

LICENSING AND PLANNING POLICY COMMITTEE

Tuesday 6 September 2016 at 7.30 pm

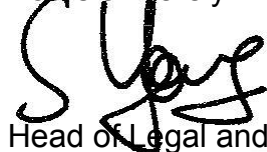
Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Licensing and Planning Policy Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Graham Dudley (Chairman)
Councillor David Wood (Vice-Chairman)
Councillor Michael Arthur
Councillor Chris Frost
Councillor Rob Geleit

Councillor Tina Mountain
Councillor Martin Olney
Councillor David Reeve
Councillor Clive Smitheram
Councillor Jean Steer

Yours sincerely



Head of Legal and Democratic Services

For further information, please contact Sandra Dessent, tel: 01372 732121 or email: sdessent@epsom-ewell.gov.uk

AGENDA

1. QUESTION TIME

To take any questions from members of the Public

Please note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question to the Committee.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING (Pages 3 - 6)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 13 July 2016 (attached) and to authorise the Chairman to sign them.

4. EPSOM AND EWELL LOCAL PLAN STRATEGIC HOUSING MARKET ASSESSMENT (Pages 7 - 24)

The Committee are asked to consider the Strategic Housing Market Assessment for Kingston-upon-Thames and North East Surrey and agree to its publication, and also acknowledge that the objectively assessed housing needs figure identified by the SHMA be used to inform the preparation of a new Borough-wide housing target.

5. CONSIDERATION OF THE DRAFT DOCUMENT, YOUR INVOLVEMENT IN PLANNING FOR PUBLIC CONSULTATION (Pages 25 - 50)

Under the Planning and Compulsory Purchase Act 2004, all local authorities are required to produce a Statement of Community Involvement (SCI) that sets out how and when we will carry out consultations that involve the community in both the preparation of planning policy documents and decisions on planning applications. The Committee is asked to consider the revised draft document, Your involvement in Planning prior to public consultation.

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE
held on 13 July 2016**

PRESENT -

Councillor Graham Dudley (Chairman); Councillor David Wood (Vice-Chairman);
Councillors Michael Arthur, Chris Frost, Rob Geleit, Tina Mountain, Martin Olney,
David Reeve and Humphrey Reynolds (As nominated substitute for Councillor Clive
Smitheram)

Absent: Councillor Clive Smitheram and Councillor Jean Steer

Officers present: Sandra Dessent (Democratic Services Officer) and Karol Jakubczyk
(Planning Policy Manager)

6 QUESTION TIME

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

7 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors regarding items on the
Agenda.

8 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 19 May 2016 were agreed as a true record
and signed by the Chairman.

9 EPSOM AND EWELL LOCAL PLAN PROGRAMME 2016

A new Local Plan Programme (previously known as the Local Development
Scheme) had been prepared to set out the process and timetable for a partial
review of the Epsom and Ewell Core Strategy. The delivery and implementation
of the Local Plan contributed to all of the Council's Key Priorities. The partial
review of the Core Strategy is a critical part of the Local Plan review process, as
it sets out how sustainable growth would be delivered during the plan period.

The Committee noted that this was an ambitious programme and adequate
resources were needed to ensure that deadlines were met. Resources were
being continually monitored by Officers and the Chairman in order to quickly
identify shortfalls that could affect delivery and completion of the programme,
and any issues arising from lack of resources would be reported to the
Committee. However, Members were advised that it was necessary to pursue

an ambitious programme because of the risk that the Council could be challenged by developers promoting housing developments on sites contrary to Local Plan policy, or risk government intervention if it did not have an updated housing target.

The Committee were informed that all local planning authorities had a duty to produce their own housing target. The Strategic Housing Market Assessment (SHMA), produced in conjunction with three neighbouring boroughs, namely Kingston, Mole Valley and Elmbridge, sets out an initial housing demand calculation. This figure would be used to inform the identification of a new local plan housing target that would take account of issues such as deliverability, housing land supply and land-use and infrastructure constraints. The importance of recognising that the initial figure identified in the SHMA would not be the final housing target figure was stressed.

When discussing risks to the proposed programme, in particular the potential for delay, the Committee noted that any changes to national planning policy made by the Government could affect the progress and delivery of the Local plan. However, as changes could not be predicted it was necessary to proceed with the review and make any adjustments as needed.

Members considered the Local Plan document and the following changes to the document were agreed:

- Section 2, The Partial Review of the Core Strategy, first bullet point, to read: *'Revision of the Borough wide housing target to take into account an objectively assessed demand **having regard to relevant constraints affecting the delivery of growth, particularly in relation to infrastructure capacity***.
- Section 4, Supporting Statement, 4.14 Council Procedures, first bullet point to read: *'Licensing and Planning Policy Committee will be responsible for the preparation, production **and completion** of all local plan documents;...*
- Section 4, Supporting Statement, 4.15 Risk Management, add paragraph: **Changes in Government Legislation:** To ensure that the Council are not at risk from challenges resulting from not having an up-to-date Local plan, it is important to push forward and prepare the plan in accordance with current national policy. However, amendments to national planning policy or revised EU directives may necessitate a change of direction. Consultation with Members would take place in the event of the Government issuing new directives that have the potential to affect the Council's capacity to produce the Local Plan.
- Section 4, Supporting Statement, 4.15 Risk Management, add paragraph: **Unsettled Economy post EU Referendum:** There is a risk that the period of uncertainty following the Referendum result could result in unpredictable changes in national planning policy, particularly if the new government chooses to pursue an entirely new agenda. Consequently,

we may need to prepare new evidence and re-draft policy alongside any associated consultation. This will have an impact upon the proposed timetable. Given the unknown nature of this risk there is little that the Council can put in place to ensure its mitigation.

Accordingly, subject to the amendments detailed above, the Committee agreed to the publication and implementation of the Local Plan Programme.

The meeting began at 7.30 pm and ended at 8.40 pm

COUNCILLOR GRAHAM DUDLEY (CHAIRMAN)

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**EPSOM & EWELL LOCAL PLAN STRATEGIC HOUSING MARKET
ASSESSMENT**

<u>Report of the:</u>	Head of Place Development
<u>Contact:</u>	Karol Jakubczyk
<u>Urgent Decision?(yes/no)</u>	No
<u>If yes, reason urgent decision required:</u>	
<u>Annexes/Appendices (attached):</u>	Executive Summary of the Strategic Housing Market Assessment for Kingston upon Thames and North East Surrey Authorities (June 2016)
<u>Other available papers (not attached):</u>	National Planning Policy Framework Licensing & Planning Policy Committee Item Epsom & Ewell Local Plan – Objectively Assessed Housing Needs 23 October 2014

REPORT SUMMARY

National planning policy places a requirement upon us to meet our objectively assessed housing needs. This requires us to prepare a new Strategic Housing Market Assessment (SHMA) that identifies the full objectively assessed housing needs found within our Housing Market Area, which will subsequently inform the review of our Local Plan housing policies and site allocations.

Following the decision of the Licensing & Planning Policy Committee on 23 October 2014 a joint SHMA for Kingston upon Thames and North East Surrey has been prepared and produced. This identifies an objectively assessed housing need for the Borough (and the three other partners) for the period between 2015 until 2035. This does not equate to a housing target for the Borough. This key piece of evidence is now ready for publication.

RECOMMENDATION

1. That the Committee considers the Strategic Housing Market Assessment for Kingston upon Thames and North East Surrey and agrees to its publication; and
2. Agree that the objectively assessed housing needs figure identified by the SHMA be used to inform the preparation of a new Borough-wide housing target.

Notes

1 Implications for the Council's Key Priorities, Service Plans and Community Strategy

- 1.1 The delivery and implementation of the Epsom & Ewell Local Plan contributes towards all of the Council's Key Priorities. The partial review of the Core Strategy is a critical part of the Local Plan review process as it will set out how sustainable growth will be delivered during the plan period.
- 1.2 Identifying an objectively assessed housing need for the Borough will have an impact on our Service Plan, particularly how we plan for future community infrastructure and service improvements.

2 Background

- 2.1 The National Planning Policy Framework (NPPF) states that local planning authorities should use their evidence base to ensure that their local plan meets the full, objectively assessed needs for market and affordable housing found within their Housing Market Area (HMA).
- 2.2 Planning Practice Guidance 2014 states that "local planning authorities should assess their development needs working with the other local authorities in the relevant HMA or functional economic market area in line with the duty to co-operate".
- 2.3 Our current Core Strategy (Policy CS7) sets a borough-wide housing target of at least 2,715 new homes (for period 2007 – 2022) or an annual average of at least 181 new homes per annum. This target pre-dates the South East Plan target by two years. It was calculated using a methodology and data that is no longer considered accurate or reliable.
- 2.4 The subsequent North East Surrey Strategic Housing Market Assessment (SHMA) 2007/08, was used to inform our affordable housing target set out under Core Strategy Policy CS9 and the housing targets for the then emerging South East Plan. This type of evidence is now referred to as an "old-style SHMA"; that is a SHMA that focussed upon unmet, typically affordable, need, rather than a "new-SHMA" , which considers housing need in terms of demand (conceivably for all forms of residential accommodation).

- 2.5 On 23 October 2014 the Licensing & Planning Policy Committee considered a report setting out the above position and the actions that the Borough Council needed to take in order for its plan-making process to be in accordance with national planning policy. That report recommended that the Borough Council take part in the preparation and production of a new joint SHMA covering a market area comprised of the Royal Borough of Kingston, Elmbridge, Epsom & Ewell and Mole Valley. It also noted that the objectively assessed housing needs identified by such a SHMA would be used to inform the preparation of our Borough-wide housing target.
- 2.6 Following the Committee's decision, the Borough Council and its partners commissioned Cobweb Consulting to prepare and produce a SHMA for the four authorities. This technical exercise is now complete. An executive summary of the SHMA is enclosed under Annexe 1.

3 Strategic Housing Market Assessment for Kingston upon Thames and North East Surrey Authorities

- 3.1 The SHMA is a technical evidence base document that examines the possible changes in demographics, specifically population growth, across the identified housing market area. The SHMA seeks to take into account the many complex factors that may influence population growth and associated housing demand. These include migration and commuting patterns, changes in the age of population, geographic issues and affordability. The SHMA also takes account of the wider regional context (within which our housing market area sits) – inclusive of both Surrey and Greater London.
- 3.2 The SHMA uses the 2012 based household projections produced by the Department for Communities and Local Government, and the 2012-based population projections produced by the Office for National Statistics as the starting point for its population, household and objective assessment of need calculations. Although the Office for National Statistics has very recently published 2014 based population projections, these do not unduly influence the SHMA's assessment of demand. Equally, it is too early to predict whether a possible exit from the European Union will have any impact on the outcomes of this assessment. On that basis it is appropriate that the Borough Council and its partners continue to use the SHMA to inform decision making on their respective Local Plans.

3.3 The Final version of the SHMA is considered to have been prepared in accordance with national planning practice guidance. It serves as robust and defensible evidence that can inform our plan-making process and help to ensure that our future policies relating to housing growth are found sound.

3.4 The key conclusions are:

- The area covered by the four authorities does form a coherent and self-contained housing market area. This is because of strong migration linkages between the four authorities, and is further supported by evidence on house price patterns and commuting links. This is important as it helps to demonstrate that the assessment is sound and defensible.
- There are over 190,000 dwellings contained within the housing market area (as of 2014). Vacancy rates are low and owner-occupancy is the predominant tenure; although private renting has been on the increase since 2000. The social rented sector is smaller than the national average.
- Dwelling prices are exceptionally high across the whole housing market area. The lower quartile threshold prices for dwelling purchase and private sector rent levels are also very high. As a result, affordability has been and remains a key problem across the housing market area.
- After slow growth up to 1996, the rate of population growth is accelerating. Kingston and Epsom & Ewell have the highest growth rates. The factors generating growth differ between local authorities. In Kingston, for example, natural increase and international migration are important. In the Surrey authorities, natural change and net internal migration (dominated by outward movement from south and west London) are more important, although it is noteworthy that Mole Valley has little natural growth.
- The economy of the area and its surroundings help to create demand for housing. The three Surrey authorities are among the 20 least deprived areas in England, and Kingston is the second least deprived London Borough. Residents in the housing market area are more likely to be economically active than the Surrey or London averages, and occupations are dominated by higher-end activities.
- In terms of objectively assessed need, the starting point for the SHMA is the most up to date official projections. The Communities and Local Government 2012 based household projections indicate household growth of 54,000 across the whole housing market area over the period 2012-2037, an increase of 30%, or on average 2,160 households per annum.

- There are considerable differences between authorities in the projected factors driving future growth, many of which are similar to the factors driving past growth. In Epsom & Ewell, the projections assume contributions to growth from natural change, internal migration and to a much lesser extent from net international in-migration.
- In addition to demographic trends, Planning Practice Guidance recommends the consideration of projections of employment growth when considering the objective need for housing. Within the housing market there is no strong evidence to suggest the need for any increase in objectively assessed need for housing as a result of projected employment change.
- The SHMA identifies an objectively assessed need for an additional 40,000 new homes across the whole housing market area during the period between 2015 until 2035. This total figure is subsequently broken down by district and borough, taking into account of their individual factors effecting demand¹. The projected objectively assessed need for Epsom & Ewell is identified as an additional 8,352 new homes during the period between 2015 until 2035. This could break down to a figure of 418 new homes per annum. It is important to emphasise that this figure does not equate to a new housing target for the Borough. However, it is the starting point from which we must work from, taking into account the factors that will influence deliverability and developability of future housing growth.
- National planning policy states that market signals should be taken into account when producing an objectively assessed need. These include land prices; house prices; rents; affordability; rates of development and overcrowding, concealed and sharing households, homelessness and the numbers in temporary accommodation. Across all authorities, the evidence strongly suggests that there is a need for affordable housing provision and this is taken into account in the assessment of that requirement.
- The SHMA identifies that the net annual need for new additional affordable housing is 1,564 homes across the whole housing market area. It is important to note that this is different from the objectively assessed need, which relates to all tenures. This is an additional need, which the SHMA suggests could be provided by both new build housing and/ or by transfers between tenures. Across the housing market area over 80% of future annual demand is for housing at social rented sector levels, with about 5% of demand for affordable rents, and 15% for intermediate tenures.

¹ Please note that the SHMA does not take account of supply, deliverability or developability in identifying an objectively assessed housing figure. Those constraints upon demand are applied at later stages in the process.

- As required by planning practice guidance the SHMA also identifies the projected housing requirements for specific groups. These include older people, households with disabilities, students, families, armed forces households and self-builders.
 - The SHMA concludes by stating that the housing market area is characterised by a high level of economic prosperity, matched by high dwelling and land values and an attractive environment. Whilst the level of demand is above previous target it is not inconsistent with past trends in provision or with past trends in demographic growth.
- 3.5 The SHMA is a technical evidence base document. It arrives at factually based conclusions. It does not make any executive decisions on those conclusions. The outputs from the SHMA will help to inform the partial review of the Core Strategy housing policies. That process will take account of the issues, constraints and pressures that impact upon the deliverability and developability of new additional housing in Epsom & Ewell.
- 3.6 The preparation of the SHMA included an engagement phase with key stakeholders (principally neighbouring authorities, including the Greater London Authority). That engagement stage focused upon the SHMA methodology, specifically in relation to the definition of the housing market area. As a piece of evidence there is no need for the Borough Council to consult on the content and conclusion of the SHMA. The partial review of the Core Strategy will include a number of opportunities for public consultation and engagement.
- 3.7 The Royal Borough of Kingston and Elmbridge Borough Council have already published the SHMA (on 5 August 2016). It is consistent that we should also publish the SHMA. Publication will secure a key early milestone in the progress of our partial review of the Core Strategy; as evidenced in the draft Local Plan Programme.

4 Financial and Manpower Implications

- 4.1 There is an on-going requirement to ensure effective cross boundary engagement on strategic planning issues. The resources needed to ensure that this happens are being currently being secured the Head of Place Development.
- 4.2 The preparation of a joint SHMA has provided the Council with an economically advantageous procurement solution, which has secured a saving on the preparation of this essential piece of evidence.

5 Equalities and Other Legal Implications

- 5.1 The SHMA has taken into account the specific housing needs of different communities.

6 Sustainability Policy and Community Safety Implications

- 6.1 The partial review of the Core Strategy will contribute towards delivering the Council's objectives for maintaining and enhancing the Borough as a sustainable place to live, work and visit by providing guidance to new development proposals.
- 6.2 The final housing target, which will form part of the partially reviewed local plan, will be subject to a full Sustainability Appraisal report. This will be subject to public consultation at an appropriate time in the process.

7 Partnerships

- 7.1 The Duty to Cooperate requires that Local Planning Authorities engage with partners on strategic issues, and is particularly relevant in respect of identifying objectively assessed housing needs. Discharging the Duty will be a challenge, especially in circumstances where neighbouring authorities have no incentive to work with us. The joint SHMA for Kingston upon Thames and North East Surrey Authorities minimises some of the risk associated with this matter.
- 7.2 Planning for future housing growth will place us in a stronger position to resist unsustainable levels of development. Working in partnership with the South West London and North East Surrey authorities on a Joint SHMA provides an accurate assessment of demand. This will allow us to mitigate the impacts of future housing and put us in a better position to ensure that housing is redistributed to those boroughs and districts that can sustainably accommodate it.

8 Risk Assessment

- 8.1 Failure to identify an objectively assessed housing need for the Borough's housing market area will open up the risk of higher levels of growth coming forward on sites that have not been considered appropriate by the Council.
- 8.2 Whilst this area of risk has not previously manifested itself, the higher levels of housing growth being projected within Greater London and the wider South East of England places additional pressure upon the Borough. This has been demonstrated by recent third party reports that identify the need for South East authorities to deliver a meaningful proportion of London's future housing growth.
- 8.3 Another area of risk is that failure to identify an objectively assessed housing need figure will result in the government's projections for future housing growth being applied as our default housing target. We anticipate that such a target would be higher than one derived from the objectively assessed figure contained within our SHMA.
- 8.4 By proactively planning for future growth we place ourselves in a stronger position to resist unsustainable levels of housing development. Working in partnership we will help ensure that our SHMA is an accurate assessment of demand. Consequently we will be in a better position to ensure that housing is redistributed to those boroughs and districts that can accommodate it.

9 Conclusion and Recommendations

- 9.1 The Members of the Committee are asked to consider the Strategic Housing Market Assessment for Kingston upon Thames and North East Surrey and agree to its publication.
- 9.2 The Committee are also asked to acknowledge that the objectively assessed housing needs figure identified by the SHMA will be used to inform the preparation of a new Borough-wide housing target.

WARD(S) AFFECTED: All



STRATEGIC HOUSING MARKET ASSESSMENT FOR KINGSTON UPON THAMES AND NORTH EAST SURREY AUTHORITIES

June 2016



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Executive summary

1 Cobweb Consulting was commissioned in 2015 by Elmbridge Borough Council, Epsom & Ewell Borough Council, Mole Valley District Council and the Royal Borough of Kingston upon Thames to prepare a Strategic Housing Market Assessment (SHMA).

2 The SHMA concludes that the four authorities of Elmbridge, Epsom & Ewell, Kingston and Mole Valley form a coherent and self-contained Housing Market Area (HMA), as identified from strong migration linkages and supported by evidence on house price patterns and commuting links. Detailed consultation with surrounding authorities and other bodies confirmed that this was viewed as an appropriate boundary.

3 The commissioning authorities fully recognise that there are strong linkages with surrounding authorities, particularly to the south of the HMA, but also in other directions, that will need to be taken into account in developing policy.

Dwelling stock

4 There were just over 190,000 dwellings in the HMA in 2014. Vacancy rates are generally low. Owner-occupation is the predominant tenure but since 2000 there has been a substantial increase in private renting. The social rented sector is smaller than average. Houses are the main type of dwelling with most being detached or semi-detached. The HMA has a greater proportion of homes with four or more bedrooms than the national average. Dwelling prices are exceptionally high across the whole HMA, especially in Elmbridge where the median sale price in 2014 was approaching £500,000. The lower quartile threshold prices for dwelling purchase and private sector rent levels are also very high. As a result, affordability has been and remains a key problem in the HMA.

Recent demographic trends

5 After slow growth up to 1996, the rate of population growth across the HMA has accelerated over the 2011-2014 period. Kingston and Epsom & Ewell have the highest growth rates. The factors generating growth differ between local authorities. In Kingston, for example, natural increase and international migration are important. In the Surrey authorities, natural change and net internal migration (dominated by outward movement from south and west London) are more important, although Mole Valley has little natural growth.

6 Kingston has a high proportion of people aged 15-34. The other authorities have smaller proportions in this age group. Elmbridge and Epsom & Ewell have higher than average proportions of people aged 35-54 and of children aged 0-14, whilst Mole Valley has an older population profile. The working age population has grown substantially in recent years in Kingston and in Epsom & Ewell (13%) but more slowly in Mole Valley and Elmbridge. (3%).

7 Growth in the number of households has been highest in Kingston and Epsom & Ewell, and lowest in Mole Valley. Mole Valley has a lower average household size than the

other authorities, reflecting the older age profile of its population. Overall, there are fewer 1-2 person and more 3-4 person households than the national average.

8 The economy of the area and its surroundings help to create demand for housing. The three Surrey authorities are among the 20 least deprived areas in England, and Kingston is the second least deprived London Borough. Residents in the HMA are more likely to be economically active than the Surrey or London averages, and occupations and industry are dominated by higher-end activities such as financial and professional occupations, with high proportions of managers, directors, and professional and technical roles and important commuting linkages with central London and other economic centres such as Gatwick Airport in the south and Heathrow Airport to the north. Between 2000 and 2013, the HMA became increasingly focussed on higher paid employment.

Objectively assessed need for housing

9 National planning policies require local authorities to base their planning policies on the full Objectively Assessed Need (OAN) for market and affordable housing identified through the preparation of a Strategic Housing Market Assessment (SHMA). The starting point is the most up to date official projections. CLG 2012-based household projections indicate household growth of 54,000 across the whole HMA over the period 2012-2037, an increase of 30%, or on average 2,160 households per annum.

10 There are considerable differences between authorities in the projected factors driving future growth, many of which are similar to the factors driving past growth. In Elmbridge, a steady net loss through international migration is projected, more than offset by natural growth and internal in-migration. In Epsom & Ewell, the projections assume contributions to growth from natural change, internal migration and to a much lesser extent from net international in-migration. In Kingston, natural change is consistently high, together with net international migration, offset by an assumed increase in the rate of net out-migration to the rest of the country. In Mole Valley, the projections assume a gradually increasing decline in population through natural change and net international out-migration, but these are more than offset by the projected increase in net migration from within the UK, especially from London and nearby areas.

11 The Greater London Authority has also produced population and household projections for Kingston, which do not cover the three authorities in Surrey. We consider that these provide a better basis for calculating OAN in Kingston than the CLG 2012-based projection, and have substituted the GLA 2014-based long-term migration scenario population and household projections for those prepared by ONS/CLG for Kingston.

12 In addition to demographic trends, Planning Practice Guidance recommends the consideration of projections of employment growth when considering the objective need for housing. Within this HMA, there is no strong evidence to suggest the need for any increase in OAN for housing as a result of projected employment change.

13 The OAN for housing in the HMA and each constituent authority is as shown in the table below. Across the HMA as a whole, the annual OAN is 2,000 dwellings per annum.

Source		Backlog need		New hhd formation	Allowance for vacancies		Allowance for second homes		Total
		Home-less	Con-cealed	Net new house-holds	% allow-ance	Number	% allow-ance	Number	
Elmbridge	2015-2035	5	606	8,565	2.84	243	0.71	61	9,480
	Per annum	0	30	428		12		3	474
Epsom and Ewell	2015-2035	62	514	7,627	1.95	149	0.00	0	8,352
	Per annum	3	26	381		7		0	418
Kingston	2015-2035	186	1,053	12,696	1.99	253	1.26	160	14,348
	Per annum	9	53	635		13		8	717
Mole Valley	2015-2035	6	419	7,168	2.18	156	0.90	65	7,814
	Per annum	0	21	358		8		3	391
Total	2015-2035	259	2,593	36,056	2.22	801	0.82	296	40,005
	Per annum	13	130	1,803		40		15	2,000

14 In terms of the breakdown by dwelling size, in Kingston, future requirements show a reduction in the proportion of one bedroom units required, and an increase in the proportion of larger units. In Elmbridge, the majority of the additional requirement is for smaller (1-2 bedroom) units. In Epsom and Ewell and in Mole Valley, 2-3 bedroom units form the majority of the additional dwelling requirement. This is a trend projection and a variety of factors could also inform future decisions on the size mix of new dwellings, including any worsening affordability position, or the need for London and the South East to make the best use of land to meet housing need.

15 NPPF and Planning Practice Guidance indicate that market signals should be taken into account when producing an OAN. These include land prices; house prices; rents; affordability; rates of development and overcrowding, concealed and sharing households, homelessness and the numbers in temporary accommodation. From a detailed review of trends in these indicators, our conclusion is that there is no strong evidence to suggest an addition to OAN is required as a result of market signals, except possibly in the case of Elmbridge, where we build in a 'trigger' mechanism to prompt a review of the OAN and a possible uplift. However, across all authorities, the evidence strongly suggests that there is a need for affordable housing provision and this is taken into account in the assessment of that requirement.

Affordable housing requirements

16 The annual requirement for affordable homes to meet housing need is a key element of an SHMA. Official Planning Practice Guidance sets out the framework of the approach.

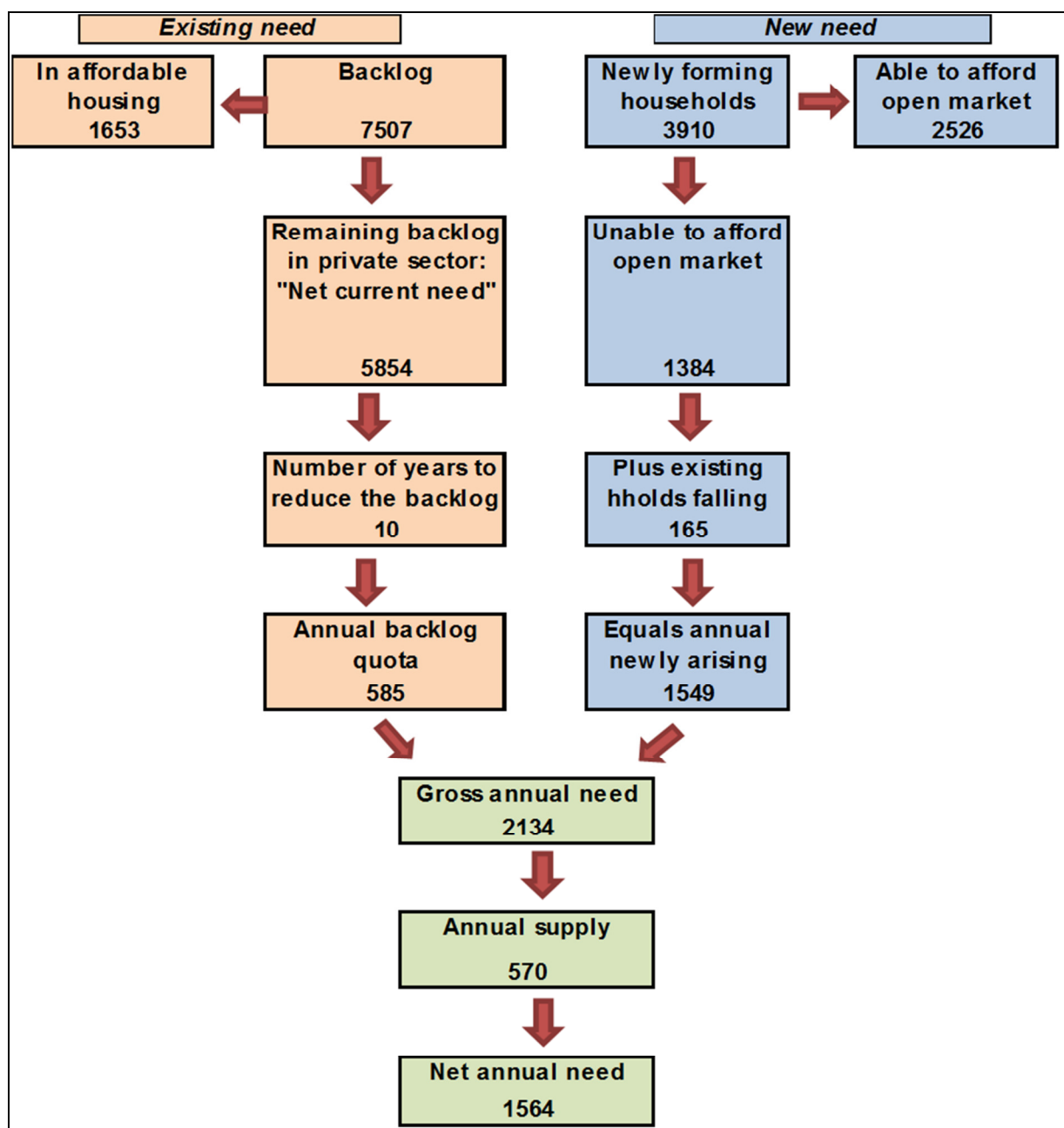
17 The estimation of affordable housing need involved the following steps:

- The backlog of households in need at the baseline year were estimated from data on homeless households, concealed households and overcrowded households and their ability to afford housing in the private sector.
- Newly arising need in the future was estimated by calculating the number of newly forming households aged under 45 each year over the period 2015-35 and obtaining an annual average. The ability of these households to afford housing in the private sector was estimated from data on the distribution of their incomes, which were compared to minimum market housing cost thresholds. Separate thresholds were identified for market housing, intermediate tenure housing and affordable rented housing, and within each category for dwelling size. It was assumed that a maximum of 25% of gross household income should be applied to housing costs.
- Backlog housing need was added to annual newly arising need to provide an annual estimate of gross affordable need. As it would be unrealistic to meet all of the backlog in one year, it was assumed that the backlog of affordable need would be met over a ten year period.
- The estimated supply of each type of affordable housing was deducted from gross affordable housing need to produce an estimate of net affordable housing need. This represents the amount of additional housing (broken down by each local authority, by each type of affordable provision and by the required dwelling size mixture) required to meet affordable housing need each year.

18 The table below summarises the results aggregated for the whole HMA. The net annual need for affordable housing is 1,564 units. This differs from the OAN established in Chapter 6. The OAN is the net need for additional units of housing across all tenures. Affordable need represents the net amount of additional affordable housing. This could be provided by both new build and by transfers between tenures.

19 Across the whole HMA, over 80% of future annual demand is for housing at social rented sector levels, with about 5% of demand for affordable rents, and 15% for intermediate tenures. In terms of dwelling size, the largest demand was for 2-bedroomed units, and the smallest shortages generally occurred for 1 bed and 4+ bed units. If measures were taken to address over-crowding and under occupation in the affordable housing sector, there would be shift in requirements towards 1-bed and 4-bed units.

20 Although PPG indicates that private rented provision should not be considered as affordable housing, the sector can play a part in meeting affordable housing need, supported by benefits based on Local Housing Allowance assistance with rents.



The housing needs of specific groups

21 As required by PPG, the housing requirements of specific groups identified in NPPF and PPG were examined in greater detail.

Older people

- As a proportion of the overall population, the percentage of those aged 65 or over is forecast to increase by 4-7 percentage points by 2037 across the HMA. This represents a 75% increase on current numbers of households with older people in them.
- There are forecast to be 28,000 people aged over 85 in the HMA, an increase of 133% on current numbers.

- 70% of single older people and 84% of older couples own their own homes outright, implying there is considerable equity available to meet housing needs. However 26% single older people and 9% of older couples are in the social or private rented sectors and will not have these assets.
- Older people tend to under-occupy housing, implying that if they downsize this would free up more family-sized accommodation in all sectors.
- Across the HMA there is a surplus of sheltered accommodation, but a deficit of enhanced sheltered and extra care. However, to ensure future demand is met, 235 additional units per annum of all types of specialist accommodation will be required until 2035.

Households with disabilities and wheelchair requirements

- A steady increase in the number of households with physical disabilities is forecast between now and 2030, particularly of those aged 65 plus.
- Around 815 households have unmet wheelchair accessible accommodation requirements.
- There is a mismatch between the numbers needing social/affordable wheelchair accessible stock, and the allocations to that stock.
- There are a number of reasons for this including the need to minimise void periods and mismatches between locational preferences and the available stock.

Students

- There are 31,000 students resident in the HMA during term time, with the greatest concentration in Kingston (16,000), where the main Higher Education institutions in the HMA are based.
- 10% of students live in halls of residence or similar, all of which are in Kingston. 55% live with their parents though this number includes older school pupils and college students. The rest are reliant on the private rented sector, especially in Kingston.
- There is a rough balance between numbers studying in the HMA and students living in the HMA; however the HMA is heavily reliant on Kingston both to provide educational facilities and to house students.

Families

- The proportion of younger people in the HMA is forecast to decline over the next twenty years, and hence the proportion of families with younger children will decline proportionately. However, there will still be an absolute growth in the number of younger people, concentrated in Kingston.
- There are a lower proportion of lone parents in the HMA than average and these households are more reliant on social housing than other groups (30% live in the sector compared to 11% of all households).

- Other households with children are concentrated in the owner-occupied sector, where 75% have at least one spare bedroom.
- In the social rented sector around 20% are overcrowded, but a similar proportion under occupy.

Armed forces households

- Authorities are making adequate arrangements for the housing needs of this group, and there do not seem to be any unmet requirements

Self-builders

- There is currently little evidence of demand from potential self-builders. New requirements for recording and monitoring interest have been in force since April 2016, and authorities will need to assemble and analyse this data to develop future policy.

Gypsies, Travellers and Travelling Showpeople

- In the context of the new requirements of the 2015 Planning Policy for Traveller Sites, this HMA has not specifically and separately considered the needs of these groups. However, authorities will need to ensure that relevant accommodation assessments are put in place in conformity with the new policies.

Conclusions

22 The area covered by this SHMA is characterised by a high level of economic prosperity, matched by high dwelling and land values and an attractive environment. Planning policies for housing need to address the challenges which are posed by the need for housing to support economic growth whilst at the same time addressing the impact of high housing costs through an adequate supply of affordable housing. The level of required new housing provision, whilst above previous targets, is not inconsistent with past trends in provision or with past demographic trends. It is also sufficient to support the HMA economy.

23 The three Surrey authorities have a good track record of delivery at or above targets. Kingston faces a greater challenge but the OAN arrived at in this SHMA is close to that identified in the London Plan and subjected to Public Examination. It should be borne in mind that targets have been in the past constrained by land availability.

24 New housing provision and affordable housing are closely linked because the former provides an important source for the latter. Given the high prices in the area, it is essential that the provision of additional affordable housing should be maximised, especially if the authorities are going to be able stave off potential increases in homelessness in the future. It will also be important to make the maximum use of the private rented sector for households who cannot access the owner occupied market, though there are concerns about the ability of the sector to continue to cater for lower-income households.

25 The ageing of the population, although not as advanced as in more traditional retirement areas or areas losing population through economic decline, presents both opportunities and challenges. More attractive new housing provision for older people in the owner occupied sector, and in social rented housing, could facilitate downsizing where people want this, and release more larger dwellings for use by families and larger households.

**APPROVAL OF THE DRAFT DOCUMENT, YOUR INVOLVEMENT IN PLANNING
FOR PUBLIC CONSULTATION**

<u>Report of the:</u>	Head of Place Development
<u>Contact:</u>	Carol Humphrey
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	Draft of, Your involvement in Planning
<u>Other available papers</u> (not attached):	Planning and Compulsory Purchase Act 2004 Localism Act 2011 Statement of Community Involvement 2006

REPORT SUMMARY

This report seeks Committee approval to carry out public consultation on the document, Your involvement in Planning, a draft of which is appended to this report.

RECOMMENDATION

The Committee is asked to approve the revised draft document, Your involvement in Planning for public consultation.

Notes

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 We have revised the adopted SCI as part of maintaining an up to date suite of planning documents in relation to the operation of the service.

2 Background

- 2.1 Under the Planning and Compulsory Purchase Act 2004, all local planning authorities are required to produce a Statement of Community Involvement (SCI). This document sets out how and when we will carry out consultations and involve the community in both the preparation of planning policy documents and decisions on planning applications.

- 2.2 Our current SCI was adopted in 2006. Since then there have been a number of pertinent changes including relevant legislation, use of social media and electronic communication. It is therefore timely to update the document, its requirements and procedures.
- 2.3 The draft SCI, now titled, Your involvement in Planning, seeks to address these changes and update our commitment to community involvement in the planning process. Your involvement in Planning is not a policy document but rather a public statement that lets our communities and stakeholders know how and when they can be involved.

3 Proposals

- 3.1 A draft of, Your involvement in Planning is attached at Appendix 1. The changes to the current 2006 SCI are small and mainly focus on providing greater clarity for the reader as well as updating factual information and providing a glossary of planning terms.
- 3.2 Changes made in the Localism Act 2011 allow local planning authorities to adopt and publish these documents without a statutory requirement for public consultation. However, as the purpose of the document is to set out how we will engage with the public it is good practice to undertake public consultation on a draft version and to take account of any comments received before adopting an updated document.
- 3.3 A report will be brought back to this Committee summarising the outcome of the public consultation and recommending a final version of the document for adoption.

4 Financial and Manpower Implications

- 4.1 No direct financial or manpower implications included in this report.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 Section 18 of the Planning and Compulsory Purchase Act 2004 imposes a legal obligation upon the Council to produce a Statement of Community Involvement. The document "Your Involvement in Planning" has been produced by the Council in fulfilment of that obligation. The document seeks to promote the objective of equality in that it identifies those groups within society who are considered to be under-represented within the planning process and undertakes to engage with them.
- 5.2 **Monitoring Officer's comments:** None for the purposes of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 None for the purposes of this report.

7 Partnerships

- 7.1 None for the purposes of this report.

8 Risk Assessment

8.1 Not applicable.

9 Conclusion and Recommendations

9.1 The Committee is asked to approve the document Your involvement in Planning for public consultation.

WARD(S) AFFECTED: ALL

APPENDIX 1



Your involvement in Planning Draft 2016



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Introduction

Planning processes affect everyone who lives and works in the borough and helps to shape the place where we live, work, are educated and visit. The planning decisions we make cover a whole range of places and buildings from homes to workplaces, leisure facilities and open spaces.

This document, sometimes referred to as a Statement of Community Involvement (SCI), sets out how we will involve residents, businesses and other organisations in decisions on plan making and local development. We have produced this document as we recognise the importance of effective community involvement and dialogue. This document explains how we aim to achieve this to ensure a transparent and open planning process.

It is good practice to regularly review our approach to community involvement and revise it where necessary. Revisions are likely to take place when significant changes have occurred to legislation, the range of groups which we wish to engage with, or when different techniques for engagement are identified.

Section 1

Our planning service sits within our Place Development Division and is made up of two teams – Planning Policy and Development Management.

Planning Policy

The Planning Policy team handles the preparation of our Local Plan and associated documents that shape the future development of the borough. These include supplementary planning guidance on design quality, sustainable design measures and biodiversity. These policy documents take account of national, regional and local planning policy needs and interests.

The team is also involved in other planning policy and strategic opportunity sites and is responsible for the administration of our Community Infrastructure Levy, town centres management, economic development and heritage advice.

Development Management

The Development Management team is responsible for making decisions on planning applications along with other related applications such as listed buildings, trees and advertisements. Planning officers also provide pre-planning advice for which there is a fee. Further details can be found on our website [here](#).

Planning application decisions are based on the National Planning Policy Framework (NPPF) and Guidance, the adopted Local Plan and associated documents and other relevant matters known as ‘material planning considerations’. The team is also responsible for investigating unauthorised development and ensuring that development is carried out with the necessary planning permission.

Planning decisions

In Epsom and Ewell councillors agree planning policy through consideration at the Licencing and Planning Policy Committee and Full Council meetings. The majority of planning applications are usually determined by planning officers with the more complex cases decided by the Planning Committee. All decisions, whether made by planning officers or by a Committee are based on planning policy and relevant material planning considerations.

Section 2

Community involvement in planning matters

The views of local residents, businesses and residents/amenity groups are valuable in shaping the future of the area particularly around planning issues. This ensures that the needs and aspirations of our varying communities are considered and balanced against other material planning considerations.

Our goals and standards of community engagement are set out below.

The goals are:

- To provide active, early and continuous public involvement
- To provide reasonable public access to information
- To provide an opportunity to comment prior to planning decisions
- To ensure that our actions serve the collective public interest
- To invite and consider public input on plans, proposals and alternatives.

In order to achieve this, we have adopted the following standards for community involvement in the preparation of planning policy:

Openness and transparency:	We identify clear objectives and indicate at the outset any limiting factors on the extent and nature of community involvement. We will ensure that all information and publications are accurate, clear, concise and readily accessible to all interested parties.
Inclusive:	We recognise the diversity of views and work towards an understanding of issues and concerns. We will ensure that the level of involvement reflects the importance of the issues and will provide feedback.
Appropriate:	We recognise that our diverse community has different needs and provide equity of access to the process where practicable. We understand that specific groups/individuals are under-represented within the planning process and will try to ensure that these less vocal members of our community are consulted.
Efficiency:	We manage participation in a cost-effective manner, using existing networks, structures and means of communication where possible; meeting the time frames agreed.

**Publicly
accountable - a
learning
organisation:**

We seek to achieve the best possible process and outcomes and learn from this for future consultation exercises.

Under-represented groups within the planning process may include the following and we will endeavour to engage with them:

- Children and young people
- 18-30 year olds (especially those in employment)
- Those who don't speak English as their first language
- Older people
- Black and minority ethnic people
- Gypsy and Traveller communities
- Residents who work outside the borough
- People who work in the borough but live elsewhere
- Homeless persons
- Students
- Lesbian, Gay, Bisexual and Trans (LGBT) community
- Carers

The benefits of effective community involvement or participation

Most community involvement in plan making and planning applications involves providing information to let interested parties know about something, consulting people to ask their views, or gathering evidence on planning matters. Effective community involvement benefits everyone in the following ways:

- We reach informed decisions
- Real issues can be addressed at appropriate times
- Conflict can be avoided or managed
- Relationships can be built on
- Reduced costs leading to speedier and smoother implementation.

How we will keep you informed and involved in planning matters

When you are involved in planning consultation exercises you can expect the following from us as a minimum:

- All draft documents published for consultation along with relevant background papers and evidence will be available on our website www.epsom-ewell.gov.uk/planning from the beginning of our consultation period

- Copies of all draft and final documents along with the background papers and evidence will also be available to view at the Town Hall in Epsom and local libraries with internet access
- All resident groups and amenity societies, that have registered with us, will be notified of the availability of consultation draft documents on our website
- We will give advance notice, wherever possible of forthcoming consultation through our borough newsletter, press releases, website, and social media
- All consultees identified in planning regulations will be notified of the availability of consultation draft documents on our website
- We will aim to provide enough information to you to understand and respond to the consultation and we will hold consultation events in accessible buildings
- We aim to set out documents and associated forms and questionnaires as clearly and as simply as possible
- We will use different forms of publicity such as press releases, public notices, direct mail, our website and social media
- Current planning applications and related information will be available to view on our website, at the Town Hall or at local libraries with internet access
- We will publicise planning applications in accordance with the table on pages [12 and 13](#)
- We will make it clear how and when you can make your views known and will treat all respondents equally, giving the relevant weight to your comments reflecting their relevance to the particular consultation or notification
- We will make your comments publicly available, usually on our website so that others with a similar interest can view them
- We will publish a report of consultation on draft policy documents which will summarise all planning related comments received in the publicised time period and how they have been taken into account in the final document. This will be made available on our website and in hard copy at the Town Hall or at local libraries with internet access

What community involvement methods will we use?

The table below lists some of the options for community involvement. This will involve information provided to and dialogue with interested parties. The methods used will comply with our standards of community engagement and will be appropriate to the particular needs of the persons involved and the nature and impact of the decision to be made. The list below is not exhaustive.

Letting you know about something we are doing	Asking for views and evidence and discussing them
Providing information to local media	Discussions and interactive forums with key interested parties including one to one meetings with selected stakeholders
Create and update our web pages	Consultation including the use of social media
Brief Borough Councillors and local groups	Public meetings, drop-ins, exhibitions, roadshows and/or workshops
Programme of regular press releases	Mail outs to interested parties
Distributing posters, fliers and promotional material	Questionnaires and surveys and the use of structured feedback forms
Publish and deliver newsletters, leaflets and summary sheets	Focus/steering/advisory groups
Use email, letters and/or social media	Make material available in our offices, libraries or on line
Provide briefings and local drop in sessions	Consulting existing community/amenity groups to discuss planning matters
Official launch event	

Things you can do to make your involvement effective

We will expect the following of you so that your involvement is effective:

- That you provide comments in a clear and precise format relating to the issues being considered and within the published timescale

- That if you wish to comment during formal consultation periods on more than one aspect of a draft policy document, you use our questionnaire or form although we will still accept letters listing a range of points
- That you accept that comments will be made publicly available
- That you are courteous and respectful of other people's views
- That you are aware and accept that planning policy documents need to be in general conformity with national planning policy
- That in considering comments on planning policy documents and applications we are unable to guarantee that views of individuals or organisations will prevail.

We can record your contact details on our consultation database. This will ensure that you are informed of any of our policy planning consultations (not planning applications). The link [here](#) will help you add your details.

Section 3

Community involvement in plan making

The Local Plan is critical in delivering our vision for the development of the borough over a period of time. The Local Plan policies are important as they are used to guide future development.

The Local Plan programme

We produce a Local Plan programme that lists our current planning policy documents as well as our timetable for updating and preparing new ones. This includes information on proposed consultation periods where these are scheduled. You can find our latest copy online [here](#)

This timetable also includes information on supplementary planning documents and related documents.

We review and roll forward the timetable regularly. The Local Plan programme and the planning pages of our website are the first place to look if you want to find out about current and future planning policy documents and the opportunities to be involved.

Your involvement in the preparation of the Local Plan and other related planning policy documents is welcomed and we will try our best to let you know what work is underway.

The main steps in preparing a Local Plan or other planning policy document that will become part of the development plan for the area are:

Letting people know that we are preparing the plan or document, what it is intended to cover and inviting comment on what it should include.



Publish the initial Issues and Options document we intend to submit to the Secretary of State for examination. Invite comments on the areas of draft strategy/policy and the options available.



Submit to the Secretary of State, the plan or document and all related documents such as the sustainability appraisal for independent examination.



Publish the recommendation of the Inspector following the independent examination where the public can make written comments.



Consider any amendments and amend, where required, the plan or document and then adopt the plan or document if the examination has found it to be sound. There may need to be an additional period of consultation.

Our supplementary planning documents are linked to and provide further information and detail on policies within the adopted Local Plan or other development plan documents. They do not require independent examination as we already have an adopted Local Plan but we will produce them with public involvement and consultation.

We also produce technical supporting documents for example on shopfronts and solar panels on homes. These are available on our website and on request at the Town Hall for inspection. Depending on the nature of these studies we may carry out public consultation on them before they are finalised.

We keep a record of individuals and organisations who have said that they may wish to be involved in preparing planning policy documents. This includes organisations such as political groups, residents' associations, amenity groups, adjoining councils, service providers such as power companies, and community and voluntary organisations.

There may be an opportunity for you to be involved in the initial stages of evidence gathering for a particular Local Plan document. We will seek to involve key groups and individuals who are registered on our local database list.

The Community Infrastructure Levy (CIL) – Consultation

The Community Infrastructure Levy (CIL) is a tariff system that allows us to raise funds from developers to contribute towards the funding of infrastructure such as roads, school and health facilities to support growth. The CIL preparation and consultation process is different to that set out for the development of the Local Plan and is established in the Community Infrastructure Levy Regulations 2010 (as amended). Regulations 15 and 16 require councils to undertake a clearly defined consultation procedure prior to adopting a CIL Charging Schedule.

Two rounds of consultation must be undertaken on the proposed charging schedule. The CIL Draft Charging Schedule and relevant documents must then be submitted to the Secretary of State for public examination by an appointed examiner. Our CIL was formally adopted in July 2014 following the examination.

Although the CIL consultation process is subject to these CIL Regulations, rather than the procedure for consultation and preparation of Local Plan documents, we have and will continue to ensure that the CIL consultation process is based on the principles set out in this document.

Duty to Co-operate (DtC)

There is now a duty on us to co-operate with others in the plan making process. This was introduced through the Localism Act 2011. Section 110 of the Act requires councils and public bodies to “engage constructively, actively and on an ongoing basis” in the preparation of Local Plan documents, including in the preparation of evidence to support these documents.

The intention of the duty to cooperate is that local authorities, in cooperation with neighbouring authorities and other public bodies, take the lead in tackling the big issues that cut across administrative boundaries.

This duty relates to sustainable development or the use of land that has a significant impact on at least two local planning areas. These issues that may not be able to be addressed by just one local planning authority working alone are set in paragraph 156 in the NPPF, and could include:

- Housing where a wider housing market area has been identified
- Provision of major retail/or employment sites
- Provision of infrastructure for transport, waste treatment, minerals energy generation, telecommunications, water supply and water quality
- Measures needed to address climate change, including the management of flood risk
- Provision of education facilities.

Section 4

Community involvement in planning applications

We welcome community involvement. This section explains how and when you can become involved in how decisions are made on planning applications. There are two distinct stages for community involvement in planning decisions. The pre application consultation which may take place with communities and is undertaken by developers prior to the submission of a planning application and the application consultation which we carry out once an application has formally been submitted to us.

In the consideration of planning applications, there are often opposing views and the decision we make may not be welcomed by all parties. In coming to our decision we will follow national planning rules and our planning policies.

Pre application planning discussions

On very large scale development proposals¹ applicants are required to undertake early community consultation and to submit the results of this as part of their planning application in the form of a consultation statement. These statements should include:

- What has been consulted on
- Who has been consulted

¹ Developers proposing major or significant developments (over 200 homes or 4 hectares and/or floor area over 10,000 square metres or 2 hectares) are now legally obliged to consult the local community. They will need to have regard to any comments received before submitting their planning application.

- How they were consulted
- When consultation was undertaken
- Who was responsible for undertaking the consultation?
- How the feedback was used to shape the proposal?

The aim of the process is to encourage discussion in the community before a formal application is submitted and to try to avoid unnecessary or late objections during the formal application stages.

Consultations and notification on planning applications

We receive approximately 900 planning applications a year (excluding applications for works to trees) and we aim to decide most within eight weeks and major applications within 13 weeks. Within this time period we carry out planning application publicity. The statutory requirements are set out in legislation. The Town and Country Planning (Development Management Procedure) (England) Order 2015 also provides details of the official organisations that must be consulted on particular types of planning application.

Generally, we carry out publicity by three traditional methods – statutory advertisements in local newspapers, site notices about planning applications usually found on street lamps and letters to neighbours. However, a very important additional source of information is our website. This provides a search facility which shows key information about every current application, provides facilities to view the plans, drawings, and associated documents and allows people to send in their comments on line. It is also possible for you to set up automatic alerts to receive email notifications of applications of interest. Further information can be found [here](#).

The amount of consultation will be proportionate to the type and scale of the planning applications. In all cases publicity will meet legal requirements but there will be cases where additional notification is carried out. The cost of advertising in the local press is high, whilst circulation levels are falling as content moves online. Evidence indicates that the most effective form of public consultation on planning applications is to write to neighbours or display site notices.

We have set out our arrangement below.

	Website only	Press notice	Site notice	Neighbour letter
Planning application accompanied by an Environmental Statement		✓	✓	✓
Planning application involving a major departure from the Development Plan		✓	✓	✓
Planning application for development that affects a Public Right of Way		✓	✓	✓
Planning application for Major Development which in this context means (a) 10 or more homes or housing development on a site of 0.5 hectares or more where the number of the dwellings is not known (b) the provision of one or more building where the new floor space is 1,000 square metres or more or (c) development on a site of 1 hectare or more		✓	✓	✓
Planning application for minor development involving (a) less than 10 homes or (b) where new floor space is less than 1,000 square metres or (c) change of use applications				✓
Listed Building Consent		✓	✓	✓
Planning applications affecting the character and appearance of a Conservation Area or the setting of a Listed Building		✓	✓	✓
Householder applications and signage				✓
Telecommunication applications		✓	✓	✓
Display of advertisements			✓	
Tree Preservation Order applications				✓
Certificates of lawful development - proposed	✓			
Certificates of lawful development - existing				✓
Notification of works to trees in a conservation area	✓			
Prior approval for larger house extensions				✓
Prior notification of changes of use				✓

The statutory publicity requirements for applications for Listed Building and Conservation Area consent are laid out in Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended). The arrangements for applications affecting the setting of a Listed Building or Conservation Area are in Sections 67 and 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Publicity arrangements for applications accompanied by an Environmental Impact Assessment are prescribed by the Town and Country Planning Environmental Impact Regulations 2011 (as amended).

We receive some applications where we do not undertake consultation. These relate to Lawful Development Certificates where we test the application against planning law and non-material amendment proposals where the change to the original application is very minor.

Assessing the comments received is a rigorous process and we take account of a range of material planning considerations such as:

- Whether the proposal conflicts with any of our planning policies
- Whether the appearance and size of a new building is generally in keeping with its neighbours and the surrounding area
- Whether adjoining residents will suffer any unreasonable overshadowing, overlooking or loss of privacy
- Whether a proposed use is a suitable one for the area
- Whether there will be any unreasonable increase in general disturbance, for example from the comings and goings of extra traffic
- Whether new roadways, accesses and adequate parking will be safe for road users and pedestrians
- Whether new public buildings have satisfactory access for the disabled
- Whether, in the case of an application for an advertisement or signage, the proposed sign is too large or unsightly
- Whether a public footpath is affected
- Whether there is any visual effect upon the landscape, e.g. loss of trees
- Impact on the character and appearance of a Listed Building/Conservation Area in the case of applications for Listed Building Consent or Conservation Area Consent.

However, the following cannot be taken into account:

- Boundary and other disputes between neighbours, e.g. private rights of way, drainage issues or covenants
- Loss of view, unless, in limited circumstances, that view should be protected in the public interest

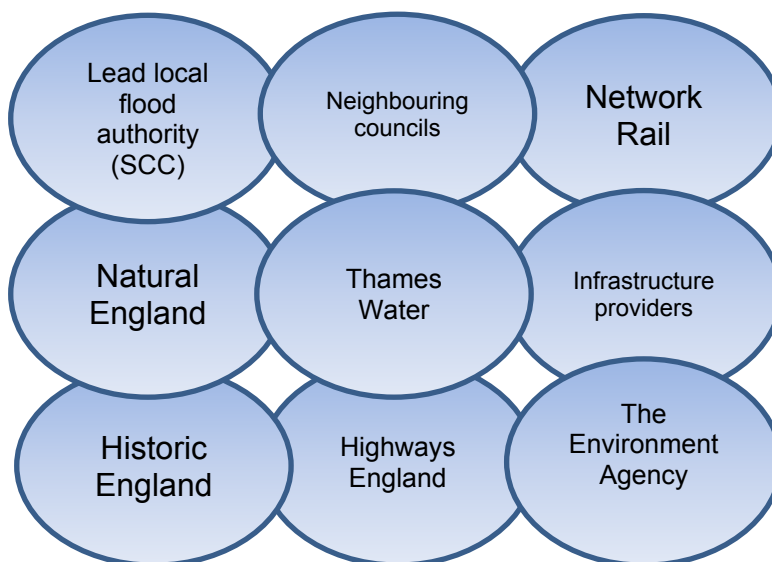
- Loss of trade through increased competition
- Moral objections e.g. to amusement arcades and betting shops
- Loss of property value.

There are some very specialised applications that we receive where the issues that we can consider are limited. For example, we cannot take into consideration what a proposed advertisement might advertise or residential amenity issues in relation to works to a listed building as we will only be looking at the technical issues relating to the works to the building.

If you are notified on a planning application, you can only be certain that your views will be taken into account if they are submitted within the time frame set out in our notification letter, which is usually 21 days. This time scale may be reduced if we are re-consulting on amended plans or additional information that we have received.

We welcome views from the wider community on planning applications and all submissions are considered. The most effective way to express your views is online using our [website](#). Please be aware that however you notify us, your input will be made public.

We consult other groups and bodies as appropriate to the particular nature of the submitted planning application. These specific statutory consultation bodies include:



How are decisions made?

Most planning decisions are made by planning officers but the more complex cases are decided by the Planning Committee. Decisions are based on local and national planning policy together with any other material planning considerations. Normally our Planning Committee meets every four weeks at the Town Hall and the public and media are welcome to attend to watch the proceedings.

Public representation at Planning Committee

When an application is determined by the Planning Committee², there are three categories of public speaker that can speak per application – objector, supporter and applicant/agent. If an individual wishes to speak at a Planning Committee, they must register their wish to do so between 6pm and 7pm on the evening of the meeting at the Town Hall reception desk. We operate a first come first served basis. Normally, in addition to the applicant/agent, only one other person can speak for or against a single application. Each individual can speak for three minutes in the form of a statement.

Further details about our public speaking arrangements at the planning committee can be found in part four of our [constitution](#).

Petitions

Anyone who lives, works or studies in the borough may create and submit a petition to us. Please visit our [website](#) for further information about them and [ePetitions](#).

Section 5

What happens next?

After determining an application, we will place the decision notice on our website under the relevant application reference number. If an application has been refused or withdrawn, then post application discussions may be held with the applicants.

At this time, you can view the documents and letters received in response to a planning application on line where you can also view the planning officer's report and recommendation.

² Types of application considered by the Planning Committee include all major applications, those made by the Council or staff and any that borough councillor has requested be considered.

Appeals

The applicant has the right to appeal against a refused planning application, a planning condition or if we have not determined the application within a set timeframe. The Planning Inspectorate deals with appeals and is a national body entirely separate from the Council. All those individuals who originally commented on the planning application will be notified of the appeal.

The Planning Inspectorate will be sent or emailed copies of all the plans, application forms and correspondence that we have received regarding the original planning application so that they have all the relevant information before making a decision.

There are costs for all parties involved in the appeal process and it is in everyone's interests to try and achieve a satisfactory conclusion before an application goes to appeal.

For some householder appeals interested people will not have the opportunity to make further representation about the appeal. Any representations made at the application stage will be taken into account by the Planning Inspector. For all other appeals there will be the opportunity to make further representations. For further information please visit the Planning Inspectorate website at www.planningportal.gov.uk/planning/appeals


Section 6

Where can you get information about planning?

 www.epsom-ewell.gov.uk

 Write to us at:
Place Development
Epsom & Ewell Borough Council
Town Hall
The Parade
Epsom
Surrey
KT18 5BY

 Email us:
supportgrouprequests@epsom-ewell.gov.uk

 Call us:
Customer Support - 01372 732000

Opening hours: 9am – 5pm Monday to Friday

On Facebook www.facebook.com/EpsomEwellBC

Twitter @EpsomEwellBC

Local councillors

We have 38 councillors that represent wards within the borough. You can find who your local councillors are by:

- Going on line at www.epsom-ewell.gov.uk
- Asking at the Town Hall
- Phoning our Customer Support service

Planning Aid

Planning Aid is a service offering independent professional advice and support on Town and Country planning matters to community groups and individuals. You can contact them at:

South East Planning Aid
Kent Architecture Centre,
1st Floor Admiral's Office
Main Gate Road
The Historic Dockyard
Chatham
Kent
ME4 4TZ

Tel: 0870 850 9806
Email: secw@planningaid.rtpi.org.uk

Planning Portal

The Planning Portal is a national website that offers clear guidance on the planning system www.planningportal.co.uk

Section 7

Glossary of terms

Community: in this document community is considered to be a group of people who have common characteristics. Communities can be defined by location (such as a street or a neighbourhood), race, ethnicity, age, occupation, a shared interest (such as cycling or local businesses) or affinity (such as religion and faith) or other common bonds.

Community Infrastructure Levy: this is a levy allowing councils to raise funds from owners and developers of land undertaking new building projects in their area.

Consultation: a more structured form of participation. A dialogue between individuals or groups, based upon a genuine exchange of views, and normally with the objective of influencing decisions, policies or programmes of action.

Development Plan Document (DPD): spatial planning documents prepared by the relevant plan-making authority. Subject to independent examination.

Development Management: is the process of determining planning applications.

Duty to Co-operate (DtC): this is introduced by The Localism Act 2011 and places a legal duty on councils to engage constructively and actively with certain specified bodies to maximise the effectiveness of Local Plan preparation and delivery.

Engagement: actions taken to establish effective relationships with individuals or groups so that more specific interaction can then take place.

Infrastructure: facilities, services or equipment including roads, schools, health

Interested parties: organisations selected on the basis of their interest in the outcomes.

Local Development Documents (LDD): comprises the Development Plan Documents, Supplementary Planning Documents.

Local Plan: our long term spatial vision for area and the primary strategic policies and proposals to deliver that vision. Defined in the Town and Country Planning (Local Planning) (England) Regulations 2012 as development plan documents dealing with the development and use of land, the allocation of sites, development management and site allocation policies for that area, an area of significant change or special conservation, local plan policies in relation to the area, or any other site allocations document.

Local planning authority: the public authority whose duty it is to carry out specific planning functions for a particular area.

Material planning considerations: the types of planning issues we can consider include the effect on amenity, impact upon the appearance of surrounding areas and potential traffic problems. Personal circumstances of the applicant, moral issues or the effect the development may have on nearby property prices are not relevant to the consideration of a planning application and will not usually be taken into consideration by the Council.

National Planning Policy Framework and Guidance: issued by Central Government to guide planning policy and the determination of planning applications.

Participation: an all-round term that describes the extent and nature of activities undertaken by those who take part in public or community involvement.

Planning committee: the planning committee is responsible for making decisions on the bigger and more sensitive planning applications received by the Council. The planning committee is made up of 13 councillors who are responsible for deciding planning applications, listed building and conservation area consents.

Planning inspector/Inspectorate: the [Planning Inspectorate](#) is an agency of the Department of Communities and Local Government. It may get involved in a variety of work; for example, the processing of planning and enforcement appeals and holding inquiries into local development plans. They also deal with a wide variety of other planning-related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.

Statement of Community Involvement (SCI): sets out standards for involving the community in the preparation, alteration and review of local development documents and development control decisions. Our document is known as “Your involvement in Planning”

Statutory: required by law (statute), usually through an Act of Parliament.

Supplementary Planning Documents (SPD): they are non-statutory documents that expand upon policies and proposals in development plan documents and are a material consideration when determining planning applications. We produce three types of SPD – topic based, Conservation Area Appraisals and Planning Briefs for particular sites. These can be viewed [here](#).

Sustainability Appraisal: a sustainability appraisal considers the likely social, economic and environmental effects of policies included in development plan documents.