

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE  
held on 22 October 2015**

---

**PRESENT -**

Councillor Graham Dudley (Chairman); Councillors Michael Arthur, Tony Axelrod, Tina Mountain, Martin Olney, David Reeve, Clive Smitheram and Mike Teasdale (as nominated substitute for Councillor David Wood)

Absent: Councillor David Wood, Councillor Rob Geleit and Councillor Humphrey Reynolds

Officers present: Karol Jakubczyk (Planning Policy Manager), Susie Legg (Policy Planner), Simon Young (Head of Legal and Democratic Services) and Eddie Nowak (Democratic Services Officer)

**21 APPOINTMENT OF VICE-CHAIRMAN**

In the absence of the Vice-Chairman, Councillor Clive Smitheram was appointed Vice-Chairman for this meeting.

**22 QUESTION TIME**

No questions were asked or had been submitted by members of the Public.

**23 MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting of the Licensing and Planning Policy Committee held on 17 September 2015 were agreed as a true record and signed by the Chairman.

**24 DECLARATIONS OF INTEREST**

No declarations of interest were made by Councillors in items on the agenda.

**25 SITE ALLOCATIONS POLICIES DOCUMENT PRE-SUBMISSION DRAFT**

The Committee was asked to consider the Site Allocations Policies Document Pre-Submission Draft, and subject to any amendments or additions, it be approved for a six week public consultation during Winter 2015, and that following the conclusion of the consultation, the document be submitted to the Secretary of State for Examination in Public.

It was noted that the Council's Site Allocations Policies Document identified and allocated the land needed to: deliver the Borough's Green Infrastructure and Heritage Assets Strategies; meet the Borough's future commercial needs; secure key pieces of community infrastructure; and deliver the Kiln Lane Link. By facilitating the development of these sites the Council would meet many of the strategic objectives set out in the Core Strategy. The Site Allocations Policies Document was principally comprised of new policies that identified and allocated sites either in their existing uses or for comprehensive redevelopment for the uses specified above. In addition to these site specific policies, this document also sets out the Council's Spatial Strategies for the Green Infrastructure and Heritage Asset networks.

Work on the Site Allocations Policies Document had been underway since 2007. During that time the Council had sought comments from local communities on site allocation options. The most recent of these being a consultation exercise that ran for ten weeks between October 2013 until January 2014. The consultation exercise also included a workshop session that was open to all Members. The outputs from that consultation exercise and subsequent workshop session have informed the preparation of the Pre-Submission Draft.

Members discussed the document, when the following points were noted:-

- Page 14 – footnote – “off-site” would replace “on-site”;
- Page 15 – footnote – the Planning and Policy Sub-Committee was the predecessor of the Licensing and Planning Policy Committee;
- Officers clarified that the document did not include sites allocated for housing. The Council had previously identified a number of preferred housing sites which were considered by the Planning Policy Sub-Committee in 2012. It was intended that these would be identified in a Supplementary Planning Document which would underpin the Council's housing trajectory set out in the Annual Monitoring Report to demonstrate how the Council would deliver its current housing target. If an application were to come forward for any of these preferred sites, it would be considered under the existing policies in the Local Plan, specifically Core Strategy Policy CS8;
- Officers had prepared a Map that sets out the Council's Green Infrastructure assets;
- The Landscape Character Study (2015) had been prepared for the Surrey local authorities by Surrey County Council and was available on the Council's website;

- Green infrastructure was an important component of the local economy and by making a contribution to the Borough's visual character and appearance it helped to attract new businesses. The Strategic Housing Market Assessment did take into account employment and commuting patterns;
- The Key Diagram referred to in paragraph 2.14 would be amended to include the major highway network. It was pointed out that this additional work would result in a slight delay to the proposed consultation process;
- The extent of the Longmead & Nonsuch Employment Areas would be shown on the Proposals Map;
- Out-of-centre retail facilities included Petrol Filling Stations that incorporated retail.

Accordingly, it was agreed that the Site Allocations Policies Document Pre-Submission Draft, subject to the amendments and comments set out above, be approved for a six week public consultation during Winter 2015, and that following conclusion of the consultation, the Document be submitted to the Secretary of State for Examination in Public.

## 26 REVISED SUSTAINABLE DESIGN SUPPLEMENTARY PLANNING DOCUMENT

The Committee was asked to consider the Revised Sustainable Design Supplementary Planning Document Draft, and subject to any amendments or additions, it be approved for a six week public consultation during Winter 2015.

Subject to Members' agreement and in accordance with the Regulations, the document would undergo a 6 week period of public consultation. This provided the Borough's local communities and others with an interest in the planning system with an opportunity to influence the contents of the revised document. It also provided necessary weight and defensibility to its contents, should the Council seek to challenge information submitted by applicants as part of a development proposal. Following the closure of the consultation period, any appropriate amendments would be made to the document and it would be brought before Licensing and Planning Policy Committee to be considered for adoption.

Members discussed the document, when the following points were noted:-

- The purpose of url's (links to web pages) in documents such as this was to facilitate on-line access to background information, although it was the intention to review the Council wide use of url's;

- 
- A BREEAM assessment was a two stage process. The first part of the assessment was undertaken during the design stage, to indicate the likely score for the scheme. The second stage was undertaken post construction, and reviewed the design stage assessment to ensure all the specified issues had been implemented;
  - If the required standard had not been achieved at the construction stage, measures should be undertaken retrospectively to increase the BREEAM score until it met the required standard;
  - Page 75 – paragraph 4.5 – substitute “formally” for “formerly”;
  - Page 75 – paragraph 4.12 – add “and owner/occupier” at the end of the sentence.

The Committee thanked the officers for preparing the comprehensive and informative document, and agreed that the draft document, subject to the amendments and comments set out above, be approved for a six week public consultation during Winter 2015.

*The meeting began at 7.30pm and ended at 8.55pm*

COUNCILLOR GRAHAM DUDLEY  
(CHAIRMAN)