



## **Woking Local Development Documents**

### **Development Management Policies Development Plan Document**

| Regulation 19 Consultation



**October 2015**

## How to get involved

This is the Council's Draft Development Management Policies Development Plan Document (DPD) for the Borough. This document is being published for Regulation 19 consultation to give you a final opportunity to submit representations. These will be taken into account before the Publication version of the DPD is submitted to the Secretary of State for Examination.

The main purpose of the DPD is to prepare detailed policies to help determine day to day planning applications. This will facilitate the delivery of the Woking Core Strategy (2012). The policies of the DPD are areas of policy where further detail is needed beyond that contained in the Core Strategy. The DPD does not cover policy areas where principles for development are fully addressed by national or Core Strategy policies.

**Please note that the Development Management Policies DPD does not allocate land for future development. That is a matter for the Site Allocations DPD, which will be published separately for Regulation 19 consultation in due course.**

The Council values your involvement to ensure that the policies of the DPD are sufficiently robust to manage development across the Borough, and encourages you to send us any representations. The consultation period for the DPD is between **26 October 2015 and 7 December 2015 (by 5pm)**.

Representations made at this stage should relate to one of the tests of soundness. To be sound, the Development Management Policies DPD should be positively prepared, justified, effective and consistent with national policy. It must also satisfy the legal requirements.

The Development Management Policies DPD and its supporting Sustainability Appraisal Report and Habitats Regulations Assessment are available for inspection at the following venues:

- Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL.  
Monday to Friday 9am – 4.45pm
- Woking, Byfleet, West Byfleet and Knaphill libraries. Please go to [www.surreycc.gov.uk](http://www.surreycc.gov.uk) for addresses and opening times of the libraries.
- On the Council's website [www.woking.gov.uk](http://www.woking.gov.uk)

Representation forms are also available at these locations. Representations may be accompanied by a request to be notified at a specified address of any of the following:

- That the Development Management Policies DPD has been submitted to the Secretary of State for Independent Examination;
- The publication of the recommendations of any person appointed to carry out an Independent Examination of the DPD; and
- The adoption of the DPD.

If you require this notification, please remember to specify this on the representation form and provide your contact address.

**Please send your representations to [planning.policy@woking.gov.uk](mailto:planning.policy@woking.gov.uk) or by post to:**

The Planning Policy Team, Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

**Representations must be received no later than 5pm on 7 December 2015**

Please be aware that all comments will be made publically available and identifiable by name and organisation. Any other personal information provided will be processed by Woking Borough Council in line with the Data Protection Act 1998.

### Next stages of the process

After the consultation period, all duly made representations received together with the DPD and its supporting documents will be submitted to the Secretary of State for Independent Examination. You will be notified of the details of the Examination.

If you have any questions on the draft DPD, please do not hesitate to contact the Planning Policy Team on 01483 743871 or e-mail [planning.policy@woking.gov.uk](mailto:planning.policy@woking.gov.uk).

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# 1 Introduction

- 1.1 The Woking Core Strategy was adopted in October 2012. It was examined against the requirements of the National Planning Policy Framework (NPPF) and found sound, and as such the Council considers its requirements to be up-to-date. The Core Strategy sets out the strategic policy framework for the overall scale of development anticipated in the Borough up to 2027, where it will broadly be located and the standards that the construction of the development will be expected to achieve to be acceptable. For example, the Core Strategy makes provision for the delivery of:
- 4,964 net additional dwellings, with an overall Affordable Housing provision target of 35%;
  - 28,000 sq.m of additional office floorspace and 20,000 sq.m of warehouse floorspace; and
  - 93,900 sq.m of additional retail floorspace
- 1.2 It also includes 25 strategic policies to guide development in the area.
- 1.3 The Council is committed to the comprehensive delivery of the Core Strategy, and in this regard, it is committed to prepare this Development Management Policies Development Plan Document (DPD) and other Local Development Documents such as the Site Allocations DPD, to ensure that this objective is achieved in a sustainable and expeditious manner. The main purpose of the Development Management Policies DPD (thereon to be referred to as DPD) is to prepare detailed policies to help determine day to day planning applications. They offer detailed, often criteria-based policies in areas of policy where further detail is needed beyond that contained in the Woking Core Strategy (2012). The Development Management policies do not cover all policy areas: where principles for development are fully addressed by national or Core Strategy policies, they are not repeated. Accordingly they build on and support, rather than duplicate, national policy, the strategic policies of the Core Strategy and other development plans for the area.
- 1.4 Each Development Management policy seeks to deliver and/or clarify in detail a Core Strategy policy. The 'parent' Core Strategy policy that the DPD seeks to deliver is indicated in the third column of Table 1.

**Table 1: Development management policies and their parent Core Strategy policy(ies)**

<b>Green Spaces Policies</b>		<b>Parent Core Strategy Policy(ies)</b>
DM1	Green Infrastructure Opportunities	CS17
DM2	Trees and Landscaping	CS24
DM3	Facilities for Outdoor Sport and Recreation and Sport Facilities	CS17
DM4	Development in the Vicinity of Basingstoke Canal	CS17
<b>Policies for a Healthy Built Environment</b>		
DM5	Environmental Pollution	CS9, CS21
DM6	Air and Water Quality	CS9, CS17
DM7	Noise and Light Pollution	CS21
DM8	Land Contamination and Hazards	CS9, CS21
<b>Housing and Economic Policies</b>		
DM9	Flats Above Shops and Ancillary Accommodation	CS2, CS3, CS4, CS21

DM10	Development on Garden Land	CS21
DM11	Sub-divisions, Specialist Housing, Conversions and Loss of Housing	CS10
DM12	Self Build and Custom Build Houses	CS11
DM13	Buildings in and adjacent to the Green Belt	CS6
DM14	Rural Workers' Dwellings	CS6
DM15	Shops Outside Designated Centres	CS4
DM16	Servicing Development	CS15
<b>Design Policies</b>		
DM17	Public Realm	CS21
DM18	Advertising and Signs	CS20, CS21
DM19	Shopfronts	CS20, CS21
DM20	Heritage Assets	CS20
<b>Community and Communications Infrastructure</b>		
DM21	Education Facilities	CS16, CS19
DM22	Communications Infrastructure	CS16

- 1.5 The Council is satisfied that the DPD is in general conformity with the policies of the Core Strategy and also takes full account of national planning policy and European Union Directives.
- 1.6 The DPD covers the same time period as the Core Strategy up to 2027 and has a borough-wide coverage. It should be read in conjunction with the Core Strategy to appreciate the close relationship between them and the common evidence base and issues that underpin their preparation. It should be noted that the DPD seeks to deliver the requirements of the Core Strategy and is not intended to be used as a basis to review it. The Core Strategy has its own mechanism for monitoring and review, which the Council will adhere to.
- 1.7 The DPD is informed by robust and up-to-date evidence base such as the Green Belt boundary review report, Infrastructure Delivery Plan, Sustainability Appraisal Report of the Core Strategy, Sustainability Appraisal Report of this DPD, Habitats Regulations Assessment Screening and Character Study. The full list of the evidence base is included in Appendix 1. The list of evidence base used to inform the Core Strategy has also been used to support the DPD. An essential part of the evidence base is information gathered from the outcome of extensive public and stakeholder involvement and the Duty to Cooperate exercises that have been undertaken to inform each key stage of the process. A Consultation Statement and a Duty to Cooperate Topic Paper are being prepared to demonstrate in detail the extent of community involvement and how comments received have been taken into account to inform the policies of this DPD. The Consultation Statement and the Duty to Cooperate Topic Paper are separate documents that will be submitted to the Secretary of State for examination as part of the submission documents. The Council has an up-to-date Statement of Community Involvement (SCI) approved in February 2015. All the community and stakeholder engagements have been carried out in accordance with the SCI. The SCI is on the Council's website.
- 1.8 The social, economic and environmental effects of the DPD have been fully assessed through a Sustainability Appraisal (SA) and a Habitats Regulation Assessment Screening. These have been done as an integral and iterative part of the preparation of the DPD and their outcomes have been taken into account in formulating and refining the policies of the DPD.

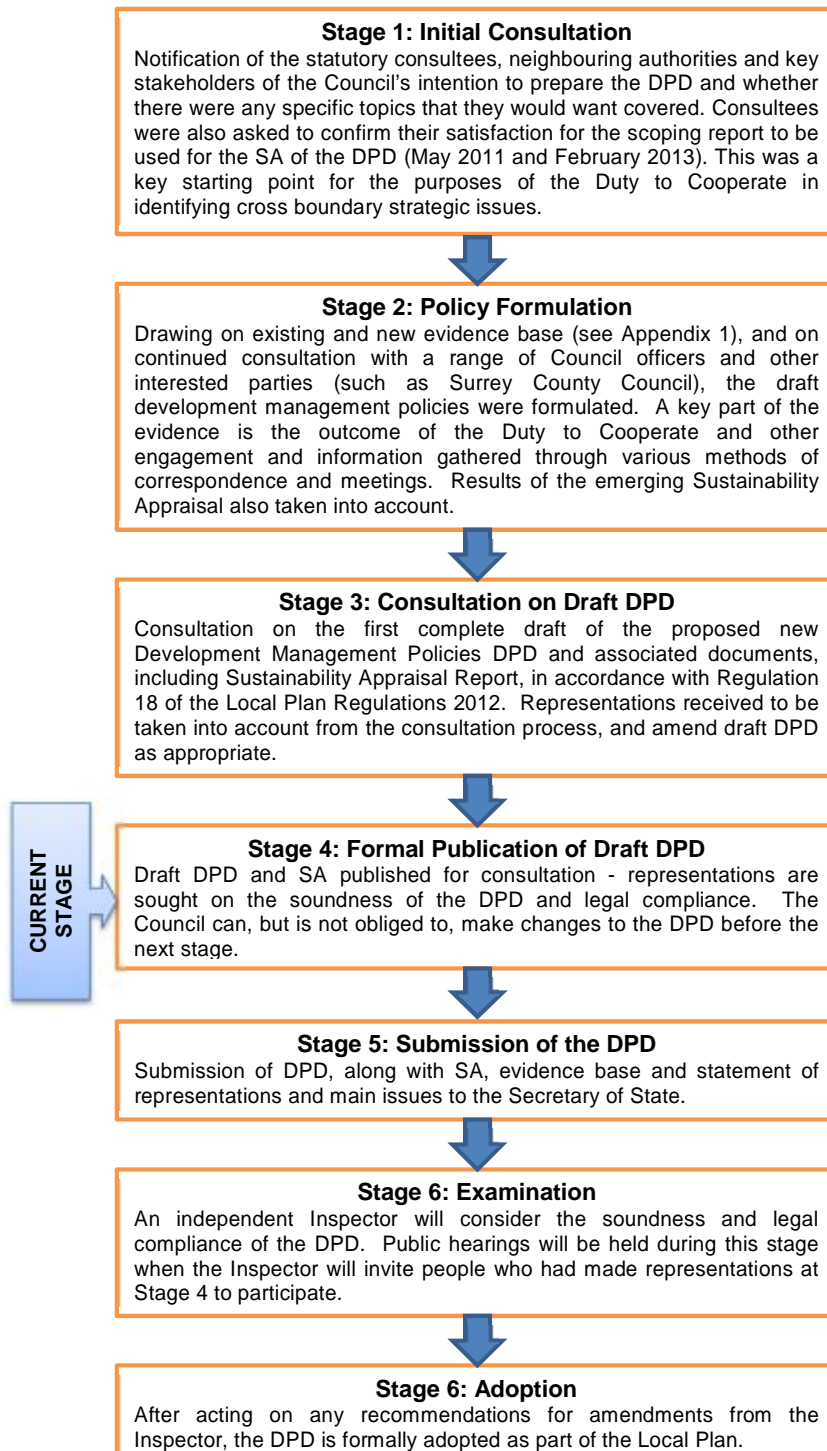
- 1.9 The SA for this DPD has been informed by the SA of the Core Strategy. The Habitats Regulations Assessment Screening has been carried out in accordance with the European Union Directive to complement the SA. Copies of the SA report and the Habitats Regulation Assessment Screening are on the Council's website. Collectively, these two assessments have ensured that the principles of sustainable development are firmly rooted in the policies of the DPD.
- 1.10 The Core Strategy provides a clear spatial portrait of the Borough and the key issues and challenges facing the Borough to 2027. These are equally relevant to the DPD and it is not intended to repeat them in this document.
- 1.11 The extent to which the DPD will be assisting in delivering the requirements of the Core Strategy will be closely monitored and reported in the Council's Annual Monitoring Report. This will be published as a public document by 31 December of each year. Full details about the implementation and monitoring of the policies can be found in section 8.

### **Key principles underpinning the preparation of the DPD**

- 1.12 The key principles underpinning the preparation of the DPD include:
- an awareness of the purpose of the DPD to deliver the requirements of the Core Strategy;
  - effective partnership working with the relevant statutory consultees and other key stakeholders under the principles of the Duty to Cooperate and in accordance with the SCI;
  - the use of robust and up to date evidence base to justify the requirements of the DPD;
  - to ensure the DPD is of high quality and aids the Development Management process;
  - effective involvement of the relevant sections of the Council and Councillors with strong support and oversight of the Corporate Management Group and relevant committees at all key stages of the preparation of the DPD;
  - expeditious preparation of the document in accordance with the Local Development Scheme.

### **Key stages in preparing the DPD**

- 1.13 The following diagram illustrates the key stages in preparing the Development Management Policies DPD:





1.14 This latest document has been prepared for public consultation to meet the requirements of Regulation 19 'Preparation of a Local Plan' of the Town and Country Planning (Local Planning) (England) Regulations 2012. The content is informed by representations received during Regulation 18 consultation on the DPD and ongoing engagement with statutory consultees, neighbouring authorities, key stakeholders and a range of Woking Borough Council officers, as well as on current guidance and best practice. The document is also based on outcomes from the Sustainability Appraisal, and on evidence from a range of other documents listed in Appendix 1.

## Planning policy context

### National Planning Policy Framework (NPPF)

1.15 The NPPF sets out the national planning policy context for the preparation of Local Development Documents. One of the core planning principles of the NPPF is that planning should be genuinely plan-led and should provide a practical framework within which decisions on planning applications can be made with a high degree of predictability and efficiency. In this regard, local authorities are required to develop policies and proposals to deliver homes, jobs and the necessary infrastructure that is required to meet their identified needs. The DPD seeks to achieve these core principles. It will provide certainty to developers and the general community that appropriate provision has been made to facilitate the delivery of the Core Strategy to meet the development needs of the area. The NPPF introduces a new presumption in favour of sustainable development. For decision making, this means:

- approving development proposals that accord with the development plan without delay; and
- where the development plan is absent, silent or relevant policies are out-of-date, granting permission unless:
  - any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this framework taken as a whole; or
  - specific policies in the NPPF indicate development should be restricted.

1.16 The presumption in favour of sustainable development is reiterated in the Core Strategy as Policy CS25. The combined policy coverage of the DPD, the Core Strategy and the other Supplementary Planning Documents will provide sufficient, positive and appropriate policy framework for speedy decision making on development proposals. They will also bridge any policy gap that could be created when the Woking Local Plan (1999) is superseded. Appendix 2 is a list of the policies of the Woking Local Plan (1999) that will be superseded by the DPD when it is adopted.

### Duty to Cooperate

~~1.178~~ Partnership working has been central to the preparation of the DPD. This has carried out in accordance with the requirements of the NPPF regarding the Duty to Cooperate. Statutory Consultees, Surrey County Council and neighbouring authorities have all been involved throughout the key stages of the process, including identification of the issues to be covered in the DPD. This has been undertaken informally by sharing information and commenting on a draft version of the DPD, and also through formal Regulation 18 consultation, with representations taken into account in subsequent stages of the process. A Consultation Statement will be published to demonstrate the extent of stakeholder and community involvement in preparing the DPD.

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## Woking Core Strategy

4.17 1.18 The Core Strategy sets out a clear vision of what the community would like the Borough to be by 2027 and an overall spatial strategy to ensure its sustainable delivery. It also provides the strategic policy framework for enhancing the environmental quality and heritage assets of the area. It commits the Council to prepare the detailed development management policies to aid the day to day management of development in the area. It is the same vision of the Core Strategy that the DPD seeks to achieve.

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4.18 1.19 Appendix 5 of the Core Strategy includes a clear statement of how each policy will be delivered and monitored. It highlights the policies that will be delivered by this DPD with specific indicators to monitor performance. Appendix 6 of the Core Strategy also indicates the policies of the Woking Local Plan (1999) that will be replaced by this DPD when it is adopted. The policies of the DPD reflect this and its performance will be assessed to determine how well it is helping to deliver the objectives of the Core Strategy and filling any policy gaps that will be created by replacing the Woking Local Plan (1999). Each policy of the DPD includes the lead policies of the Core Strategy that it seeks to deliver.

## Sustainability Appraisal (SA)

4.19 1.20 The policies of the Core Strategy were informed by a comprehensive Sustainability Appraisal. The SA was integral to the preparation of the Core Strategy. Overall, the SA Report of the Core Strategy concluded that the Core Strategy will make a positive contribution towards achieving sustainable development in the Borough. The Independent Examination of the SA Report of the Core Strategy accepted that the SA has been prepared to meet the requirements of the EU Directive and the Planning and Compulsory Purchase Act. The SA of the Core Strategy is part of the evidence base to inform the SA of this DPD, and can be found on the Council's website ([www.woking.gov.uk](http://www.woking.gov.uk)).

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4.20 1.21 In accordance with the Planning and Compulsory Purchase Act (2004) a SA of the Development Management Policies DPD has been carried out. Paragraph 167 of the NPPF emphasises that environmental assessments, including SAs should be proportionate, and should not repeat policy assessments that have already been undertaken. Nevertheless, a SA of the DPD has been carried out to inform any fine tuning that is necessary to mitigate against any adverse impacts of the policies on the identified SA objectives.

## Proposals Map

1.22 The NPPF requires Local Plans to indicate broad locations for strategic development on a key diagram and land use designations on a Proposals Map. It is not anticipated that the DPD would lead to any modification of the Proposals Map.

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1.23 The Development Plan for the area comprise of:

- The Saved policy of the South East Plan;
- The Surrey Waste Plan;
- The Surrey Minerals Plan Core Strategy and Primary Aggregates Development Plan Documents;
- Woking Core Strategy;
- The saved policies of the Woking Borough Local Plan (1999);
- Adopted Neighbourhood Plans

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Section 38 of the Planning and Compulsory Purchase Act 2004 emphasises that if regard is to be had to the Development Plan for the purposes of any determination to be made under the Planning Act the determination must be made in accordance with the Development Plan unless material consideration indicate otherwise. If to any extent a policy contained in a Development Plan for an area conflicts with another policy in the Development Plan, the conflict must be resolved in favour of the policy which is contained in the latest document to be adopted, approved or published (as the case may be).

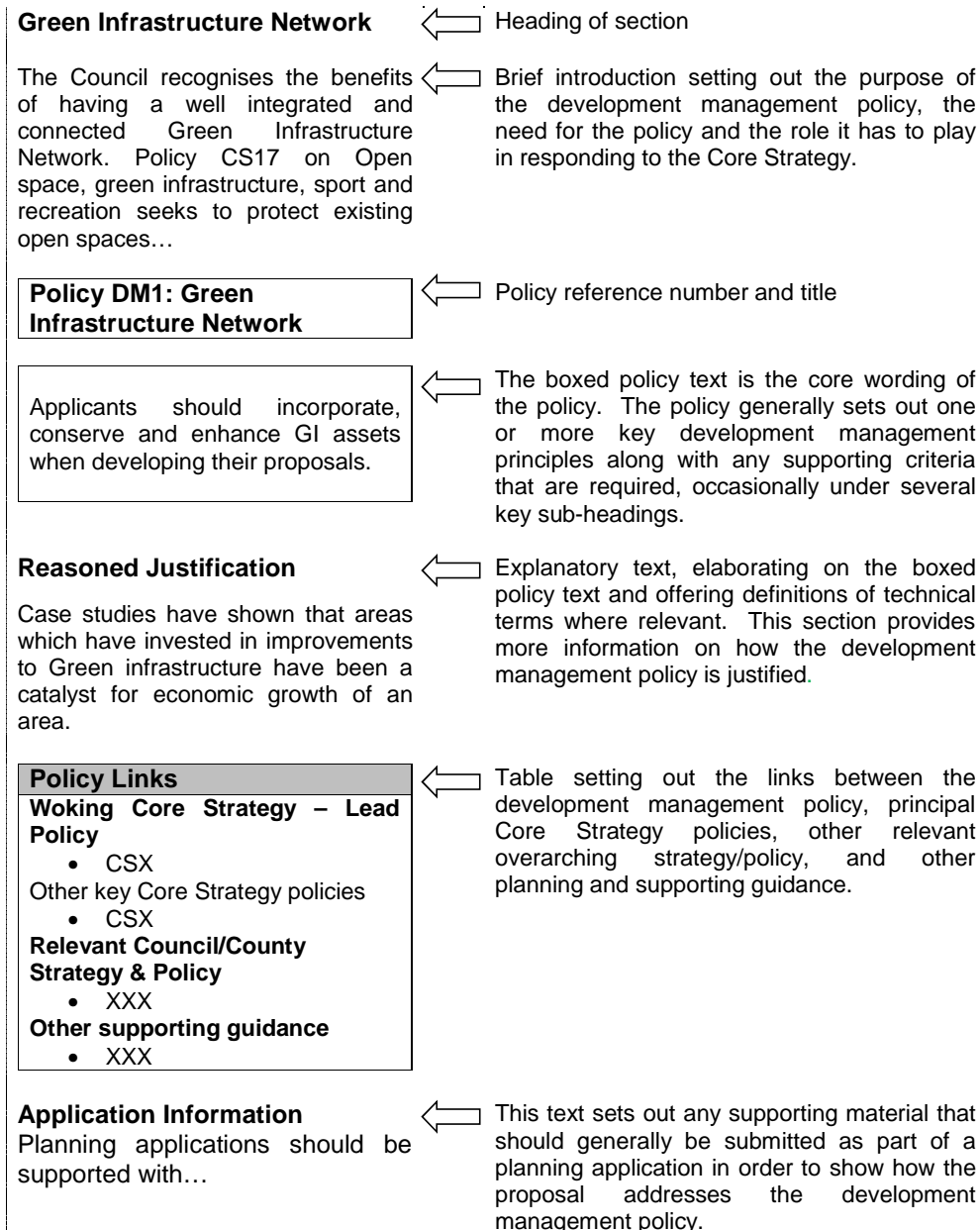
For the avoidance of doubt, the Development Plan is the Development Plan Documents (taken as a whole) which has been adopted or approved in relation to that area. The Council is in the process of preparing the Development Management Policies DPD (this DPD) and the Site Allocations DPD. When they are adopted they will also form part of the Development Plan for the area.

4.24

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numbering

## 2 HOW THE DEVELOPMENT MANAGEMENT POLICIES ARE STRUCTURED

2.1 The following chapters set out detailed development management policies that will be used in making planning decisions in Woking Borough. The following diagram illustrates how the policies are structured.



## **Supplementary Planning Documents**

- 2.2 Some provisions of the Core Strategy and Development Management Policies DPD are supported by existing, and will be supported by future, Supplementary Planning Guidance (SPGs) and Supplementary Planning Documents (SPDs). These documents expand on the Council's adopted and saved policies to provide more detailed information than can be contained in the policies themselves – they do not contain new policies. They should be referred to in addition to the policies when making planning applications and planning decisions.
- 2.3 The Council intends to review a number of its SPDs and SPGs to be in line with the adopted Core Strategy and this DPD. In the process, an opportunity will be taken to consolidate them where necessary and revoke them if considered out of date or superseded by other documents. In the meantime, the suite of SPGs and SPDs remain a material consideration for development management purposes.
- 2.4 The 'policy links' box at the end of each development management policy includes relevant planning guidance that should be taken into account when preparing development proposals and making planning decisions.

### 3 Green Spaces Policies

#### Green Infrastructure Opportunities

- 3.1 Green Infrastructure (GI) is a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities. The Borough already ~~consists of~~ contains a wealth of GI assets; these are the individual elements that form part of the green infrastructure networks, including, green spaces such as Woking Park, and individual trees and vegetation. Waterways such as Basingstoke Canal are GI assets but are also known as blue infrastructure. These existing GI assets, and new assets that come forward through development, can be harnessed in an integrated manner to maximise the economic, social and environmental benefits, including biodiversity and habitat enhancement, healthier lifestyles through improved access to green space, reduction of flood risk and mitigation and adaptation to climate change.
- 3.2 Core Strategy policies CS6 on the Green Belt; CS7 on Biodiversity and nature conservation; CS8 Thame Basin Heath SPA; CS9 Flooding and water management; CS16 Infrastructure delivery; CS17 on Open space, green infrastructure, sport and recreation; CS21 Design and CS24 on Woking's landscape and townscape, set out criteria to plan positively for the creation, protection, enhancement and management of networks of biodiversity and GI, and protect the Borough's special landscape. The following Development Management policy expands upon this strategic approach by setting out criteria for developers in terms of identifying opportunity areas for green infrastructure extension and enhancement.
- 3.3 This Development Management policy should be read in conjunction with policies DM2 on Trees and Landscaping, and DM3 on [Facilities for Outdoor Sport and Recreation and Sport](#), which also promote the provision of GI assets within development.

#### DM1: Green Infrastructure Opportunities

##### Multifunctional Green Infrastructure Assets

New green infrastructure assets required to support development and the general community will be expected to be designed and located to maximize the range of green infrastructure functions and benefits.

Where proposals include new or enhanced green infrastructure assets, the applicant will be required to provide a statement detailing:

- where new features will be located and, where relevant, how they may be accessed. A map should be provided of the existing and proposed green infrastructure on relevant sites; and;
- the function of green infrastructure assets, what benefits they will bring (e.g. social, environmental, economic) and how proposals will contribute or integrate with the existing ~~and/or proposed~~ green infrastructure network. ~~A Natural Woking: Biodiversity and Green Infrastructure Strategy is being prepared to map existing Green Infrastructure and where future provision could be directed;~~
- management and maintenance arrangements that will be put in place to ensure the sustainable long-term care for the asset; and
- that the provision of Suitable Alternative Natural Greenspace will not compromise the biodiversity value of Sites of Nature Conservation Interests.

Provided proposals are consistent with nature conservation objectives in other policies of the Development Plan for the area, the Council will support:

- the creation of footpaths and 'cycle greenways';
- the provision of new green infrastructure assets within the Green Belt, including open space proposals and facilities for outdoor sport and recreation that preserve the openness of Green Belt which would improve public accessibility to open space and the countryside.

The provision of new or enhanced green infrastructure assets will be expected to take any reasonable opportunities to connect to, or enhance, the existing Green Infrastructure Network. Particular attention should be given to enhancing the green infrastructure opportunity areas that provides biodiversity benefits such as biodiversity opportunity areas (BOA) identified in Natural Woking: Biodiversity and Green Infrastructure Strategy and by Surrey ~~Wildlife Trust~~ Nature Partnership. The Council will encourage partnership working in the delivery of new or enhanced green infrastructure.

Development proposals which would result in significant harm to the broader green infrastructure network will only be considered if:

- all reasonable alternative locations with less harmful impacts are demonstrated to be unsuitable; and
- the proposal incorporates measures to avoid the harmful impacts arising, sufficiently mitigate their effects, or, as a last resort, compensate for them; or
- the benefit arising from the development is of sufficient value to the overall objectives of the Development Plan to outweigh any harm caused.

The Council will work with Neighbourhood Forums where they may designate Local Green Space in their Neighbourhood Plans to ensure they are well integrated into the broader green infrastructure network. The management of development on designated Local Green Spaces should be consistent with paragraph 78 of the NPPF.

## Reasoned Justification

### *Multifunctional green infrastructure assets*

3.4 The majority of the Green Infrastructure assets will be delivered by the Woking Borough Council using CIL, s106 agreements or other public sector funding (as set out in Core Strategy policy CS16). The Council will also work with local communities through Neighbourhood Plans to make sure that Green Infrastructure achieves maximum benefit to the Neighbourhood Area and in line with the strategic objectives of the Development Plan for the Area. There are various ways in which GI could be incorporated into proposals, for example, through the incorporation of the following connected features:

- trees and other vegetation such as hedgerows;
- green walls and green roofs;
- sustainable drainage systems (SuDS); and
- open space and recreation areas.

3.5 When considering the function and design of green infrastructure assets applicants should consider sustainability issues relevant to the development site, which new or enhanced GI might assist in addressing. Sustainability issues to consider include: the site's proximity to priority habitats and species, including Biodiversity Opportunity Areas (Core Strategy policies CS7 and CS8 contains further information on nature conservation issues); flood risk issues in and around the site; any nearby cycle, public

rights of way; strategic green infrastructure routes; local access, or lack of it, to public open spaces, allotments and opportunities for local food growing. Further information ~~will be~~ is included in ~~the emerging~~ [Natural Woking: Biodiversity and Green Infrastructure Strategy](#).

- 3.6 The Council recognises that open green space is a finite resource, and therefore considers the existing green space as important to retain and enhance. The NPPF states that planning authorities should plan positively to enhance the beneficial use of Green Belt (paragraph 81). This includes provision or improvements to access, recreational facilities, biodiversity and the enhancement of the landscape. The Green Belt is a multi-functional resource and the Council will support proposals that would enable improved access to it for the Borough's residents.

*Green infrastructure network*

- 3.7 Woking is generally well provided for in terms of good quality open spaces, and the coverage of the Green Belt means that many GI features are already, to some degree, connected. However, the Council recognises the need to strengthen linkages and connectivity and seeks new development to connect to, or enhance, existing GI assets. In order to achieve this, the Council is committed to mapping the existing strategic GI network, and identifying 'opportunity areas' where the network could be extended or enhanced. ~~A~~ [Natural Woking: Biodiversity and Green Infrastructure Strategy](#) ~~is currently being prepared~~ ~~has been published by the Council~~ to help achieve this objective, and should inform development proposals.
- 3.8 The [Biodiversity and Green Infrastructure Strategy](#) ~~will~~ ~~identify~~ies and maps components of the Borough's ecological network, including international, national and locally designated sites of importance for biodiversity; wildlife corridors (such as waterways) and Biodiversity Opportunities Areas. The Strategy should be taken into account when preparing development proposals in order to both enhance connectivity between and minimise any adverse impacts to these biodiversity features.

<b>Policy Links</b>
<p><b>Woking Core Strategy – Lead Policy</b></p> <ul style="list-style-type: none"> <li>• CS17: Open space, green infrastructure, sport and recreation</li> </ul> <p>Other key Core Strategy policies</p> <ul style="list-style-type: none"> <li>• CS6: Green Belt</li> <li>• CS7: Biodiversity and nature conservation</li> <li>• CS8: Thames Basin Heaths Special Protection Area</li> <li>• CS9: Flooding and water management</li> <li>• CS16: Infrastructure delivery</li> <li>• CS21: Design</li> <li>• CS24: Woking's landscape and townscape</li> </ul> <p><b>Other Council/County Strategy &amp; Policy</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Natural Woking: Biodiversity and Green Infrastructure Strategy (due for adoption 2015 2016)</a></li> <li>• <del><a href="#">Woking Biodiversity Action Plan (due for adoption 2015)</a></del></li> <li>• <a href="#">Woking 2050: A Vision for a Sustainable Borough – Key Theme 4: The Great Outdoors (due for adoption 2015)</a></li> <li>• <del><a href="#">Woking Tree Strategy (due for adoption 2015)</a></del></li> </ul> <p><b>Other supporting guidance</b></p>



- Woking Climate Change SPD (particularly Section 7)
- Woking Design SPD
- Natural England Green Infrastructure Guidance and Case Studies, available at: [www.naturalengland.org.uk/ourwork/planningdevelopment/greeninfrastructure](http://www.naturalengland.org.uk/ourwork/planningdevelopment/greeninfrastructure)

### Application Information

- 3.9 Full planning applications should be accompanied by a completed 'Climate Neutral Development Checklist', which includes a section on Green Infrastructure (GI). This is completed online at: [www.sustainabilityplanner.co.uk](http://www.sustainabilityplanner.co.uk).
- 3.10 In addition, where new or enhanced GI is proposed and/or is required as part of a major development<sup>1</sup>, the following information should be submitted:
- a description of any GI assets affected by the development, and how the development seeks to incorporate and/or enhance and/or conserve them;
  - a map of new GI assets;
  - a short statement of the functions and benefits achieved by the provision of the GI asset(s) e.g. wildlife habitat, surface water flooding alleviation.

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<sup>1</sup> Where the number of dwellings to be provided is 10 or more; or the development is to be carried out on a site having an area of 0.5 hectares or more; or the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more.

## Trees and Landscaping

- 3.11 A range of Core Strategy policies set out the criteria for the provision of certain types of biodiversity and green infrastructure features and the circumstances when they should be included in development proposals. Policy CS7 Biodiversity and nature conservation requires development to contribute to the enhancement of existing biodiversity features and create new ones where appropriate. This includes trees and hedgerows, which make an important contribution to biodiversity. Policy CS16 Infrastructure delivery seeks to ensure that new developments provide the necessary infrastructure required for the development to be acceptable – this includes green infrastructure assets such as trees and hedgerows. Policy CS17 Open space, green infrastructure, sport and recreation requires new development to enhance the green infrastructure network in the Borough rather than creating additional pressures on it. Policy CS21 Design requires proposals to incorporate landscaping, including the retention of any trees of amenity value and other features. Policy CS24 Woking's landscape and townscape requires development proposals to provide positive benefits in terms of landscape character, and seeks to protect and encourage the planting of new trees where relevant.
- 3.12 In keeping with these strategic policies, it is considered that there are a number of more detailed criteria necessary to maintain existing trees and landscaping and related features and secure new provision in development schemes. This policy should be read in conjunction with policy DM1 Green Infrastructure Opportunities.

### DM2: Trees and Landscaping

Trees, hedgerows and other vegetation of amenity and/or environmental significance or which form part of the intrinsic character of an area must be considered holistically as part of the landscaping treatment of new development. When considering development proposals, the Council will:

- support or consent to the removal of protected trees (TPO trees and trees within a Conservation Area) and/or proposals that would have detrimental impact on the health of protected trees only in exceptional circumstances and where there are over-riding planning benefits. In such cases full compensation will be required, in the form of suitable replacements and/or additional planting. Such compensatory measures will have to be to the satisfaction of the Council;
- make sure that where trees, hedgerows or other landscape feature are to be removed it is justified to the satisfaction of the Council and appropriate replacement planting will be required if it is safe and practical to do so and will enhance the quality of the development. Where the removal of trees is necessary in order to manage and maintain priority habitats, this should be demonstrated by the applicant;
- require landscape proposals for new development to retain existing trees and other important landscape features where practicable and include the planting of new trees and other planting to enhance the quality and character of the development and the general area;
- require any trees which are to be retained to be adequately protected to avoid damage during construction;
- require adequate space to be provided between any trees to be retained and the

proposed development (including impervious surfaces);

- support the incorporation of green walls and roofs in proposals, particularly within the urban environment, where appropriate in design and functional terms and which would not detract from the character of the area;
- require the design, size, species and placement of trees and other landscape features to take practicable opportunities to realise their multifunctional green infrastructure benefits as ~~it will be~~ set out in ~~the~~ Natural Woking: Biodiversity and Green Infrastructure Strategy, including:
  - (i) connecting the development site to the surrounding green infrastructure network and wildlife habitats; and
  - (ii) assisting in providing shade and shelter to address urban cooling; and
  - (iii) assisting in reducing or mitigating run-off and flood risk on the development site; and
  - (iv) creating a strong framework of street trees to enclose or mitigate the visual impact of a development.

The Council will consider making Tree Preservation Orders and/or attach suitable Conditions or seek Legal Agreements to secure the proper future maintenance and management of existing trees and new planting where necessary.

### Reasoned Justification

3.13 Trees and woodland are a vital component of the Borough's green infrastructure network. As such, trees and woodland contribute to a host of green infrastructure benefits, including providing ecosystem services (improving air quality, storing carbon, energy savings, cooling rising urban temperatures); improving the quality of the visual and natural environment; enhancing biodiversity by creating and connecting habitats for wildlife; and increasing the well-being of residents and workers through access to natural green surroundings. Trees also deliver a whole host of other benefits such as boosting property values and improving personal wellbeing.

3.14 The Borough enjoys an especially rich legacy of trees and landscape features in its parks, gardens and open spaces which the Council aims to preserve and enhance, regardless of their public or private ownership, and even if they are not protected by a Tree Preservation Order or within a Conservation Area.

~~3.15~~ When granting planning permission for development, the Council may require existing trees to be retained as a condition of planning permission. Where tree loss or damage is considered absolutely essential to allow for appropriate development, replacement planting of an appropriate species may be required to be provided. Where appropriate and practical, the Council will require that new development incorporates new trees and other planting that enhances the Borough's treescape and wider biodiversity, and thereby contributes towards the Borough-wide Green Infrastructure network. Whilst the benefits of trees are acknowledged, the Council is also aware that trees might not always be beneficial to some forms of biodiversity, and they need to be maintained to avoid potential danger to safety, property and amenity. This will be taken into account in planning decisions.

3.16 It should be recognised that it is not simply a matter of tree provision: the selection of suitable species, size and soil volumes are also important considerations. The

provision of appropriate underground structures – particularly in hard-surface areas - is essential to enable any planting to reach its long term potential. Arboricultural advice should be sought with the Council's Arboricultural Officer, including early pre-design discussion where relevant.

- 3.17 Protection of some hedgerows of historic or nature conservation importance is given through the Hedgerows Regulations 1997. However, garden hedgerows and removals associated with built development tend to be exempt from the Regulations. The Council will seek to mitigate the removal of hedgerows that are valued in the landscape, but do not meet the importance criteria of the Regulations. Planning conditions will therefore be used to secure or seek appropriate replacement of hedges associated with development.
- 3.18 Tree Preservation Orders (TPOs) protect trees for the benefit of public amenity, enjoyment and the environment. TPOs may apply to individual trees, groups of trees, areas or woods. Many trees in the Borough are protected by TPOs, and the Council will continue to make TPOs where trees of environmental importance are threatened.
- 3.19 Trees in Conservation Areas (not protected by TPOs) are also given special protection. Written notice will need to be submitted to the Council of any proposed works to any tree within a Conservation Area greater than 7.5cm in diameter (as measured at 1.5m above ground level) (or 10cm if thinning to help the growth of other trees). Written notice should be given at least six weeks before works are due to start. This allows the Council to make an inspection of the tree(s) and consider if a TPO should be made.
- 3.20 It is recognised that in some historic restoration schemes there may be some removal of trees. Exceptions will only be considered to this approach on sites where it is demonstrated that it is not physically possible to introduce replacement landscaping and planting.
- 3.21 Trees can be damaged during construction and it is important that preventative measures are taken in good time. The Council will consider attaching the appropriate conditions to prevent damage and ensure satisfactory arboricultural works in accordance with British Standard 5837:2012 'Trees in relation to design, demolition and construction – Recommendations' (or any future equivalent).

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS24: Woking's landscape and townscape

##### **Other key Core Strategy policies**

- CS7: Biodiversity and nature conservation
- CS16: Infrastructure delivery
- CS17: Open space, green infrastructure, sport and recreation
- CS21: Design

##### **Other Council/County Strategy & Policy**

- Woking Tree Strategy (due to be prepared 2015)
- Woking tree enforcement policy available at: [www.woking.gov.uk/planning/trees/treenfpol](http://www.woking.gov.uk/planning/trees/treenfpol)
- Natural Woking: Biodiversity and Green Infrastructure Strategy (due for adoption 2015 adopted 2016)

##### **Other supporting guidance**

- Woking Borough Council website on trees: [www.woking.gov.uk/planning/trees](http://www.woking.gov.uk/planning/trees)

- Protected trees: A guide to tree preservation procedures: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/244528/2127793.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/244528/2127793.pdf)
- BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations' (April 2012)

### Application Information

- 3.22 Where trees are present within the application site, or within close proximity to the site that could influence or be affected by the development (including street trees), information will be required about which trees should be retained and how they will be protected during construction works. Full guidance is provided in British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations' (or any future equivalent) on the tree survey, arboriculture implications assessment, and arboriculture methods statement (which would include a tree protection plan) that should be provided with an application.
- 3.23 Any landscape proposal submitted with an application should be of an appropriate scale (usually 1:100 or 1:200) showing:
- existing and proposed levels (with sections as necessary);
  - positions and depths of buildings and foundations, paved surfaces, drainage, and services (water, gas, electricity, telecommunications);
  - trees to be retained, numbered as on the tree survey; and
  - new planting (including the location, species and size of proposed trees and other significant planting).

## Facilities for Outdoor Sport and Recreation and Sport

- 3.24 The Council seeks to provide opportunities for people to participate and enjoy sports and recreation and to facilitate effective access to the countryside and the amenity that it offers, as supported by policy CS17 of the Core Strategy. Open land and Green Belt can perform many beneficial functions, including providing opportunities for outdoor sport and recreation.
- 3.25 The policy provides for appropriately scaled outdoor sport and recreational development, while respecting the purposes of the Green Belt, preventing the loss of high grade agricultural land, and protecting the environment, landscape and amenities of any neighbouring properties and surrounding area.

### DM3: Facilities for Outdoor Sport and Recreation and Sport Facilities

#### General Principles

Proposals for the provision of outdoor sport and recreational facilities or extensions to, or intensification of use of, existing facilities will be permitted subject to other Development Plan policies and provided that they meet the following criteria:

- the development is of an appropriate design, scale and layout relative to its intended use and surrounding area;
- the development will not have an adverse visual impact;
- the development, if involving agricultural land, is located on the lowest practicable grade and seeks to avoid the loss of the best and most versatile agricultural land (Grades 1, 2 and 3a) unless there are overriding planning benefits for the development;
- the development will not cause harm to a site of nature conservation, landscape or historic value that cannot be satisfactorily mitigated;
- the re-use of any existing buildings is prioritised and, in the case of a new facility, is satisfactorily integrated with existing buildings where present;
- the development will not generate unacceptable activity or give rise to loss of amenity by virtue of noise, smell, light pollution, overlooking, traffic or other general disturbance; and
- opportunities are taken to connect to **and enhance** the surrounding Green Infrastructure Network.

The overall aim is for facilities for outdoor sport and outdoor recreation in the Green Belt to demonstrate that they will preserve the openness of the Green Belt and will not conflict with the purpose of including land within it.

#### Equestrian Facilities

In addition to the criteria under 'General Principles' above, proposals for the development of equestrian facilities (including extensions) will be permitted provided that the following criteria are met:

- the development is designed to minimise the potential detrimental impact on the quality of the pasture (by reason of overgrazing or otherwise);

- proposals for equestrian establishments whether for private use or commercial livery have demonstrated that there is adequate land within the curtilage of the site to allow for the proper care of horses, including stabling, grazing and exercise, in accordance with the Equine Industry Welfare Guidelines and British Horse Society Standards (or any future equivalent); and
- the development will not result in the over-use or deterioration of bridleways, lead to potential conflicts between equestrians and other users, or have adverse effects on the road or highway safety of the area.
- provision of Equestrian Facilities in the Green Belt that are not for outdoor sport or outdoor recreation or for agricultural purposes, will have to be justified by special circumstances to be approved.

#### **Golf Facilities**

In addition to the criteria under 'General Principles' above, proposals for the development of new golf courses and extensions to existing golf courses will be permitted provided that the following criteria are met:

- the development preserves and respects important natural features and topography of the landscape including trees and water features; and
- proposals only include buildings which are genuinely ancillary and which are sited so as to avoid damage to the open character of the area and minimise noise and disturbance to residents.

#### **Reasoned Justification**

- 3.29 Recent studies<sup>2</sup> undertaken by the Council have found a deficit of open space, sport and recreation facilities in the Borough. The need for this infrastructure has therefore been established, and the Council supports development ~~for~~ of facilities for outdoor sport and recreation ~~and sport activities~~ in appropriate circumstances. Policies CS6, CS7 and CS17 of the Core Strategy provide additional guidance on Green Belt, Biodiversity and nature conservation and the loss of green space respectively.
- 3.30 The plan area contains significant areas of best and most versatile land of grades 2 and 3. This is a valuable and finite resource, where the Council recognise the need to sustain the agricultural industry and therefore will seek the safeguarding of this land where practicable. In assessing proposals for development on agricultural land considerable weight will be given to safeguarding such land and it will only be released in limited circumstances where it is demonstrated that there are overriding planning benefits.
- 3.31 In all cases careful consideration will need to be given to the location and design of buildings (including alterations) which are ancillary to the open use of the land to ensure they: blend in with their surroundings; preserve the openness of the Green Belt; cumulatively do not erode the character of the landscape; are necessary to support the enterprise; and avoid adverse impacts on the amenity of neighbouring properties in terms of noise, light or other general disturbances. Facilities should be located within one building if feasible, or in close proximity to other buildings to ensure visual intrusion

<sup>2</sup> An audit of open space, sport and recreation facilities in the Borough was undertaken in 2008. This was updated in part through the Infrastructure Delivery Plan (2011) and the review of the Pitch Strategy (2012) to ensure that the information on need and capacity is up-to-date and credible.

is minimised. The re-use of existing buildings will be encouraged, subject to the requirements of equestrian development set out in the policy.

- 3.32 Equestrian related activities and golf are popular forms of recreation in the Borough's countryside that can facilitate healthy and active lifestyles, and lead to the growth and diversification of the rural economy. However, the cumulative effects of equestrian and golf-related development can have significant impacts on the countryside which need to be managed. Alterations or extensions to existing golf facilities will require particular attention due to the predominance of golf courses in the Borough. Buildings should be designed to provide ancillary facilities for golfers only - whilst buildings may include a bar and refreshment facilities, such areas will be critically examined to ensure they are kept to the minimum necessary for the reasonable use of golfers. The floodlighting of driving ranges will not be encouraged because of its potential harm to the character of the countryside, and in particular, the Green Belt. Each application will be treated on its merits based on the impacts of the proposal on the character of the area.
- 3.33 The level of activity generated by the outdoor sports and recreation development will be an important consideration, including the comings and goings of players, owners and visitors, as well as the actual activity itself such as the riding of horses. The effects on amenity will vary dependent upon the type and scale of development proposed; for example, stabling for private use can generate little activity whereas larger commercial uses can generate significant activity. In order to avoid potential degradation of the surrounding land and conflict with other users of the countryside and/or highways, it is important that proposals for equestrian facilities are in close proximity to public bridleways. Regard will be had to the effect of additional levels of activity on bridleways and the impacts on the wider countryside arising from over-intensification of use. Potential traffic generation, effects on the amenities of local residents and other planning considerations will be assessed against the relevant Development Plan policies. Stud farms are not considered a recreational use. If horses in stud farms are not part of a recognised agricultural unit or if within such a unit are not kept for agricultural purposes, the Council will require full planning permission for their keeping, ~~and will have to demonstrate why appropriate in the Green Belt including evidence to demonstrate why it would not be inappropriate in the Green Belt.~~
- 3.34 Proposals for equestrian developments must have regard to the British Horse Society Standards and Equine Industry Welfare Guidelines Compendium (or any future equivalent) in terms of minimum requirements for housing horses and ponies, and the provision of adequate pasture land (see 'Policy Links' for links to documents). Further advice on stables, buildings and grazing is available from Surrey County Council as part of the Horse Pasture Management Project (see 'Policy Links').
- 3.35 In all cases the Council will consider the possible cumulative impact of ~~proposals and may impose appropriate planning conditions to address the impact e.g. restricting times or frequency of use. many separate individual changes in an area and may impose appropriate planning conditions to, for example, restrict times, frequency of use, and use of golf facilities (such as clubhouses) by non-golfers.~~

Policy Links
<b>Woking Core Strategy – Lead Policy</b>
• CS17: Open space, green infrastructure, sport and recreation
Other key Core Strategy policies
• CS6: Green Belt
• CS7: Biodiversity and nature conservation



- CS16: Infrastructure delivery
- CS18: Transport and accessibility
- CS21: Design

**Other Council/County Strategy & Policy**

- Woking Cultural Strategy & Action Plan – promoting healthy lifestyles
- Woking Community Strategy – encouraging the use of key leisure and recreational opportunities to promote health and wellbeing
- Woking Playing Pitch Strategy and Woking Play Strategy
- Sporting Surrey: Surrey's Strategy for Sport and Physical Activity 2011-2015

**Other supporting guidance**

- British Horse Society Standards, available at: [www.bhs.org.uk](http://www.bhs.org.uk)
- Equine Industry Welfare Guidelines Compendium for Horses, Ponies and Donkeys (third edition), National Equine Welfare Council (2009), available at: [www.newc.co.uk/wp-content/uploads/2011/10/Equine-Brochure-09.pdf](http://www.newc.co.uk/wp-content/uploads/2011/10/Equine-Brochure-09.pdf)
- Surrey County Council's Horse Pasture Management Project information is available at: [www.surreycc.gov.uk/environment-housing-and-planning/countryside/explore-surreys-countryside/looking-after-the-countryside/countryside-advice/horse-care-and-pasture-management](http://www.surreycc.gov.uk/environment-housing-and-planning/countryside/explore-surreys-countryside/looking-after-the-countryside/countryside-advice/horse-care-and-pasture-management)
- Sport England design guidance available at: <http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/>

**Application Information**

- 3.36 Planning applications should indicate how the criteria in this policy have been addressed.

## The Basingstoke Canal

- 3.37 The Basingstoke Canal is an important feature of Woking, contributing significantly to the Borough's townscape as well as the recreational needs of its residents. The Canal serves many valuable functions, including: acting as a linear country park in which the towpath is much frequented by walkers and cyclists; forming an integral part of the Borough's green infrastructure network; and providing an important habitat for a variety of wildlife. The Canal is designated as a Conservation Area throughout its entire length in Woking, and parts are also a Site of Special Scientific Interest (SSSI).
- 3.38 Core Strategy policies CS7 on Biodiversity and nature conservation, CS9 on Flooding and water management, CS17 on open space, green infrastructure, sport and recreation, and CS20 on heritage and conservation set out the key policy context within which development proposals should be prepared. The policy sets out detailed criteria which must be taken into account in order for development affecting the Canal to be supported.

### **DM4: Development in the Vicinity of Basingstoke Canal**

Development proposals which would conserve and enhance the landscape, heritage, architectural or ecological character, setting or enjoyment of the Basingstoke Canal and would not result in the loss of important views in the vicinity of the Canal will be permitted, if all other relevant Development Plan policies are met.

Recreational, navigational and ancillary facilities will be permitted along the Canal where the Council is satisfied that the proposal would conserve the historic and ecological character of the waterway and its setting.

Development on land adjoining the Canal should not be permitted where it would result in un-attenuated surface water or highway drainage into the Canal. Developments which can offer attenuated dry-season flows or wet-season water storage will be supported.

Development proposals for sympathetically constructed boat mooring facilities for leisure purposes on land directly adjoining the Canal will be considered favourably provided they:

- respect the historic character of the Canal;
- will not create a hazard or obstruction along the canal or interfere with the pedestrian usage of the towpath;
- will not have a detrimental impact on surrounding uses;
- preserve the predominantly dark setting of the Canal Corridor by avoiding light spillage;
- provide for adequate facilities for refuse storage and collections;
- provide for satisfactory sanitary facilities;
- adequate provision of car parking and suitable vehicular access, including access for emergency vehicles should ensure all other relevant development plan policies are met.

Permanent residential moorings and proposals for new cuts, lagoons, marinas or basins to provide off-line moorings on land adjoining the Canal will only be permitted in very special circumstances.

## Reasoned Justification

- 3.39 The Basingstoke Canal is jointly owned by Surrey and Hampshire County Councils as countryside for public use and recreation, but managed for them by the Basingstoke Canal Authority (BCA). The Council will take into account any relevant advice from the BCA in assessing proposals likely to have an impact on the Canal and its setting.
- 3.40 Where development proposals directly adjoin the Canal, or could potentially affect it visually, the Council will seek to ensure that they are designed so that they take advantage of the opportunity to capitalise upon the setting and to relate to the canal rather than turn their back on it. This will include careful design which makes a positive contribution to enhancing the Canal and including, in appropriate cases, the provision of canal-side enhancements such as mooring facilities or landscaping. The Council will work in partnership with the Basingstoke Canal Authority, Surrey County Council and other interested parties to encourage and deliver the aims of the policy. This will include partnership working in identifying suitable silt disposal sites after dredging. The appropriateness of any site for this purpose will be considered on a case by case basis when a need to do so is justified.

### *Heritage, shape and form*

- 3.41 The Canal is an oasis through much of the Borough which underlies its mainly agrarian existence as a working waterway. Buildings should generally be set back from the water with underdeveloped buffer zones alongside watercourses set out in Policy CS17 of the Core Strategy, be constructed using a choice of sympathetic materials, and avoid spilling light into the Canal corridor.
- 3.42 Developments should not adversely impact the character of any of the heritage features of the Canal, such as the locks at Woodham and St John's, or the remaining historic bridges at Langmans Lane Bridge, Goldsworth Bridge, Arthur's Bridge or Scotland Road Bridge.

### *Biodiversity*

- 3.43 The Canal is designated as SSSI for much of its length with only short sections within Woking and Runnymede Boroughs being designated Site of Nature Conservation Interest (SNCI). It is considered to be the most biodiverse freshwater body for aquatic plants within England and Wales. Developments which introduce significant shading of the water, which is generally considered harmful to the health of the aquatic botany - whether by built structures or inappropriate landscaping, will generally not be considered acceptable.

### *Water management and drainage*

- 3.44 There will be a presumption against the acceptance of un-attenuated surface water or highway drainage into the Canal from development proposals on adjoining land. Highway run-off in particular may contain high levels of salt which can adversely affect the alkalinity gradient, and contain sediment which contributes to turbidity levels of the water.
- 3.45 The Canal is a man-made waterway which, in large parts of the Borough, is on raised embankment. Water levels are managed by the BCA to ensure that they do not reach unsafe levels. The Canal already acts in a significant surface water drainage capacity receiving un-attenuated water from many historic surface water in-flows. Additional un-

attenuated flows might place the Canal into a dangerously surcharged condition, creating increased risk of breach and flooding.

- 3.46 Conversely, the Canal is generally short of water for nature conservation and navigation purposes in dry weather. Developments which can offer attenuated dry season flows or wet season water storage will be supported.
- 3.47 Most of the original earthworks of the Canal are now more than 225 years old. The Canal in common with most canals of this age is not lined throughout most of its length and relies on the natural impermeability of the ground to hold water. Many of the original embankments have no toe drain and rely on the open land below the embankment to drain adequately in order to maintain their structural integrity. Developments proposed downstream of any such embankments must be carefully designed so as not to affect the stability of the historic earthworks, by destabilising ground or significantly altering groundwater flows. Where embankment toe drains exist they are to be preserved and incorporated into the drainage scheme of any development.

#### *Mooring facilities*

- 3.48 Historically, development proposals that come forward in the vicinity of the Basingstoke Canal usually relate to recreation and leisure uses. The Council is supportive of sympathetically constructed boat mooring facilities for leisure purposes on land directly adjoining the Canal. In each case a mooring will require:
- (i) a licence from the BCA (or Surrey County Council) to enable a person to construct and utilise a mooring facility on the Canal. A pre-requisite for the issue of a licence is an engineers report on the structural integrity of the works, evidence that the construction will not adversely affect the nature conservation interest of the Canal, and that any structures or boats moored at the proposed mooring will not interfere with navigation;
  - (ii) a formal planning consent from Woking Borough Council. A Notice under Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be served on Surrey County Council as the relevant owners of the Canal;
  - (iii) consultation and agreement from Natural England will be required where the moorings are within the SSSI or in close proximity. Proposals should not introduce chemical or biological contaminants into the channel and should prevent further occurrence of pollution or turbidity in the channel. Applicants should refer to the Basingstoke Canal Conservation Management Plan for further guidance.

- 3.49 The connection of new cuts, lagoons, marinas or basins to provide off-line moorings on land adjoining the Canal will only be permitted in very special circumstances – for example where such installations are part of a scheme to enhance public enjoyment or economic viability of the canal and its environment. Such instances may include the enhancement or provision of a public park, leisure complex or public basin or provide a navigable basin at the heart of a new mixed use development.
- 3.50 The construction of moorings for commercial use of the Canal may be acceptable in some instances where it can be demonstrated that such use will not harm the character or nature conservation interest, or result in heavy water consumption through excessive use of the locks.
- 3.51 No further residential moorings will be permitted on the Basingstoke Canal, as permanently moored boats tend to harm the nature conservation interest through shading, and the associated domestic paraphernalia is often detrimental to the conservation area character. This does not apply to the existing 20 houseboat moorings between Locks 1 and 3 at Woodham, and 2 existing moorings at Hermitage Flash, Brookwood which are already considered a feature of the Canal.

#### Policy Links

##### Woking Core Strategy – Lead Policy

- CS17: Open space, green infrastructure, sport and recreation

##### Other key Core Strategy policies

- CS7: Biodiversity and nature conservation
- CS9: Flooding and water management
- CS20: Heritage and conservation

##### Other Council/County Strategy & Policy

- Basingstoke Canal Final Vision and Action Plan (June 2012)
- [Natural Woking: Biodiversity and Green Infrastructure Strategy \(due for adoption 2015 adopted 2016\)](#)
- [Landscape Character Assessment](#)
- [Character Study](#)

##### Supporting guidance

- Suite of strategic action plans available from the Basingstoke Canal Authority, at: [www3.hants.gov.uk/basingstoke-canal/canal-authority.htm](http://www3.hants.gov.uk/basingstoke-canal/canal-authority.htm)

#### Application Information

- 3.52 Planning applications should indicate how the criteria in this policy have been addressed.

## 4 Policies for a Healthy Built Environment

### Pollution Control – General Principles

- 4.1 A key objective of the Core Strategy is to maintain and improve air and water quality and manage effectively the impacts of noise and light pollution. Policy CS21 on Design requires development to be designed to avoid significant harm to the environment and general amenity resulting from noise, dust, vibrations, light or other releases. Policy CS9 on Flooding and water management also sets out how development should seek to remediate contaminated land to ensure that risk to water quality is minimised.
- 4.2 Policy DM5 sets out general principles for any proposal for potentially polluting development, and applies to policies DM6 on Air and water quality, DM7 on Noise and light pollution, and DM8 on Land contamination and hazards.

#### **DM5: Environmental Pollution**

##### **General Principles**

When assessed individually or cumulatively, development proposals should ensure that there will be no unacceptable impacts on:

- Air quality;
- Surface and ground water quality;
- Land quality and condition;
- Health and safety of the public.

Development which has the potential, either individually or cumulatively, for an unacceptable impact on environmental amenity, biodiversity or water quality by reason of pollution but is considered desirable for reasons of economic or wider social need will be expected to provide an appropriate scheme of mitigation. [The aim of the Water Framework Directive should be taken into account in planning decisions affecting water quality and management.](#)

In assessing a scheme of mitigation, account will be taken of:

- (i) The location, design and layout of the proposed development; and
- (ii) Measures to bring levels of pollution to an acceptable level; and
- (iii) Measures to control run-off and other diffuse pollution; and
- (iv) Hours of operation. ~~and~~

Development will not be permitted if mitigation cannot be provided to an appropriate standard with an acceptable design, particularly in proximity to sensitive existing uses or sites.

##### **Development sensitive to pollution**

In areas of existing noise or other types of pollution, new development sensitive to the effects of that pollution is unlikely to be permitted where the presence of that sensitive development could threaten the ongoing viability of existing uses that are considered desirable for reasons of economic or wider social need, such as safeguarded industrial uses, through the imposition of undue operational constraints.

## Reasoned Justification

- 4.3 Excessive levels of air, land and water pollution have the potential to impact adversely on environmental amenity, biodiversity and, both directly and indirectly, on health and wellbeing. It is not the role of the planning system to duplicate the controls of other bodies, but to play a complimentary role, regulating the location of development and the control of the operations to minimise any adverse impacts.
- 4.4 An unacceptable impact in pollution terms is defined as an adverse impact on the environmental amenity or biodiversity of the surrounding area by reason of fumes, dust, noise, vibration, smell, light or other forms of air, land or water pollution; creating exposure to contaminated land; or an adverse impact on the equality of underground or surface water bodies.
- 4.5 Schemes of mitigation for polluting development will be assessed on a case-by-case basis to ensure that they prevent such impacts, with reference to expert advice from the Council's Environmental Health Service and, where appropriate, the Environment Agency – who ensure that the appropriate standards are met. In designing a scheme of mitigation, regard should be had to mitigate the diffuse pollution as well as point discharges. Regard must also be had to design criteria in policy CS21 of the Core Strategy.

### Policy Links

#### Woking Core Strategy – Lead Policies

- CS9: Flooding and water management
- CS21: Design

#### Other Council/County Strategy & Policy

- Woking Air Quality Assessments
- Woking Contaminated Land Inspection Strategy

#### Other supporting guidance

- Woking Borough Council Pollution website available at:  
[www.woking.gov.uk/planning/envhealthservice/control](http://www.woking.gov.uk/planning/envhealthservice/control)

## Application Information

- 4.6 Detailed descriptions and drawings should set out how mitigation measures will be incorporated into the development – either within a Design and Access Statement where required, or as a separate document.

## Air and Water Quality

- 4.7 Air quality in Woking Borough is generally good and in the main meets national air quality standards.
- 4.8 **Core** Strategy Policies CS9: Flooding and water management and CS17: Open space, green infrastructure, sport and recreation set out how risk to water quality as a result of development must be minimised, and how all proposals must conform with the Water Framework Directive 2000 and the Flood and [Water](#) Management Act 2010. The following policy seeks to reinforce these requirements, setting detailed criteria necessary to maintain and, where possible, improve air and water quality in the Borough. This should be read in conjunction with policy DM5 on Environmental Pollution.

### **DM6: Air and Water Quality**

Development that has the potential, either individually or cumulatively, for significant emissions to the detriment of air quality, particularly in designated Air Quality Management Areas (declared under the Environment Act 1995) or in areas at risk of becoming an Air Quality Management Area, should include an appropriate scheme of mitigation which may take the form of on-site measures or, where appropriate, a financial contribution to off-site measures. An Air Quality Assessment will be required for schemes that meet the thresholds set out in paragraph 4.15.

Development in designated Air Quality Management Areas should take account of existing air pollution and include measures to mitigate its impact on future occupiers where possible and consistent with other policies of the Development Plan such as those on climate change and design.

Proposals should avoid damage to Groundwater Source Protection Zones, having regard to the Environment Agency's 'Groundwater Protection: Policy and Practice' guidance or successor documents.

Development adjacent to, or likely to affect groundwater or surface water bodies covered by the Water Framework Directive and Thames River Basin Management Plan should contribute towards those water bodies maintaining or achieving Good Ecological Status. This may take the form of on-site measures or a financial contribution to off-site measures.

Development proposals that are likely to affect nationally and internationally designated wildlife sites such as Thames Basin Heaths Special Protection Areas (SPA) or Thursley, Ash, Pirbright and Chobham Special Area of Conservation (SAC) through deteriorating air or water quality will be required to carry out an assessment of the impacts, followed by avoidance and mitigation measures if necessary.

## Reasoned Justification

- 4.9 Air quality impacts can be mitigated by on-site works or by a financial contribution to support off-site measures in the locality. Financial contributions, where found to be the most appropriate solution, will be scaled according to the severity of the likely adverse impact. On-site mitigation is generally preferred, but such solutions should be weighed against other relevant planning considerations such as the climate change implications of extensive mechanical ventilation and the need to maintain a positive relationship in



design terms between the development and the public realm. Increased tree planting and 'soft measures' such as Travel Plans may also be appropriate.

- 4.10 The Council is committed to working with neighbouring authorities to consider any cross-boundary air quality effects that may arise from new developments.
- 4.11 Particular consideration should be given to pollution issues for development proposals in and around Air Quality Management Areas (AQMAs). These are areas where health based air quality standards are not expected to be met. At the time of writing, air quality in Woking Borough is generally good, but a recent detailed assessment of air quality standards resulted in an AQMA being declared for Anchor Hill, and an air quality "hot spot" identified at Constitution Hill. The Council will assess air quality in the Borough on a regular basis and the changing status of areas should therefore be taken into account.
- 4.12 Developers must be mindful that the pollution of ground water and/or surface water is an offence under the Environmental Permitting Regulations (England and Wales) 2010. Development should avoid damage to Groundwater Source Protection Zones. In line with the objectives of the Water Framework Directive (WFD) and the actions contained in the Thames River Basin Management Plan (RBMP), the Council will work with applicants in seeking to improve the local water environment for people and wildlife, and promote the sustainable, prudent use of water. This includes seeking to make ensure that development does not cause deterioration to the ecological status of water bodies covered by the WFD or Thames RBMP. Where possible development adjacent to or likely to affect these water bodies should contribute towards them maintaining or achieving Good Ecological Status.
- 4.13 The Council will take into account any relevant advice from the Council's Environmental Health Service and, where appropriate, the Environment Agency in assessing proposals likely to have a significant impact on air or water quality.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policies**

- CS9: Flooding and water management
- CS17: Open space, green infrastructure, sport and recreation

Other key Core Strategy policy

- CS18: Transport and accessibility

##### **Other Council / County Strategy & Policy**

- Surrey Transport Plan: Air Quality Strategy (2011)
- Surrey Local Flood Risk Management Strategy 2012-2016

##### **Other supporting guidance**

- [Woking Air Quality Assessments and Action Plans](http://www.woking.gov.uk/planning/envhealthservice/control/airquality), available at [www.woking.gov.uk/planning/envhealthservice/control/airquality](http://www.woking.gov.uk/planning/envhealthservice/control/airquality)
- [Woking Sustainable Urban Drainage Systems \(SUDS\) Advice](http://www.woking.gov.uk/planning/service/suds/sudadvice), available at <http://www.woking.gov.uk/planning/service/suds/sudadvice>
- Thames River Basin Management Plan, available at: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/289937/geth0910bswa-e-e.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/289937/geth0910bswa-e-e.pdf)
- Woking and West Byfleet Surface Water Management Plan (due to be finalised 2015), available at: <http://new.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice/more-about-flooding/surface-water-management-plans>

- Woking Borough Council Pollution website available at:  
[www.woking.gov.uk/planning/envhealthservice/control](http://www.woking.gov.uk/planning/envhealthservice/control)

## Application Information

~~4.14~~ The Design and Access Statement (where required) and detailed drawings should set out how mitigation measures will be incorporated into a development proposal that is likely to have a significant adverse effect on the quality of the air or water. The Council requires all major development to incorporate Sustainable Urban Drainage Systems (SUDS) and encourages all development to consider inclusion of SUDS where feasible. The Government has published its policy on SUDS. In line with this, the Council has published an Advice Note on SUDS, which is available to download on the Council website.

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~~4.14~~ ~~4.15~~

~~4.15~~ An Air Quality Assessment, identifying the change in air quality that will result from the proposed development and an appropriate scheme of mitigation, should be submitted in the following cases:

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- development in excess of 10 dwellings or 1,000m<sup>2</sup> other floorspace (or an equivalent combination) within or adjacent to a designated Air Quality Management Area;
- development in excess of 100 dwellings or 10,000m<sup>2</sup> other floorspace (or an equivalent combination) anywhere in the Borough;
- development that falls within Class B2 of the Use Classes Order;
- all waste applications.

## Mitigating Noise and Light Pollution

4.164.15 It is appreciated that development will often result in some additional degree of light or sound which is not necessarily harmful and can add to the atmosphere of a place. However, when the degree of light or sound becomes such that it is respectively considered light or noise pollution, it can have significant impacts on the environment and the quality of life enjoyed by communities and individuals.

4.174.16 Policy CS21 of the Core Strategy requires new development to be designed to avoid significant harm resulting from noise and light. The following detailed policy seeks to provide a framework to help mitigate the impact of new noise and light-generating development, and to ensure that noise and light-sensitive uses are located and designed in such a way that they are protected from excessive noise or light pollution. This policy should be read with Policy DM5 on Environmental Pollution and Policy DM18, which sets out requirements for proposals involving advertisements and lighting.

### DM7: Noise and Light Pollution

#### Noise

The Council will require noise generating forms of development or proposals that would affect noise-sensitive uses to be accompanied by a statement detailing potential noise generation levels and any mitigation measures proposed to ensure that all noise is reduced to an acceptable level.

In assessing such a scheme of mitigation, account will be taken of:

- (i) **for noise-generating development:**
  - the location, design, and layout of the proposed development; and
  - existing levels of background noise; and
  - measures to reduce or contain generated noise; and
  - hours of operation and servicing;
- (ii) **for noise-sensitive development:**
  - the location, design and layout of the proposed development; and
  - measures to reduce noise within the development to acceptable levels, including external areas where possible; and
  - the need to maintain adequate levels of natural light and ventilation to habitable areas of the development.

Development will only be permitted where mitigation can be provided to an appropriate standard with an acceptable design, particularly in proximity to sensitive existing uses or sites.

Development proposals for noise-sensitive uses in areas of significant existing environmental or neighbourhood noise will only be supported where the need for development outweighs impacts on amenity of future occupiers, and where a robust scheme of mitigation is provided. In general, the following values will be sought for residential development<sup>3</sup>:

<sup>3</sup> These figures are guideline values for community noise in specific environments, provided in Table 4.1 of WHO Guidelines for Community Noise (1999), available at: [www.who.int/docstore/peh/noise/guidelines2.html](http://www.who.int/docstore/peh/noise/guidelines2.html)

- A) Day time (07.00 – 23.00) 35 dB LAeq<sup>4</sup> 16 hours in all rooms and 50 dB in outdoor living areas.
- B) Night time (23.00 – 07.00) 30 dB LAeq 8 hours and LAmax<sup>5</sup> less than 45 dB in bedrooms.

For proposals involving residential and other noise-sensitive development that would be sited close to commercial/industrial noise sources, the Council will consider applications against the current version of BS4142 (or any future equivalent) in order to assess the likelihood of complaints from future occupiers and therefore the acceptability of the proposed development. A similar approach will be taken for noise sensitive development sited close to any other form of noise-generating use.

### **Lighting and Illumination**

Proposals for external lighting as part of a new or existing development which require planning permission<sup>6</sup> will be permitted where the applicant can demonstrate that the lighting scheme is the minimum necessary for security, safety, working or recreational purposes and that it minimises the pollution from glare or spillage. Particular attention will be paid to schemes in or close to open countryside or intrinsically dark landscapes, close to residential property and areas important for nature conservation. This includes the undeveloped buffer zones alongside watercourses identified in Core Strategy Policy CS17: Open Space, Green Infrastructure, sport and recreation, and detailed further with regard to the Basingstoke Canal in Policy DM4.

Proposals for or including floodlighting will be permitted provided there is no significant harm to the character of the area, to the amenities of the occupiers of residential property or to areas important for nature conservation. -In addition, within the Green Belt floodlighting to illuminate sport and recreation facilities will only be permitted where there is no harm to the openness of the Green Belt.

Proposals for external lighting as part of a new or existing development which require planning permission will be permitted where the applicant can demonstrate that the lighting scheme is the minimum necessary for security, safety, working or recreational purposes and that it minimises the pollution of glare or spillage to prevent adverse impacts on nocturnal animals such as bats and water species.

## **Reasoned Justification**

### *Noise Pollution*

- 4.18 Noise generating development can include industrial and commercial uses, minerals operations, food and drink establishments, and more intensive leisure and sports uses, particularly those that take place outdoors. It should be noted that this list is not exhaustive, and that not all development falling within the stated uses are noise generating, as it will be dependent on the specific operation or activity proposed.

<sup>4</sup> Leq is the Sound Pressure Level in dB, equivalent to the total Sound Energy over a given period of time. LAeq also takes account of other measurement parameters, such as A-weighting, which covers the full audio range (20Hz to 20KHz). This is similar to the response of the human ear at the lower levels.

<sup>5</sup> LAmax is the A-weighted, maximum sound level.

Whether a development is considered noise generating should be identified at an early stage, with input from the Council's Environmental Health team where required.

- 4.19 Noise-sensitive development generally includes housing, hospitals and schools. Such development should not generally be located next to existing sources of significant environmental noise (such as road, rail and air noise, and certain types of industrial development). It is equally important that new development involving noisy activity should, if possible, be sited away from noise-sensitive uses. However, the spatial strategy for Woking Borough foresees most new development being directed to previously developed land in the town, district and local centres, where it is more likely that environmental noise exists. Depending on the level of environmental noise, the impact can in some cases be satisfactorily mitigated, allowing noise-sensitive development or noise-generating development to proceed on the affected site. The design of mitigation measures should have regard to the need to provide a satisfactory environment for future occupiers and take account of other material planning considerations such as urban design and heritage settings.
- 4.20 Where residential properties are likely to be affected by amplified music from neighbouring pubs or clubs, the following will be sought:
- (i) Noise Rating Curve NR20 at all times in any habitable rooms.
- 4.21 Noise pollution includes vibration, and the Council will seek to limit human exposure to vibration under the Control of Pollution Act 1974, Part III. This legislation gives local authorities powers to control noise from construction sites.
- 4.23 Other proposals for noise-sensitive development in areas of existing noise and proposals for noise-generating development will be subject to a case-by-case analysis with reference to expert advice from the Council's Environmental Health team. In all cases, the assessment will be based on an understanding of the existing levels of environmental noise and the measures needed to bring noise down to acceptable levels for the existing or proposed noise-sensitive development. This will typically require the submission of an assessment of environmental noise and scheme of mitigation measures as part of the planning application.
- 4.24 Mitigation measures may include noise attenuation measures such as sound insulation, screening by natural or man made barriers, landscaping, careful layout and design, or limits on amplified sound or mechanical noise, or the restriction of hours of operation. In framing conditions necessary to manage and mitigate the impact of noise, account will be taken of the relevant technical advice from the Environmental Health team on what is appropriate in individual cases. Such conditions will be proportionate and reasonable to the circumstances of the case.
- 4.25 The Council will also seek to minimise noise disturbance in those areas of the Borough which have remained relatively undisturbed by noise and are prized for their recreational and amenity value, paying particular attention to important sites and habitats including Special Protection Areas, Special Areas of Conservation, Sites of Special Scientific Interest, National Nature Reserves, Sites of Nature Conservation Importance, Local Nature Reserves, and locally designated sites as identified on the Core Strategy's Proposals Map.
- 4.26 In assessing development proposals against this policy, reference will be made to both BS 8233: 1999 'Sound Insulation and Noise Reduction for Buildings – Code of Practice', and BS 4142:1997 'Method for rating industrial noise affecting mixed residential and industrial areas', as well as the guideline values for community noise

published by the World Health Organisation. Extensive guidance on noise is also available from national Planning Policy Guidance, including technical guidance for planning applications involving noise related to mineral workings (see 'Policy Links' below).

### *Light Pollution*

- 4.27 Whilst not all forms of lighting require planning permission<sup>7</sup>, the Council can influence lighting at the planning application stage to ensure that light pollution is minimised. Paragraph 125 of the NPPF sets out how planning policies should limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation. The benefits of well-designed and co-ordinated lighting include increased safety and security during the hours of darkness, increased access to sport and recreation, and potentially an enhanced daytime and evening economy through innovative urban design, for example by highlighting specific buildings of architectural interest or importance in the streetscape. However, light pollution occurs when the night sky, important views or other properties close to development sites become unduly lit by excessive or poorly directed lighting.
- 4.28 Light pollution can be mitigated by reducing the overall levels of lighting and ensuring that light is directed away from the sky, nearby light-sensitive development such as housing, or light-sensitive environments such as those alongside watercourses or areas of nature conservation importance.
- 4.29 Changing demands in recreational needs often mean there is a requirement to use facilities more intensively, including during the hours of darkness which will necessitate appropriate floodlighting. In accordance with policy DM3 the Council will permit new and extended facilities in the urban area where the proposal would not give rise to loss of amenity; and permit the increased use of formal recreation facilities elsewhere provided there would be no adverse effect on the environment or local amenity, including that from light pollution. It is unlikely that proposals for obtrusive floodlights will be permitted in close proximity to existing residential areas, Conservation Areas or environmentally sensitive locations where the level of lighting would create a nuisance to residents, impact adversely on the character of the area or disturb wildlife habitat respectively. Planning conditions may be used to restrict operating hours of floodlighting to reduce potential adverse impacts.
- 4.30 Within the Green Belt floodlighting will only be regarded as an appropriate facility for outdoor sport and outdoor recreation if it also meets the requirements of Core Strategy policy CS6 on Green Belt, and any potentially harmful visual impacts can be mitigated satisfactorily.
- 4.31 Where necessary, the Council will request a lighting plan setting out how light pollution resulting from a proposed development will be minimised. The Environmental Health

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<sup>7</sup> External lighting is not generally subject to planning permission. However, if the installation of a lighting scheme is of such nature and scale that it would represent an engineering operation and typically be undertaken by specialist lighting engineers, it could be deemed "development" and as such is likely to require planning permission. Large-scale lighting installations such as floodlighting also require planning permission. Listed building consent is required for lighting schemes if it is deemed that the character of the building would be materially affected by the lighting. Applicants should check with the Local Planning Authority before installing any lighting scheme.

team will be consulted on the information provided to determine whether it is acceptable and whether it complies with the relevant lighting guidance such as Institution of Lighting Professionals (ILP) guidance light levels.

- 4.32 The ILP has produced useful guidance notes for the reduction of obtrusive light, which includes design guidance. The Council has also produced a Good Practice Guide on Light Pollution, setting out detailed guidance on the suitable design of artificial lighting to minimise light pollution and providing advice on domestic amenity/security lighting. See 'other supporting guidance' below for links to documents.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS21: Design

Other key Core Strategy policies:

- CS17: Open Space, Green Infrastructure, sport and recreation
- CS24: Woking's landscape and townscape

##### **Other supporting guidance**

- Woking Borough Council's Good Practice Guide on Light Pollution, available at: [/www.woking.gov.uk/planning/policy](http://www.woking.gov.uk/planning/policy)
- Institute of Lighting Professionals (2011) Guidance Notes for the Reduction of Obtrusive Light, available at: [www.theilp.org.uk/documents/obtrusive-light/](http://www.theilp.org.uk/documents/obtrusive-light/)
- BS EN 12193:2007 Light and Lighting – Sports Lighting
- BS 4142:1997 Method for rating industrial noise affecting mixed residential and industrial areas
- BS 8233: 2014 Guidance on sound insulation and noise reduction for buildings
- National Planning Practice Guidance on Noise (March 2014), available at: <http://planningguidance.planningportal.gov.uk/blog/guidance/noise/noise-guidance/>
- National Planning Practice Guidance (March 2014), Paragraph: 019, Reference ID: 27-019-20140306, available at: <http://planningguidance.planningportal.gov.uk/blog/guidance/minerals/assessing-environmental-impacts-from-minerals-extraction/noise-emissions/>
- Sport England design guide on artificial sport lighting <https://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/artificial-sports-facilities>

#### **Application Information**

- 4.33 The following should be submitted with planning applications to show how the proposal addresses this policy:
- detailed descriptions and drawings demonstrating how a scheme of mitigation measures will be incorporated into the development, in cases where:
    - new noise-generating development is proposed;
    - new noise sensitive development is proposed in areas of existing environmental or neighbourhood noise;
    - the proposed development will generate obtrusive levels of light.

## Contaminated Land & Hazards

- 4.34 In accordance with the provisions of the National Planning Policy Framework, local authorities must make sure that sites are suitable for development taking into account ground conditions, pollution arising from previous uses and any proposals for land remediation. The contamination of land can have adverse impacts on health and wellbeing, as well as damaging wildlife and contributing to the pollution of water bodies.
- 4.35 New development presents an opportunity to bring land with poor environmental conditions back into beneficial use, to help meet the Borough's housing need and other development requirements. However, in order for these opportunities to be realised, the Council must satisfy itself that the potential for pollution and any risks are properly assessed and addressed early in the planning process. The following policy details the Council's approach, expanding upon the requirement in policy CS21 of the Core Strategy that proposals for new development are designed to avoid significant harm to the environment and general amenity. It should also be read with policy DM5 on Environmental Pollution.

### DM8: Land Contamination & Hazards

Sites that are known or suspected of being impacted by contamination should be identified at an early stage, and development proposals assessed to determine the suitability of the proposed use.

Proposals for new development, including change of use, should demonstrate that:

- (i) any existing contamination of the land or groundwater will be addressed by appropriate mitigation measures, including the remediation of existing contamination, to ensure that the site is suitable for the proposed use and that there is no unacceptable risk of pollution within the site or in the surrounding area; and
- (ii) the proposed development will not cause the land or groundwater to become contaminated, to the detriment of future use or restoration of the site or so that it would cause unacceptable risk of pollution in the surrounding area.

Adequate site investigation information should be provided with development proposals, including the site's history, potential contamination sources, pathways and receptors, and where appropriate, physical investigation, chemical testing, and a risk assessment to cover ground gas and groundwater.

#### Hazards

The Council will take into account the views of the Health and Safety Executive when considering both proposals for new hazardous installations, and proposals for development near any future sites for hazardous installations, and the risks they might pose to the surrounding population.

### Reasoned Justification

- 4.36 Residual contamination of land from previous uses remains an issue in Woking. The earliest forms of industrial activity in the Borough were focussed in the areas around the navigable waterways of the Wey Navigation and the Basingstoke Canal and included timber yards, brickworks, tanneries, breweries and print works as well as agricultural related industries. The Council has a duty to determine where land is contaminated, and holds a database of contaminated and potentially contaminated



sites. Information collated for Woking's Contaminated Land Inspection Strategy suggests that the Borough contains approximately 200 sites associated with potentially contaminating historical uses such as earth or sand extraction pits, gasworks, sewage treatment plants, railways engineering works, petrol, diesel and oil storage facilities, landfills and other poorly controlled waste disposal activities. This strategy is currently being reviewed.

- 4.37 Contamination is subject to a range of pollution control legislation but paragraphs 120-122 of the NPPF require planning policies to ensure that as a minimum land should not be capable of being determined as 'contaminated land' under Part IIA of the Environment Protection Act 1990. The guidance also states that responsibility for securing a safe development rests with the developer.
- 4.38 Where a site is known or suspected to be impacted by contamination, both the developer and the Council should consider whether the site is suitable for the proposed development. Proposals for development should be accompanied by an appropriate level of supporting information. This should typically consist of a desk-based study and a site walkover as a minimum, to produce an initial Conceptual Site Model (CSM). This should include contaminant linkages, a risk assessment and, where necessary, details of any remedial measures. A Remediation Action Plan should be submitted to and agreed by the Council, where required, before the development is commenced, and completed prior to occupation.
- 4.39 When a new development is proposed that could cause land or controlled waters to become contaminated, for instance by nature of the proposed use or by reason of specific elements of the proposed development, the development should be designed in such a way as to minimise the risk of contamination occurring.

*Hazards*

- 4.40 It is considered prudent to control the kinds of development which are permitted on or in the vicinity of hazardous installations. There are currently no hazardous sites within Woking Borough. The siting of new notifiable installations will be managed with the aim of keeping the installations separate from housing and other sensitive land uses with which the installations would be incompatible.
- 4.41 The Council will consult the Health and Safety Executive on proposals for development within certain distances of hazardous sites (or future sites within the Borough, or nearby sites in neighbouring boroughs), and proposals for the siting of new hazardous installations. These distances are established around hazardous installations by the Health and Safety Executive, based on a detailed assessment of the risks and/or hazards of the installation.

<p><b>Policy Links</b></p> <p><b>Woking Core Strategy – Lead Policy</b></p> <ul style="list-style-type: none"> <li>• CS9: Flooding and water management</li> <li>• CS21: Design</li> </ul> <p>Other key Core Strategy policies:</p> <ul style="list-style-type: none"> <li>• CS22: Sustainable construction</li> <li>• CS24: Woking's landscape and townscape</li> </ul> <p><b>Other Council/County Strategy &amp; Policy</b></p> <ul style="list-style-type: none"> <li>• Woking Contaminated Land Inspection Strategy (2001 and forthcoming review)</li> </ul>
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**Other supporting guidance**

- DEFRA Contaminated Land Statutory Guidance (April 2012)
- Guidance for the Safe Development of Housing on Land Affected by Contamination (Environment Agency, NHBC, CIEH), available at: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/290958/sr-dpub66-e-e.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/290958/sr-dpub66-e-e.pdf)
- Health and Safety Executive Land Use Planning Methodology and planning advice, available at: <http://www.hse.gov.uk/landuseplanning/index.htm>
- National Planning Practice Guidance on 'Land affected by contamination', available at: <http://planningguidance.planningportal.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/>

**Application Information**

- 4.42 The following should be submitted with planning applications to show how the proposal addresses this policy:
- Where development is proposed on or adjacent to land, or adjacent to controlled water, that is known or suspected to be contaminated or impacted by contamination, or where development is proposed that would be sensitive to contamination, a desk-based study, a site walkover and Conceptual Site Model as a minimum, to identify any areas of concern for further investigation;
  - Where a proposed development may cause land or water to become contaminated, a risk assessment and, where required, details of measures proposed to prevent or control contamination provided.
  - Site investigation information provided to address the above points should include the site's history, potential contamination sources, pathways and receptors, and where appropriate, physical investigation, chemical testing, and a risk assessment to cover ground gas and groundwater.

## 5 Housing and Economic Policies

### Flats Above Shops & Ancillary Accommodation

- 5.1 The Core Strategy sets out the overall approach to developing new homes in the Borough. It proposes an overall number of homes, seeks affordable housing and aims for a broad housing mix. Proposals for new housing should be prepared in accordance with the policies in the Core Strategy, particularly policies CS10 through to CS14. In keeping with these strategic policies, it is considered that there are a number of more detailed principles of development which should be applied across a range of housing forms to achieve a high standard of accommodation that respects the amenities of neighbouring properties and the area in which it is located.

#### DM9: Flats Above Shops & Ancillary Accommodation

##### Flats Above Shops

Where proposals fall outside the remit of permitted development rights, the change of use of vacant or under-used accommodation above shops to residential purposes will be permitted in accordance with other policies in the Development Plan, and provided:

- it meets relevant space standards<sup>8</sup>;
- it would not undermine the economic ~~vitality~~ *viability* of the immediate area;
- the property can be *satisfactorily* occupied as a self-contained dwelling unit; and
- the appropriate car parking standards for such developments ~~can be met~~ *will be decided, taking into account the locational characteristics of the site, including its proximity to key services and public transport accessibility*; and
- there is suitable access to amenity space ~~as per~~ *having regard to the* general principles in the Outlook, Amenity, Privacy and Daylight SPD; and
- *there is a safe access and egress route during flood events.*

##### Ancillary Accommodation

Ancillary residential extensions, including 'granny annexes' and staff accommodation, designed in accordance with Core Strategy policy CS21 and the Council's Design SPD, will be permitted provided they share a common access with the main dwelling and are physically incorporated within it, and are designed in such a way that renders them incapable of being occupied separately from the main dwelling. Freestanding units that can demonstrate they are genuinely ancillary to the occupation of the main house will be considered in light of the character and amenities of the area and may be subject to conditions restricting their occupancy. Separate, freestanding, independent accommodation will be treated in the same way as a proposal for a new dwelling.

The requirements of Policy CS8: *Thames Basin Heaths Special Protection Areas* of the Core Strategy will apply where relevant.

<sup>8</sup> Such as the nationally described space standard, available at <https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard> and standards set in other Development Plan policies.

## Reasoned Justification

### *Flats Above Shops*

- 5.2 This planning policy applies whenever planning permission is required for change of use of premises above shops to residential use<sup>9</sup>. The Council welcomes the rejuvenation of vacant or under-used accommodation above shops into residential use wherever possible. However, the change of use of self-contained office accommodation above shops, which provides space for small local firms, will only be permitted where they are currently vacant and evidence is provided that the marketing of the premises has been unsuccessful over a period of at least twelve months.

### *Ancillary Accommodation*

- 5.3 The Council is mindful that housing development needs to respond flexibly to the changing needs of families by accommodating additional relatives or staff. The policy on ancillary accommodation aims to meet such needs whilst recognising that separate buildings within the curtilage of large dwellings can have a negative impact on the character of the area and may not have suitable amenity space or access arrangements to be used as an independent house – for example, if an annex was sold off as a separate dwellings this could adversely affect the demand for access and parking on the site. Conditions may therefore be appropriate in order to set the parameters for the occupation of the extension or buildings and to retain control where appropriate.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policies**

- CS2: Woking Town Centre
- CS3: West Byfleet District Centre
- CS4: Local and Neighbourhood Centres and shopping parades
- CS21: Design

##### Other key Core Strategy policies

- CS8: Thames Basin Special Heaths Protection Areas
- CS9: Flooding and water management
- CS10: Housing provision and distribution
- CS15: Sustainable economic development
- [CS18: Transport and accessibility](#)

##### **Other Council / County Strategy & Policy**

- Woking Housing Strategy

##### **Supporting guidance**

- Woking Design SPD
- Woking Outlook, Amenity, Privacy and Daylight SPD

### **Application Information**

- 5.4 The Design and Access Statement (where required) and detailed plans and drawings submitted with the application should indicate how the criteria in this policy have been addressed. In particular, information should be submitted which makes clear the

<sup>9</sup> Permitted development rights are a national grant of planning permission which allow certain building works and changes of use to be carried out without having to make a planning application. Detailed information is available on the Woking Borough Council website: [www.woking.gov.uk/planning/service/pd](http://www.woking.gov.uk/planning/service/pd)

concept and rationale underlying the proposed building and site design, including approach to living standards.— Change of use planning applications need to be supported by a site specific flood risk assessment (FRA), subject to the triggers set out in footnote 20, paragraph 103 of the NPPF. Within the FRA it should be demonstrated that a safe route access and egress can be provided and maintained during flood events up to and including 1% annual exceedance probability (AEP) (1 in 100 years) plus an allowance for climate change flood events.

## Development on Garden Land

- 5.5 Policy CS10 of the Core Strategy on Housing provision and distribution makes it clear that the Council does not seek to resist development of residential gardens (which is classed as greenfield land) that meets the requirements of the Development Plan and the NPPF. However, it is also recognised that private residential gardens make an important contribution to the Borough's green infrastructure and to the character of its residential areas. Green spaces are also important to help minimise flood risk.
- 5.6 The following policy sets out detailed criteria which must be taken into account in addition to Core Strategy and NPPF requirements in order for development on garden land to be supported. In particular, these detailed criteria should be considered as additional requirements to those in policy CS21 on Design.

### DM10: Development on Garden Land

Housing development on garden land and/or that to the rear or side of an existing property will be supported provided that it meets other relevant Development Plan policies and that:

- it does not involve the inappropriate sub-division of existing curtilages to a size **substantially** below that prevailing in the area, taking account of the need to retain and enhance mature landscapes;
- it presents a frontage in keeping with the existing street scene or the prevailing layout of streets in the area, including frontage width, building orientation, visual separation between buildings and distance from the road;
- the means of access is appropriate in size and design to accommodate vehicles and pedestrians safely and prevent harm to the amenities of adjoining residents and is in keeping with the character of the area; and
- suitable soft landscape is provided for the amenity of each dwelling appropriate in size to both the type of accommodation and the characteristic of the locality.

In all cases, any development of garden land should not result in harm to the character and appearance of an area and any biodiversity value of the site.

Development involving front gardens should ensure that the character of the street is not harmed and that appropriate boundary treatments and planting are retained.

### Reasoned Justification

- 5.7 In several parts of the Borough, the cumulative impact of private gardens creates a valuable amenity for residents beyond their own private space. Over time, many of these gardens have matured to provide important wildlife habitats and green networks. Significant consideration must be given to the green spaces that surround dwellings that contribute as much to the positive character of an area as the buildings themselves.
- 5.8 The Council will seek to prevent the inappropriate development of residential garden land which would result in the significant harm to, or loss of, local character, residential amenity and biodiversity in the Borough. This approach is supported by paragraph 53 of the NPPF which advises planning authorities to resist inappropriate development of residential gardens, for example where development would cause harm to the local area. The Council will permit development where it meets the criteria in the NPPF, the detailed policy above, and that of other policies in the Development Plan for the area. Housing development in the Green Belt is inappropriate except in very special circumstances, such as rural workers dwellings as set out in Policy DM14. In these

very special circumstances, proposals should take full account of the requirements of policy CS6 of the Core Strategy and the Green Belt policies of the NPPF.

- 5.9 Further guidance on the suitability of developing land from the sub-division of existing housing plots, either by infilling along a frontage or within areas of rear gardens (backland); and also on residential boundary treatments, can be found in the Council's SPGs on Plot Subdivision and Residential Boundary Treatments (see Policy Links below). Additional guidance on these matters can also be found within the Design SPD and the Outlook, Amenity, Privacy and Daylight SPD.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS21: Design

Other key Core Strategy policies

- CS6: Green Belt
- CS10: Housing provision and distribution
- CS18: Transport and accessibility

##### **Other supporting guidance**

- Woking Design SPD
- Woking Outlook, Amenity, Privacy and Daylight SPD
- Woking Plot Subdivision: Infilling and Backland Development SPG
- Woking Residential Boundary Treatment SPG

#### **Application Information**

- 5.10 The Design and Access Statement (where required) and detailed plans and drawings submitted with the application should indicate how the criteria in this policy have been addressed.

## Residential Sub-divisions, Specialist Housing, Conversions and Loss of Housing

- 5.11 One of the key priorities of the Council is to make sure that there is sufficient and adequate provision of housing to meet the needs of all sections of the community. The Council has set a housing requirement to make provision for the delivery of 4,964 net additional dwellings between 2010 and 2027. Policy CS10 of the Core Strategy on Housing provision and distribution is clear to emphasise that new residential development within the urban area will be provided amongst other things through the conversion of existing properties. However, it is important that the adverse impacts of any proposal are minimised and appropriately mitigated.
- 5.12 The retention and effective management of the existing housing stock also contributes significantly towards the Council's housing objectives. Any loss of the existing housing stock will lead to additional pressure to find suitable land to meet projected need, and this is something that the Council seeks to avoid.
- 5.13 The policy provides the circumstances under which certain forms of housing will be supported - in particular, sub-divisions into two or more dwellings - and conversion to other forms of accommodation including shared housing, residential institutions, and overnight accommodation (e.g. small hotels, guest houses, bed and breakfast and self-catering accommodation). It also offers an approach to addressing the impacts and issues around the loss of housing, and where this will be resisted.

### DM11: Sub-divisions, Specialist Housing, Conversions and Loss of Housing

#### General Criteria

Proposals for:

- the sub-division of existing dwellings of an appropriate size to two or more dwellings, including flats;
- the conversion of existing dwellings or construction of new buildings to be used as houses in multiple occupation;
- the intensification of existing houses in multiple occupation;
- other forms of shared housing, including residential institutions;
- the conversion of existing dwellings to be used as overnight accommodation, as defined in paragraph 5.16; and
- the conversion of existing dwellings of an appropriate size to be used as community facilities;

will be permitted provided the following criteria are met:

- the proposal does not harm the residential amenity or character of the area;
- a good quality of accommodation is provided by meeting any relevant housing standards<sup>10</sup>;
- there would be no detrimental impact on the visual appearance of the area or that of the building itself;
- any proposed alterations, extensions or additional areas of hard surfacing required to enable the conversion of the dwelling are appropriate in scale,

<sup>10</sup> For example, standards set in other Development Plan policies, and national planning policy, such as the nationally described space standard, available at <https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>. Further to this guidance on Houses in Multiple Occupation, should be taken account of, available at [www.woking.gov.uk/planning/envhealthservice/housing/hmo/goodqualaccomm#fire\\_safety](http://www.woking.gov.uk/planning/envhealthservice/housing/hmo/goodqualaccomm#fire_safety)



form and extent to the site and its surroundings;

- maximum tree cover, mature planting, and screening is retained;
- boundary treatment to the street frontage of the property is retained and a sufficient area of amenity space is retained or provided;
- there is adequate enclosed storage space for recycling/refuse;
- access is acceptable and parking (including for cycles) is provided on site in accordance with the Council's standards<sup>11</sup>. Car parking (including drop-off points if relevant) will not be permitted in rear gardens or in locations which might cause a nuisance to adjoining residential properties;
- the traffic impacts of the proposal are considered acceptable;
- the internal layout of the rooms within the proposed conversion will not cause undue disturbance to adjoining residential properties in the building;
- ~~Appropriate~~ Appropriate contribution is made to avoid harm to the Thames Basin Heaths Special Protection Areas, as set out in Core Strategy Policy CS8, where relevant<sup>12</sup>;
- there is a safe access and egress route during flood events.

Where relevant, the Council will attach a condition to restrict occupancy and use of the development to the relevant standards.

#### *Dwelling sub-divisions*

In addition to the 'General Criteria' above, the sub-division of dwellings of an appropriate size to two or more dwellings will only be permitted where:

- the proposal would not result in an overall loss of a family home; and
- each proposed dwelling has access to a suitable area of private amenity space.

#### *Conversion to mixed-use developments*

In addition to the 'General Criteria' above, the conversion of existing dwellings into mixed-use developments, including overnight accommodation and community facilities, will be permitted where:

- the proposal accords with other relevant Development Plan policies, including the protection of amenity of the people who will occupy the dwellings and those living nearby;
- the proposal is on a small scale<sup>13</sup>, appropriate to its location; and
- an element of self-contained residential use is retained within the development.

#### **Loss of housing**

Development which would lead to the net loss of dwellings (including affordable housing), in particular, of a family home, will be resisted unless:

- the proposal is granted under permitted development rights (subject to any prior approval requirements); or
- the proposal involves combining separate flats within an original house to create a family sized house or family-sized flat of at least two bedrooms with

<sup>11</sup> Found in Woking's Parking Standards SPD, available here:

[www.woking.gov.uk/planning/policy/ldf/parking/pkgspd](http://www.woking.gov.uk/planning/policy/ldf/parking/pkgspd)

<sup>12</sup> The Avoidance Strategy tariff for the Thames Basin Heaths Special Protection Area can be found at

<http://www.woking.gov.uk/planning/policy/ldf/tbhspa>

<sup>13</sup> Small scale is any development below that defined as major development in the Town and Country Planning (Development Management Procedure)(England) Order 2015, or as subsequently updated.

access to private amenity space; or

- the proposal involves the change of use of residential accommodation above a non-residential use to other appropriate town centre use within the Town, District or Local Centres of the Borough; or
- the applicant can demonstrate to the satisfaction of the Council that the dwelling to be lost is in an unsustainable location and/or the benefits of the proposed use to the objectives of the Core Strategy will ~~fa~~significantly outweigh the use of the building as a dwelling.

All proposals must meet the requirements of policy CS21 and other relevant policies of the Development Plan, and have regard to the criteria in supplementary guidance including the Working Design SPD, Parking Standards SPD and Outlook, Amenity, Privacy and Daylight SPD.

### Reasoned Justification

- 5.14 Conversions are a most useful way of maximising the efficient use of the existing housing stock and land and at the same time contributing towards the Council's housing requirement. It may also enable many large, old properties to be retained which are important to the character of many residential areas. Given the cost of home ownership and rental in the Borough, certain dwelling types such as Houses in Multiple Occupation (HMOs) and bedsits have an important role to play in providing relatively low-cost housing in addition to more 'formal' affordable housing provision.
- 5.15 However, it is important that conversions are carefully managed in order not to detract from the character of the area and/or amenity of nearby residents; and that the size of the property is suitable for conversion and can provide an acceptable standard of living for occupants. The conversion of a single dwelling house into several separate units may result in an increased intensity of use and possible adverse effects on the adjacent properties, including increased amount of traffic, on-street parking and poor waste management. This should be fully assessed where appropriate and adequate mitigation measures put in place to address any adverse impacts.
- 5.16 The criteria in this policy are intended to guard against any deterioration of the environment in which conversions are permitted and to ensure that the amenity of adjoining properties is protected. It is unlikely that any dwelling with less than four bedrooms will be considered suitable for conversion since it will be difficult to achieve satisfactory space standards in smaller dwellings. However, this will be judged on a case by case basis. The criteria in this policy are also intended to ensure that sub-division and conversions are appropriately flood resilient and resistant, including demonstrating that a safe route of access and egress can be provided and maintained during flood events up to and including the 1% annual exceedance probability (AEP) (1 in 100 year) plus an allowance for climate change flood event.
- 5.17 The change of use of dwellings to Houses in Multiple Occupation (HMOs) and residential institutions (such as nursing homes, care homes, and residential education and training centres) provides essential accommodation for a variety of different groups of people. HMOs are buildings or part of a building that are occupied as a main residence by more than one household i.e. unrelated people who do not live together as a family and share basic amenities such as a bathroom or kitchen. Although planning permission is not required for change of use from a dwelling house to a small scale HMO with three to six occupants, planning permission is required for the change of use from a dwelling to a HMO for more than six unrelated persons. Planning

permission is always required to convert non-residential uses such as hotels into HMOs (of any size). Where planning permission is required, arrangements should also be made for the maintenance of front and rear gardens and the general appearance of the property as a condition of the planning permission. Alongside this, prospective landlords should work with the Council's Housing Standards Team to ensure HMOs meet Environmental Health standards, are safe for the occupants and visitors and are managed and maintained effectively. Contributions will be sought to convert a dwelling house to a HMO in accordance with policy CS8 of the Core Strategy to avoid any potential adverse effects on the Thames Basin Heaths Special Protection Areas (SPA). Further advice can be obtained from the Thames Basin Heaths Special Protection Area Avoidance Strategy (2010 – 2015).

- 5.18 The provision of small hotels, guest houses, bed and breakfast and self-catering accommodation can assist in diversifying the economy without normally causing undue harm to the environment or amenity of an area. As a town centre use, provision should be focused, where possible, in the town, district and local centres. If sites are not available within the centres, highly sustainable edge-of-centre sites may be appropriate.
- 5.19 In order to maintain the Borough's housing stock the Council will not want to see the total replacement of a residential unit with a hotel or guest house and will only permit developments that retain an element of residential use. The Council may also consider the re-use of other buildings subject to compliance with other policies of the Plan. When assessing the environmental impact of a proposal, the Council will pay particular regard to the effects of car parking and the movement of vehicles to serve the proposed use and how these will affect residential amenity.
- 5.20 Parking standards apply to proposals for conversions and sub-divisions, and applicants should pay regard to the Parking Standards SPD. In all case, it will be necessary to ensure that the proposal will not compromise highway safety by way of on-street parking or drop-off points, and/or unacceptable levels of traffic.

#### *Loss of Housing*

- 5.21 The policy seeks to retain the existing housing stock because of the significant contribution that it makes towards meeting the housing needs of the area. Given the importance of protecting the purpose of the Green Belt in the Borough and the need to retain valuable urban open land, it is essential that existing residential properties and land last used for housing are afforded sufficient protection, and the general approach will be to resist the loss of a dwelling.
- 5.22 However, the Council accepts that there are a number of circumstances such as those set out in the policy whereby a loss of a dwelling can be justified. In limited circumstances the loss of housing units through the merger of residential units within a former house may be acceptable where it results in the formation of family accommodation. [Family accommodation is defined in the Core Strategy \(paragraph 5.73\) as 2+ bedroom units which may be houses or flats.](#)
- 5.23 In all cases, the Council will need to satisfy itself that the contribution of the proposed use to the overall objectives of the Core Strategy far outweighs the retention of the building as a dwelling.
- 5.24 A suite of supplementary planning documents have been produced to provide detailed design guidance regarding the implementation of key policies contained in the Woking Core Strategy (particularly CS21 on Design). These also provide further guidance on

the implementation of development management policies included in this DPD, and should be referred to in order to deliver this policy. They are referenced under 'other supporting guidance' in the Policy Links section below.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS10: Housing provision and distribution

Other key Core Strategy policies

- CS1: A spatial strategy for Woking Borough
- CS8: Thames Basin Special Heaths Protection Areas
- CS9: Flooding and water management
- CS11: Housing mix
- CS12: Affordable housing
- CS13: Older people and vulnerable groups
- CS21: Design

##### **Other Council/County Strategy & Policy**

- Woking Housing Strategy (2011-2016)
- [Strategic Housing Market Assessment \(2015\)](#)

##### **Other supporting guidance**

- Woking Borough Council Design SPD
- Woking Outlook, Amenity, Privacy and Daylight SPD
- Woking Plot Sub-Division: Infilling and Backland Development SPD
- Woking guidance on Houses in Multiple Occupation, available at: [www.woking.gov.uk/planning/envhealthservice/housing/hmo](http://www.woking.gov.uk/planning/envhealthservice/housing/hmo)
- Nationally described space standard, 2015  
<https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>

#### **Application Information**

- 5.25 The Design and Access Statement (where required) and detailed plans and drawings submitted with the application should indicate how the criteria in this policy have been addressed.
- 5.26 For major developments analysis should be undertaken of the type of housing in the area, including where relevant the number of sub-divisions, HMOs or other specialist housing accommodation, at street, neighbourhood and ward levels. Data is available from the Census that corresponds to these levels.

## Self Build and Custom Build Houses

- 5.27 The NPPF sets the direction for custom build homes; it stipulates that planning authorities should assess the level of local demand from people wishing to build their own home, and plan for this need accordingly. The Core Strategy objectives promote delivering a wide choice of high quality homes, but there is the possibility that small builders and custom builders will struggle to find sites on the market, as land is expensive and constrained in Woking Borough.
- 5.28 The planning system can help guide those seeking to be involved in building their own home, and the following policy is intended as a mechanism for supporting custom build development in appropriate locations.

### DM12: Self Build and Custom Build Houses

The Council will support in principle the development of self and custom build homes and custom build projects in suitable locations, where they support the delivery of the Core Strategy and meet all other requirements of the Development Plan for the area. The Council will open a register to help establish the level of need in the Borough, which will also be informed by future reviews of the Strategic Housing Market Assessment. Each application will be determined on its individual merits.

The Council particularly encourages applications from community-based custom build projects and will use its existing evidence base such as the Strategic Housing Land Availability Assessment to help applicants to identify suitable sites.

### Reasoned Justification

- 5.29 Self and custom house building involves individuals or groups of individuals commissioning the construction of a new home or homes from a builder, contractor or package company. Paragraphs 50 and 159 of the NPPF require Local Planning Authorities (through their Strategic Housing Market Assessment and Strategic Housing Land Availability Assessments) to identify and make provision for housing need, including for *'people wishing to build their own homes.'*
- 5.30 The SHMA and any future register of interest will inform the scale need in the area. This will be continually monitored.
- 5.31 The Council acknowledges that there are a number of challenges facing custom builders including access to land and finance, planning and other regulatory requirements and provision of infrastructure. This policy provides in-principle support for custom build development proposals, where they comply with all other relevant policies of the Development Plan. The Council welcomes engagement with local residents or community groups wishing to build their own home, and pre-application planning discussion is recommended.
- 5.32 In accordance with guidance in the Design SPD, for large custom build projects a design framework should be agreed with the Council which could take the form of design coding or a detailed design brief. Additionally, where more than one dwelling is proposed opportunities for pooled renewable energy generation facilities could be utilised.

- 5.33 Custom build delivered as affordable housing in partnership with a Housing Association or other registered provider should comply with the requirements set out in policy CS12 of the Core Strategy, and associated Affordable Housing SPD. Planning practice guidance which accompanies the NPPF provides detailed information on the self-build exemption from the Community Infrastructure Levy (see 'other supporting guidance' in the box below).
- 5.34 The Council will prepare and keep under review a guidance note on Custom Build dwellings which will set out the detail and delivery mechanisms behind this policy, including any additional routes to bring forward custom build housing that have not previously been available in the Borough.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS11: Housing mix
- Other key Core Strategy policies

- CS12: Affordable housing
- CS21: Design
- CS22: Sustainable construction

##### **Other Council/County Strategy & Policy**

- Woking Housing Strategy

##### **Other supporting guidance**

- Strategic Housing Market Assessment 2014
- Woking Borough Council Design SPD
- NPPF Planning practice guidance on self-build exemption from CIL, available here: <http://planningguidance.planningportal.gov.uk/blog/guidance/community-infrastructure-levy/relief/self-build-exemption/>
- Custom Build SPD (to be prepared)

#### **Application Information**

- 5.35 Planning applications should indicate how the criteria in this policy have been addressed. They should also be accompanied by any information specified in the NPPF planning practice guidance to demonstrate qualification for exemption from CIL.

## Buildings in and adjacent to the Green Belt

- 5.36 Section 9 of the NPPF defines certain forms of development which are not considered to be inappropriate in the Green Belt provided they meet certain criteria. It is not intended to restate national criteria, or the additional criteria set out in policy CS6 of the Core Strategy, except to emphasise that the continuing protection of the Green Belt would also have flood risk benefits.
- 5.37 The following policy therefore expands upon NPPF criteria and Core Strategy policy CS6 in setting out additional circumstances under which proposals for the extension, alteration, replacement, infilling, redevelopment, conversion or re-use of buildings in the Green Belt will be supported. In particular, the policy seeks to make sure that the impact of any such development on the overall aim, purpose and integrity of the Green Belt is not compromised. The criteria in this policy will only apply where permitted development rights cannot be exercised.

### DM13: Buildings in and adjacent to the Green Belt

~~Unless very special circumstances can be clearly demonstrated, the Council will regard the construction of new buildings and forms of development other than those specifically identified on allocated sites in the Site Allocations DPD as inappropriate in the Green Belt.~~ ~~Unless very special circumstances can be clearly demonstrated, the Council will regard the construction of new buildings other than those allocated in the Site Allocations DPD as inappropriate in the Green Belt.~~ However, subject to other Development Plan policies, exceptions to this are detailed in Section 9 of the NPPF, in Policy CS6 of the Core Strategy, and as follows:

#### New buildings and facilities within Major Developed Sites

- A. In line with information in the Glossary of the Core Strategy, limited infill development and redevelopment within Broadoaks, Parvis Road, West Byfleet and the Thames Water Sewage Treatment Works, Carters Lane, Old Woking where:
- o the development would not exceed the height of the existing buildings or previous buildings if they have been demolished; and
  - o such infilling would not lead to a major increase in the developed proportion of the site; or
  - o such redevelopment would not occupy a larger area of the site than the existing buildings and hardstanding (unless this would achieve a reduction in height which would benefit visual amenity).

#### Extension and Alteration

- B. The extension and alteration of buildings within the Green Belt where the proposal does not result in disproportionate additions over and above the size of the original building as it existed at 1 July 1948 or if it was constructed after the relevant date, as it was first built.

#### Replacement

- C. The replacement of buildings within the Green Belt (outside Mayford Village), where the proposed new building:
- o is in the same use as the building it is replacing;
  - o is not materially larger than the building it is replacing; and
  - o is sited on or close to the position of the building it is replacing, except where an alternative siting within the curtilage demonstrably improves the openness of the Green Belt.

### **Re-use**

- D. The re-use of buildings within the Green Belt (outside Mayford Village or the Major Developed Sites) for industrial, commercial, community or residential<sup>14</sup> purposes where:
- o The proposal preserves the openness of the Green Belt and does not conflict with the purposes of including land within it;
  - o The buildings are of permanent and substantial construction, are structurally sound<sup>15</sup> and capable of re-use without major alterations, adaptations or reconstruction;
  - o The proposed use can be wholly or substantially contained within the building identified for re-use; and
  - o The proposal is not likely to result in the need to construct additional agricultural buildings, unless it can be demonstrated that the building to be re-used is no longer suitable for an agricultural use.
- E. Any other form of development as listed under paragraphs 89 and 90 of the NPPF.

### **Development adjacent to the Green Belt**

Development proposals adjoining the Green Belt, or outside the Green Belt but conspicuous when viewed from it, will only be granted permission where they can demonstrate that the development, including boundary treatments, does not have a detrimental impact on visual amenity and respects the transition between the built-up area and the open countryside by taking account of the character and openness of the adjacent countryside and landscape.

## **Reasoned Justification**

### *New buildings and facilities*

- 5.38 Policy CS6: *Green Belt* of the Core Strategy designates various Major Developed Sites in the Green Belt. Although the Glossary of the Core Strategy defines and provides more detail on what is considered appropriate infilling of Major Developed Sites, the [Delivery Development Management Policies](#) DPD provides an opportunity to incorporate this detail into Development Management policy. For the purposes of this policy, infilling equates to modest levels of new development taking place in the gaps between existing built development.

### *Extension, Alteration and Replacement*

- 5.394343 The extension, alteration and replacement of buildings in the Green Belt are not considered in National or Local planning policy to constitute inappropriate development, providing that they are not disproportionate and therefore by definition harmful to the openness of the Green Belt. In respect of dwellings some modest

<sup>14</sup> Where the re-use of a building within the Green Belt for residential purposes would result in the creation of a new isolated home in the countryside, the Council will need to be satisfied that there are special circumstances such as those set out in paragraph 55 of the NPPF. Where permission is granted for the residential re-use of buildings in the Green Belt, the Council may consider applying conditions which restrict permitted development rights.

<sup>15</sup> Applications should normally be accompanied by a structural survey and a Conversion Method Statement (see glossary), effectively demonstrating that the building is capable of re-use without significant major alterations, adaptations or reconstruction.



single-storey householder extensions could be permissible under Permitted Development Rights<sup>16</sup>.

5.395.40 The NPPF does not provide any guidance as to what may be regarded as 'proportionate' or 'disproportionate' addition in the context of a building extension or alteration. The Council considers that different locations and forms of development present different site specific characteristics. In this regard, the details of any application will be judged on its own individual merits. Nevertheless, based on the Council's past experience, and in line with standards commonly applied to similar development in Surrey and the South East, the expectation is that to be acceptable, proposals will be within the range of 20-40% above the original volume of the building. This does not imply that where a satisfactory case can be made for a higher or lower percentage addition that the Council will resist. Equally, in some instances proposals to extend the volume of the building by less than 20% may still be disproportionate, for example those in open and prominent locations within the Green Belt where significant impacts are more likely to occur.

5.405.41 The starting point for consideration of proposals for extensions to existing buildings in the Green Belt will be the footprint of the 'original' building. This means the building (and garages and ancillary buildings within 5 metres) that existed on 1 July 1948 or, if constructed after 1 July 1948, as it was originally built. Any extensions built subsequently will not be considered part of the original building. The Council will calculate volume using the basic formula of area multiplied by height. This being volume as a measurement of external structure, inclusive of roof voids.

5.415.42 When assessing whether the proposed extension represents a disproportionate addition, the Council will compare the size of the 'original' building with the proposed extension, taking account of siting, floorspace, bulk and height. When considering proposals for replacement buildings, the starting point will be the size and scale of the existing building. The Council will seek to safeguard against disproportionate additions to, or increases over the existing building, including its height.

5.425.43 When assessing whether a replacement building is materially larger than the one it replaces the Council will compare the size of the existing building with that proposed, taking account of siting, floorspace, bulk and height. As a general rule a replacement building that is no more than 20-40% larger than the one it replaces will not usually be considered to be disproportionate, although this approach may not be appropriate for every site. When considering increases in floorspace of replacement buildings the Council will not consider the floorspace of existing outbuildings as counting towards the floorspace of the existing building. Where increases in built footprint occur within the floodplain, developers should include mitigation measures within the design of the development to make sure that flood risk is not increased.

5.435.44 If an applicant or agent considers that additions deemed disproportionate by the Council are absolutely necessary for the function of the building, or have a limited effect on the openness of the Green Belt then a case to demonstrate 'Very Special Circumstances' will be required in the form of a supporting statement. This element will then be weighed up, including the quality of the design, in the planning balance and will form part of the decision-making process.

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<sup>16</sup> The Town and Country Planning (General Permitted Development Order) (~~Amendment~~) (~~No.2~~) (~~England~~) Order 2008 (England) Order 2015 – we strongly advise householders considering works under permitted development rights to contact us first to confirm its status and to subsequently apply for a Certificate of Lawful Development.

### Conversion or Re-use

§.445.45 The re-use of redundant agricultural or rural buildings provides opportunity for the diversification of the rural economy and contributes to the economic growth of the area. It can also contribute towards the reduction in demand for new buildings in the Green Belt and can be a means of conserving traditional buildings which are a distinctive feature within the Borough's rural landscape.

§.455.46 In ~~May 2013~~<sup>47</sup> and April 2015<sup>48</sup> the Government ~~introduced new updated~~ permitted development rights allowing the change of use of agricultural buildings to other uses, subject to certain limitations and conditions. Therefore policy DM13 will only apply where permitted development rights (including any future amendments) cannot be exercised.

§.465.47 Buildings can often be converted without causing material harm to the open character of the Green Belt. However, the Council recognises that particular uses or levels of use can either directly or indirectly have an adverse effect. For example, whilst the re-use of a vacant building for residential accommodation in itself may be acceptable, some associated features such as fences and walls, driveways, domestic paraphernalia and ancillary buildings **could** harm the open character of the area. The effect of these and similar features will be assessed when dealing with re-use applications.

§.475.48 Whilst very special circumstances are not required for the re-use of buildings within the Green Belt, the Council will investigate proposals where there are any reasonable grounds to suspect the applicant has attempted to abuse the system, for example by constructing a new farm building under permitted development rights with the intention of early conversion to another use.

### Development adjacent to Green Belt

§.485.49 The visual amenity of the Green Belt should not be adversely affected by proposals for development adjoining or conspicuous from the Green Belt. The aim is for development adjacent to the Green Belt to provide an effective transition to the adjoining countryside and avoid hard edges, through careful siting and design.

#### Policy Links

##### Woking Core Strategy – Lead Policy

- CS6: Green Belt
- Other key Core Strategy policies
- CS10: Housing provision and distribution
  - CS15: Sustainable economic development

##### Other Council/County Strategy & Policy

- Woking Housing Strategy

##### Other supporting guidance

<sup>47</sup> ~~The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013~~

<sup>48</sup> ~~The Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2014~~

- Working Design SPD

### Application Information

5.495.50 The Design and Access Statement (where required) and detailed plans and drawings submitted with planning applications should make clear how the proposal addresses this policy.

## Rural Workers' Dwellings

Paragraph 55 of the NPPF makes clear that local planning authorities should avoid isolated new homes in the countryside, unless there are special circumstances. One of these exceptions is the essential need for a rural worker to live permanently at, or near, their place of work in the countryside. The purpose of this policy is to set out in detail the Council's approach to new homes in the countryside for rural workers.

### DM14: Rural Workers' Dwellings

The Core Strategy seeks to concentrate most residential development in the main urban centres of the Borough. Proposals for a dwelling for the accommodation by a person engaged in an agricultural operation or any other forms of activity that can only be reasonably located outside the urban area, including within the Green Belt, will be permitted where the applicant is able to demonstrate an essential, clearly established functional need for a new dwelling to house a full-time worker, and that this need cannot be fulfilled by another existing dwelling on the farm or other holdings or any other suitable available accommodation in the vicinity of the area.

#### Temporary Dwellings

For temporary dwellings an applicant must demonstrate:

- the new dwelling is essential to support a new agricultural activity, whether on an already established or newly-created farm holding;
- their intention to develop the enterprise based on a sound financial plan; and
- the proposal satisfies all other relevant Development Plan policies.

A temporary rural worker's dwelling should take the form of a caravan or mobile home and should be permitted for no more than three years. Permission will not be granted for the erection of a temporary rural worker's dwelling in a location where a permanent dwelling would not be permitted.

#### Permanent Dwellings

For permanent dwellings an applicant must demonstrate:

- the holding has been established for a minimum of three years (at least one of which has been profitable) and is demonstrably financially sound, both at present and for the prospective future;
- the proposed dwelling is of a size and type appropriate to the needs of the holding; and
- the proposal satisfies all other relevant Development Plan policies.

The Council will impose occupancy conditions on all new workers' dwellings and conditions which restrict permitted development rights. Where an additional dwelling on a farm holding is permitted, an occupancy condition may, in appropriate circumstances, be applied to the original farmhouse. Further extensions to rural workers' dwellings will be considered on their functional need.

The Council may require an agreement under Section 106 of the Town and Country Planning Act 1990 preventing the sale of the dwelling or parts of the land separately from the land forming the holding.

#### Removal of Conditions

Applications for the removal of occupancy conditions will only be permitted where it can be demonstrated that:

- there is no longer a need for accommodation on the holding/business or in the local area; and
- the property has been marketed for a reasonable period (at least 1 year) and at a price which reflects the existence of the occupancy condition; and
- the dwelling has been made available to a minimum of three Registered Social Landlords operating locally on terms which would prioritise its occupation by a rural worker as an affordable dwelling – and that option has been refused.

### Reasoned Justification

~~§.545.52~~ The Green Belt covers approximately 60% of the area of the Borough. Paragraph 89 of the NPPF states that a local planning authority should regard the construction of new buildings as inappropriate in Green Belt, but an exception to this includes buildings for agriculture and forestry. Paragraph 55 of the NPPF states that new isolated homes in the countryside should be avoided unless special circumstances apply, such as the essential need for a rural worker to live permanently at or near their place of work in the countryside. Rural workers are normally those involved in the agricultural, or forestry industries, but in special circumstances may be associated with other rural-based enterprises such as horticulture.

~~§.525.53~~ It will often be as convenient and more sustainable for such workers to live in the urban area of the Borough, or suitable existing dwellings, so avoiding new and potentially intrusive development in the countryside. However, there will be some cases where the nature and demand of work in agriculture, forestry and other rural industries makes it essential for one or more people engaged in the enterprise to live at, or very close to, the site of their work. Where the functional need for a new rural worker's dwelling cannot be fulfilled by another existing dwelling or any other existing accommodation in the area, the provision of an essential temporary or construction of an essential new, permanent dwelling in the countryside will be permitted, subject to proposals fulfilling all relevant policy requirements.

~~§.535.54~~ Whether the need for a dwelling for an enterprise is essential in any particular case, as well as the size of the dwelling, will depend on the functional needs of the individual enterprise and not on the personal preferences or circumstances of any of the individuals involved. The Council will assess all applications for planning permission for new rural workers dwellings in the countryside in detail, to ensure that these are genuine proposals, which are reasonably likely to materialise and are capable of being sustained for a reasonable period of time. To this end, all applications will need to pass both a functional and financial test.

~~§.545.55~~ A functional test is necessary to establish whether it is essential, for the proper functioning of the enterprise, for one or more workers to be readily available at most times. Such a requirement might arise, for example, if workers are needed to be on hand day and night in case animals, or agricultural processes, require essential care at short notice or to deal with emergencies that could cause serious loss of crops or products.

~~§.555.56~~ The protection of livestock from theft or injury may contribute, on animal welfare grounds, to the need for an agricultural dwelling, although it will not by itself be sufficient to justify one. Requirements arising from food processing, or retirement homes for farmers, cannot be used to justify an agricultural dwelling. In cases where a dwelling house formerly attached to an agricultural holding or an enterprise has been

sold off or retained for other purposes, that fact will be taken into account when assessing need.

~~5.565.57~~ A financial test will also need to be passed to ensure that the rural enterprise is economically viable. The Council will take a robust approach to the assessment of the level of profitability, as these developments remain permanently in the countryside in spite of any failure of a rural enterprise. Therefore the financial test will assess whether the proposed dwelling can be sustained in the long term by the agricultural activity or enterprise. For the financial test to be met, the holding concerned would have been established for a period of at least three years, have been profitable for at least one of them, be financially sound at the current time and have a realistic prospect of remaining so. The Council will take a realistic approach on a case by case basis to the level of profitability depending on the nature of the enterprise concerned.

~~5.575.58~~ The applicant should ensure that all necessary information is included with any planning applications in order for the Council to carry out to its satisfaction, the functional and financial tests. If a need has been proven, the number of workers needed for operating purposes will be based on the scale and nature of the enterprise and the extent to which existing accommodation in the area is both suitable and available. In order to justify a new rural worker's dwelling an applicant must be able to demonstrate that all other potentially available dwellings on the agricultural unit or enterprise are totally committed or unsuitable.

~~5.585.59~~ Where applications relate to units where only part of the land forming the enterprise is owned by the applicant, the Council will require evidence of land being held on a secure basis or the ready availability of suitable land.

~~5.595.60~~ If a need is established, a new building should be sited so as to minimise the visual impact on the countryside, and the requirements of all relevant policies of the Development Plan will apply. If permission is given for a temporary dwelling, the period of the temporary permission will be clearly set out and extensions to the temporary period beyond three years will not be given, unless a satisfactory case can be made to the Council. If permanent permission is granted, or the agricultural use of the site ceases, the temporary dwelling will be required to be removed. The Council will also consider removing certain permitted development rights for any dwelling permitted under this policy, to ensure that the dwelling remains at a size, which can be justified by the functional need and can be supported by the income from the agricultural unit.

~~5.605.61~~ Applications can be made to the Council for the removal of rural worker occupancy conditions. They will be the subject of careful consideration in order to assess whether a long term need for a rural workers' dwelling remains. This will involve marketing the property for a period of at least 12 months at a realistic price to reflect the occupancy condition. As part of this approach, applicants will need to demonstrate that the dwelling has been made available to a minimum of three Registered Social Landlords operating locally on terms which would prioritise its occupation by a rural worker as an affordable dwelling – and that option has been refused.

~~5.615.62~~ For guidance on affordable housing contributions under circumstances where an essential rural workers' dwelling is being proposed, [reference should be made](#) to the Affordable Housing SPD.

### **Policy Links**

#### **Woking Core Strategy – Lead Policy**

- CS6: Green Belt
- Other key Core Strategy policies
- CS10: Housing provision and distribution
  - CS15: Sustainable economic development

#### **Other Council/County Strategy & Policy**

- Woking Housing Strategy 2011-2016
- Woking Economic Development Strategy and Action Plan 2012-2017

#### **Other supporting guidance**

- Woking Affordable Housing SPD

### **Application Information**

5.625.63 Evidence should be submitted with an application for a rural workers' dwelling demonstrating that the functional and financial tests are satisfactorily met. Applications for the removal of rural worker occupancy conditions should be accompanied by evidence demonstrating that the requirements of the policy have been met, including marketing information.

## Shops Outside Designated Centres

~~§-635.64~~ This policy sets out in detail the Council's approach to the change of use of isolated shops, and the development of farm shops and retail nurseries.

### DM15: Shops Outside Designated Centres

#### Change of Use of Isolated Shops

Where proposals fall outside the remit of permitted development rights, the change of use of isolated shops to residential will be permitted provided that they comply with policies of the Development Plan and:

- it is shown the premises have been unsuccessfully marketed for A1 or A2 purposes for a period of at least 12 months;
- there is alternative provision of shops that serve the day-to-day needs of the occupiers in the local area;
- the traffic impacts of the proposal are considered acceptable.

Other uses may be permitted provided there is no adverse effect on the amenity of the area and the proposal complies with other relevant policies of the Development Plan.

#### Farm Shops and Retail Nurseries

Proposals outside the Town Centre, District and Local Centres, for farm shops and/or retail nurseries will be permitted where the goods retailed are predominantly grown on site, and:

- they comply with the Council's policies for protecting the Green Belt;
- there would be no adverse effect on the viability and vitality of any nearby shop(s) or the Town, District or Local Centres; and
- adequate access and parking can be provided.

## Reasoned Justification

### *Change of use of isolated shops*

~~§-645.65~~ From 6 April 2014, new permitted development rights allow change of use and some associated physical works from a small shop or provider of professional/financial services (A1 and A2 uses) to residential use (C3). This involves a 'prior approval' process for retail floorspace up to a threshold of 150 sq. m, to enable the Council to consider certain impacts of the proposed change. Where proposals fall outside the scope of these or any future permitted development rights, Policy DM15 will apply.

~~§-655.66~~ Small, isolated shops (including A1 and A2 uses) serve an important function in catering for the day-to-day shopping needs of local communities, particularly those who do not have access to a car, for example. Where closure does inevitably occur, it will be incumbent upon the applicant to demonstrate that a realistic marketing exercise has been undertaken – it is expected that this will occur over a period of at least 12 months, without success.

~~§-665.67~~ The Council aims to concentrate most new development in locations where facilities and services are easily accessible by all sustainable modes of travel such as walking, cycling and public transport. In determining applications, the Council will take



into account proximity to the hierarchy of centres in order to meet the objectives of the Core Strategy.

~~5.675.68~~ The Council will be concerned to ensure that any alternative use is compatible with the surrounding area and residential development will be permitted in these circumstances, in accordance with all relevant policies of the Development Plan for the area.

#### *Farm shops and retail nurseries*

~~5.685.69~~ Woking's business economy is predominantly urban-based with 96.8% of businesses based in an urban location and just 3.2% based in a rural location. The Council seeks to actively promote Woking's rural credentials as a counterpoint to the commonly held 'urban' perception of the Borough, and aims to engage with and support Woking's rural based businesses.

~~5.695.70~~ Farm shops and retail nurseries provide mutual benefits in terms of strengthening the Borough's rural economy, and providing a source of fresh produce and plants not always available elsewhere. Whilst there may be some scope for limited facilities for the sale of goods produced on individual land holdings, such developments will be strictly controlled by the Council to ensure that they remain of a size commensurate to the agricultural and/or market gardening activity and they are in keeping with their surroundings. They should therefore be of a small scale and, in accordance with Green Belt policy as set out in the NPPF, should make use of existing vacant agricultural buildings wherever possible rather than involve the construction of new buildings.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS4: Local and neighbourhood centres and shopping parades

##### Other key Core Strategy policies

- CS6: Green Belt
- CS10: Housing provision and distribution
- CS15: Sustainable economic development

##### **Other Council / County Strategy & Policy**

- Woking Economic Development Strategy 2012-2017

##### **Supporting guidance**

- Woking Design SPD
- Woking Parking Standards SPD
- The Town and Country Planning (General Permitted Development) (England) Order 2015

#### **Application Information**

~~5.705.71~~ An Economic Statement should be submitted with planning applications setting out:

- for change of use of isolated shops: evidence of a lack of demand for A1/A2 purposes for a period of at least 12 months; or
- for farm shops, evidence that there would be no adverse effect on the viability or nearby shops, or the Town Centre, District or Local Centres.

§ 745.72 The Design and Access Statement (where required) and detailed plans and drawings submitted with applications should also demonstrate how the criteria in this policy have been met.

## Servicing and Deliveries for Commercial Development

~~§ 725.73~~ Policy CS21 on Design of the Core Strategy requires developments to be of an appropriate scale of activity which will not cause a harmful impact on adjoining land uses. The following policy sets out in detail the circumstances under which the Council will support servicing development associated with commercial uses.

### DM16: Servicing Development

The Council will require servicing facilities to be well designed, built to accommodate the demands of new development and sensitively integrated into the development and the surrounding townscape and streetscape. In particular, servicing activities should not give rise to traffic congestion, conflict with pedestrians, or other road users, or be detrimental to residential amenity.

To deliver this the Council will:

- require sufficient on-site servicing space to accommodate the number and type of vehicles likely to be generated and to ensure that this can take place without manoeuvring on the highway;
- require sufficient information for all sites with on-site servicing space that will control the hours of servicing, including detail on how vehicles will be managed, and controls on the types and sizes of vehicles to ensure they are appropriate to the local area and are environmentally acceptable;
- require, where developments cannot provide onsite servicing space, that it is demonstrated that the proposal can function satisfactorily without giving rise to adverse effects on traffic congestion, pedestrian and highway safety, residential amenity or impact on bus routes. A Servicing Management Plan will be required in these instances;
- require on-site servicing space and entrances to be sensitive to the character and appearance of the building and wider townscape and streetscape.

### Reasoned Justification

~~§ 735.74~~ In accordance with Core Strategy objectives, new commercial development will mainly be encouraged on previously developed land in the main centres of the Borough, although infill development and/or redevelopment in other built-up areas of the Borough is also possible. Due to the mixed-use nature of the built-up area, composed of commercial and residential uses in close proximity, the impacts of servicing can be wide-reaching and must be effectively managed. The provision of servicing is a balancing act: whilst the need for deliveries to commercial uses is recognised, the Council must ensure the safe and efficient management of servicing vehicles so that the road network and safety is not hindered, whilst ensuring that the physical servicing area is not detrimental to the character or appearance of an area, or detrimental to residential amenity.

5.79 Servicing in the Borough can give rise to traffic congestion, conflict with pedestrians, and has the potential to create disturbance, particularly in or adjacent to residential areas. A Servicing Management Plan, where it is deemed relevant, will ensure the safe and effective movement of all service vehicles and minimise any potential negative impacts on both the residential amenity, road function and pedestrian safety. The Servicing Management Plan should reflect the scale of the operation but should consider a number of issues, including:

- (i) hours of servicing
- (ii) types and sizes of vehicles
- (iii) installations of measures for mitigating noise impacts
- (iv) installation of measures for mitigating odour from fumes
- (v) installation of measures to manage litter and refuse
- (vi) levels of lighting, which do not cause detrimental impact on adjoining land uses
- (vii) the sharing of servicing arrangements.

5.80 The Council will use planning conditions to secure this.

5.81 The Council will also have regard to the Department for Transport guidance on night time deliveries (see 'Policy Links' below) and will continue to seek advice from the Freight Transport Association (FTA) and the Noise Abatement Society (NAS) regarding their on-going work to reconcile the need for night time deliveries and the importance of minimising the impact of noise and air quality on neighbouring uses.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS15: Sustainable economic development

Other key Core Strategy policies

- CS18: Transport and accessibility
- CS21: Design

##### **Other Council / County Strategy & Policy**

- Woking Economic Development Strategy
- Surrey Transport Plan, including Local Transport Strategy and Forward Programme for Woking

##### **Other supporting guidance**

- Department for Transport good practice guidance on Quiet Deliveries, available at: [www.gov.uk/government/publications/quiet-deliveries-demonstration-scheme](http://www.gov.uk/government/publications/quiet-deliveries-demonstration-scheme)

#### **Application Information**

5.82 A Servicing Management Plan can be submitted with proposals involving day and night time deliveries, showing how criteria in this policy have been met. If the Plan is not submitted with the proposal, it will be required through planning conditions.

## 6 Design Policies

- 6.1 The Core Strategy sets out the key objective of achieving high quality design of buildings, neighbourhoods and the public realm across the Borough. The Council will always seek to secure high quality design which makes the best use of the land, does not increase flood risk elsewhere and where possible reduce flood risk whilst respecting the distinctive character of the local area.
- 6.2 Proposals for new development should meet the criteria set out in policy CS21 of the Core Strategy on Design. In addition, when designing a scheme, applicants should have regard to the Woking Design Supplementary Planning Document (SPD) which provides extensive design guidance and good practice to help achieve the criteria in CS21 (and other policies relevant to design), and covers a range of issues including:
- Tall buildings strategy for Woking Borough;
  - Key urban design principles for creating successful places in the Borough;
  - Design guidance for development in Woking town centre, West Byfleet and other suburban centres, on aspects such as layout, scale, streetscape, amenity, facades, access and parking;
  - How the design of new development should take account of issues associated with climate change;
  - Detailed design guidance relating to shopfronts;
  - Detailed design guidance relating to residential extensions; and
  - Planning application requirements and supporting information.
- 6.3 The following suite of policies expands upon the principles in policy CS21 by providing additional detail on how high quality design is to be achieved in the Borough, namely where development involves the public realm; advertising and signage; shopfronts; and heritage assets. These are also supported by additional planning guidance, including the Design SPD; Outlook, Amenity, Privacy and Daylight SPD; and others that are specified in the Policy Links box at the end of each policy.

## Public Realm

- 6.4 Core Strategy policy CS21 on Design seeks to ensure schemes provide appropriate levels of public amenity space which are safe, inclusive and attractive. Policies CS2 to CS5 (Planning for Places) of the Core Strategy seek to deliver high quality, well designed public spaces which add to the attractiveness and competitiveness of the Borough's hierarchy of centres. The following policy expands on these requirements by setting out detailed criteria for assessing the public realm element of new development proposals. It also highlights the positive contribution that public art makes to public realm and the attractiveness of urban spaces.

### **DM17: Public Realm**

Development should create or contribute to a safe, attractive, high quality, inclusive and legible public realm that contributes positively to local character and identity and encourages appropriate levels of activity and social interaction.

Proposals for new development which impact upon the public realm should pay regard to the principles set out in the Woking Design SPD, and:

- ensure schemes provide for or contribute towards an appropriate range of public realm features, including spill-out spaces for trade, events, relaxation and recreation; and
- enable easy, inclusive access into and through the public realm and to buildings that provides adequately for the mobility needs of all users having regard to age, gender and disability; and
- ensure that any car parking and provision for servicing are appropriate to the context and sensitively integrated so as not to dominate the public realm; and
- ensure schemes incorporate appropriate street furniture, clear signs, lighting and surface and landscape materials and planting of high quality, environmental performance and durability that enhance the quality, character and appearance of the public realm through their siting and design.

In appropriate cases the Council will encourage the provision of works of art as part of a site development which contribute positively to the amenity of the area, paying regard to the Borough's Public Art Strategy 2007 and provisions in the Design SPD.

## Reasoned Justification

- 6.5 Woking is a relatively modern town, mostly of 20<sup>th</sup> Century origins. It continues to aspire to a rich heritage of distinctive buildings and spaces associated with many older established town centres to help to create an attractive environment for people who live and work in the area. The Council therefore welcomes development that carefully considers the detailing of a scheme in terms of its public realm areas. Public realm are those parts of a village, town or city (whether publicly or privately owned) that are available, free of charge, for everyone to use or see, including streets, squares, parks, gardens and a wide variety of incidental open spaces. In addition to being aesthetically pleasing, good quality public realm can provide amenity for local residents, contribute to a reduction in fear of crime, aid movement in and between places, enhance biodiversity, create local distinctiveness and sense of place to facilitate social interaction, and improve quality of life.

- 6.6 Policy CS16 of the Core Strategy sets out how the Council will collect financial contributions from developers to support improvements to infrastructure services and facilities that are required as a result of development, and ensure that new developments provide the necessary infrastructure on site required for the development to be acceptable. Public realm and public art are categorised under 'social and community infrastructure' in the Infrastructure Delivery Plan (2011). The Council has introduced a Community Infrastructure Levy (CIL) to ensure a consistent approach to the collection of developer contributions. However, Section 106 Agreements continue to be used to secure some aspects of infrastructure provision that are specifically necessary to enable site specific requirements to be delivered. Infrastructure such as public realm improvements and provision and public art which are not proposed to be funded from CIL at this stage can therefore still be funded through s106 contributions if the tests on planning obligations can be met. The level of contributions that will be sought will depend on the scale of the development, the nature of the public art appropriate to the location and the cost of installation.
- 6.7 Regard will be had to various Council documents in assessing the design of the public realm, including where appropriate the Design SPD, the Infrastructure Delivery Plan (2011), the Public Realm Usage Policy (April 2013), and the Public Art Strategy (2007).
- 6.8 Woking Borough has great potential for public art in its urban open spaces, parks and green spaces – which can be enhanced or developed further. The Council's Public Art Strategy 2007 aims to encourage the commissioning of high quality artworks made specifically for the public realm by artists, makers and designers. It recognises that public art can have a key role in delivering objectives such as environmental enhancement, improving the vitality of the Borough's centres, providing a strong sense of place, community development, neighbourhood renewal, education, employment and tourism as well as make a considerable impact on quality of life. The strategy provides a definition of public art (which is wide-ranging and incorporates works including decorative panels on buildings, street furniture and lighting schemes), and sets out potential locations, types of art and themes. Developers are directed towards Section Three of the Strategy which provides guidance for working with artists.
- 6.9 The public realm should be designed with ease of maintenance in mind and built up to the standard and specification required to enable, where appropriate, future maintenance by the Council.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS21: Design

##### **Other key Core Strategy policies**

- CS2: Woking Town Centre
- CS3: West Byfleet District Centre
- CS4: Local and Neighbourhood Centres and shopping parades
- CS5: Priority Places
- CS16: Infrastructure delivery
- CS24: Woking's landscape and townscape

##### **Other Council/County Strategy & Policy**

- Woking Public Art Strategy 2007
- Woking Public Realm Usage Policy

##### **Other supporting guidance**

- Woking Design SPD

### **Application Information**

6.10 The following should be submitted with planning applications to show how the proposal addresses this policy:

- the Design and Access Statement (where required) should contain a rationale for the public realm design, with reference to the above considerations;
- ownership and management plans should be submitted for all development proposals that would create new or enhanced public realm.



## Advertising and Signs

- 6.11 The Council accepts that outdoor advertising, including signs, is essential to the commercial activity of the diverse economy of the area, in particular, of the main centres. However, it believes that displays should make a positive contribution to the appearance, vitality and attractiveness of the area. The following policy expands on the principles set out by Core Strategy Policy CS21: Design, and aims to ensure that advertisements are not overly dominant in their local environment and respect the character and nature of their surroundings.

### DM18: Advertising and Signs

Proposals for outdoor advertising will be considered having regard to its effect on the:

- appearance of the building or on the visual amenity in the immediate neighbourhood where it is displayed; and
- safe use and operation of any form of traffic or transport on land (such as pedestrians), on or over water, or in the air.

In Conservation Areas, proposals will only be permitted if they will ~~pre~~conserve or enhance particular features of architectural or historic interest.

Advertisement proposals on Listed Buildings or Scheduled Ancient Monuments will constitute an alteration of the building or the monument's site and therefore will require Listed Building Consent. Any proposals on or close to a Listed Building or Scheduled Monument should ~~pre~~conserve and/or enhance the integrity of the building's design, historic character or structure and should not spoil or compromise its setting.

Advertisement proposals on other heritage assets or areas will only be permitted if they will conserve or enhance particular features of architectural or historic interest.

Poster advertising in the open countryside will only be supported in exceptional circumstances such as agricultural shows or similar events. In these circumstances, the duration of the display will be limited to a suitable period leading to and the duration of the event.

In villages, the scale of poster advertising will depend on the character of the village and the position of the display in relation to surrounding buildings and features.

Proposals for advertisements where lighting is involved will be required to have regard to the Institute of Lighting Professionals Technical Report No.5 (third edition) (or future equivalent) and guidance in the Woking Good Practice Guide on Light Pollution. Proposals will only be permitted where they are in proportion to the rest of the shopfront and the whole building so as not to be the dominant feature.

Where necessary, the Council may impose conditions on ~~an express consent~~ planning permission to regulate the display of the advertisement to which the consent relates, or regulate the use for the display of advertisements on the site to which the application relates or any adjacent land under the control of the applicant, or requiring the carrying out of works on any such land.

Conditions may also be imposed requiring the removal of any advertisement or the discontinuance of any use of land authorised by the consent, at the end of a specified period, and the carrying out of any works then required for the reinstatement of the land.

Where it is considered necessary, the Council will use its discretionary powers to serve a

discontinuance notice requiring an advertisement display or the use of an advertisement site to stop.

The Planning Practice Guidance sets out the standard conditions for all types of advertisement consent. If the Council wishes to impose additional conditions it will specify the relevant planning reasons on the express consent why the conditions are imposed.

## Reasoned Justification

- 6.12 It is important to make sure that advertisements, including hoardings, are located appropriately in relation to their surroundings and do not have adverse effects upon ~~road traffic highway~~ safety, public safety including for disabled people, or highway safety. Care will be needed at the interface of commercial and residential areas to ensure that proposals are sensitive to the change in character and do not adversely affect the amenity of the residential area.
- 6.13 ~~Projecting signs will only be permitted if it is considered that it is not harmful to public safety and amenity and are of appropriate materials and dimensions. Projecting signs will only be permitted where it is considered that they will add to the visual interest of the street and are of appropriate materials and dimensions. Small plastic box signs internally illuminated are unlikely to be suitable.~~ Careful regard will be paid to the position and size of signs so as to, firstly, avoid a clutter of unrelated fixtures obscuring the architectural quality of the street scene, and secondly, help contribute to a safe, accessible environment.
- 6.14 Many buildings in commercial use have a need for illuminated signs to publicise their presence. Such uses, including petrol filling stations, hotels and pubs/restaurants, may be located not only in commercial areas but also in residential and rural areas. Whilst illuminated signs on such premises will not be resisted in principle, careful consideration will need to be given to the size, position and level of illumination proposed to ensure that they are compatible with their surroundings. The cumulative impact of illuminated signs and fascia on an area will also be considered. In appropriate cases conditions will be attached to control the times when illumination is permissible. Guidance published by the Institute of Lighting Professionals on the brightness of illuminated advertisements should be taken into account.
- 6.15 Many of the Borough's Conservation Areas are located within commercial areas where there is pressure for advertisements from retail and commercial premises. In order to minimise any adverse effects caused by the display of advertisements and shop signs in a Conservation Area or in the vicinity of a heritage asset, a more exacting approach is needed to make sure the character of the area or asset is protected and complemented. In particular, internally illuminated fascia and box signs are rarely appropriate. Individually illuminated letters or indirect light from spotlights will provide a much more suitable approach.
- 6.16 Other sensitive areas include the Green Belt and other open spaces. While the importance of directional signage to businesses and the rural economy generally is recognised, signage (including the use of illuminated signs during hours of darkness) can have an adverse impact on the amenity and character of the Borough's countryside setting. The display of advertisements and signs in the open countryside will therefore only be permitted if it is in relation to sign posting in rural areas in limited circumstances.

- 6.17 Further guidance on advertisements, signs and external installations is available in the Woking Design SPD, and Surrey County Council's 'Advertising on the Highway' (see 'Policy Links' below).

#### **Policy Links**

##### **Woking Core Strategy – Lead Policies**

- CS20: Heritage and conservation
- CS21: Design

##### **Supporting guidance**

- [Institute of Lighting Professionals Technical Report No.5 'Brightness of Illuminated Advertisements \(third edition\), available at: www.theilp.org.uk/resources/ilp-technical-reports/tr05/ – Planning Practice Guidance – advertisements and DCLG advisory booklet – Outdoor Advertisement and Signs – A guide for Advertisers](http://www.theilp.org.uk/resources/ilp-technical-reports/tr05/)
- [Institute of Lighting Professionals Technical Report No.5 'Brightness of Illuminated Advertisements \(third edition\), available at: www.theilp.org.uk/resources/ilp-technical-reports/tr05/](http://www.theilp.org.uk/resources/ilp-technical-reports/tr05/)
- Surrey County Council 'Advertising on the Highway' guidance, available at: [www.surreycc.gov.uk/view?a=445816](http://www.surreycc.gov.uk/view?a=445816)
- Woking Good Practice Guide on Light Pollution
- Woking Design SPD

#### **Application Information**

- 6.18 All applications should be accompanied by existing and proposed elevations and advertisement drawings (both at a scale of 1:50 or 1:100) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable).
- 6.19 If the application includes proposals for illuminated signage or the installation of lighting, a lighting assessment should be submitted with the application.
- 6.20 Streetscene, photos and photomontages can be submitted at the applicants' discretion, but will be required if the proposal is within a Conservation Area or affects a Listed Building.

## Shopfronts

- 6.21 The 'Planning for Places' policies of the Core Strategy promote new retail development in the Borough's town, district, local and neighbourhood centres and shopping parades that contributes to the vitality and viability of the area; and in this respect it must be well designed and enhance local character. In addition, policy CS21 of the Core Strategy sets out a series of design criteria against which proposals for new development will be assessed.
- 6.22 The Woking Design SPD gives detailed supplementary guidance to Core Strategy Policy CS21 including proposals for shopfronts. As shopfronts are a particularly important part of the Borough's street scene, and can have a significant impact on the vitality and economic health of shopping streets across the Borough, the policy aims to make sure that proposals take the Design SPD criteria into account, to ensure new and replacement shopfronts are of a high standard and follow a consistent approach to design. The criteria in this policy will also apply to proposals for blinds, canopies and development on shop forecourts.

### **DM19: Shopfronts**

Proposals for new and replacement shopfronts will be permitted where they pay regard to the guidance set out in the Woking Design SPD on Shopfronts in terms of character, proportion, materiality, lighting and security; and:

- they do not adversely affect pedestrian or highway safety;
- they would preserve or enhance heritage assets having regard to design and materials of the building and adjoining shops, including any traditional or original features that should be retained;
- they are designed to allow equal access for all users; and
- they do not detrimentally affect the amenity of neighbouring occupiers.

In Conservation Areas and on heritage assets, where traditional shopfronts are important, new shopfronts should be of a traditional format and reflect the character of the building and/or the area.

### **Reasoned Justification**

- 6.23 New or altered shopfronts should respect the building and local townscape. Designs should be informed by the architecture of the building and surrounding area. Particular care will be needed when designing shopfronts for Listed Buildings (including those on the local list) and for buildings within Conservation Areas, in view of the requirement to preserve or enhance such areas.

- 6.25 Both individually and cumulatively, minor development such as shopfronts, security shutters and signs can influence perceptions of the accessibility and security of an area. Consistent with the principles of lifetime neighbourhoods<sup>19</sup>, the Council will seek to make sure that new shopfronts achieve inclusive access for all and that projecting signs, 'A boards' and associated paraphernalia do not cause an obstruction to pedestrians and wheelchair users.
- 6.26 A proliferation of solid security shutters creates a fortress-like atmosphere in shopping centres and neighbourhood parades when premises are closed, perpetuating fear of crime and personal safety. Wherever possible, toughened glass is preferable to shutters. However, shutters with a transparent 'open mesh' design help to maintain visual interest and, along with a mix of appropriate town centre uses, help to enliven town centres during the evening. Open mesh designs will therefore be sought where shutters are proposed, even if they are replacing existing solid shutters or surrounding shopfronts have predominantly solid shutters. Where possible, shutters should be sited internally to minimise their visual impact on the streetscene. Proposals for security shutters which adversely affect Listed Buildings and Conservation Areas will not be permitted.

<b>Policy Links</b>
<p><b>Woking Core Strategy – Lead Policy</b></p> <ul style="list-style-type: none"> <li>• CS20: Heritage and Conservation</li> <li>• CS21: Design</li> </ul> <p><b>Supporting guidance</b></p> <ul style="list-style-type: none"> <li>• Woking Design SPD</li> </ul>






### Application Information

- 6.27 The Design and Access Statement (where required) and detailed plans and drawings submitted with planning applications should make clear the concept and rationale underlying the proposed shopfront design.

<sup>19</sup> Lifetime neighbourhoods are places designed to be inclusive regardless of age or disability. Further information available from [www.lifetimehomes.org.uk](http://www.lifetimehomes.org.uk).

## Heritage Assets

- 6.28 A key objective of the Core Strategy is to preserve and enhance the heritage assets of the Borough and make them accessible to the benefit of residents. Policy CS20 seeks to protect and enhance the Borough's heritage assets in accordance with relevant legislation and guidance in the National Planning Policy Framework (NPPF). Policy CS21 lists a number of design criteria that new development should meet, and the Woking Design SPD provides supplementary guidance on the design of new development affecting heritage assets.
- 6.29 The purpose of this policy is to expand upon the general principles set out in policies CS20 and CS21. It provides more detail on the design of development proposals which affect a heritage asset and/or their setting, and requirements for recording the loss of an asset. A range of other policies may have relevance to the application of this policy, including policies DM187 to DM2019 on Public Realm, Advertising and Signs, and Shopfronts.

### DM20: Heritage Assets and their Settings

A proposal affecting the character, appearance and/or setting of heritage assets<sup>20</sup>, as defined in the glossary of the Core Strategy, will be required to show:

- that the works or development are in harmony with and, where appropriate, preserve and/or enhance the heritage asset and/or its setting in terms of quality of design and layout (scale, form, bulk, height, character, street pattern and features), materials (colour and texture) and historic street pattern of the area;
- how relevant features and elements that contribute to the heritage asset's significance and character will be conserved and/or reinstated if they have been lost. This includes chimneys, windows and doors, boundary treatments, original roof coverings, as well as internal features such as fireplaces, plaster cornices, doors, architraves, panelling and any walls in Listed Buildings;
- where appropriate, that external elements such as street furniture, lighting and paving are sympathetically designed (further guidance is provided within the Design SPD);
- that it would not have an adverse impact on views of or from the heritage asset or of the open spaces, trees or street scene which contributes positively to any asset and its setting; and
- that the use of the heritage asset is compatible with the conservation of its significance (i.e. uses that are not compatible with or damaging to the significance of the asset should be avoided). In appropriate cases the relaxation of policies controlling change of use may be considered to secure the retention of the building.

~~The Council will not permit the demolition of heritage assets except in exceptional circumstances. Where partial or total demolition of a heritage asset is permitted in exceptional circumstances, a high standard of design will be required in any replacement building.~~ The Council will not permit the demolition of heritage assets, but where partial or total demolition of a heritage asset is permitted in exceptional circumstances, a high standard of design will be required in any replacement building. Where possible, special

<sup>20</sup> The heritage assets of the Borough include Listed Buildings (statutory and non-statutory including locally listed buildings and assets), Conservation Areas, Areas of historic or architectural importance, Scheduled Ancient Monuments, Registered Gardens and landscape, Sites of Archaeological Significance and Ancient Woodland.

elements of the building should be salvaged and re-used in the development scheme. The applicant will also be required to:

- instigate a programme of recording of the lost asset; and
- ensure the publication of that record in an appropriate form.

### Reasoned Justification

- 6.30 The elements of Woking Borough's historic environment that are worthy of consideration in planning matters because of their historic, archaeological, architectural or artistic significance are called 'heritage assets'. The term is defined in the Glossary of the Core Strategy, and it embraces a wide range of features from whole landscapes to individual items of street furniture. Heritage assets include both statutory and locally designated assets.
- 6.31 There is no embargo on development in Conservation Areas; new development can compliment the old providing it is carefully considered and of high quality design that successfully integrates with its surroundings. Innovative forms of development can preserve and enhance character as well as schemes that employ authentic historical forms and features. The redevelopment of gap sites, or buildings which make no positive contribution to, or detract from the significance of an asset should be seen as an opportunity to enhance the asset. All development, including extensions, alterations and changes of use, will be expected to respect the special characteristics of the heritage asset and wider environment. Detailed guidance is available in a series of Conservation Area Character Appraisals and Design Guidance documents. The Council will regularly update its guidance on heritage assets to ensure that it is in line with national and local policy context and is up-to-date.
- 6.32 Development proposals that involve or have an impact upon a heritage asset or their wider setting will be required to provide an assessment of the significance of any assets affected (including any contribution made by their setting), the potential impacts on the asset and/or setting, and any appropriate mitigation measures that will be required. The definition of 'significance' and 'setting' is given in the NPPF and the various means by which the significance of an asset can be measured, and how the setting of a heritage asset should be taken into account, are set out in the new National Planning Practice Guidance (see other supporting guidance in the reference box below). The assessment should be presented via a heritage statement accompanying the application, or contained within the Design and Access Statement. Applicants are advised to have referred to 'The Heritage of Woking – a Historic Conservation Compendium' – which lists and describes buildings of architectural and historic significance across the Borough; and also the Surrey Historic Environment Record (HER). The heritage asset should be assessed using appropriate expertise where necessary. The HER should be consulted on relevant planning applications, even those not directly involving a heritage asset but has the potential to affect it to make sure that any potential impacts on the significance of nearby assets are identified.
- 6.33 Careful treatment of the setting of a heritage asset is also vital to ensure that new development compliments and enhances its surroundings. The Council will resist proposals for the change of use of heritage assets where the use is not compatible with or damaging to the significance of the asset.
- 6.34 The Council may identify new heritage assets at any stage of the planning process or during the periodic assessments of local character (such as reviewing the Conservation Area Character Appraisals). Their identification will be a material

consideration in any planning decision. Equally, they may be identified by local communities and individuals as part of a review of the local list. The Council may also from time to time make Article 4 Directions to protect parts of the historic environment that, if lost, would harm the significance, appearance, character and setting of a heritage asset or the surrounding historic environment.

- 6.35 The fact that heritage assets are irreplaceable means that great care must be taken when deciding on the destruction, either partial or total, of those assets. Even the most comprehensive record of an asset can never replace the asset itself. However, there will be occasions where other factors may dictate that a record is an acceptable alternative to the destruction of a heritage asset. [In exceptional circumstances where the Council has to make a decision for the total or partial destruction of a heritage asset, because a comprehensive record exists, careful consideration will be given to the significant public benefits of the asset before that decision is made.](#) Such a record should be in proportion to the significance of the asset itself and be carried out by suitably qualified people with provision for the publication of the results of the work to a wider audience. It should be noted that as of October 2013, there is no longer the requirement to submit a separate application for 'Conservation Area consent' for the demolition of an unlisted building in a Conservation Area – only one application for planning permission is required.
- 6.36 The [General Permitted Development Order 1995 \(as amended\) Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) specifies certain types of development which are outside normal planning control. However, there are a range of exclusions which apply to 'permitted development rights' – for example in a Conservation Area planning permission will be required for certain types of work which do not need an application in other areas. Such small scale developments, as well as other minor changes which would not normally require planning permission such as changes to windows and doors, re-roofing and changes to boundary walls, can have a significant effect on the overall visual quality of Conservation Areas. Where the Council considers there is serious risk of the character or appearance of an area being threatened, it will consider issuing a direction under Article 4 (2) of the General Permitted Development Order 1995 to control such change which will then be subject to this policy.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policy**

- CS20: Heritage and conservation
- Other key Core Strategy policies
- CS21: Design

##### **Other Council/County Strategy & Policy**

- Cultural Strategy and Action Plan for Woking (2004)

##### **Other supporting guidance**

- Woking Design SPD
- Conservation Area Character Appraisals and Design Guidance
- The Heritage of Woking – An Historic Compendium, 2000, produced by Woking Borough Council
- Woking Character Study 2010
- Woking Borough Council website at: [www.woking.gov.uk/planning/listedbuildings](http://www.woking.gov.uk/planning/listedbuildings)
- National Planning Practice Guidance on conserving and enhancing the historic environment, available at: <http://planningguidance.planningportal.gov.uk/blog/guidance/conserving-and->



- [enhancing-the-historic-environment/why-is-significance-important-in-decision-taking/](#)
- Surrey Historic Environment Record, available at: [www.surreycc.gov.uk/recreation-heritage-and-culture/archaeology/historic-environment-record](http://www.surreycc.gov.uk/recreation-heritage-and-culture/archaeology/historic-environment-record)
- National Historic Environment Record – Heritage Gateway: [www.heritagegateway.org.uk/gateway/CHR/](http://www.heritagegateway.org.uk/gateway/CHR/)
- [The National Heritage List for England at: http://www.historicengland.org.uk/listing/the-list/](http://www.historicengland.org.uk/listing/the-list/)

### Application Information

- 6.37 The following should be submitted with planning applications to show how the proposal addresses this policy:
- a Heritage Statement addressing the impact of the proposed development on heritage assets and their setting, including archaeological features; or
  - a Design and Access Statement is required to accompany certain applications for planning permission and applications for Listed Building consent. In cases where both a Design and Access Statement and an assessment of the impact of a proposal on a heritage asset are required, applicants can avoid unnecessary duplication and demonstrate how the proposed design has responded to the historic environment through including the necessary heritage assessment as part of the Design and Access Statement.

## 7 Community & Communications Infrastructure Policies

### Education Facilities

- 7.1 Core Strategy policy CS19 sets out the general approach to the provision and protection of social and community infrastructure, including schools and higher education facilities. The following policy provides additional detail regarding how proposals for education provision will be determined.

#### DM21: Education Facilities

Proposals for new or replacement schools and other educational facilities, expansion of education facilities on existing sites and changes of use for school or other educational and training purposes will be permitted where the following criteria are met:

- it meets an identified need;
- it makes an appropriate provision for on-site car parking and stopping, access to public transport, cycling and walking, and the effect on traffic movement and highway safety is in accordance with Policy CS18 of the Core Strategy;
- where appropriate, a School Travel Plan is provided with the proposal to manage the travel needs of pupils and staff;
- the use of the site would be compatible with the surrounding land uses;
- it does not give rise to significant adverse impacts on the environment, residential character and amenity;
- where appropriate, adequate provision is made and/ or existing provision is retained for indoor and outdoor recreational, outdoor sports and amenity space, to meet the needs of the school;
- it meets other Development Plan policy criteria, paying particular attention to policy CS19 of the Core Strategy.

### Reasoned Justification

- 7.2 In order to accommodate the significant amount of sustainable growth and development foreseen in the Core Strategy, it is recognised that community infrastructure, specifically education facilities, will be needed to support the proposed growth. This may take the form of new facilities, redevelopment or expansion of existing ones. In accordance with the NPPF (paragraph 72) the Council will adopt a proactive, positive and collaborative approach to development proposals that will widen choice in education to ensure that the identified needs of the community are met, and will work closely with providers to identify and overcome any constraints on development. This policy is applicable to all schools, whether operating in the state sector or independent sector.
- 7.3 The Council supports the improvement of education facilities where they do not result in severe traffic, parking or environmental conditions, and where they do not result in significant impacts on the amenity of local residents. Where new facilities are proposed which are likely to generate significant amount of movement, a Transport Assessment will be required to fully assess the impacts of development and identify appropriate mitigation measures, such as those which minimise the need to travel and maximise the use of sustainable transport modes. New schools or those where

expansion is proposed which are likely to generate a significant amount of movement will also be required to produce a School Travel Plan<sup>21</sup>.

- 7.4 Significant need for new education provision in the Borough has been identified in the Draft Infrastructure Delivery Plan 2011 (IDP), the Surrey County Council Education Organisation Plan. The emerging Site Allocations DPD identifies a specific site for education provision. However, there will be instances where a proposal for an education or training facility comes forward outside of the emerging Site Allocations DPD. The Council will take a positive approach to delivery if the need and timing can be justified with regard to the relevant policies of the Development Plan.
- 7.5 The IDP anticipates that over the lifetime of the Core Strategy provision will need to be made for additional early years education infrastructure. The Council will resist the loss of existing childcare facilities (and apply the criteria set out in policy CS19 where this arises) and support the conversion of properties for childcare uses where evidence shows that there is significant demand.
- 7.6 Proposals for the expansion of education facilities on land designated as Urban Open Space will be considered against policy CS17 of the Core Strategy. Policy CS17 stipulates that development involving the loss of open space will not be permitted unless certain circumstances apply.
- 7.7 With regard to provision of space for indoor and outdoor recreation and amenity, Surrey County Council, as the Education Authority for the area, together with Sport England will be consulted on the amount of space appropriate for each proposal.
- 7.8 As set out in policy CS19 of the Core Strategy, the Council will also encourage opportunities to secure the multiple use of educational facilities with other compatible organisations where this is appropriate.

#### **Policy Links**

##### **Woking Core Strategy – Lead Policies**

- CS16: Infrastructure Delivery
- CS19: Social and community infrastructure

##### **Other key Core Strategy policies**

- CS17: Open space, green infrastructure, sport and recreation
- CS18: Transport and accessibility
- CS21: Design

##### **Other Council/County Strategy & Policy**

- Surrey County Council Education Organisation Plan 2012-2021
- Surrey Local Transport Plan, including the Transport Strategy for Surrey's School Places Programme

##### **Other supporting guidance**

- Woking Borough Council Draft Infrastructure Capacity Study and Delivery Plan 2011
- Site Allocations DPD

<sup>21</sup> A School Travel Plan (STP) is a written document which outlines a series of practical steps for improving children's safety on the journey to and from school. The STP also sets out a strategy for the implementation of a variety of initiatives to help reduce the number of children travelling to and from school by car, encourage pupils to take more regular exercise and reduce the impact of school travel on congestion and pollution. Further guidance is available from Surrey's Travel SMART website at [www.travelsmartsurrey.info](http://www.travelsmartsurrey.info).

## **Application Information**

- 7.9 Where the development involves the loss of open space, evidence should be submitted (within the Design & Access Statement when required) setting out a case demonstrating the need for the facility (in terms of its contribution towards providing essential education services and any other community benefits); how any environmental impacts will be mitigated; and how the facility will enhance the remaining open space, in accordance with policies CS17 and CS19 of the Core Strategy.

## Communications Infrastructure

- 7.10 The Council recognises that improving the Borough's communications infrastructure is integral to achieving sustainable economic growth, facilitating social interaction, and to make sure that the local community has access to the highest quality facilities and services. This policy seeks to ensure that acceptable provision can continue to be made for communications infrastructure, including 'next generation broadband', whilst ensuring the impact on environment, visual and residential amenity is minimised.
- 7.11 Core Strategy policy CS16 on Infrastructure delivery covers development of utility services, including telecommunications infrastructure. Reference to telecommunications should be taken to include all forms of communications by electrical or optical wire and cable and radio signals (whether terrestrial or from satellite), both public and private. Therefore, the following policy is relevant not only to telecommunication network operators and developers, but also to residents and businesses wishing to put satellite dishes or other antennae onto their property.

### **DM22: Communications Infrastructure**

Proposals for new or upgraded telecommunications equipment and installations will be permitted provided that:

- the telecommunications equipment and installation is sited and designed so as to minimise impact on the visual amenity, character and appearance of the surrounding area;
- if on a building, apparatus and associated structures are sited and designed in order to minimise impact to the external appearance of the host building;
- opportunities to share masts or sites with other providers have been explored and rejected for good reason;
- where a new mast is proposed, there is no reasonable possibility of combining the proposal with an existing installation, or of erecting the apparatus on an existing building or structure; and
- the proposal conforms to the International Commission on Non-Ionising Radiation Protection (ICNIRP) guidelines, taking account where appropriate of the cumulative impact of all operators equipment located on the mast / site.

Proposals for domestic satellite receiving antennae will be permitted only where they do not have an adverse effect on the visual appearance of the building and the surrounding area and on the amenity of neighbouring properties. The shared use of antennae in blocks of flats and similar buildings will be encouraged.

Development proposals, including for homes, employment and main town centre uses, will be expected to support and help implement the aims and objectives of the 'Superfast Surrey' broadband initiative. On-site infrastructure should be provided, including open access ducting to industry standards, to enable all premises and homes to be directly served by the latest broadband technology, including fibre optic broadband technology. Exceptions will only be considered where it can be demonstrated by evidence that making such provision would render the development unviable.

### **Reasoned Justification**

- 7.12 The Council supports the expansion of electronic communications networks, including telecommunications and high speed broadband. However, the numbers of radio and

telecommunications masts and the sites for such installations will be kept to a minimum consistent with the efficient operations of networks as set out in the NPPF. The Council will expect development proposals to demonstrate through the submission of evidence with applications for planning permission or prior approval that the criteria in Section 5 of the NPPF, as well as those in this policy, have been met.

- 7.13 The Government has afforded permitted development rights to a variety of minor forms of telecommunications development (including satellite antennae), set out in the Town and Country Planning (General Permitted Development) Order 1995 (as amended). The Government recently increased permitted development rights for certain types of telecommunications equipment in England, in order to support the swifter roll-out of the 4<sup>th</sup> Generation (4G) of high speed mobile broadband technology<sup>22</sup>. This allows an operator to carry out certain developments subject to the operator making a prior approval application to the Local Authority, but excludes developments within Sites of Special Scientific Interest and, in some cases, article 1(5) land, which in Woking comprises all Conservation Areas.
- 7.14 Where the erection of a mast requires planning permission, their siting should, wherever possible, be avoided in the sensitive areas of the Borough. These areas include Sites of Special Scientific Interest (SSSIs); Conservation Areas, locations close to listed buildings, Ancient Monuments and Ancient Woodland, and the Thames Basin Heaths Special Protection Area. Where a proposal is likely to affect these sensitive areas, careful and sympathetic design of equipment is critical; applications must also have regard to policies CS7 on Biodiversity and nature conservation; CS8 on Thames Basin Heaths Special Protection Areas; CS20 on Heritage and conservation of the Core Strategy; and DM21 on Heritage Assets and their setting of this DPD. In all cases, Operators are strongly advised to consult with the Local Planning Authority prior to submitting proposals for the erection of large masts or installation of apparatus in or adjacent to sensitive areas.
- 7.15 It is expected that proposals for all telecommunications development show that they have carefully explored advice in the Code of Best Practice on Mobile Network Development (see 'Policy Links' below) to make sure that the visual and amenity impacts of the proposed development will be minimised. The Code applies to all forms of wireless development, and the Siting and Design Principles in Appendix B are particularly relevant. A Declaration of Conformity with International Commission on Non-ionizing Radiation Protection Public Exposure Guidelines is at Appendix E.
- 7.16 The Council encourages early discussions with operators when they consider developing their networks and future strategies; and will respond positively to requests for pre-application consultation. Communication between different operators is also encouraged to avoid the erection of duplicate masts, and to explore the potential for mast sharing. The Mobile Operators Association produces an Annual Network Update Plan listing site infrastructure, which is available on the Council's website (see 'Policy Links' below). Any new masts should, if feasible, be capable of taking additional antennae. Consideration should be made of placing masts on existing buildings where their overall impact can be less than for a freestanding structure.
- 7.17 Where permitted development rights allow the installation of antennae, including satellite dishes, the siting and design advice in Government guidance should be followed by householders (see 'Policy Links' below). This guidance also provides

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<sup>22</sup> Permitted development changes came into force from 21 August 2013 through the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2013, available at: [www.legislation.gov.uk/ukxi/2013/1868/pdfs/ukxi\\_20131868\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1868/pdfs/ukxi_20131868_en.pdf)

useful advice on whether planning permission or Listed Building consent is needed. The Council may require unsuitably positioned equipment to be moved, or removed via an enforcement notice. When planning permission or Listed Building consent is required for antennae, permission will not be given for installations on the front walls and front roofs of buildings where alternative, less invasive positions are feasible and technically possible. Installations on the side or rear walls will be more acceptable where these parts of the building are not prominent in the street scene. Siting within front gardens will be unacceptable unless no suitable alternative can be found.

- 7.18 The ‘Superfast Surrey’ programme aims to enable access to superfast broadband for all businesses and homes in the county, including those in more remote rural locations. The policy seeks to ensure that new development is ‘superfast ready’. Even where such infrastructure is not readily available, provision should be made for local infrastructure of ducting and cabinets to enable connection when the strategic connections are put in place.

#### Policy Links

##### Woking Core Strategy – Lead Policy

- CS16: Infrastructure delivery

Other key Core Strategy policies

- CS20: Heritage and conservation
- CS21: Design

##### Other Council/County Strategy & Policy

- Woking Economic Development Strategy and Action Plan 2012-2017

##### Other supporting guidance

- Code of Best Practice on Mobile Network Development in England (July 2013), available at: [www.mobilemastinfo.com/images/stories/2013\\_Code\\_of\\_best\\_practice/Code\\_of\\_Best\\_Practice\\_on\\_Mobile\\_Network\\_Development\\_-\\_Published\\_24-07-2013.pdf](http://www.mobilemastinfo.com/images/stories/2013_Code_of_best_practice/Code_of_Best_Practice_on_Mobile_Network_Development_-_Published_24-07-2013.pdf)
- Mobile Operators Association Annual Network Update Plans available here: [www.woking.gov.uk/planning/service/telecoms](http://www.woking.gov.uk/planning/service/telecoms)
- A Householder’s Planning Guide for the Installation of Antennas, including Satellite Dishes (2005), available at: [/www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/2868/householdersguideantennas.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/2868/householdersguideantennas.pdf)

#### Application Information

- 7.19 Telecommunications operators will provide a range of information supporting their planning submissions, whether for full planning or prior approval, as set out by the Code of Best Practice on Mobile Network Development in England 2013. This includes:
- Standardised Supporting Documentation (described in Appendix F of the Code)
  - The Supplementary Information Template (in Appendix E of the Code)
  - International Commission on Non-Ionizing Radiation Protection Declaration (in Appendix E of the Code)
- 7.20 Less information will be required for a relatively small alteration to an existing site than would be required for an application for a new, large, free-standing mast.

## 8 Implementation and Monitoring

### Planning application process

- 8.1 The implementation of the Development Management Policies DPD will be delivered through the planning application process. The Council has the primary role of enabling and determining the suitability of development proposals in the area. It will exercise this responsibility proactively to ensure that the requirements of the DPD are fully taken into account in planning decisions. The Council encourages developers to seek pre-application advice, and will be proactive through this process to ensure that developers are fully aware of the objectives and expectation of the basis upon which the suitability of schemes will be judged. The Council will ensure that planning applications are submitted with adequate and appropriate information to make informed decisions before the application is accepted. It will ensure strict compliance of all the necessary standards [specified/referred to](#) in the DPD such as design and parking.
- 8.2 Where ~~its~~ ~~is~~ proven to be necessary, developer contributions will be sought to enable the sustainable delivery of some of the policies. This will be done through either the community infrastructure levy and/or a Section 106 Agreement.
- 8.3 The Council will continue to explore opportunities to work in partnership with key stakeholders and local community groups to deliver the requirements of the DPD, where relevant and necessary to do so.
- 8.4 Appendix 3 is a Monitoring Framework to measure how well the policies of the DPD are performing against the objectives of the Core Strategy. The performance of the policies will be measured each year and reported in the Council's Annual Monitoring Report (AMR) by 31 December. This will be published on the Council's website for public information. [The outcomes of the annual monitoring will be used to inform future reviews of the DPD. In any event, consideration will be given to review the DPD either in whole or in part every five years to take into account any new evidences including evidence on how the Core Strategy is performing.](#)

### Other Council plans and strategies

- 8.5 There are a number of other plans and strategies prepared by the Council and Surrey County Council that will complement the delivery of the DPD. Each Development Management policy includes a list of the other plans and strategies that will complement its delivery. There is also information on other supporting guidance.



## APPENDIX 1: EVIDENCE BASE

### Evidence Base Document

#### Strategic context:

- Core Strategy, Adopted Document
- **Proposals Map (including the Inset Map)**
- **Adopted Neighbourhood Plans**
- Local Development Scheme
- Statement of Community Involvement (SCI)
- Woking Local Plan (1999), including saved policies
- National Planning Policy Framework (NPPF)
- National Planning Practice Guidance (NPPG)
- Core Strategy Examination Inspector's Report
- Community Infrastructure Levy (CIL) Examiner's Report
- Core Strategy Sustainability Appraisal Report (2011)
- Core Strategy Sustainability Appraisal Scoping Report (2009)
- Development Management Policies DPD Draft Sustainability Appraisal (2014)
- Development Delivery DPD Sustainability Appraisal Scoping Report (2014)
- Habitats Regulations Assessment for the Development Management Policies

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#### Woking's landscape and townscape:

- Character Study
- [Landscape Character Assessment](#)
- Woking Public Realm Usage Policy
- [Design SPD](#)

#### Green Belt:

- Green Belt boundary review (GBBR)
- Green Belt boundary review non-technical summary
- Ministerial Statements Assessment Report

#### Homes:

- West Surrey Strategic Housing Market Assessment (SHMA)
- Housing Land Supply Position Statement Housing Land Supply Position Statement Annual
- Strategic Housing Land Availability Assessment (SHLAA)
- Woking Housing Strategy

#### Sustainable economic development:

- Employment Land Review - Employment Position Paper

- Employment Land Review – Market Appraisal
- Woking Economic Development Strategy and Action Plan 2012-2017
- Town, District and Local Centres Study
- Surrey Hotel Futures Surrey Hotel Futures

**Biodiversity and nature conservation:**

- Biodiversity and Planning In Surrey
- Strategic Access Management and Monitoring (SAMM) Tariff Guidance
- Thames Basin Heaths Special Protection Areas Avoidance Strategy 2010-2015
- Sites of Nature Conservation Importance (SNCI)
- [Draft Natural Woking: Biodiversity and Green Infrastructure Strategy \(2016\) Action Plan \(due for adoption 2015\)](#)

**Open space, green infrastructure, sport and recreation:**

- [Draft Natural Woking: Biodiversity and Green Infrastructure Strategy \(2016\) for Woking Borough \(due for consultation 2015\)](#)
- Greenspaces Development Plan
- Open Space, Sports and Recreation Facilities Audit
- Woking Playing Pitch Strategy
- Woking Public Art Strategy
- Woking Play Strategy
- Sporting Surrey: Surrey's Strategy for Sport and Physical Activity 2011-2015
- Woking Cultural Strategy & Action Plan
- Woking Contaminated Land Inspection Strategy

**Flooding and water management:**

- Strategic Flood Risk Assessment Strategic Flood Risk Assessment
- Draft Surface Water Management Plan for Woking Borough
- Basingstoke Canal Final Vision and Action Plan (2012)
- Surrey Local Flood Risk Management Strategy 2012-2016

**Transport and accessibility:**

- Surrey Transport Assessment
- The Surrey Transport Plan (Local Transport Plan Third Edition) LTP3
- Congestion Strategy
- Rail strategy
- Local Transport Strategy for Woking Borough
- Transport and Accessibility Topic Paper / Technical Paper
- Cumulative Assessment of Future Development Impacts on the Highway
- Strategic transport assessment - Cumulative Assessment of Future Development Impacts on the Highway

- Travel Smart
- Parking Standards SPG
- Working Air Quality Assessments

**Infrastructure delivery:**

- Infrastructure Delivery Plan (IDP) (second draft)
- Community Infrastructure Levy (CIL) – Adopted Charging Schedule
- Community Infrastructure Levy (CIL) – Regulation 123 list
- Community Infrastructure Levy - Topic Paper on Infrastructure Funding Gap
- Surrey Infrastructure Capacity Study
- Surrey County Council Education Organisation Plan 2012-2021

**Climate change:**

- Climate Change and Decentralised, Renewable and Low Carbon Evidence Base Climate Change Study
- Sustainable construction
- Renewable and low carbon energy generation
- Climate Change Strategy
- Climate Change supplementary planning document (SPD)
- Air Quality Management Area (AQMA) for Knaphill
- Climate Change Study

**Social and community infrastructure:**

- Social and Community Facilities Audit
- Social and Community Infrastructure Requirements Study Social and Community Infrastructure Requirements

## APPENDIX 2: LIST OF SUPERSEDED POLICIES OF WOKING LOCAL PLAN (1999)

Saved Local Plan Policies	Superseded by Development Management Policy
<b>Natural Environment Policies</b>	
NE8: Tree Preservation Orders	DM2: Trees and Landscaping
NE9: Trees within Development Proposals	DM2: Trees and Landscaping
<b>Built Environment Policies</b>	
BE5: Development near Sources of Noise	DM7: Noise and Light Pollution
BE9: General Policy on Conservation Areas	DM20: Heritage Assets and their Settings
BE10: Demolition of Listed Buildings	DM20: Heritage Assets and their Settings and CS20: Heritage and conservation (in Core Strategy)
BE18: Advertisements and the Environment	DM18: Advertising and Signs
BE19: Illuminated Signs on Shopfronts	DM18: Advertising and Signs
BE20: Illuminated Advertisements	DM18: Advertising and Signs
BE21: Advertisements within Conservation Areas	DM18: Advertising and Signs
BE22: Shopfronts	DM19: Shopfronts
<b>Green Belt Policies</b>	
GRB6	Sites already being implemented
<b>Housing Policies</b>	
HSG8: Loss of Residential Land and Buildings	DM11: Sub-divisions, Specialist Housing, Conversions and Loss of Housing
HSG11: Flats above Shops	DM9: Flats Above Shops and Ancillary Accommodation
HSG15: Houses in Multiple Occupation, Bedsits and Shared Houses	DM11: Sub-divisions, Specialist Housing, Conversions and Loss of Housing
HSG16: Conversions of Existing Dwellings	DM11: Sub-divisions, Specialist Housing, Conversions and Loss of Housing
HSG22: Plot Subdivision – Infilling and Backland Development	DM9: Flats Above Shops & Ancillary Accommodation
HSG23: Extensions	CS21: Design (in Core Strategy), supported by Woking Design SPD
HSG24: Annexes to Dwellings	DM9: Flats Above Shops & Ancillary Accommodation
<b>Employment and Economic Development</b>	
EMP10: Change of Use of Residential Units to Overnight Accommodation	DM9: Flats Above Shops & Ancillary Accommodation, DM11: Sub-divisions, Specialist Housing, Conversions and Loss of Housing
<b>Shopping</b>	
SHP7: Change of use of isolated shops	DM15: Shops Outside Designated Centres
SHP10: Farm Shops	DM15: Shops Outside Designated Centres
<b>Leisure, Recreation and the Arts</b>	
REC7: Intensification of Use of Land in Formal Recreational Use	DM3: <a href="#">Facilities for Outdoor Sport and Recreation</a> and <a href="#">Sport Facilities</a>
REC8: Horse Keeping and Riding	DM3: <a href="#">Facilities for Outdoor Sport and</a>

Facilities	Recreation <del>and Sport Facilities</del>
REC9: Golf Development	DM3: <del>Facilities for Outdoor Sport and Recreation and Sport Facilities</del>
REC10: Noisy and Disruptive Activities	DM7: Noise and Light Pollution
REC14: Recreational Use of River Valleys	DM1: Green Infrastructure Opportunities
REC16: Brookwood Canalside Country Park	No relevant DM policy – to be incorporated into Site Allocations DPD
REC17: Woking Palace Country Park	No relevant DM policy – to be incorporated into Site Allocations DPD
<b>Community and Utility Services</b>	
CUS6: Change of Use of Residential Units to Community Facilities	DM11: Sub-divisions, Specialist Housing, Conversions and Loss of Housing
CUS7: Schools	DM21: Education Facilities
CUS11: Telecommunications	DM22: Communications Infrastructure
CUS12: Domestic Satellite Receiving Antennae	DM22: Communications Infrastructure
<b>Movement</b>	
MV6: Design and Construction of New or Improved Roads	CS18: Transport and accessibility (in Core Strategy), National Planning Practice Guidance and Woking Design SPD
MV7: Access to Class A Roads	CS18: Transport and accessibility (in Core Strategy)
MV12: Cycle Parking Standards	CS18: Transport and accessibility (in Core Strategy), Woking Parking Standards SPD and Woking Design SPD
MV16: Servicing	DM16: Servicing Development
MV22: Motorway Widening	CS18: Transport and accessibility (in Core Strategy)
<b>Woking Town Centre</b>	
WTC6: Public Art	DM17: Public Realm
WTC24: Proposal Sites Within the Town Centre	No relevant DM policy – to be incorporated into Site Allocations DPD

## APPENDIX 3: MONITORING FRAMEWORK

The Core Strategy sets the overarching strategy for the Borough. The Development Management policies are key to ensuring the delivery of the strategy by providing detailed policies to manage decision-making on a daily basis. Monitoring of the Development Management policies is essential to ensure the Core Strategy objectives are delivered, which will collectively achieve the spatial vision of the Core Strategy – setting out where the community would like the Borough to be by 2027. As with the Core Strategy, the Development Management policies will be monitored through the Council's annual Authority's Monitoring Report (AMR). The AMR is a statutory requirement of the Planning and Compulsory Purchase Act 2004 (as amended) and is published by the Council, including on its website on an annual basis.

The Development Management policies will contribute to and support the Core Strategy's role in setting out a plan for the future development of the Borough. Table 2 below demonstrates how the Development Management policies support the delivery of the Core Strategy performance framework – led by the spatial vision and objectives - as set out in Appendix 5 of the Core Strategy.

**Table 2: Delivering and monitoring the spatial vision and objectives of the Core Strategy**

<b>Spatial Vision – Paragraph 1: Woking will be a Borough of high environmental quality and standards where people choose to live, work and visit, an exemplar in the achievement of sustainable growth.</b>		
<b>Core Strategy Objective(s)</b>	<b>Key delivery policies of Core Strategy</b>	<b>Key delivery policies of Development Management section of Delivery DPD</b>
6 To lead the way in high quality sustainable development that minimises the adverse impacts of climate change. This will be achieved through maximising opportunities for implementing renewable energy technologies, maximising the efficient use of energy and water in buildings and managing waste effectively.	1 – 3, 5, 9, 10, 15, 17, 18, 21 - 23	1, 2, 5, 6, 10
7 To maintain and improve air and water quality and manage effectively the impacts of noise and light pollution.	1, 7 -10, 17, 18, 21-24	5, 6, 7
<b>Spatial Vision – Paragraph 2: Woking will be a regional focus of economic prosperity centred on a vibrant, enhanced town centre that provides a good range of quality shops, jobs, cultural facilities, services and infrastructure to cater for the Borough's needs, surrounded by distinct communities anchored by attractive district and local centres providing convenient access to everyday shops, services and local community facilities.</b>		
<b>Core Strategy Objective(s)</b>	<b>Key delivery policies of Core Strategy</b>	<b>Key delivery policies of Development Management section</b>

		<b>of Delivery DPD</b>
1 To enable a diverse range of development such as offices, housing, shops, leisure and cultural facilities in Woking Town Centre to enable its status as a centre of regional significance to be maintained. Development will be of high quality and high density to create an attractive environment for people to live, do business and visit.	1, 2, 10 – 19, 21, 24	3, 9, 11, 18, 20, 21
2 To enable attractive and sustainable development of the district and local centres to provide convenient access to everyday shops and local services, local community facilities, parks and open spaces.	1, 3, 4, 5, 10, 15, 16, 17, 19, 21, 24	1, 3, 16, 22, 23
5 To enable a buoyant local economy with good quality offices, business parks and industrial areas, which meet the needs of modern business. This will mainly be encouraged in Woking Town Centre, West Byfleet District Centre and the employment areas.	1 – 6, 15, 16, 18	17, 23
<b>Spatial Vision – Paragraph 3: Woking will be a sustainable community where the benefits of growth and prosperity are shared throughout the Borough without pockets of deprivation.</b>		
<b>Core Strategy Objective(s)</b>	<b>Key delivery policies of Core Strategy</b>	<b>Key delivery policies of Development Management section of Delivery DPD</b>
13 To significantly reduce both absolute and relative deprivation in Sheerwater, Maybury and the Lakeview Estate in Goldsworth Park.	1, 5, 15, 16, 19	3, 23
<b>Spatial Vision – Paragraph 4: New development in the Borough will be well designed to respect the character of the area. New housing development will help to meet the needs of all sections of the community.</b>		
<b>Core Strategy Objective(s)</b>	<b>Key delivery policies of Core Strategy</b>	<b>Key delivery policies of Development Management section of Delivery DPD</b>
3 To enable the provision of well designed homes of different types, tenures and affordability to meet the needs of all sections of the community. This will be in	1 – 6, 10 – 14, 16, 21	9 – 15

sustainable locations and at densities that maximise the efficient use of urban land without compromising the distinctive character of the local area.		
8 To encourage the high quality of buildings, neighbourhoods and the public realm that creates a sense of place where people feel safe to spend time and interact without fear of crime.	1 – 3, 5, 11, 17, 20, 21, 24	1, 2, 5 – 8, 9 – 11, 14, 18 – 21, 22
<b>Spatial Vision – Paragraph 5: A green Borough where people will have easy access to good quality green spaces and infrastructure for recreation and leisure.</b>		
<b>Core Strategy Objective(s)</b>	<b>Key delivery policies of Core Strategy</b>	<b>Key delivery policies of Development Management section of Delivery DPD</b>
4 To protect the integrity of the Green Belt and to harness its recreational benefits for the community.	1 – 8, 10, 14, 17, 18, 24	3, 7, 14, 15
9 To ensure that the provision of community infrastructure, including key services and facilities, keeps pace with growth of the Borough. This will include schools, healthcare, water supply, drainage and flood alleviation, leisure, green infrastructure and community facilities.	1-6, 8, 16, 19, 23, 24	1, 3, 6, 22, 23
12 To preserve and enhance the cultural, historic, biodiversity and geodiversity features of the Borough and make them accessible to the benefit of residents.	1, 2, 6-8, 14, 16-18, 20, 24	1 – 4, 10, 21
<b>Spatial Vision – Paragraph 6: The Borough will have a balanced and sustainable multi modal transport system that links homes, jobs and key services and by doing so improves the overall health and well-being of all residents.</b>		
<b>Core Strategy Objective(s)</b>	<b>Key delivery policies of Core Strategy</b>	<b>Key delivery policies of Development Management section of Delivery DPD</b>
10 To work in partnership with Surrey County Council and other stakeholders with an interest in transport provision to deliver a transport system that enables people to access key services,	1 3, 5, 16, 18	1, 17



facilities and jobs by all relevant modes of travel. In particular, by encouraging the use of public transport and creating a safe environment for people to walk and cycle to the town, district and local centres.		
11 To provide an integrated and effective transport interchange that has an improved Woking Railway Station as a focus.	1 3, 5, 16, 18	None

Under the provisions of the Localism Act 2011, changes to monitoring requirements have given local planning authorities more scope to decide what is included within their monitoring information. As well as monitoring the outcome of policies individually, the AMR will also assess the effects of policies holistically to assess whether or not they are proving effective at delivering sustainable development. Where any negative effects are identified, remedial action will be suggested. As the Development Management policies support the Core Strategy objectives, they will be monitored using the same indicators within the Performance Framework in Appendix 5 of the Core Strategy. There are, however, a few detailed indicators that will be needed to monitor some of the requirements of the Development Management policies that are not already covered by Appendix 5 of the Core Strategy. Table 3 below sets out these indicators; how these indicators are to be measured; and, where appropriate, a target for each indicator. These will be incorporated into the AMR.

**Table 3: Development Management policies – additional monitoring framework**

<b>DM1: Green Infrastructure Opportunities</b>		
<b>Parent policy monitoring framework: CS17 on Open space, green infrastructure, sport and recreation</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning permissions granted that enhance or increase provision/access to Green Infrastructure (GI).	Number of schemes with improved access to GI. Area of additional GI created.	No target identified – local monitoring only.
<b>DM2: Trees and Landscaping</b>		
<b>Parent policy monitoring framework: CS24 on Woking's landscape and townscape</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning permissions granted for development involving direct or indirect harm to trees and other landscape features of value.	Number of applications approved involving direct or indirect harm to trees and other landscape features of value.	Zero applications approved.
<b>DM3: Facilities for Outdoor Sport and Recreation and Sport Facilities</b>		
<b>Parent policy monitoring framework: CS17 on Open space, green infrastructure, sport and recreation</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning appeals allowed overturning Council's decision.	Percentage of appeals allowed.	None.
<b>DM4: Development in the Vicinity of Basingstoke Canal</b>		
<b>Parent policy monitoring framework: CS17 on Open space, green infrastructure, sport and recreation</b>		

Indicator	Measure	Target
Planning permissions granted that involve direct or indirect harm to the Canal or its setting.	Number of applications approved involving direct or indirect harm to the Canal or its setting.	Zero applications approved.
<b>DM5: Environmental Pollution</b>		
<b>Parent policy monitoring framework: CS21 on Design</b>		
This policy is concerned with the overall approach to assessing applications rather than the delivery of specific development outcomes – monitoring is instead proposed for policies DM6-DM8.		
<b>DM6: Air and Water Quality</b>		
<b>Parent policy monitoring framework: CS9 on Flooding and water management, and CS17 on Open space, green infrastructure, sport and recreation</b>		
Indicator	Measure	Target
Planning permission granted for development causing harm to air quality or water quality, or granted contrary to Environmental Health / Environment Agency advice.	Number of applications permitted for development causing harm to air or water quality or contrary to Environmental Health / Environment Agency advice, per annum.	Zero applications approved.
<b>DM7: Noise and Light Pollution</b>		
<b>Parent policy monitoring framework: CS21 on Design</b>		
Indicator	Measure	Target
Planning permission granted for development causing noise or light pollution, or granted contrary to Environmental Health / Environment Agency advice.	Number of applications permitted for development causing harm to air or water quality or contrary to Environmental Health team advice, per annum.	Zero applications approved.
<b>DM8: Land Contamination and Hazards</b>		
<b>Parent policy monitoring framework: CS9 on Flooding and water management, and CS21 on Design</b>		
Indicator	Measure	Target
Planning permission granted on contaminated land, and number of permissions close to hazardous installations, contrary to the relevant agency's advice.	Number of applications permitted on contaminated land where there may be harm to health or the environment or close to hazardous installations where there is an increase in the number of people at risk, or contrary to the relevant agency's advice, per annum.	Zero applications approved.
<b>DM9: Flats Above Shops and Ancillary Accommodation</b>		
<b>Parent policy monitoring framework: CS21 on Design</b>		
Indicator	Measure	Target
Planning appeals allowed overturning Council's decision.	Percentage of appeals allowed.	None.
<b>DM10: Development on Garden Land</b>		
<b>Parent policy monitoring framework: CS17 on Open space, green infrastructure, sport and recreation, and CS21 on Design</b>		
Indicator	Measure	Target

Planning appeals allowed overturning Council's decision.	Percentage of appeals allowed.	None.
<b>DM11: Sub-divisions, Specialist Housing, Conversions and Loss of Housing</b> <b>Parent policy monitoring framework: CS10 on Housing provision and distribution</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning appeals allowed overturning Council's decision.	Percentage of appeals allowed.	None.
<b>DM12: Custom Build Dwellings</b> <b>Parent policy monitoring framework: CS11 on Housing mix</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning permissions granted for custom build development.	Number of custom build dwellings permitted per annum.	None. Target to be set when information begin to emerge.
<b>DM13: Buildings within and adjoining the Green Belt</b> <b>Parent policy monitoring framework: CS6 on Green Belt</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning appeals allowed overturning Council's decision.	Percentage of appeals allowed.	None.
<b>DM14: Rural Workers' Dwellings</b> <b>Parent policy monitoring framework: CS6 on Green Belt</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning permissions granted for temporary and permanent rural worker's dwellings in the Green Belt.	Number of applications permitted for temporary and permanent rural worker's dwellings in the Green Belt.	No targets identified – local monitoring only.
Planning permissions granted to remove rural worker's occupancy conditions.	Number of applications permitted to remove rural worker's occupancy conditions, per annum.	
<b>DM15: Shops Outside Designated Centres</b> <b>Parent policy monitoring framework: CS4 on Local and neighbourhood centres and shopping parades</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Change of use of shops located outside of the designated centres from A1/A2 to other uses.	Number of shops outside of the designated centres that change their use from A1/A2 to other uses per annum.	No target identified – local monitoring only.
<b>DM16: Servicing Development</b> <b>Parent policy monitoring framework: CS15 on Sustainable economic development</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Number of planning applications where Servicing Management Plan is required.	Number of planning applications where Servicing Management Plan is required, per annum.	No target identified – local monitoring only.
<b>DM17: Public Realm</b> <b>Parent policy monitoring framework: CS19 on Social and community infrastructure</b>		
This policy will be monitored via indicators under policy CS19 on Social and community infrastructure in terms of 'delivery of items listed in the Infrastructure Delivery Plan', which includes public realm and public art.		
<b>DM18: Advertising and Signs</b> <b>Parent policy monitoring framework: CS21 on Design</b>		

<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Number of Advertisement Consents.	Number of Advertisement Consents, per annum.	No target identified – local monitoring only.
Number of enforcement actions carried out on unauthorised advertising and signs.	Number of enforcement actions carried out on unauthorised advertising and signs, per annum.	Zero enforcement actions.
<b>DM19: Shopfronts</b>		
<b>Parent policy monitoring framework: CS21 on Design</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning appeals overturning Council's decision.	Percentage of appeals allowed.	None.
<b>DM20: Heritage Assets and their Settings</b>		
<b>Parent policy monitoring framework: CS20 on Heritage and conservation</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Number of heritage assets partially or totally demolished.	Number of heritage assets partially or totally demolished, per annum.	No target identified – local monitoring only.
<u>The number of heritage assets at risk.</u>	<u>The effectiveness of the policy in preserving and enhancing heritage assets at risk.</u>	
<b>DM21: Education Facilities</b>		
<b>Parent policy monitoring framework: CS19 on Social and community infrastructure</b>		
This policy will be monitored via indicators under policy CS19 on Social and community infrastructure in terms of loss/gain of D1 facilities and what they were/are used for.		
<b>DM22: Communications Infrastructure</b>		
<b>Parent policy monitoring framework: CS16 on Infrastructure delivery</b>		
<b>Indicator</b>	<b>Measure</b>	<b>Target</b>
Planning appeals overturning Council's decision.	Percentage of appeals allowed.	None.