



*Please reply to:*

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Date: 08 August 2024

## Notice of meeting

### Planning Committee

**Date:** Wednesday, 21 August 2024

**Time:** 7.00 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

#### To the members of the Planning Committee

Councillors:

M. Gibson (Chair)

D.L. Geraci (Vice-Chair)

C. Bateson

S.N. Beatty

M. Beecher

T. Burrell

J. Button

R. Chandler

D.C. Clarke

K. Howkins

M.J. Lee

L. E. Nichols

K.E. Rutherford

P.N. Woodward

Substitute Members: Councillors N. Islam, A. Mathur, K.M. Grant, S.A. Dunn, A. Gale and J.T.F. Doran

*Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.*

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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# Agenda

Page nos.

1. **Apologies and Substitutions**

To receive any apologies for non-attendance and notification of substitutions.

2. **Minutes**

3 - 6

To confirm the minutes of the meeting held on 24 July 2024 as a correct record.

3. **Disclosures of Interest**

To receive any disclosures of interest from councillors under the Councillors' Code of Conduct, or contact with applicants/objectors under the Planning Code.

**Planning Applications and other Development Control matters**

To consider and determine the planning applications and other development control matters detailed in the reports listed below.

4. **Planning application - 24/00681/HOU The Lodge, Ashford Cemetery, Long Lane, Stanwell, Staines-upon-Thames, TW19 7AD**

7 - 18

**Ward**

Ashford North and Stanwell South

**Proposal**

Creation of a vehicular access (9.0 metre width) serving two car parking spaces in the front driveway of the residential property, The Lodge

**Recommendation**

The application is recommended for approval

5. **Major Planning Applications**

19 - 20

To note the details of future major planning applications.

6. **Glossary of Terms and Abbreviations**

21 - 26

**Minutes of the Planning Committee  
24 July 2024**

**Present:**

Councillor M. Gibson (Chair)

Councillors:

M.J. Lee

C. Bateson

T. Burrell

R. Chandler

L. E. Nichols

S.N. Beatty

D.C. Clarke

M. Beecher

J. Button

P.N. Woodward

K.E. Rutherford

**Apologies:** Councillors D.L. Geraci and K. Howkins

**21/23 Minutes**

The minutes of the meeting held on 8 May 2024 were approved as a correct record.

**22/23 Disclosures of Interest**

**a) Disclosures of interest under the Members' Code of Conduct**

There were none.

**b) Declarations of interest under the Council's Planning Code**

Councillor Gibson advised that she was a member of the Staines Business Improvement District (BID) Board.

**23/23 Planning application - 23/01218/ADV, Land Adjacent to Elmsleigh Centre entrance, High Street, Staines-upon-Thames, TW18 4PQ, 23/01220/ADV, 'Bandstand', Memorial Gardens, Staines-upon-Thames, TW18 4SD, and 23/01223/ADV, Land on Station Path, Station Approach, Staines-upon-Thames, TW18 4LY**

**Description:**

Installation of three no. free standing, non-illuminated, 2m high totem signs in three separate locations in Staines Town Centre.

**Additional Information:**

The Principal Planning Officer reported that there were no additional updates.

**Public Speaking:**

There were no public speakers.

It was agreed that each site would be debated and voted on separately.

**Site 1, 23/01218/ADV, Land Adjacent to Elmsleigh Centre entrance, High Street, Staines-upon-Thames, TW18 4PQ**

**Debate:**

During the debate the following key issues were raised:

- The Committee queried what the Totem was made of and whether they were safe. The Principal Planning Officer advised that they were made of powder coated aluminium with an anti-graffiti laminate.
- The Committee asked whether any consideration to visually impaired residents and were advised that while it was not a material planning consideration, County Highways had been consulted who had agreed the location was suitable.
- The Committee queried whether the position of the totem had been considered in relation to Staines Market. The Principal Planning Officer advised that relevant parties had been consulted and had confirmed the location was appropriate.
- The Committee felt that it was a good initiative which would aid visitors and support local businesses.

The Committee voted on the application as follows:

**For:** 12

**Against:** 0

**Abstain:** 0

**Site 2, 23/01220/ADV, 'Bandstand', Memorial Gardens, Staines-upon-Thames, TW18 4SD**

**Debate:**

During the debate the following key issues were raised:

- That the Totem would be helpful to those arriving at Staines via boat or walking along the towpath.
- That it would be good to expand that initiative to other towns within the borough.

The Committee voted on the application as follows:

**For:** 12

**Against:** 0

**Abstain:** 0

**Site 3, 23/01223/ADV, Land on Station Path, Station Approach, Staines-Upon-Thames, TW18 4LY**

**Debate:**

During the debate the following key issues were raised:

- The Committee queried whether the totem could be placed flat against the wall as opposed to perpendicular to it. The Principal Planning Officer advised that it had been considered but the applicant felt it would be less visible if flat to the wall.
- The Committee asked whether the applicant could change the content of the sign without needing to reapply and were advised that they could.

The Committee voted on the application as follows:

**For:** 12

**Against:** 0

**Abstain:** 0

**Decision:** The applications were **approved**.

**24/23 Planning Appeals Report**

The Chair informed the Committee that if any Member had any detailed queries regarding the report on Appeals lodged and decisions received since the last meeting, they should contact the Planning Development Manager.

**Resolved** that the report of the Planning Development Manager be received and noted.

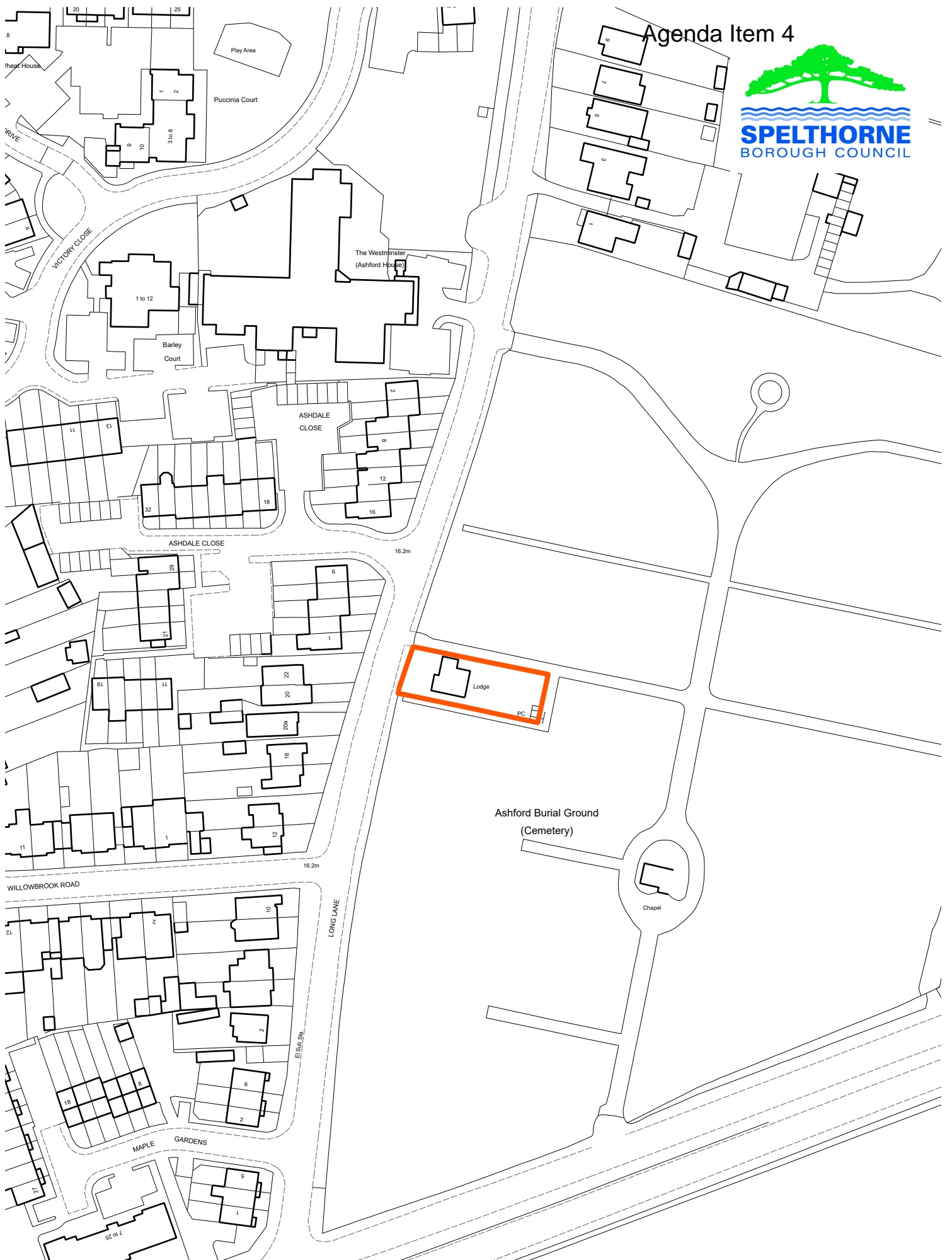
**25/23 Major Planning Applications**

The Planning Development Manager submitted a report outlining major applications that may be brought before the Planning Committee for determination.

**Resolved** that the report of the Planning Development Manager be received and noted.

**The meeting ended at 19:38**

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24/00681/HOU - The Lodge, Ashford Cemetery, Long Lane, Stanwell.  
Scale: 1:1,250

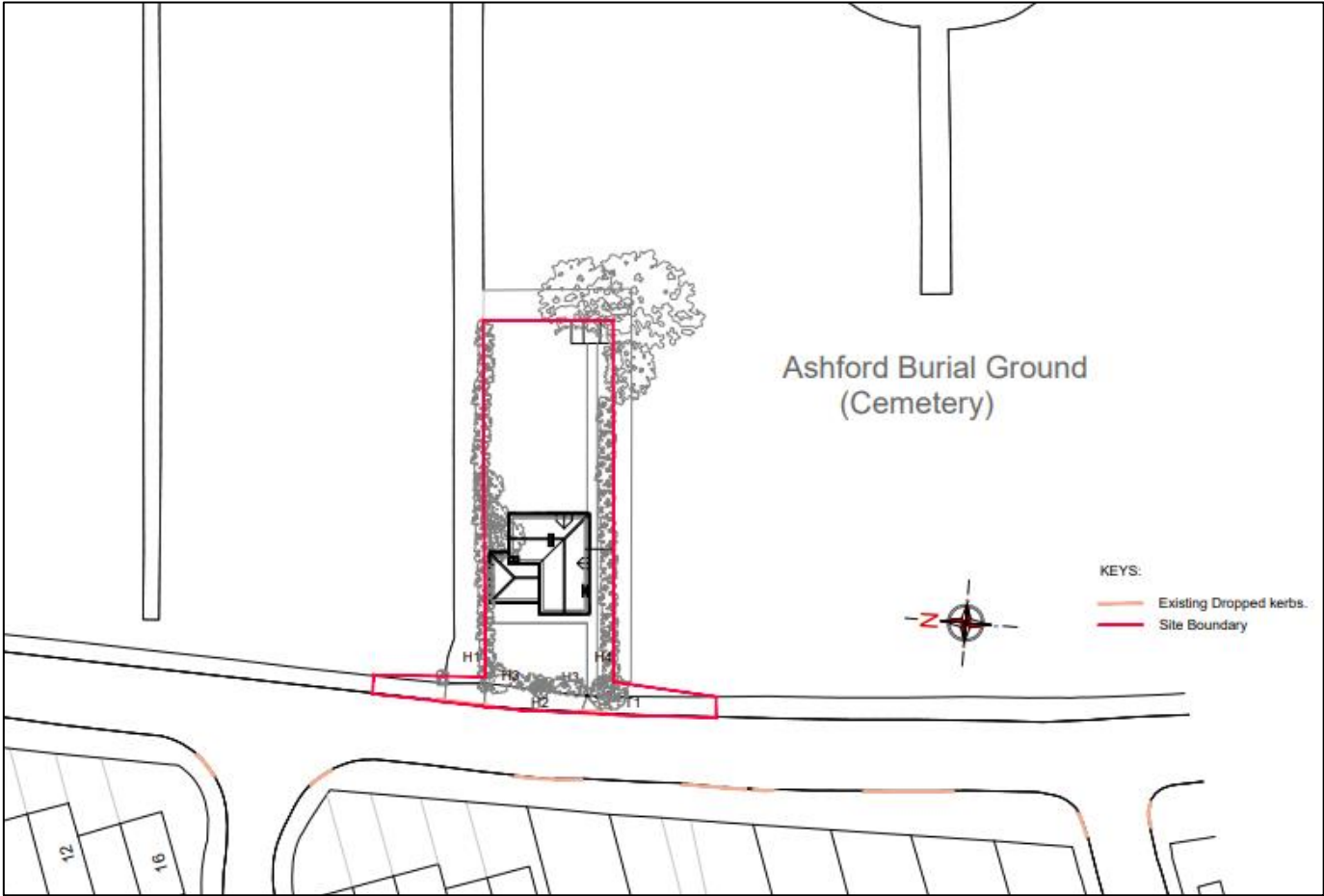
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# Existing Site Plan



# Proposed Site Plan



# Elevations



STREET ELEVATION - AS EXISTING



STREET ELEVATION - PROPOSED

# Planning Committee

## 24<sup>th</sup> July 2024



<b>Application No.</b>	24/00681/HOU
<b>Site Address</b>	The Lodge, Ashford Cemetery, Long Lane, Stanwell, Staines-upon-Thames, TW19 7AD
<b>Applicant</b>	Spelthorne Borough Council
<b>Proposal</b>	Installation of a vehicular crossover
<b>Officer</b>	Drishti Patel
<b>Ward</b>	Ashford North and Stanwell South
<b>Call in details</b>	This application is required to be reported to the Planning Committee for a decision as the applicant is Spelthorne Borough Council.

<b>Application Dates</b>	Valid: 06.06.2024	Expiry: 01.08.2024	Target: Extension of time agreed until 23/08/2024
<b>Executive Summary</b>	<p>The proposed site covers an area of approximately 0.005 hectares ('ha'). The Site is a residential property situated adjoining the grounds of Ashford Burial Ground. There are no other residential properties to the north and south of the property and the nearest residential properties are to the west of the adjacent highway, Long Lane.</p> <p>The proposal is to create a vehicular access (9.0 metre width) serving two car parking spaces in the front driveway of the residential property, The Lodge.</p> <p>The proposal is considered small in scale with other examples of dropped kerbs in the vicinity and so it is concluded that impact on the character of the area is considered acceptable. It is also considered that the proposal would not impact upon the residential amenity of adjoining properties. With regards to highway safety and traffic generation, Surrey County Highways requested a speed survey for this section of Long Lane. Following discussions, the applicant submitted amended plans with the visibility splays increased and the County Highways have no objections subject to two conditions and two informatives.</p>		
<b>Recommended Decision</b>	The application is recommended for approval.		

## MAIN REPORT

### 1 Development Plan

- 1.1 The following policies in the Council's Core Strategy and Policies DPD 2009 are considered relevant to this proposal:
- Policy EN1 (Design of New Development)
  - Policy CC3 (Parking Provision)
  - Policy SP7 (Climate Change and Transport)
  - Policy EN2 (Replacement and Extension of Dwellings in the Green Belt)
- 1.2 Also relevant is the following 'Saved' Local Plan Policy:
- Policy GB1 (Green Belt)
- 1.3 The following policy of the draft Spelthorne Local Plan 2022-2037 is of relevance:
- Policy PS2 (Place shaping)
  - Policy ID2 (Sustainable Transport for New Developments)
  - Policy PS1 (Responding to the Climate Change Emergency)
  - Policy E1 (Green and Blue Infrastructure)
- 1.4 The National Planning Policy Framework (NPPF) 2023 is also relevant. The revised draft NPPF was issued in July 2024 and carries limited weight for decision making purposes.
- 1.5 On 19 May 2022, the Council agreed that the draft Spelthorne Local Plan 2022 – 2037 be published for public consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The public consultation for the Pre-Submission Publication version of the Local Plan ended on 21st September 2022 and the local plan was submitted to the Planning Inspectorate on 25th November 2022.
- 1.6 An Examination into the emerging Local Plan commenced on 23 May 2023. However, on 6 June 2023, the Council resolved to request that the Planning Inspector pause the Examination for a period of three (3) months to allow time for the new council to understand and review the policies and implications of the emerging Local Plan. After the three months pause the Council would decide what actions may be necessary before the Local Plan Examination should proceed.
- 1.7 At the meeting of the Council on 19 July 2023, it was agreed that Catriona Riddell & Associates be appointed to provide 'critical friend' support to inform the options for taking the Local Plan process forward.
- 1.8 On 14 September 2023, the Council considered a report following the deferral in June. The report listed three options; to continue with the local plan to include further work (especially on design codes), to request a further pause, or to withdraw the local plan. On the day of the meeting, a letter was received from the Housing Minister stating that the Housing Secretary was directing the

Council “not to take any step to withdraw the plan from examination...” The Council resolved to extend the pause in the Examination timetable until the proposed changes to the NPPF had been published before determining the next steps.

- 1.9 On 22 September 2023, the Inspector agreed to a further pause to the Examination and requested that the Council continue to address the issues that he identified in the first week of the Examination, in particular flood risk and its potential implications in relation to the site allocation and delivery strategy of the plan.
- 1.10 On 10 November 2023, the Environment Agency (EA) provided comments on Spelthorne’s Level 1 and Level 2 Strategic Flood Risk Assessment (SFRA) seeking additional information, amendments and updates to the assessment.
- 1.11 Following the Environment & Sustainability Committee meeting on 29 February 2024, it was resolved to propose, to the Planning Inspector, modifications to the emerging Local Plan, including the removal of all Green Belt site allocations, with the exception of two allocations that meet the need for Gypsy, Traveller and Travelling Showpeople, the removal of site allocations at high risk of flooding and to move some higher flood risk sites to the later plan period (years 11-15), and the withdrawal the Staines Development Framework as a core document.
- 1.12 On 19 March 2024 the Council published updated Level 1 and Level 2 SFRA. On 2 May 2024 the EA provided comments, including a request for additional clarification which was provided on 17 May 2024.
- 1.13 As such the policies (of the emerging local plan) carry limited weight in the decision-making process of this current planning application.
- 1.14 The NPPF policy states at para 48 (which is unchanged by the revised draft NPPF 2024) that:  
Local planning authorities may give weight to relevant policies in emerging plans according to:
  - a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);
  - b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and
  - c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).
- 1.15 Section 38(6) the Planning and Compulsory Purchase Act 2004 requires applications to be determined in accordance with the development plan (unless material considerations indicate otherwise) and not in accordance with an emerging plan, although emerging policies may be a material consideration.

1.16 At this stage, the policies in the Pre-Submission Spelthorne Local Plan carry limited weight in the decision-making process. The adopted policies in the 2009 Core Strategy and Policies DPD carry substantial weight in the determination of this planning application.

## **2. Relevant Planning History**

2.1 The site has no relevant planning history.

## **3. Description of Current Proposal**

3.1 The application property fronts the eastern side of Long Lane and adjoins an accessway to Ashford Burial Ground to the north. There are no residential properties bordering the site to both sides and rear. It is situated within the Green Belt and on a classified road (Long Lane – C239).

3.2 The proposal is for the installation of a 9.0 width vehicular access. This would be an extension to the existing dropped kerb serving the accessway to the north and an extension to the existing pedestrian access to the property. The existing hedging is to be removed and the front railing to be partially removed. Some side hedging is to be trimmed to facilitate the proposal.

3.3 The vehicular access would serve two new parking spaces, measuring 5.0 metres in width by 5.0 metres depth. The distance from the highway to the front elevation is approximately 10.0 metres. There are currently no off-street parking spaces on the application site and so vehicles currently park on-street.

## **4. Consultations**

The following table shows those bodies consulted and their response.

<b>Consultee</b>	<b>Comment</b>
Surrey County Highways	No objection, recommends however conditions and informatives recommended
Council's Tree Officer	No objection
Neighbourhood Services	No objection on Ashford Burial grounds

## **5. Public Consultation**

5.1 No representations received

## **6. Planning Issues**

- Impact on Character.
- Impact on Residential Amenity
- Highway Safety
- Green Belt

## **7. Planning considerations**

Design

- 7.1 Policy EN1 of the Core Strategy and Policies DPD states that proposals for new development 'should respect and make a positive contribution to the street scene and the character of the area in which they are situated, paying due regard to the scale, height, proportions, building lines, layout, materials and other characteristics of adjoining buildings and land.
- 7.2 In terms of design, the front low-level hedging is to be removed however the hedging along the side boundaries is to be retained but trimmed back to expose the existing pillar. The existing metal railing is to be partially removed to facilitate the new access. The retained railings would keep the openness and retain the consistent design from the burial grounds facade.
- 7.3 The landscaping in the front driveway is to be removed to facilitate the hardstanding for the car parking area (5x5 metres). Although this loss would result in a lack of soft landscaping and removal of verdant foliage, it is noted that the removal of the landscaping and replacement with porous hardstanding could be carried out under Permitted Development and so would not constitute a reasoned justification for refusal. Nevertheless, the existing hedging on both side boundaries will remain except for a small part close to the road to permit visibility and this will help to soften the visual impact.
- 7.4 The proposed width of the dropped kerb is 9.0 metres. It would adjoin the existing dropped kerb serving the pedestrian access making the total 11.0 approximately metres. There are multiple examples of existing dropped kerbs in the surrounding area including the adjacent dropped kerb of the northern accessway to the burial grounds and accesses to the residential properties on the opposite side of the highway. Therefore, the impact on the character of the area is considered to be acceptable.

#### Parking

- 7.5 The proposed driveway is to measure 5.0 metres in width and 5.0 metres in depth to accommodate two car parking spaces. The Council's Parking Standards states the minimum size of parking spaces and internal dimensions of single garages is 2.4 metres by 4.8 metres. Therefore, the proposed parking spaces comply with the minimum dimensions.

#### Amenity

- 7.6 In terms of impact on neighbouring amenity, Policy EN1(b) of the Core Strategy & Policies DPD (CS & P DPD) states that the Council will require proposals for new development to demonstrate that they will achieve a satisfactory relationship to adjoining properties avoiding significant harmful impact in terms of loss of privacy, daylight or sunlight, or overbearing effect due to bulk and proximity or outlook.
- 7.7 The closest residential properties are 22 Long Lane and 1 Ashdale Close on the opposite site of Long Lane. Therefore, the distance from the proposal to these properties is a minimum of 17.0 metres. and this distance ensures there would be no adverse impact on surrounding properties.

#### Highway Safety

7.8 Surrey County Highway's initial consultation response requested a speed survey along this section of Long Lane. However, following further discussions, the applicant increased the visibility splays of the crossover to 2.4 metres x 43 metre splays. This also included the enlarging the red line application site boundary and this additional land is part of Ashford Burial Ground. Surrey County Highways has no objection to the revised plans subject to conditions and informatives.

#### Green Belt

7.9 At Section 13, the NPPF sets out the Government's Policy on protecting Green Belt land. It states that "The Government attaches great importance to Green Belts. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and permanence". This is unchanged by the draft NPPF 2024.

7.10 At paragraph 143, the NPPF sets out the five purposes of the Green Belt. These are unchanged by para. 140 of the draft NPPF 2024.

7.11 The purposes are:

- a) *To check the unrestricted sprawl of large built-up areas;*
- b) *To prevent neighbouring towns from merging into one another;*
- c) *To assist in safeguarding the countryside from encroachment;*
- d) *To preserve the setting and special character of historic towns; and*
- e) *To assist in urban regeneration, by encouraging the recycling of derelict and other urban land.*

7.12 The Council's Local Plan Policy GB1 was saved from the 2001 Local Plan and pre-dates the NPPF. However, the policy is broadly consistent with the NPPF and is afforded significant weight. Saved Policy GB1 does allow for development in the Green Belt where the use comprises those appropriate to the Green Belt and comprises, amongst others, 'appropriate engineering and other operations'.

The NPPF (and draft NPPF) which postdate the saved local plan, state that inappropriate development is by definition, harmful to the Green Belt and should not be approved except in 'very special circumstances'. Paragraph 154 of the NPPF (para 153 of the draft), state 'engineering operations' are not inappropriate in the Green Belt provided they preserve its openness and do not conflict with the purposes of including land within it. It is considered the small scale of this proposed engineering operation would not interfere with the openness of the Green Belt and is acceptable in Green Belt terms.

#### Other Matters

7.13 A tree is present in the front garden adjacent to the proposal. Amended plans indicate the tree is to be retained. The Council's Tree Officer has not raised any concerns or objections to the proposal regarding any impacts upon this tree and other adjoining trees. Furthermore, SCC has confirmed the tree does not impact visibility.

#### Equality Act 2010



- 7.14 This planning application has been considered in light of the Equality Act 2010 and associated Public Sector Equality Duty, where the Council is required to have due regard to:
- (a) eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under this Act;
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Human Rights Act 1998

- 7.15 This planning application has been considered against the provisions of the Human Rights Act 1998.
- 7.16 Under Article 6 the applicants (and those third parties who have made representations) have the right to a fair hearing and to this end full consideration will be given to their comments.
- 7.17 Article 8 and Protocol 1 of the First Article confer a right to respect private and family life and a right to the protection of property, i.e., peaceful enjoyment of one's possessions which could include a person's home, and other land and business assets.
- 7.18 In taking account of the Council policy as set out in the Spelthorne Local Plan and the NPPF and all material planning considerations, officers have concluded on balance that the rights conferred upon the applicant/ residents/ other interested party by Article 8 and Article 1 of the First Protocol may be interfered with, since such interference is in accordance with the law and is justified in the public interest. Any restriction of these rights posed by the approval of the application is legitimate since it is proportionate to the wider benefits of such a decision, is based upon the merits of the proposal, and falls within the margin of discretion afforded to the Council under the Town & Country Planning Acts.
- 7.19 Conclusion  
It is considered that the proposed development has an acceptable impact on the character of the area and does not have a significantly harmful impact on the amenity of neighbouring residential properties. It is not considered inappropriate development in the Green Belt. It has successfully demonstrated highway safety. Accordingly, the application is recommended for approval.

**8. Recommendation**

- 8.1 GRANT planning permission subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason:-. This condition is required by Section 91 of the Town and Country Planning Act, 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out in accordance with the following approved plans: 22289[S]01 rev B; 22289[WD]01 rev B and 22289[WD]04 received 17.07.2024 and thereafter the visibility zones shall be kept permanently clear of any obstruction over 0.6m high.

Reason:-.For the avoidance of doubt and to ensure the development is completed as approved. Also so the development should not prejudice highway safety, nor cause inconvenience to other highway users, and accord with the National Planning Policy Framework 2021 and policy CC2 and CC3 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

3. Space shall be laid out within the site in accordance with the submitted plan reference no. 22289(WD) 01 Rev B for vehicles to be parked. Thereafter the parking area shall be retained and maintained for its designated purpose.

Reason: So the development should not prejudice highway safety, nor cause inconvenience to other highway users, and accord with the National Planning Policy Framework 2021 and policy CC2 and CC3 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

#### INFORMATIVES

1. The permission hereby granted shall not be construed as authority to carry out any works on the highway. The applicant is advised that prior approval must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, or verge to form a vehicle crossover to install dropped kerbs. [www.surreycc.gov.uk/roads-and-transport/permits-and-licences/vehicle-crossovers-or-dropped-kerbs](http://www.surreycc.gov.uk/roads-and-transport/permits-and-licences/vehicle-crossovers-or-dropped-kerbs)
2. The developer is advised that as part of the detailed design of the highway works required by the above condition(s), the County Highway Authority may require necessary accommodation works to street lights, road signs, road markings, highway drainage, surface covers, street trees, highway verges, highway surfaces, surface edge restraints and any other street furniture/equipment.

## Major Applications

This report is for information only.

The list below comprises current major applications which may be brought before Planning Committee for determination. These applications have either been submitted some time ago but are still not yet ready for consideration or are recently received applications that are not ready to be considered by the Planning Committee. The background papers for all the applications are contained on the Council's website (Part 1 Planning Register).

All planning applications by Spelthorne Borough Council and Knowle Green Estates will be brought before the Planning Committee for determination, regardless of the Planning Officer's recommendation. Other planning applications may be determined under officers' delegated powers.

<b>App no</b>	<b>Site</b>	<b>Proposal</b>	<b>Applicant</b>	<b>Case Officer(s)</b>
23/00388/FUL	Multi Storey Car Park Church Road Ashford TW15 2TY	Demolition of Multi-Storey Car Park and erection of a residential block for 42 no. residential units, with associated car parking, together with a further provision of public car parking spaces, and a ground floor commercial unit (Use Class E). Landscaping/public realm and access arrangements.	<b>Lichfields on Behalf of Spelthorne Borough Council</b>	<b>Paul Tomson / Susanna Angell</b>
23/00680/OUT	Land To The East Of Desford Way Ashford	Outline Planning Permission with all matters reserved except for access for a site to accommodate Travelling Show people (Sui Generis)	<b>Ashford Corporation Ltd</b>	<b>Paul Tomson / Kelly Walker</b>

23/01524/FUL	193 London Road Staines-upon-Thames	Demolition of existing, vacant, trade counter and storage/industrial unit. Construction of a new steel portal frame structure with insulated metal clad facades and brickwork plinth, for use as a Self-Storage facility. Including improvements to existing access off Stanwell New Road and stopping up of other redundant accesses, associated car parking, service yard and cycle parking.	<b>Marlin Land Midlands Limited</b>	<b>Matthew Churchill</b>
24/00790/FUL	Hitchcock And King Station Yard Stanwell Road Ashford TW15 3DT	Erection of a self-storage building (Use Class B8) with associated access, landscaping, parking and circulation space.	<b>Mr Philip Offer</b>	<b>Matthew Churchill</b>

If you wish to discuss any of these applications, please contact the case officer(s) in the first instance.

Esmé Spinks  
Planning Development Manager  
07/08/2024

**PLANNING GLOSSARY OF TERMS AND ABBREVIATIONS**

<b>TERM</b>	<b>EXPLANATION</b>
ADC	Advert application
AMD	Amend (Non Material Amendment) – minor change to an application after planning permission has been given
AOD	Above Ordinance Datum. Height, in metres, above a fixed point. Used to assess matters of comparative heights in long distance views and flooding modelling
AQMA	Air Quality Management Area
BCN	Breach of Condition Notice. Formal enforcement action to secure compliance with a valid condition
CHA	County Highways Authority. Responsible for offering advice on highways issues relating to planning applications as well as highways maintenance and improvements
CIL	Community Infrastructure Levy – A levy on housing development to fund infrastructure in the borough
CLEUD/CLD	Certificate of Lawful Existing Use or Development. Formal procedure to ascertain whether a development which does not have planning permission is immune from enforcement action
CS&P DPD	Core Strategy and Policies Development Plan Document
COU	Change of use planning application
CPD	Certificate of Lawful Proposed Use or Development. Formal procedure to ascertain whether a development is permitted development and does not require planning permission
Conservation Area	An area of special architectural or historic interest designated due to factors such as the layout of buildings, boundaries, characteristic materials, vistas and open spaces
DAS	Design and Access Statement. This is submitted with a planning application and sets out the design principles that the applicant has adopted to make the proposal fit into its wider context
Development Plan	The combined policy documents of the Local Plan, Minerals and Waste Plans. The Minerals and Waste Plans are prepared by Surrey County Council who has responsibility for these functions

DM	Development Management – the area of planning service that processes planning applications, planning appeals and enforcement work
DMPO	Development Management Procedure Order - This Order provides for procedures connected with planning applications, consultations in relation to planning applications, the determination of planning applications and appeals
DPH	Dwellings per Hectare (density)
EA	Environment Agency. Lead government agency advising on flooding and pollution control
EIA	Environmental Impact Assessment – formal environmental assessment of specific categories of development proposals
EHO	Environmental Health Officer
ES	Environmental Statement prepared under the Environmental Impact Assessment Regulations
FRA	Flood Risk Assessment
FUL	Full planning application
GPDO	General Permitted Development Order. Document which sets out categories of permitted development (see 'PD' below)
HOU	Householder planning application
LBC	Listed Building Consent – consent to alter a listed building
LLFA	Lead Local Flood Authority
Local Plan	The current development policy document
LPA	Local Planning Authority
Material Considerations	Matters which are relevant in the determination of planning applications
MISC	Miscellaneous applications (usually a consultation by adjoining boroughs)
NPPF	National Planning Policy Framework, 2023. This is Policy issued by the Secretary of State detailing national planning policy within existing legislation
OUT	Outline planning application – obtaining the principle of development

PAP	Prior Approval application
PCN	Planning Contravention Notice. Formal notice, which requires information to be provided in connection with an enforcement investigation. It does not in itself constitute enforcement action
PD	Permitted development – works which can be undertaken without the need to submit a planning application
PDDC	Permitted Development New Dwelling in commercial or mixed use
PDDD	Permitted Development prior approval new dwelling on detached buildings
PDDN	Permitted Development prior approval demolish and construct new dwellings
PDDS	Permitted Development prior approval enlarge dwelling by additional storeys
PDDT	Permitted Development prior approval new dwelling on terraced buildings
PDH	Permitted Development Householder prior approval
PDNF	Permitted Development prior approval new dwellings on flats
PDO	Permitted Development prior approval conversion of office to residential.
PINS	Planning Inspectorate responsible for determining planning appeals on behalf of the Secretary of State
PIP	Permission in Principle application
POCA	Proceeds of Crime Act. Used by LPAs to obtain confiscation orders against those committing offences under the Town and County Planning Act 1990 following successful conviction
PPG	National Planning Practice Guidance. This is guidance issued by the Secretary of State detailing national planning practice and guidance within existing legislation. It is also known as NPPG <i>National</i> Planning Practice Guidance
Ramsar Site	A wetland of international importance
RIPA	Regulation of Investigatory Powers Act. Provides limitation on covert surveillance relating to enforcement investigation
RMA	Reserved Matters application – this follows on from an outline planning permission and deals with some or all of the outstanding details of the outline application including: appearance, means of access, landscaping, layout and scale

RVC	Removal or Variation of Condition on a planning permission
SAC	Special Area of Conservation – an SSSI additionally designated as a Special Area of Conservation under the European Community’s Habitats Directive 1992 in order to maintain or restore priority natural habitats and wild species
SCAMD	Surrey County Council amended application (minor changes following planning permission)
SCC	Surrey County Council planning application
SCI	Statement of Community Involvement. The document and policies that indicate how the community will be engaged in the preparation of the new Local Plan and in the determination of planning applications
Section 106 Agreement	A legal agreement for the provision of facilities and/or infrastructure either directly by a developer or through a financial contribution, to meet the needs arising out of a development. Can also prevent certain matters
SLAA	Strategic Land Availability Assessment
SNCI	Site of Nature Conservation Importance. A non-statutory designated area of county or regional wildlife value
SPA	Special Protection Area. An SSSI additionally designated a Special Protection Area under the European Community’s Directive on the Conservation of Wild Birds 1979. The largest influence on the Borough is the Thames Basin Heath SPA (often referred to as the TBH SPA)
SPD	Supplementary Planning Document – provides additional advice on policies in Local Development Framework (replaces SPG)
SSSI	Site of Special Scientific Interest is a formal conservation designation, usually due to the rare species of flora or fauna it contains
SuDS	Sustainable Urban Drainage Systems. Providing urban drainage systems in a more environmentally sensitive way by systems designed to reduce the quantity of run-off, slow its velocity or provide for filtering, sedimentation and biological degradation of the water
Sustainable Development	Sustainable development is the core principle underpinning planning. It is defined as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs”
T56	Telecom application 56 days to determine



TA	Transport Assessment – assessment of the traffic and transportation implications of a development proposal
TCA	Trees in a conservation area – six weeks’ notice to the LPA is required for works to trees in a conservation area. This gives an opportunity for the LPA to consider whether a tree preservation order should be made to protect the trees
TPO	Tree Preservation Order – where a tree or trees are formally protected, and prior consent is needed for pruning or felling
TRICS	Computerised database and trip rate analysis used to estimate traffic flows to and from a variety of land uses, to assess transportation implications of new development in southern England
Further definitions can be found in Annex 2 of the NPPF	

Esmé Spinks 21/12/2023

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