Monitoring	The average density per annum of housing permitted within the Neighbourhood Plan area for the monitoring year 2022/23 is 45 dph.
		Net number of permissions granted for new housing on designated Character Areas (where designated)	TDC Monitoring	<ul style="list-style-type: none"> CA1 (Rural Fringe): 2 planning permissions CA2 (Queens Park): 3 planning permissions CA3 (West: Caterham-on-the-Hill): 2 planning permissions CA4 (East: Caterham-on-the-Hill): no planning application CA5 (Whyteleafe valley side): 1 CA6 (Whyteleafe and Caterham Valley bottom): 5 planning permissions

Objective	Description	Indicator	Source	Comments on Progress																								
				<ul style="list-style-type: none"> CA7 (Wooded Caterham Valley): no planning permissions 																								
		Review of Heritage Buildings List	Neighbourhood Plan Steering Group	Surrey County Council's Historic and Environment Planning Team are working towards producing an updated local heritage asset list for Tandridge which will replace the existing local list (known as Buildings of Character). There are 65 Buildings on this List.																								
Objective 2	To support sustainable housing development with a range of design and size that will provide for the whole community, primarily located on brownfield sites.	Number, type and size of houses built each year in the Neighbourhood Plan area, including affordable housing	TDC Monitoring	<p>For the monitoring year 2022-2023, the following breakdown of number and size of housing were built in the Neighbourhood Plan area, including affordable housing:</p> <table border="1"> <thead> <tr> <th></th> <th>Flat</th> <th>House</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 bed</td> <td>95</td> <td>0</td> <td>95</td> </tr> <tr> <td>2 bed</td> <td>116</td> <td>7</td> <td>123</td> </tr> <tr> <td>3 bed</td> <td>1</td> <td>31</td> <td>32</td> </tr> <tr> <td>4+ bed</td> <td>0</td> <td>8</td> <td>8</td> </tr> <tr> <td>Total</td> <td>212</td> <td>46</td> <td>258</td> </tr> </tbody> </table>		Flat	House	Total	1 bed	95	0	95	2 bed	116	7	123	3 bed	1	31	32	4+ bed	0	8	8	Total	212	46	258
	Flat	House	Total																									
1 bed	95	0	95																									
2 bed	116	7	123																									
3 bed	1	31	32																									
4+ bed	0	8	8																									
Total	212	46	258																									
		Percentage of housing build each year in the Neighbourhood Plan area on brownfield	TDC Monitoring	In the 2022/23 monitoring year, 80% of the houses built were built on previously developed land (brownfield land).																								

Objective	Description	Indicator	Source	Comments on Progress
		land		
Objective 3	To preserve and enhance green spaces and corridors, keeping them accessible, while improving biodiversity and the protection of endangered species.	Net gains of new build development on designated Local Green Spaces in the Neighbourhood Plan area	TDC Monitoring	The net gains of development on designated Local Green Spaces in the Neighbourhood Plan area, for the monitoring year 2022/23, is as follows: 0 net gains of new build development.
		Net number of permissions granted for new housing on Green Belt land	83 TDC Monitoring	During the 2022/23 monitoring year, 3 granted planning applications for new dwellings were situated in the Green Belt.
Objective 4	To encourage the development of infrastructure and services which will support existing and new development: including a range of community, leisure, cultural and educational facilities in locations that are accessible to the local population.	Annual review of changes in infrastructure provision within the Neighbourhood Plan area	Neighbourhood Plan Steering Group using information from Utilities, Education, Health and Highways providers	<p>During the monitoring year the annually updated Infrastructure Funding Statement (IFS) was published for Tandridge on the Council website. The statement sets out where the CIL receipts have been spent and committed. For the neighbourhood plan area, this includes:</p> <p style="text-align: center;">CATERHAM ON THE HILL</p> <ul style="list-style-type: none"> • Tree Planting £7441.57 • Noticeboard ££1468.07 • Railing Refurbishment £4000 • Grant to Westway Centre for Warm Hub £25,000 • Grant to Caterham Barracks Trust for Accessible Toilets £50,000 <p style="text-align: right;">TOTAL CIL RETAINED £79479.94</p> <p style="text-align: center;">CATERHAM VALLEY PARISH COUNCIL</p>

Objective	Description	Indicator	Source	Comments on Progress
				<ul style="list-style-type: none"> ST Johns/Markfield Road Refurbishment £40521.66 Tree Planting £1916.30 NOTE: £100.000 is still being held over as a contribution to the Croydon Road refurbishment project-total spend from other sources is Approx £1m. <p>TOTAL CIL RETAINED £105619.83</p> <p>CHALDON VILLAGE COUNCIL</p> <ul style="list-style-type: none"> Drainage Works £1660 <p>TOTAL CIL RETAINED £1505.27</p> <p>WHYTELEAFE VILLAGE COUNCIL</p> <ul style="list-style-type: none"> Queens Platinum Jubilee Orchard £2812.93 Purchase of new street bins time 16 £6110.50 QE11 Memorial Tree in Community Garden £144.44 <p>TOTAL CIL RETAINED £62503.21</p>
		Gains/losses in community services floorspace in the Neighbourhood Plan area	TDC Monitoring	There had been 0 completions of gains/losses in community services floorspace in the Neighbourhood Plan area, for the monitoring year 2022/23.
Objective 5	To help promote	Metrics of bus and rail	Neighbourhood	During the monitoring year, the main factor

Objective	Description	Indicator	Source	Comments on Progress
	reliable and regular public transport that serves all areas of the community.	service provision and use	Plan Steering Group using information from bus and rail service providers	<p>influencing public transport in the Neighbourhood Plan Area was the continuing aftereffects of the Covid Pandemic, including increased home working.</p> <p>Usage of local services have now increased to between 65-80%. There no likelihood of an increase in service levels at present, although passenger numbers continue to be monitored by the operating companies The main impact on Train Services in the Neighbourhood Plan Area has been the withdrawal of direct services to London Victoria on the Caterham Line and stopping services from Norwood Junction to London Bridge. The East Surrey Transport Committee is vital in presenting evidence and lobbying for service improvements on both Trains and Buses Locally. The Committee secured some additional services on the Oxted line including a theatre train leaving Victoria at 23.50. They will continue to lobby for improvements on these lines which include the restoration of Caterham to Victoria peak services.</p> <p>During the year, the GTR Passenger Benefit Fund provided a number of improvements to station facilities in the area. The covered ramp at Caterham has been refurbished.</p> <p>East Surrey Transport Committee put forward a case for "Access for All" funding</p>

Objective	Description	Indicator	Source	Comments on Progress
				<p>for Upper Warlingham to be made step free. GTR have agreed to support this and have submitted Upper Warlingham to the DfT.</p> <p>TfL announced in 2021 that it would make a number of changes to bus routes in Sutton and Croydon. This would impact bus routes in Caterham and Whyteleafe that run into Croydon. At present, due to ongoing negotiations on funding between TfL and the Government these changes have been put on hold.</p> <p>On local bus routes, operated by Metrobus and Southdown, these were hit quite hard by reductions in passengers due to the pandemic. As a result, Southdown reviewed their services in Caterham and Warlingham. This resulted in the withdrawal of routes and reduces services. However, other services on particular routes were also increased and a Sunday service was introduced between Caterham and Warlingham via Whyteleafe.</p> <p>In June Metrobus took over Southdown Buses. The routes were formally transferred to Metrobus in September. East Surrey Transport Committee continue to lobby for a later 400 leaving East Surrey Hospital at the end of evening visiting.</p> <p>TfL route 404 operation transferred from RAPT to Abbelio in September</p>

Objective	Description	Indicator	Source	Comments on Progress
Objective 6	To promote quality employment through the encouragement of flexible business, retail and service centres, including the provision of attractive public spaces.	Annual review of business health, vacancies in offices and shops	BID survey	The latest survey completed is the Town and Local Centre Review 2021 which is published on the Council's website: here . As a result there is no reported changes against this indicator compared with the 2021/22 monitoring period.
		Changes in retail and employment floorspace in the Neighbourhood Plan area	TDC Monitoring	<p>Eight completed developments have contributed to a total loss of employment space of 2,198 sqm in the Neighbourhood Plan over the monitoring year 2022/23:</p> <ul style="list-style-type: none"> • Conversion of retail unit at the front of the ground floor into a 2 bedroom ground floor flat: -100 sqm (pp 2021/1595) • Change of use from vacant rail space to dwelling house: -100 sqm (pp 2021/1758/NC) • Change of use from office to flat: -145 sqm (pp 2021/58) • Change of use from office use to dwellinghouse: -250 sqm (pp 2021/583/NC) • Demolition of existing building and erection of a three storey mixed use building: net non -residential floorspace: -299 sqm (see pp 2017/240) • Erection of 18 flats involving

Objective	Description	Indicator	Source	Comments on Progress
				<p>demolition of existing building : -624 sqm (pp 2019/799)</p> <ul style="list-style-type: none"> • Demolition of existing office buildings, light industry and storage. Erection of three detached residential chalet bungalows with associated landscaping, access and parking: -639 sqm (pp 2021/855) • Studio Flat at Lower Ground level : - 41 sqm (pp 2022/701)
General		Crime within the Neighbourhood Plan area	Neighbourhood Plan Steering Group using Police statistics	<p>Caterham Valley and Harestone During the last twelve months the Crime Rate per month varied monthly with November showing the smaller incidents of crime and January and October showing the largest (10-11% of the total).</p> <p>While ASB and Criminal damage accounted for 27% of reported crime, somewhat worryingly 38.8 % of reported crime involved Violence and Sexual Offences.</p> <p>Caterham Hill Chaldon and Whyteleafe similarly recorded 40.2% Violence and Sexual Offences with ASB accounting for 18% and Criminal Damage 9.8% respectively. Reported crime was lowest in December November and October.</p>

Neighbourhood Plan update

Planning Policy Committee Thursday, 21 March 2024

Report of: Deputy Chief Executive

Purpose: For information

Publication status: Open

Wards affected: All

Executive summary:

This report provides a summary of Neighbourhood Plan progress across the District.

This report supports the Council's priority of: Creating the homes, infrastructure and environment we need/ Supporting economic recovery in Tandridge/ Becoming a greener, more sustainable District

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Recommendation to Committee:

That progress on Neighbourhood Plans be noted.

Introduction and background

- 1 Under the Localism Act, 2011 parish councils or neighbourhood forums were given power to prepare their own plan. Once adopted ('made') neighbourhood plans form a part of the wider development plan for the District and are to be considered in all relevant planning application and planning policy matters. Applications for planning permission are determined in accordance with the development plan (including any Neighbourhood Plan), unless material considerations indicate otherwise.
- 2 Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of neighbourhood development plans and orders and to take plans through a process of examination and referendum.
- 3 Ten areas across the District have been designated as a neighbouring planning area and are at varying stages of their plan making process:
 - Burstow
 - Caterham, Chaldon & Whyteleafe
 - Crowhurst
 - Dormansland
 - Godstone
 - Limpsfield
 - Lingfield
 - Tandridge
 - Tatsfield
 - Woldingham
- 4 Of these areas, Woldingham Neighbourhood Plan was adopted in April 2016, Limpsfield Neighbourhood Plan was adopted in June 2019 and Caterham, Chaldon & Whyteleafe Neighbourhood Plan was adopted in June 2021.
- 5 Officers are working with the various Neighbourhood Plan groups around the District. Our newly appointed ecologist is now providing SEA / HRA screening for Neighbourhood Plans. This report summarises the latest state of play for each area where a neighbourhood plan has been or may be being started.

Neighbourhood Plan Progress

Burstow Neighbourhood Plan

- 6 The Regulation 14 Consultation for Burstow Neighbourhood Plan ran from Monday 6 February to Monday 20 March 2023. Tandridge District Council Officers assessed this plan and provided detailed comments. The group are deciding how to proceed given the TDC comments and other consultation responses.
- 7 This plan needs screening for SEA and HRA. If sites are not included as TDC has recommended it is unlikely that SEA/HRA will be needed.

Caterham, Chaldon and Whyteleafe Neighbourhood Plan

- 8 Caterham, Chaldon and Whyteleafe Neighbourhood Plan was made (adopted) in June 2021. This plan is being regularly monitored.
- 9 Support has been received from AECOM to review the Neighbourhood Plan. A Housing Needs Assessment is underway and Officers at Tandridge have provided information for this. The review is considering the addition of various policies to the Neighbourhood Plan. A new draft of the plan is expected imminently and a meeting to discuss the plan and the consultation responses has been timetabled for late March.
- 10 When the draft plan is received Tandridge District Council will provide comments and screen the plan for HRA/SEA.

Crowhurst

- 11 Crowhurst Parish was designated as a Neighbourhood Area in 2015. Officers are not aware that any work is being undertaken on a Plan.

Dormansland Neighbourhood Plan

- 12 Work on Dormansland Neighbourhood Plan has restarted following a pause by the Neighbourhood Plan Group. A draft plan has been submitted to the Council for officer comments and is currently being reviewed.
- 13 This plan needs careful consideration regarding SEA and HRA. Parts of the parish lie within the Ashdown Forest Special Protection Area 7KM Buffer Zone. The plan is currently being screened.

Godstone Neighbourhood Plan

- 14 Work on Godstone Neighbourhood Plan has restarted following a pause by the Neighbourhood Plan Group. The Neighbourhood Plan Group has received support from AECOM to progress the Plan. A draft has been submitted to the Council for screening for SEA/HRA.

Limpsfield Neighbourhood Plan

- 15 Limpsfield has a made (adopted) Neighbourhood Plan. Officers are not aware of any immediate plans for review.

Lingfield Neighbourhood Plan

- 16 Lingfield Neighbourhood Plan went through Regulation 14 last year – the formal round of consultation organised by the Parish Council. The consultation period finished on 28 June 2023. Tandridge District Council made detailed comments on the plan.
- 17 Screening in 2019 concluded that HRA Appropriate Assessment is not necessary. An SEA has been undertaken.

Outwood Neighbourhood Plan

- 18 Outwood Parish Council are considering the possibility of a Neighbourhood Plan and have requested officer attendance at its meeting in April 2024. If they decide to proceed the first stage will be designation of the area.

Tandridge

- 19 Tandridge Parish was designated an Neighbourhood Area in 2017. Officers are not aware that any work is being undertaken on a Plan.

Tatsfield Neighbourhood Plan

- 20 The Tatsfield Neighbourhood Plan was submitted for Examination in January 2024 and the Inspector’s Report has now been received. Further details are set out later in this report.

Warlingham Neighbourhood Plan

- 21 Warlingham Parish Council are considering the possibility of a Neighbourhood Plan. The area has yet to be designated. A meeting with Anna Cronin (external consultant) was held to brief the group on the plan making process. There is discussion as to whether the Neighbourhood Plan is the right tool for Warlingham to progress its aims.

Woldingham Neighbourhood Plan

- 22 Woldingham has a made (adopted) Neighbourhood Plan. Officers are not aware of any immediate plans for review.

Summary of Progress

Shaded cell indicates task complete.

Parish	Area Designated	Plan Preparation Stages Completed				Plan Made	Plan Review
		Reg 14	Reg 15	Reg 16	Examination		
Burstow							
Caterham, Chaldon and Whyteleafe							
Crowhurst							
Dormansland							
Godstone							
Limpsfield							
Lingfield							
Outwood							
Tandridge							
Tatsfield							
Warlingham							
Woldingham							

Tatsfield Neighbourhood Plan

- 23 On 6 June 2017, the District Council designated Tatsfield Parish a Neighbourhood Area. Consultation on the Plan took place under Regulation 14 (of The Neighbourhood Planning (General) Regulations 2012 (as amended)) between 20 February 2022 - 4 April 2022.

- 24 The Plan was then submitted on 7 October 2023. The District Council carried out a consultation on the submission documents (as required under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012 (as amended)) between 1 December 2023-Friday 26 January 2024. The draft plan and supporting documents were available to view online with hard copies available locally at various locations within the area. The District Council produced a detailed response setting out a series of suggested modifications to improve the implementation of the Plan (including the deletion of several policies, clarification of policy wording and the proposal of combining policies) but did not raise any objections.
- 25 Independent examiner Andrew Ashcroft was appointed as Examiner to conduct the examination of the Tatsfield Neighbourhood Plan. The Examination formally commenced on 29th January 2024, and was undertaken by way of written representations only.
- 26 On 2 February 2024, the Examiner sent an 'Examination Arrangement Note' which set out the basis on which the examination would be undertaken. The Examiner undertook a site visit to the area on 7th February 2024. This was followed by the 'Examiner's Clarification Note' on 8 February 2024, which set out the points of clarification required by the examiner. Tatsfield Parish Council, and the associated Neighbourhood Plan Steering Group responded to these queries on 14th February.
- 27 The Examiner's Report was received on Tuesday 27th February 2024. The report summarises by stating that the Neighbourhood Plan includes a variety of policies and seeks to bring forward positive and sustainable development in the neighbourhood area. There is a very clear focus on two specific matters. The first is the proposed designation of three Local Green Spaces. The second is a package of design policies.
- 28 The report goes on to say that the Plan has been underpinned by community support and engagement. All sections of the community have been engaged in its preparation.
- 29 The Examiner's Report makes a series of recommended modifications, and concludes that the Plan meets all the necessary legal requirements (including the Basic Conditions) and should proceed to referendum. The Examiner also recommended that the referendum should be held within the neighbourhood area.
- 30 Following the receipt of the Examiner's Report, a decision was made by delegated authority to take the Plan to Referendum. A Decision Statement has been published confirming that the Plan will proceed to a neighbourhood planning referendum (subject to the modifications) on 2nd May 2024.

- 31 The Council has a duty to pay the examination and referendum costs. However, as this is an area where a neighbourhood plan has not been previously made, the Council is able to apply for financial support from DLUHC to help meet the costs. The claim will be for £20,000 and can be sought now following the publication of the decision statement detailing the intention to send the plan to referendum (as set out under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012). The claim will be submitted in the next grant funding window (March 2024).
- 32 All of the associated Neighbourhood Plan Examination documentation can be viewed here: <https://www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies/Adopted-planning-policies-and-guidance/Neighbourhood-Plans/Tatsfield-Neighbourhood-Plan-and-Examination>.

Key implications

Comments of the Chief Finance Officer

Alongside officer time, there may be a modest requirement for external support with elements of the work. This will be managed through regular budget monitoring. As such, the Section 151 Officer supports the report.

Comments of the Head of Legal Services

The Localism Act 2011 introduced the concept of Neighbourhood Planning. This includes the option for Parish Council's to prepare statutory Neighbourhood Plans which set out a vision, objectives, policies, and proposals to guide the future development of their local area. Once a Neighbourhood Plan is "made", and the decision is published, and relevant persons have been advised under the requirements (paragraph (4)(a); (9) and (10)) of section 38A of the Planning and Compulsory Purchase Act 2004, the District policies map will need to be amended under paragraph of the 9 Town and Country (Local Planning) (England) Regulations 2012.

Also, once "made" the Neighbourhood Plans will form part of wider development plan for the District. Under section 38(6) of the Planning and Compulsory Purchase Act 2004, this requires the District Council as the planning authority the following "...for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise."

It is the opinion of the Head of Legal and Monitoring Officer that there are no legal implications arising from this report.

Equality

There are no equalities implications as a result of this report.

Climate change

There are no significant environmental / sustainability implications associated with this report.

Appendices

None

Background papers

None

----- end of report -----

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Gatwick Airport Development Consent Order (DCO) process

Planning Policy Committee Thursday, 21 March 2024

Report of: Deputy Chief Executive

Purpose: For information

Publication status: Open

Wards affected: All

Executive summary:

This report is to update Members on the progress to date with the Development Consent Order (DCO) for Gatwick Airport Limited (GAL)'s Northern Runway Project (NRP). It outlines the immediate and longer-term requirements for the Council to respond to the DCO.

The key developments to note are that:

- The Council has attended the Preliminary Meeting and Specific Issue Hearings, plus contributed and submitted the following key documents:
 - Statement of Common Ground
 - Local Impact Report
 - Written Representation.
 - The Examining Authority published a 'Rule 8' letter on 8th March 2024 under the Planning Act 2008 – Section 89; and The Infrastructure Planning (Examination Procedure) Rules 2010 – Rules 8, 9, and 13. The letter provides details of the Examination Timetable, deadline for Written Representations, notification of hearings, and other procedural matters.
 - The Council has re-entered the local authorities' legal partnership.
-

This report supports the Council's priority of: Creating the homes, infrastructure and environment we need/ Supporting economic recovery in Tandridge/ Becoming a greener, more sustainable District

Contact officer Taryn Pearson-Rose
tpearson-rose@tandridge.gov.uk

Recommendation to Committee:

That progress on the Council's response to Gatwick Airport Ltd's DCO be noted.

1 Introduction

1.1 Gatwick Airport Limited (GAL) submitted an application for an Order to grant Development Consent for its Northern Runway Project. The Planning Inspectorate accepted the application.

1.2 Further information on the Development Consent Process, including written guidance and various videos, is available via the following weblink:

[The process | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk/the-process/)

1.3 GAL's submitted application documents, representations and procedural documentation are available to view on the following website:

[Gatwick Airport Northern Runway | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk/gatwick-airport-northern-runway/)

2 Preliminary Meeting and Specific Issue Hearings

2.1 Officers attended virtually or the livestream format of the preliminary meeting and specific issue hearings, which commenced on 27th February. Notes of the Preliminary Meeting and Issue Hearings plus the recordings of these sessions, can be viewed under the 'Documents' tab on the project webpage of the National Infrastructure Planning website (link above).

3 Examination Authority Deadline 1 (12th March).

The Council made several submissions at Deadline 1.

3.1 Statement of Common Ground

3.1.1 The Statement of Common Ground (SoCG) relates to matters between the Applicant and the Council. The Council has updated this document, supported by advice from the authorities' noise and air quality specialists, the latest version of the local authority SoCG has been submitted by the applicant to the Examination Authority for Deadline 1.

3.1.2 SoCGs are an established means in the planning process of allowing all parties to identify and focus on specific issues that may need to be considered during the Examination. The purpose and possible content of SoCG is detailed in the Department for Communities and Local Government's guidance entitled 'Planning Act 2008: examination of applications for development consent' (2015), stating:

"A statement of common ground is a written statement prepared jointly by the applicant and another party or parties, setting out any matters on which they agree. As well as identifying matters which are not in real dispute, it is also useful if a statement identifies those areas where agreement has not been reached.

3.2 Local Impact Report

3.2.1 With a Development Consent Order application, the Examining Authority (the Planning Inspectorate) invites the relevant local authorities to prepare and submit a Local Impact Report (LIR). A LIR provides details of the likely impact of the proposed development on the authority's area (or any part of that area).

3.2.2 Surrey County Council, working in partnership with the Council and Mole Valley District Council and Reigate and Banstead Borough Council, has written a Joint Local Impact Report for the Surrey host authorities. It is a significant document at well over 300 pages and contains shared sections in relation to the impact across the whole of the County and it also contains specific sections in relation to the impact on Tandridge and its communities, informed by advice from our noise and air quality specialists.

3.3 Written Representation

3.3.1 The Council's Written Representation complements the LIR jointly prepared and submitted by the four Surrey host local authorities.

3.3.2 Whilst the Gatwick Northern Runway project has a range of impacts, both detrimental and potentially beneficial, the written representation highlights the subject areas of Air Quality and Noise within the LIR, which have the greatest adverse impact on Tandridge local communities and residents and are therefore of most relevance to the Council within the LIR.

4. Rule 8 letter

- 4.1 The Examining Authority published a 'Rule 8' letter on 8th March 2024 under the Planning Act 2008 – Section 89; and The Infrastructure Planning (Examination Procedure) Rules 2010 – Rules 8, 9, and 13.
- 4.2 The Rule 8 letter provides important information about the examination of the application including:
- The Examination Timetable
 - An invitation to submit Written Representations
 - Other Procedural Decisions made by the Examining Authority
 - Format of Examination events
 - Notification of Hearings
- 4.3 The full letter has been included in Appendix A and Committee members may want to note in particular the Examination timetable moving forward.

5. Legal Partnership

- 5.1 The Council has re-entered the local authority legal partnership to secure legal advice and representation in connection with the joint interests of the Parties in relation to the application for the Gatwick Airport Northern Runway. This decision was made under the Council's urgency powers by the Deputy Chief Executive and Chief Legal Officer in consultation with the Chair of the Planning Policy Committee.
- 5.2 The local authority partnership will secure provision of legal advice and representation to the Parties associated with the Development Consent Order application by Gatwick Airport Limited in relation to the Northern Runway Project at Gatwick Airport. The supplier of these legal services is Sharpe Pritchard LLP. The parties in the partnership include 11 Local Authorities:
- West Sussex County Council
 - Surrey County Council
 - East Sussex County Council
 - Kent County Council
 - Tandridge District Council
 - Mole Valley District – (their inclusion is limited to advice on S106)
 - Reigate and Banstead Borough Council
 - Horsham District
 - Mid Sussex District Council
 - Crawley Borough Council
- 5.3 In addition to legal support throughout the examination process, key deadlines include draft legal agreement deadline of 26 March and finalised and signed 21st August.

- 5.4 We have been currently quoted an amount of £25,000 for the first tranche of legal support, it is anticipated that the full cost may well exceed this amount.
- 5.5 As proposed by Head of Legal Services and Deputy Chief Executive Officer a limit of £25k has been agreed for the first tranche of legal support and should further funding be needed a further report would be submitted to the Committee.

Key implications

Comments of the Chief Finance Officer

Additional spend incurred by the Committee will add to the 2023/24 overspend, or represent an unbudgeted cost in 2024/25 (depending on timing). By default, this will fall to be funded from contingency.

Whilst the available contingency (at time of writing) is sufficient to cover the forecast Council overspend for 2023/24, in addition to this proposal, the pressure on the contingency is increased and will require very careful management.

The S151 Officer supports the approach set out in the report and has requested a full reforecasting on expected Gatwick spend to take place.

Comments of the Head of Legal Services

The Council is a statutory consultee in the DCO process. It has and continues to have specific responsibilities as a 'host' authority, including: responding to the scoping request; responding to the formal consultation; discussing the DCO requirements and S106 Agreement; submitting written representations and participating in the examination process. The rationale for re-entering into the Legal Partnership consortium / forum was to ensure that the Council delivers its responsibilities for the current and remaining stages of the process.

Although the Council by itself will not be responsible for determining the application for consent, it can still play a significant role along with the other statutory consultees in the post-decision approvals process by becoming a 'relevant authority' for the discharge requirements in the DCO (if it is granted). The legislation allows there to be more than one relevant authority and the final decision rests with the Secretary of State but, if requested to do so by GAL, it would help to give the Council some control over implementation of the scheme and put forward any conditions in the s106 agreement. This is a controversial piece of work which needs a great deal of resources allocated to it. Unfortunately, the Council does not have a pool of in-house planning lawyers to draw from. Therefore a decision was made under urgency powers to externalise this legal work in order to protect the Council and its interests in the DCO process.

Equality

There are no equality impacts associated with this report.

Climate change

The implications of increased air traffic and new potential flight paths from Gatwick does have environmental implications. This is one of the main concerns for the Council and residents and will be an area where the Council will be vigilant in its responses including the Local Impact Report which was submitted on 12th March. However, for this report, which is focused on providing elected Members with an update on the DCO process and associated workflows, there are no direct climate change implications.

Appendices

Appendix A - Examining Authority's 'Rule 8' letter

Background papers

None

----- end of report -----



National Infrastructure
Planning
Temple Quay House
2 The Square
Bristol, BS1 6PN

Customer
Services: 0303 444 5000
Email: GatwickAirport@planninginspectorate.gov.uk

All Interested Parties, Statutory Parties and
any Other Person invited to the Preliminary
Meeting

Your Ref:

Our Ref: TR020005

Date: 8 March 2024

Dear Sir/ Madam

Planning Act 2008 – Section 89; and The Infrastructure Planning (Examination Procedure) Rules 2010 – Rules 8, 9 and 13

Application by Gatwick Airport Limited for an Order Granting Development Consent for the Gatwick Airport Northern Runway Project

Examination Timetable and procedure, and Notification of Hearings

This letter (the Rule 8 letter) provides important information about the examination of this application. The letter includes information about:

- The Examination Timetable.
- An invitation to submit Written Representations.
- Other Procedural Decisions made by the Examining Authority.
- Format of Examination events.
- Notification of Hearings.
- Managing Examination correspondence.
- Your status in the Examination.
- The award of costs.
- Management of information.

All documentation associated with this Examination, including a note of the Preliminary Meeting and the recording of that meeting, can be viewed under the [‘Documents’ tab](#) on the [project webpage of the National Infrastructure Planning website](#).

The Examination Timetable

The Examining Authority (ExA) has made a Procedural Decision about the way the application will be examined. The final Examination Timetable is attached at **Annex A** to this letter.

The Examination Timetable replaces the draft timetable that was included in our [Rule 6 letter](#). In finalising the Examination Timetable, we have sought to accommodate requests and suggestions made orally or in writing to the Preliminary Meeting. These include the holding of an Issue Specific Hearing (ISH) to consider Climate Change on Tuesday 30 April 2024, and the scheduling of certain events towards the end of this week as requested by local authorities to avoid potential clashes with local elections as far as possible.

Please note that the Examination Timetable contains a number of deadlines for receipt of information by the Planning Inspectorate. All deadlines are at 23:59 on the date specified. Please ensure submissions arrive by the deadline. If you do not make your submissions by the dates specified in the timetable, we may disregard them.

We request that all Interested Parties make their submissions using the [‘Have your say’ tab](#) on the project webpage on or before the applicable deadline. **Annex E** to this letter provides further information about using the ‘Have your say’ tab.

If we consider it necessary to vary the Examination Timetable during the Examination, notification will be sent to Interested Parties, Statutory Parties and Other Persons invited to the Preliminary Meeting. The changes will be published on the [project webpage](#).

Written Representations

All Interested Parties are now invited to submit Written Representations. These should be submitted by **Deadline 1 (Tuesday 12 March 2024)** in the Examination Timetable. All Interested Parties are also invited to submit any comments on the Relevant Representations already submitted by **Deadline 1**.

Written Representations can cover any relevant matter and are not restricted to the matters set out in our [Initial Assessment of Principal Issues](#).

Any person, other than the Applicant, who submits a Written Representation must identify those parts of the application with which they agree and those parts with which they do not agree, explaining the reasons why. Interested Parties should also provide with their Written Representations any data, methodology and assumptions used to support their submissions to avoid delays in the Examination (see paragraph 74 of [Planning Act 2008: Guidance for the examination of applications for development consent](#)).

We have requested further types of written submissions at various points in the Examination (see **Annex A**).

Any Written Representations and any further written submissions requested during the Examination, that exceed 1500 words, should also be accompanied by a summary which should not exceed 10% of the original text. The summary should set out the key facts of the written submission and must be representative of the submission made.

Representations **must not include hyperlinks** to documents/ evidence hosted on third-party websites. Please see the Planning Inspectorate’s [Advice Note 8.4: The Examination](#) for further information about Written Representations.

Other Procedural Decisions made by the Examining Authority

Annex B to this letter contains important details and clarifications about other Procedural Decisions we made at, or following, the Preliminary Meeting. These include:

- Changes to the Examination Timetable;
- Additional Submissions;
- Change request; and
- Procedural Decision regarding the Applicant's notice period for Hearings.

Format of Examination events

Both blended (part in-person and part virtual) and fully virtual events form part of the Planning Inspectorate's operating model. We remain flexible and will confirm the format of any Hearings when we provide formal notification of each Hearing at least 21 days in advance of it taking place.

Notification of Hearings

As explained in our [Rule 6 letter](#) and at the Preliminary Meeting, the Examination will principally be a written process (see [Advice Note 8.4: The Examination](#)), supplemented where necessary by various types of Hearings (see [Advice Note 8.5: The Examination: hearings and site inspections](#)).

We have made a Procedural Decision to hold the following Hearings:

- **Issue Specific Hearing 6 (ISH6) on Climate Change.** Tuesday 30 April 2024 from 10:00am.
- **Issue Specific Hearing 7 (ISH7) on Other Environmental Matters (topics to be confirmed).** Wednesday 1 May 2024 from 10:00am.
- **Compulsory Acquisition Hearing 1 (CAH1).** Thursday 2 May 2024 from 10:00am.
- **Open Floor Hearing 3 (OFH3) (if required).** Thursday 2 May 2024 from 2:00pm.

Annex C provides details about what Interested Parties should include in a request to be heard at a Hearing, and the procedure that will be followed at Hearings.

Managing Examination correspondence

Given the volume and frequency of letters the Planning Inspectorate needs to send to Interested Parties during an Examination, we aim to communicate with people by email as electronic communication is more environmentally friendly and cost effective for the taxpayer.

If you have received a letter from the Planning Inspectorate but are able to receive communications by email, please inform the Case Team using the contact details at the top of this letter as soon as possible.

As the Examination process makes substantial use of electronic documents, it will be useful for you to become familiar with the [project webpage](#).

There is also a 'Get updates' tab on the left-hand side of the project webpage. This provides you with an opportunity to register to receive automatic email updates at key stages during the Examination.

Your status in the Examination

You have received this letter because you fall within one of the groups described in the Planning Inspectorate's document [What is My Status in the Examination?](#)

If your reference number begins with '2004', 'GATW-0', 'GATW-ISP', 'GATW-AFP', 'GATW-S57' or 'GATW-APP' you are in Group A. If your reference number begins with 'GATW-SP' you are in Group B. If your reference number begins with 'GATW-OP' you are in Group C. The meaning and purpose of those groups are explained in the document published at the link above.

If having read this document you are still unsure about your status, please contact the Case Team using the details at the top of this letter.

Awards of costs

All parties will normally be expected to meet their own costs. Costs can be awarded against a party who has acted unreasonably and has caused the party applying for the award of costs to incur unnecessary or wasted expense during the Examination. You should be aware of the relevant costs guidance [Awards of costs: examinations of applications for development consent orders](#), which also includes details on the costs awards related to Compulsory Acquisition.

Management of information

Information, including representations, submitted in respect of this Examination (if accepted by the ExA) and a record of any advice which has been provided by the Planning Inspectorate is published on the [project webpage](#).

Examination documents can also be viewed electronically at the locations listed in **Annex D** to this letter.

Please note that in the interest of facilitating an effective and fair Examination, it is necessary to publish some personal information. To find out how we handle your personal information please view our [Privacy Notice](#).

We look forward to working with all parties in the examination of this application.

Yours faithfully

Kevin Gleeson

Lead Member of the Examining Authority

Annexes

- A** Examination Timetable
- B** Other Procedural Decisions made by the Examining Authority
- C** Notification of Hearings and requests to participate
- D** Availability of Examination documents
- E** How to make a submission at the Examination stage using the 'Have your say' tab

This communication does not constitute legal advice.

Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.

Examination Timetable

The Examining Authority (ExA) is under a duty to **complete** the examination of the application by the end of the period of six months beginning with the day after the close of the Preliminary Meeting.

The examination of the application primarily takes the form of the consideration of written submissions. The ExA will also consider any oral representations made at Hearings.

Any deadline items that are new or have been substantially amended since the publication of the draft Examination Timetable in the Rule 6 letter have been **underlined in bold**.

Item	Matters	Date
1.	<p>Procedural Deadline A</p> <p>Deadline for receipt by the ExA of:</p> <ul style="list-style-type: none"> Written submissions on Examination procedure, including any submissions about the draft Examination Timetable. Requests to be heard orally at the Preliminary Meeting (PM), including which agenda items you wish to speak on, and why your points need to be made orally rather than in writing. Requests by Interested Parties (IP) to participate in the Open Floor Hearings on 28 February 2024. Requests by IPs to participate in the Issue Specific Hearings between 29 February and 6 March 2024. Applicant's submission of the Land Rights Tracker. Suggested locations for Site Inspections, including the reason for nomination, issues to be observed there, and whether the location(s) can be accessed using public highways. 	<p>Tuesday 6 February 2024</p>
2.	<p>Preliminary Meeting (PM)</p>	<p>Tuesday 27 February 2024 10:00am</p>
3.	<p>Open Floor Hearing 1 (OFH1).</p>	<p>Wednesday 28 February 2024 10:00am</p>
4.	<p>Open Floor Hearing 2 (OFH2).</p>	<p>Wednesday 28 February 2024 6:00pm</p>

5.	Issue Specific Hearing 1 (ISH1) on the Case for the Proposed Development.	Thursday 29 February 2024 10:00am
6.	Issue Specific Hearing 2 (ISH2) on Control Documents/ the Development Consent Order.	Friday 1 March 2024 9:30am (AM only)
7.	Issue Specific Hearing 3 (ISH3) on Socio-economics.	Tuesday 5 March 2024 10:00am
8.	Issue Specific Hearing 4 (ISH4) on Surface Transport.	Tuesday 5 March 2024 2:00pm
9.	Issue Specific Hearing 5 (ISH5) on Aviation Noise.	Wednesday 6 March 2024 10:00am
10.	Reserved for continuation of ISHs 1 to 5 (if required).	Wednesday 6 March 2024 2:00pm
11.	Accompanied Site Inspection 1 (ASI1).	Thursday 7 March 2024 10:00am
12.	Issue by the ExA of: <ul style="list-style-type: none"> The Examination Timetable. 	As soon as practicable following the Preliminary Meeting
13.	Deadline 1 For receipt by the ExA of: <ul style="list-style-type: none"> Post-Hearing submissions, including written summaries of oral submissions to the Hearings held between 28 February and 6 March 2024. Comments on Relevant Representations. Written Representations (WR). Summaries of WRs exceeding 1500 words. Local Impact Reports (LIR) from any local authorities. 	Tuesday 12 March 2024

	<ul style="list-style-type: none"> • Comments on any responses to section 51 advice or Pre-examination Procedural Decisions submitted by the Applicant before the PM. • Comments on any Additional Submissions accepted at the discretion of the ExA. • Comments on the Applicant's Land Rights Tracker. • Requests by IPs to participate in a further Open Floor Hearing. • Requests by Affected Persons to participate in a Compulsory Acquisition Hearing. • Notification by Statutory Parties of their wish to be considered as an IP. • Notification of wish to have future correspondence delivered electronically, including confirmation of email address. • Initial Statements of Common Ground (SoCG) requested by the ExA (see Annex F to the Rule 6 letter). • Statement of Commonality for SoCGs. • Applicant's draft itinerary for a further Accompanied Site Inspection (if held). • Applicant's updated Book of Reference (BoR) and Schedule of Changes to the BoR (if required) in clean and tracked versions. • Applicant's updated Navigation Document in clean and tracked versions. • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. 	
<p>14.</p>	<p>Deadline 2</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on the Applicant's draft itinerary for a further Accompanied Site Inspection (if held). • Updated Principal Areas of Disagreement Summary Statements (PADSS). • Draft legal agreement(s). • Applicant's updated Navigation Document in clean and tracked versions. 	<p>Tuesday 26 March 2024</p>

	<ul style="list-style-type: none"> Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. Comments on any further information/ submissions received by Deadline 1. 	
15.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> The ExA's Written Questions (ExQ1). 	Thursday 28 March 2024
16.	<p>Deadline 3</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> Responses to ExQ1. <u>WRs on the Applicant's proposal to amend its Development Consent Order (DCO) application.</u> <u>Summaries of WRs submitted at Deadline 3 exceeding 1500 words.</u> Comments on WRs <u>submitted by Deadline 1.</u> Comments on LIRs. Progressed draft legal agreement(s) and/ or an update on progress. Applicant's updated draft DCO in clean and tracked versions. Applicant's Schedule of Changes to the draft DCO. Applicant's first update to the Land Rights Tracker. Applicant's updated Navigation Document in clean and tracked versions. Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. Comments on any further information/ submissions received by Deadline 2. 	Friday 19 April 2024
17.	Issue Specific Hearing 6 (ISH6) on Climate Change (see Annex C to this letter).	Tuesday 30 April 2024 10:00am
18.	Issue Specific Hearing 7 (ISH7) on Other Environmental Matters (topics to be confirmed) (see Annex C to this letter).	Wednesday 1 May 2024 10:00am
19.	Compulsory Acquisition Hearing 1 (CAH1) (see Annex C to this letter).	Thursday 2 May 2024

		10:00am
20.	Open Floor Hearing 3 (OFH3) (if required) (see Annex C to this letter).	Thursday 2 May 2024 2:00pm
21.	Date reserved for a further Accompanied Site Inspection (if required).	Friday 3 May 2024 10:00am
22.	<p>Deadline 4</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Post-Hearing submissions, including written summaries of oral submissions to the Hearings held during w/c 29 April 2024. • Comments on responses to ExQ1. • <u>Comments on WRs submitted by Deadline 3.</u> • Applicant's updated Navigation Document in clean and tracked versions. • Comments on the Applicant's first update to the Land Rights Tracker. • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. • Comments on any further information/ submissions received by Deadline 3. 	Wednesday 15 May 2024
23.	<p>Deadline 5</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Updated PADSSs. • Progressed SoCGs. • Progressed Statement of Commonality for SoCGs. • Applicant's updated BoR and Schedule of Changes to the BoR (if required) in clean and tracked versions. • Applicant's second update to the Land Rights Tracker. • Applicant's updated Navigation Document in clean and tracked versions. • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. • Comments on any further information/ submissions received by Deadline 4. 	Thursday 6 June 2024

24.	<p>Hearings</p> <p>Dates reserved for any:</p> <ul style="list-style-type: none"> • Issue Specific Hearing(s) (if required). • Open Floor Hearing(s) (if required). • Compulsory Acquisition Hearing(s) (if required). 	w/c 17 June 2024
25.	<p>Deadline 6</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Post-Hearing submissions, including written summaries of oral submissions to the Hearings held during w/c 17 June 2024 (if held). • Progressed draft legal agreement(s) and/ or an update on progress. • Applicant's updated draft DCO in clean and tracked versions. • Applicant's Schedule of Changes to the draft DCO. • Applicant's updated Navigation Document in clean and tracked versions. • Comments on the Applicant's second update to the Land Rights Tracker. • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. • Comments on any further information/ submissions received by Deadline 5. 	Wednesday 26 June 2024
26.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> • The ExA's Further Written Questions (ExQ2) (if required). 	Monday 1 July 2024
27.	<p>Deadline 7</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Responses to ExQ2 (if issued). • Applicant's third update to the Land Rights Tracker. • Applicant's updated Navigation Document in clean and tracked versions. • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. 	Monday 15 July 2024

	<ul style="list-style-type: none"> Comments on any further information/ submissions received by Deadline 6. 	
28.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> The Report on the Implications for European Sites (RIES) and any associated questions (if required). 	Thursday 25 July 2024
29.	<p>Hearings</p> <p>Dates reserved for any:</p> <ul style="list-style-type: none"> Issue Specific Hearing(s) (if required). Open Floor Hearing(s) (if required). Compulsory Acquisition Hearing(s) (if required). 	w/c 29 July 2024
30.	<p>Deadline 8</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> Post-Hearing submissions, including written summaries of oral submissions to the Hearings held during w/c 29 July 2024 (if held). Comments on responses to ExQ2 (if issued). Progressed draft legal agreement(s) and/ or an update on progress. Applicant's updated draft DCO in clean and tracked versions. Applicant's Schedule of Changes to the draft DCO. Applicant's updated Navigation Document in clean and tracked versions. Comments on the Applicant's third update to the Land Rights Tracker. Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. Comments on any further information/ submissions received by Deadline 7. 	Wednesday 7 August 2024
31.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> The ExA's proposed schedule of changes to the draft DCO (if required). 	Wednesday 14 August 2024
32.	<p>Deadline 9</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> Responses to the RIES (if issued). 	Wednesday 21 August 2024

	<ul style="list-style-type: none"> • Responses to the ExA’s proposed schedule of changes to the draft DCO (if issued). • Finalised PADSSs. • Finalised SoCGs. • Finalised Statement of Commonality for SoCGs. • List of matters not agreed where any SoCG could not be finalised. • Signed and dated legal agreement(s). • Applicant’s final draft DCO (Microsoft Word) in clean and tracked versions. • Applicant’s final draft DCO (PDF) in clean and tracked versions. • Applicant’s final draft DCO to be submitted in the SI template with the SI template validation report. • Applicant’s finalised Schedule of Changes to the draft DCO. • Applicant’s finalised Statement of Reasons in clean and tracked versions. • Applicant’s final BoR and Schedule of Changes to the BoR in clean and tracked versions. • Applicant’s final Land Rights Tracker. • Applicant’s final Navigation Document in clean and tracked versions. • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. • Comments on any further information/ submissions received by Deadline 8. 	
33.	<p>Deadline 10</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010. 	Tuesday 27 August 2024
34.	The ExA is under a duty to complete the examination of the application by the end of the period of six months	Tuesday 27 August 2024

Submission times for deadlines

The latest time for submission of documents at all deadlines is 23:59 on the relevant deadline date although you are welcome to submit documents in advance of the deadline. The acceptance of documents received after the deadline is subject to the exercise of discretion by the ExA.

Publication dates

All information received will be published on the [project webpage](#) as soon as practicable after the deadlines for submissions. See **Annex D** to this letter for more information.

Report on the Implications for European Sites (RIES)

Where an applicant has provided a No Significant Effects Report or a Habitats Regulations Assessment (HRA) Report with the application, the ExA may decide to issue a RIES during the Examination. The RIES is a factual account of the information and evidence provided to the ExA on HRA matters during the Examination up to the date of the publication of the RIES, for the purposes of enabling the Secretary of State, as competent authority, to undertake its HRA. It is not the ExA's opinion on HRA matters. Comments on the RIES will be invited by the ExA and any received will be taken into account as part of the ExA's Recommendation to the Secretary of State. The ExA may also raise questions in the RIES to confirm or clarify matters that remain outstanding.

The Secretary of State may rely on the consultation on the RIES to meet its obligations under Regulation 63(3) of The Habitats Regulations 2017.

Other Procedural Decisions made by the Examining Authority (ExA)

We have made a number of Procedural Decisions following the Preliminary Meeting:

1. Changes to the Examination Timetable

The ExA has made a Procedural Decision to accept the Applicant's request to make changes to its Development Consent Order application submitted on 13 February 2024. Please see item 3 below for further information. In light of this, the ExA has amended the Examination Timetable to include an opportunity for Interested Parties to submit Written Representations on the Applicant's proposed changes at **Deadline 3 (Friday 19 April 2024)**. There will also be an opportunity to comment at **Deadline 4 (Wednesday 15 May 2024)** on any Written Representations that are received by **Deadline 3**.

2. Additional Submissions

In addition to the documentation submitted by Procedural Deadline A, we have exercised our discretion and made a Procedural Decision to accept Additional Submissions from the following parties. With regard to the change request documentation, please see item 3 below:

1. The Applicant

- Cover letter in relation to the implications of updated guidance (TAG Unit M4: Forecasting and Uncertainty (May 2023)) on the assessments [[AS-120](#)].
- 8.5 Accounting for Covid-19 in Transport Modelling [[AS-121](#)].
- 8.5 Accounting for Covid-19 in Transport Modelling – Appendices [[AS-122](#)].
- Applicant's request for a reduced notice period under Rule 13(6) [[AS-123](#)].
- Change Request 1 - Covering Letter [[AS-124](#)].
- Change Request 1 - 1.3 Navigation Document (Clean) - Version 7 [[AS-125](#)].
- Change Request 1 - 1.3 Navigation Document (Tracked) - Version 7 [[AS-126](#)].
- Change Request 1 - 2.1 Draft Development Consent Order (Clean) - Version 4 [[AS-127](#)].
- Change Request 1 - 2.1 Draft Development Consent Order (Tracked) - Version 4 [[AS-128](#)].
- Change Request 1 - 4.5 Works Plans - For Approval (Clean) - Version 3 [[AS-129](#)].
- Change Request 1 - 4.5 Works Plans - For Approval (Tracked) - Version 3 [[AS-130](#)].
- Change Request 1 - 4.7 Parameter Plans - For Approval (Clean) - Version 2 [[AS-131](#)].
- Change Request 1 - 4.7 Parameter Plans - For Approval (Tracked) - Version 2 [[AS-132](#)].

- Change Request 1 - 5.1 ES Chapter 5 Project Description (Clean) - Version 3 [[AS-133](#)].
- Change Request 1 - 5.1 ES Chapter 5 Project Description (Tracked) - Version 3 [[AS-134](#)].
- Change Request 1 - 5.2 ES Project Description Figures (Clean) - Version 3 [[AS-135](#)].
- Change Request 1 - 5.2 ES Project Description Figures (Tracked) - Version 3 [[AS-136](#)].
- Change Request 1 - 8.7 Project Description Signposting Document (Clean) - Version 2 [[AS-137](#)].
- Change Request 1 - 8.7 Project Description Signposting Document (Tracked) - Version 2 [[AS-138](#)].
- Change Request 1 - 9.2 Change Application Report [[AS-139](#)].
- Change Request 1 - 9.2 Change Application Report - Appendices A and B [[AS-140](#)].
- Change Request 1 - 9.2 Change Application Report - Appendices C and D [[AS-141](#)].
- Change Request 1 - 9.3 Consultation Report Addendum [[AS-142](#)].
- Change Request 1 - 9.3 Consultation Report Addendum – Appendices [[AS-143](#)].

3. Change request

We have made a Procedural Decision following the change request made by the Applicant dated 13 February 2024 (Examination Library Reference [[AS-124](#) to [AS-143](#)]). Table 1 of [[AS-139](#)] summarises the three proposed changes. This formal change request follows the Applicant's letter of 27 November 2023 [[AS-112](#) and [AS-113](#)] 'Applicant's notification to submit a request for a proposed changes to the application for development consent', which identified the nature of the changes proposed.

The ExA has reviewed the information provided and assessed the Applicant's request against paragraphs 109 to 115 of the DCLG Guidance '[Planning Act 2008: Guidance for the examination of applications for development consent](#)' and the Planning Inspectorate's [Advice Note 16](#).

The Applicant considers that the proposed changes are, individually and collectively, non-material. It goes on to state that: "*none of the changes would involve the inclusion of additional land within the Order Limits or require the acquisition of different or new rights over land, nor would any of the changes give rise to any materially new or materially different environmental effects in comparison to those assessed and reported in the Environmental Statement [APP-026 to APP-217, AS-023 and AS-024]. As such, The Infrastructure Planning (Compulsory Acquisition) Regulations 2010 ("CA Regulations") and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 ("EIA Regulations") are not engaged by the proposed changes.*"

The ExA is satisfied that the information provided as part of the change request is of a satisfactory standard for examination and that there is sufficient time within the Examination for the proposed changes to be properly and fairly examined. The consultation procedures and timetable established as part of the Examination are also considered to meet the requirement for consultation in the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017.

On this basis, the ExA agrees with the Applicant that the proposed changes are non-material and can be accepted into the Examination.

Representations on the proposed changes should be submitted by **Deadline 3 (Friday 19 April 2024)** and any comments on these representations should be made by **Deadline 4 (Wednesday 15 May 2024)**.

4. Procedural Decision regarding the Applicant's notice period for Hearings

We made the following Procedural Decision in respect of the Applicant's notice period for the Hearings that were held during the weeks commencing 26 February and 4 March 2024: [\[PD-010\]](#).

Notification of Hearings and requests to participate

The Examining Authority (ExA) provides notice of the following Hearings:

Date	Hearing	Start time	Venue and Joining details
Tuesday 30 April 2024	Issue Specific Hearing 6 (ISH6) on Climate Change	Registration and seating available at venue from: 9:15am Virtual registration process from: 9:15am Hearing starts: 10:00am	Sandman Signature London Gatwick Hotel 18-23 Tinsley Lane South, Three Bridges, Crawley, West Sussex, RH10 8XH and By virtual means using Microsoft Teams <i>Full instructions on how to join online or by telephone will be provided in advance to those who have pre- registered</i>
Wednesday 1 May 2024	Issue Specific Hearing 7 (ISH7) on Other Environmental Matters (topics to be confirmed)	Registration and seating available at venue from: 9:15am Virtual registration process from: 9:15am Hearing starts: 10:00am	<i>Full instructions on how to join online or by telephone will be provided in advance to those who have pre- registered</i>
Thursday 2 May 2024	Compulsory Acquisition Hearing 1 (CAH1)	Registration and seating available at venue from: 9:15am Virtual registration process from: 9:15am Hearing starts: 10:00am	

Date	Hearing	Start time	Venue and Joining details
Thursday 2 May 2024	Open Floor Hearing 3 (OFH3) (if required)	Registration and seating available at venue from: 1:15pm Virtual registration process from: 1:15pm Hearing starts: 2:00pm	
<p>NOTE: If any of the above Hearings are no longer required, then notification that a particular date is no longer required will be published as soon as practicable on the project webpage, providing reasonable notice to Interested Parties of the decision to cancel.</p>			

If you intend to attend in person or participate in any of the above Hearings, you must register by completing the:

- [Open Floor Hearing Participation Form](#) by **Monday 15 April 2024**; and/ or
- [Issue Specific Hearing and Compulsory Acquisition Hearing Participation Form](#) by **Monday 22 April 2024**,

and provide all the information requested (see below). It may not be possible to participate or observe in person on the day if you have not registered.

If you wish to observe any of the Hearings remotely then you will be able to either:

1. watch a livestream of the event - a link to the livestream will be made available on the [project webpage](#) shortly before the event is scheduled to begin; and/ or
2. watch the recording of the event which will be published on the project webpage shortly after the event has finished.

You do not need to register if you wish to observe remotely via the above means.

If you are unable to complete the online Participation Form(s) or require any support or assistance to attend any of the Hearings, either virtually or in person, please contact the Case Team using the contact details at the top of this letter.

Any request to participate in a Hearing **should include** the following information:

- Name and unique reference number (found at the top of any letter or email from the Planning Inspectorate).
- Email address (if available) and contact telephone number.

- Name and unique reference number of any person/ organisation that you are representing (if applicable).
- For blended events, confirmation of whether you will participate virtually or in-person.
- Confirmation of the Hearing(s) you wish to participate in, the agenda item(s) on which you wish to speak and/ or brief details of the topic(s) that you would like to raise.
- For Compulsory Acquisition Hearings, the plot number(s) of the relevant land provided in the Book of Reference ([Part 1](#) and [Part 2](#)) and the [Land Plans](#).
- The [Examination Library](#) reference number (with paragraph/ page number where appropriate) of any documents you wish to refer to.

Hearing agendas

For Open Floor Hearings, an agenda may be published confirming a speaking order and time slots for registered participants to make their oral submissions. This would be published on the [project webpage](#) at least five working days before the event.

For Issue Specific Hearings and Compulsory Acquisition Hearings, the ExA will publish a detailed draft agenda on the project webpage at least five working days in advance of the hearing date.

The actual agendas on the day of each Hearing may be subject to change at the discretion of the ExA.

Procedure at Hearings

The procedure to be followed at Hearings is set out in Rule 14 of The Infrastructure Planning (Examination Procedure) Rules 2010. The ExA is responsible for the oral questioning of a person giving evidence and the process affords very limited scope to allow cross-questioning between parties.

Hearing livestream and recording

A link to a livestream for each Hearing will be made available on the [project webpage](#) shortly before any Hearing is due to open. The livestream is available to anybody who wishes to observe a Hearing in real-time.

All Hearings are recorded, and the recordings will be made available on the [project webpage](#) as soon as practicable after the close of the Hearing. The recordings allow any member of the public who is interested in the application and the Examination to find out what has been discussed.

Availability of Examination documents

The application documents and Relevant Representations are available to view on the [project webpage](#).

All further documents submitted in the course of the Examination will also be published under the [‘Documents’ tab](#) of the project webpage.

The Examination Library

For ease of navigation, please refer to the [Examination Library](#) (EL) which is accessible by clicking the blue button under the ‘Documents’ tab. The EL is updated regularly throughout the Examination.

The EL records and provides a hyperlink to:

- each application document;
- each representation and submission made to the Examination; and
- each Procedural Decision made by the Examining Authority.

Each document is given a unique reference number which will be fixed for the duration of the Examination. **Please quote the unique reference number from the EL when referring to any Examination documents in any future submissions that you make.**

Electronic deposit locations

Documents can be viewed electronically, free of charge, at the electronic deposit locations listed in the table below. Please note that you may need to bring a form of identification and register as a member in order to use a computer at some of these locations.

The opening hours and availability of information technology set out in the table below may be subject to changes. Please check the current circumstances with the relevant locations before you attend.

Local authority	Venue/ address	Opening hours	Printing costs
East Sussex Council	Uckfield Library Library Way High Street, Uckfield TN22 1AR	Monday: 10:00 am – 1:00pm Tuesday, Friday and Saturday: 10:00am – 4:30pm Wednesday: 2:00pm – 4:30pm Thursday: 10:00am – 6:00pm Sunday: Closed	A4 B&W: 20p A4 COL: 50p A3 B&W: 20p A3 COL: 50p

Local authority	Venue/ address	Opening hours	Printing costs
Kent County Council	Edenbridge Library The Eden Centre, Four Elms Road, Edenbridge, Kent TN8 6BY	Monday: 9:00am – 1:00pm Tuesday to Thursday: 9:00am – 5:00pm Friday: 1:00pm – 5:00pm Saturday: 10:00am – 3:00pm Sunday: Closed	A4 B&W: 15p A4 COL: 20p A3 B&W: 15p A3 COL: 20p
Surrey County Council	Caterham Valley Library Stafford Road, Caterham, Surrey CR3 6JG	Monday: Closed Tuesday to Saturday: 9:30am – 5:00pm Sunday: Closed	A4 B&W: 25p A4 COL: 50p A3 B&W: 25p A3 COL: 50p
Surrey County Council	Dorking Library St Martin's Walk, Dorking RH4 1UT	Monday to Friday: 9:30am – 5:30pm Saturday: 9:30am – 5:00pm Sunday: Closed	A4 B&W: 25p A4 COL: 50p A3 B&W: 50p A3 COL: £1
Surrey County Council	Horley Library 55-57 Russell Square, Victoria Road, Horley, Surrey RH6 7QH	Monday: Closed Tuesday to Saturday: 9:30am – 5:00pm Sunday: Closed	A4 B&W: 25p A4 COL: 25p A3 B&W: 50p A3 COL: 50p
Surrey County Council	Leatherhead Library 68 Church Street, Leatherhead KT22 8DP	Monday: Closed Tuesday to Saturday: 9:30am – 5:00pm Sunday: Closed	A4 B&W: 25p A4 COL: 50p A3 B&W: 50p A3 COL: £1

Local authority	Venue/ address	Opening hours	Printing costs
Surrey County Council	Oxted Library 12 Gresham Road, Oxted RH8 0BQ	Monday: Closed Tuesday to Saturday: 9:30am – 5:00pm Sunday: Closed	A4 B&W: 25p A4 COL: 50p A3 B&W: 25p A3 COL: 50p
West Sussex County Council	Billinghurst Library Mill Lane, Billinghurst RH14 9JZ	Monday to Friday: 10:00am – 5:00pm Saturday: 10:00am – 2:00pm Sunday: Closed	A4 B&W: 20p A4 COL: 60p A3 B&W: 20p A3 COL: £1
West Sussex County Council	Crawley Library Southgate Avenue, Crawley RH10 6HG	Monday to Friday: 9:00am – 6:00pm Saturday: 9:00am – 5:00pm Sunday: Closed	A4 B&W: 20p A4 COL: 60p A3 B&W: 20p A3 COL: £1
West Sussex County Council	East Grinstead Library 32 - 40 West Street, East Grinstead RH19 4SR	Monday to Thursday: 9:30am – 6:00pm Friday and Saturday: 9:30am – 5:00pm Sunday: Closed	A4 B&W: 20p A4 COL: 60p A3 B&W: 20p A3 COL: £1
West Sussex County Council	Horsham Library Lower Tanbridge Way, Horsham RH12 1PJ	Monday to Friday: 9:00am – 6:00pm Saturday: 9:00am – 5:00pm Sunday: Closed	A4 B&W: 20p A4 COL: 60p A3 B&W: 20p A3 COL: £1
West Sussex County Council	Mid Sussex District Library Oaklands, Oaklands Road, Haywards Heath, West Sussex RH16 1SS	Monday to Thursday: 8:45am – 5:15pm Friday: 8:45am – 4:15pm Saturday and Sunday: Closed	A4 B&W: 20p A4 COL: 60p A3 B&W: 20p A3 COL: £1

How to make a submission at the Examination stage using the 'Have your say' tab

You can use the ['Have your say' tab](#) to make your submission. This is a BETA service that replaces the 'Make a submission' tab mentioned at Annex H to the [Rule 6 letter](#).

The 'Have your say' tab is available on the left-hand side of the project webpage. You can also reach it from the 'Examination timetable' tab.

Before you start, you will need your:

- unique reference number (this is found at the top your postcard or email from the Planning Inspectorate next to 'Your ref', beginning either '2004', 'GATW-0', 'GATW-ISP', 'GATW-AFP', 'GATW-S57', 'GATW-APP', 'GATW-SP' or 'GATW-OP');
- email address; and
- documents to support your comments if you plan to upload them.

If you have not registered as an Interested Party, it is at the discretion of the Examining Authority whether or not your submission is accepted. We will ask you for your personal details and documents to support your comments if you plan to upload them.

Submissions will be published under the ['Documents' tab](#) of the project webpage as soon as practicable following the close of the relevant deadline. For further information about publishing submissions please view our [Privacy Notice](#).

You will be able to submit a document (upload file), make a text representation, or both. It is possible to upload multiple files for each individual submission item. Electronic attachments should be clearly labelled with the subject title and not exceed 50MB.

Submissions **must not include hyperlinks** to documents/ evidence hosted on a third-party website eg technical reports, media articles etc. See the Planning Inspectorate's [Advice Note 8.4: The Examination](#) for further information about making written submissions. All submissions must be made in a format that can be viewed in full on the National Infrastructure Planning website. Any submissions that exceed 1500 words should also be accompanied by a summary; this summary should not exceed 10% of the original text.

You should select the relevant deadline for your submission and then, on the next webpage, select the appropriate deadline item as described in the Examination Timetable at **Annex A** to this letter. Please ensure you make a separate submission for each deadline item and **do not duplicate your submission**.

If you experience any issues when using the 'Have your say' tab, please contact the Case Team using the contact details at the top of this letter and they will assist.

Quarter 3 2023/24 Budget Monitoring - Planning Policy Committee

Planning Policy Committee Thursday, 21 March 2024

Report of: Director of Resources (Section 151)

Purpose: To note the 2023/24 Quarter 3 / Month 9 (December) financial position of the Committee and take associated decisions.

Publication status: Unrestricted

Wards affected: All

Executive summary:

This report presents the 2023/24 Quarter 3 / Month 9 (December) financial position of both revenue and capital for the Committee.

This report supports the Council's priority of: Building a better Council/ Creating the homes, infrastructure and environment we need / Supporting economic recovery in Tandridge/ Becoming a greener, more sustainable District

Contact officer Mark Hak-Sanders, Director of Resources (S151)
mhaksanders@tandridge.gov.uk

Recommendation to Committee:

That the Committee's forecast revenue and capital budget positions as at Quarter 3 / M9 (December) 2023/24 be noted.

Reason for recommendation:

The Council has a duty to ensure that its expenditure does not exceed resources available. The medium-term financial outlook remains uncertain and so the Council must continue to take steps towards growing its financial resilience, including building reserves to a sustainable level.

It is essential, as a matter of prudence that the financial position continues to be closely monitored. In particular, Members must satisfy themselves that sufficient mechanisms are in place to ensure both that the overall revenue budget is delivered, and that any new expenditure is contained within the available resources.

Finance have committed to bringing quarterly financial monitoring updates to each Committee to ensure that all Members are aware of the financial position of the services within their remit, as context for decisions needed to mitigate any variance to budget and in terms of the effect on the approved budget for 2024/25.

The consolidated position for quarter 3 will be reported to Strategy & Resources Committee on the 26 March 2024.

Introduction and background

1. The 2023/24 Planning Policy Committee Revenue budget was approved at £1,297k by Full Council on 9th February 2023. This budget excluded the 2023/24 approved pay award, of which £41k is allocated for Planning Policy Committee, bringing the Committee's total budget to £1,338k.
2. The 2023/24 Planning Policy (Community Infrastructure Levy) Capital Budget was approved at £0.5m by Council on 9th February 2023, with phasing reviewed during the September Committee cycle.

3. Revenue Headlines

At quarter 3 / M9 (December) Planning Policy Committee is forecasting a £533k full-year overspend (increased by £114k from the M6 £419k overspend). The overall overspend is mainly due to:

- **£129k Planning Application and Advice adverse variance at year end predicted** (M6 £93k adverse) based upon the following:

£230k overspend on salaries (M6 £222k over) due to reliance on contract staff for longer than originally anticipated.

£54k overspend on running costs (M6 £42k over) related mainly to third party external consultant advice including retail impact assessments and highways matters.

(£155k) surplus (M6 £171k surplus) on planning application fee and expected planning performance agreement income. It is expected that fee income will be supported by income from some major sites where planning applications are anticipated, as well as future fee increases.

- **£159k Enforcement overspend (M6 £133k) predicted.** £168k salary overspend (M6 £144k over) due to reliance on contract staff offset by one off lower running costs (£9k in M9, M6 £10k under) and a small amount of income.

- **£182k Appeals overspend (M6 £130k over)** due to a change in provisions, based on operational Planning records, and application of the prior provision where associated expenditure is realised in year.
- **£52k Gatwick DCO overspend (unchanged from M6)** associated with consultant commission for bespoke assessment of air quality and noise impacts on Tandridge arising from Gatwick Airport Northern Runway project. Approved by Planning Policy Committee in March and September 2023.
- **£11k overspent (unchanged from M6) Land Charges and Street Naming & Numbering.** Land Charges income worse than budget caused by transient external pressures of rising inflation and high interest rates. Officers will closely monitor search numbers/income whilst delivering new initiatives to improve and promote the service. Includes a Government grant of £20k to facilitate Land Charges LLC1 data migration to Central Government.

4. Use of Planning Reserves

At quarter 3 / M9 (December) Planning Policy Committee is forecasting a £71k use of Planning Reserves as described by :

- **£69k Planning Policy & Local Plan Earmarked Reserve.** Use of reserve to fund overspend due to salary and wages expenditure, associated with full year use of interims and seconded officers to manage Planning Policy Team function.
- **£2k Neighbourhood Plan Reserve.** Use of reserve to fund overspend associated with Tatsfield Neighbourhood Plan, examination and on going progression of Neighbourhood Plan.

5. Capital Programme Update

At quarter 3, the Planning Policy (CIL) capital allocation is a forecast spend of £0.3m, with slippage of £0.2m. Further details are set out in Appendix A. As this is CIL funded it has no General Fund impact. Further work is underway to refine the process of CIL forecasting.

Key implications

Comments of the Chief Finance Officer

The Section 151 Officer confirms the financial information presented in this report has been based on reasonable working assumptions taking into account all material, financial and business issues and risks. The key financial implications at this stage are captured in the body of the report.

Comments of the Head of Legal Services

It is essential, as a matter of prudence, that the financial position of services continues to be closely monitored. In particular, Members must satisfy themselves that, across the Council, sufficient mechanisms are in place to ensure both that savings are delivered and that new expenditure is contained within the overall available resources. Accordingly, any proposals put forward must identify the realistic measures and mechanisms to produce those savings.

Under S28 of the Local Government Act 2003, a local authority must review its budget calculations from time to time during the financial year and take appropriate action if there is any deterioration in its budget. This report satisfies this statutory requirement.

Equality

There are no equality implications associated with this report.

Climate change

There are no significant environmental / sustainability implications associated with this report.

Appendices

Appendix A – Committee’s M9 (December) 2023 financial report and supporting data

Background papers

- 2023/24 Draft General Fund Budget and Medium-Term Financial Strategy – Planning Policy Committee 19th January 2023
- 2023/24 Final budget and MTFS - Strategy and Resources Committee 31st January 2023
- 2022/23 Budget – Outturn Report – Strategy and Resources Committee 29th June 2023
- Quarter 1 2023/24 Budget Monitoring - Planning Policy Committee Thursday, 21 September 2023
- Quarter 2 2023/24 Budget Monitoring - Planning Policy Committee Thursday, 16 November 2023

----- end of report -----

Appendix A
Quarter 3 - 2023/24
Finance Update Report-Planning Policy
Committee

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Mark Hak-Sanders
Director of Resources (S151)

26th March 2024

Revenue Commentary – Planning Policy Committee

2022/23		Forecast	Annual	Outturn	Change	One-off	Ongoing
Outturn		Qtr 3	Budget	Variance	from Qtr2	events	Pressures
£k		£k	£k	£k	£k	£k	£k
409	Planning Applications & Advice	520	391	129	36	4	125
324	Planning Strategy & Policy Guidance	332	332	0	0		
259	Enforcement	398	239	159	26	159	
-	Appeals	262	80	182	52		182
95	Tree Preservation & Advice	100	100	0	0		
-	Community Infrastructure Levy (CIL)	2	2	0	0		
182	Local Development Plan - Evidence	178	178	0	0		
2	Gatwick Airport DCO	52	0	52	0	52	
(11)	Land Charges and Street Naming	27	16	11	0		11
1,259	Planning	1,871	1,338	533	114	215	318

Note – the forecast currently assumes that the budgets for the local plan and other planning policy team matters are spent in full in 2023/24 or remain ringfenced to the local plan if not. Conversely, additional spending on planning policy team matters will be met from the reserve where they exceed the annual budget.

This ensures that funding approved for such matters is retained to meet uncertain future costs and not used to offset overspends elsewhere in the budget. See next slide.

Planning Policy Committee overspend £533k : deterioration of £114k from M6.

The variance mainly comprises of:

- **£129k Planning Application and Advice** adverse variance at year end predicted (M6 £93k adverse) based upon the following:
 - £230k overspend on salaries (M6 £222k over) due to reliance on contract staff for longer than originally anticipated. £54k overspend on running costs (M6 £42k over) related mainly to third party external consultant advice including retail impact assessments and highways matters.
 - (£155k) surplus (M6 £171k surplus) on planning application fee and expected planning performance agreement income. It is expected that fee income will be supported by income from some major sites where planning applications are anticipated, as well as future fee increases.
- **£159k Enforcement overspend (M6 £133k)** predicted. £168k salary overspend (M6 £144k over) due to reliance on contract staff offset by one off lower running costs (£9k in M9, M6 £10k under) and a small amount of income.
- **£182k Appeals overspend (M6 £130k over)** due to a change in provisions, based on operational Planning records, and application of the prior provision where associated expenditure is realised in year.
- **£52k Gatwick DCO overspend (unchanged from M6)** associated with consultant commission for bespoke assessment of air quality and noise impacts on Tandridge arising from Gatwick Airport Northern Runway project. Approved by Planning Policy Committee in March and September 2023.
- **£11k overspent (unchanged from M6) Land Charges and Street Naming & Numbering.** Land Charges income worse than budget caused by transient external pressures of rising inflation and high interest rates. Officers will closely monitor search numbers/income whilst delivering new initiatives to improve and promote the service. Includes a Government grant of £20k to facilitate Land Charges LLC1 data migration to central government.

Use of Planning Earmarked Reserves

Use of Planning Earmarked Reserves	
	Forecast change in Reserve £ k
Planning Policy & Local Plan Reserve	69
Neighbourhood Plan Reserve	2
In year change in Earmarked Reserves	71

Use of Earmarked Reserves described by:

£69k Planning Policy & Local Plan Earmarked Reserve use of reserve to fund overspend due to salary and wages expenditure, associated with full year use of interims and seconded officers to manage Planning Policy Team function.

£2k Neighbourhood Plan Reserve use of reserve to fund overspend associated with Tatsfield Neighbourhood Plan, examination and on going progression of Neighbourhood Plan.

Local Plan and Planning Policy Team Funds Available in 2024/25 :

Funding for the Local Plan in 2024/25 is limited and will require robust management. The maximum funding available for all Planning Policy matters, including the Local Plan, is £1,489k. This consists of £979k in reserves and £510k in-year budget. The Local Plan is likely to span multiple years, meaning that use of the reserve should be carefully considered. Other matters are unpredictable and are likely to further place further constraints on the budget.

Revenue Risks

These risks have not been included in the budget monitoring position unless otherwise stated

Committee	Outline of Risk	Mitigation	Range Max - Min £k
Planning	The need for externalising work may increase now that the Local Plan has been found unsound with more appeals requiring external legal output.	Monitor and report, taking commensurate actions where opportunities arise	
Planning	Unexpected fall of in planning application fee income, driven by the national economic situation	Monitor and report, taking commensurate actions where opportunities arise	
Planning	Planning Guarantee ; The planning guarantee is defined by Government as “a policy that no application should spend more than a year with decision-makers, including any appeal.” The policy sits alongside statutory time limits for decision making, subject to the potential to agree extensions. The Council has no control over the timing of Appeals. Linked to this is a risk that current planning fees become repayable if secured extensions of time are exceed in certain circumstances.	Extensions of time will be sought where appropriate.	

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Capital Budget – Planning Policy Committee (CIL)

Service	Annual Budget 2023-24 £k	Forecast M9 2023/24 £k	Variance M9 2023/24 £k	Nature of Variance		Change from M6 £
				Variance Overspend/ (Underspend) £k	Variance Acceleration/ (Slippage) £k	

Planning Policy						
Capital contributions to third parties from CIL	500	253	(247)	0	(247)	149
Total Planning Policy	500	253	(247)	0	(247)	149

- The Capital Budget was approved by Full Council on 9th February 2023 at £500k.
- The request for Capital carry forwards of £2,108k from 2022/23 was approved in the S&R Committee on 29th June 2023.
- The total available budget for 2023/24 was therefore £2,608k.
- Due to match funding and project delivery delays, £2,108k slippage in the projected scheme expenditure was requested to be carried forward to 2024/25. This is normal practice with grant allocations. This was approved in the S&R committee on 28th September 2023.
- The budget 2023/24 now stands at £500k.
- The budget has been reviewed for deliverability at M9 with a forecast variance - slippage of (£247k)

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