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Document control									
Version	Date of last review	Date of next review	Owner	Approver (individual or cmte)	Approval date				
1.0	n/a	TBC	Georgina Pacey	Planning Committee					

## **Preface**

This Runnymede Local Development Scheme (LDS) was approved by the Runnymede Planning Committee on 23<sup>rd</sup> October 2024. It subsequently came into effect on 31<sup>st</sup> October 2024.

This document sets out the timetable and various stages of preparation for each of the documents included in this LDS.

Progress against the LDS will be reviewed and reported in the Council's <u>Annual Monitoring Reports</u>. In doing so, the Council will consider what changes, if any, need to be made and will bring forward such changes through a formal review of the document.

### **Section 1. Introduction**

- 1.1 The Planning and Compulsory Purchase Act 2004 requires the Council to prepare and maintain a Local Development Scheme (LDS) setting out the timetable for the preparation and revision of Development Plan Documents (DPDs).
- 1.2 The 2004 Act was amended by provisions in the Localism Act 2011. Some of these provisions are relevant to the regulations relating to LDS. For example, the Council is no longer under obligation to submit a copy of its LDS to the Secretary of State to bring the Scheme into effect. Instead, the Local Planning Authority must resolve that the scheme is to have effect and, in its resolution, specify the date from which the scheme is to have effect. The format of the LDS is a matter for the Council, but the regulations do specify a number of key points that the Scheme must address (including the subject matter and geographical area to which each document relates, and the timetable for the preparation and revision of the documents).
- 1.3 For completeness, as well as considering DPDs, this LDS also provides information in respect of other planning policy documents prepared by the Council. This includes Supplementary Planning Documents (SPDs), which are designed to expand on policies in DPDs or provide additional detail, but which do not form part of the development plan.

# Section 2. Development Plan Documents and the Development Plan in Runnymede

#### **Development Plan Documents (DPDs)**

- 2.1 In the Town and Country Planning (Local Planning) (England) Regulations 2012, it is confirmed that local plans fall under the definition of Development Plan Documents. There can be more than one local plan adopted in an area; this is especially true of two-tier authority areas such as Surrey. These are the principal planning policy documents produced by a Council and form part of the statutory development plan for the area. They are subject to rigorous procedures of community involvement, consultation, and independent examination to test their soundness, and legal requirements relating to the production of such documents must also be followed.
- 2.2 Planning law requires that applications for planning permission be determined in accordance with the development plan unless material considerations indicate otherwise.

#### The Development Plan in Runnymede

Regional policy

2.3 The South East Plan came into force in May 2009 and covers the period up to 2026. The Government partially revoked the South East Plan on 25 March 2013 and the only retained policy relevant to Runnymede is <a href="NRM6">NRM6</a> which relates to new residential development near the Thames Basin Heaths Special Protection Area. This policy requires the provision of mitigation to overcome identified harm to this habitat from recreational disturbance associated with additional residents in the nearby areas.

County policy

2.4 Surrey County Council is the Waste and Minerals Planning Authority for the whole of Surrey and produces a suite of DPDs to guide minerals and waste development across the County. Details of the Surrey Minerals and Waste Development Plan Documents can be found on Surrey County Council's website.

Local policy

- 2.5 The Runnymede 2030 Local Plan was adopted by the Council on 16th July 2020. It provides the overall vision and strategy for planning in Runnymede over the period to 2030. This includes a strategy for meeting identified development needs. The Local Plan also includes a range of development allocations to meet needs and a range of policies against which planning applications are assessed.
- 2.6 In addition, at the local level, the neighbourhood planning system introduced by the Localism Act allows local community organisations, neighbourhood fora and town and parish councils to prepare neighbourhood plans. In Runnymede (an unparished area), there are two made neighbourhood plans in the Borough and a further two being prepared by neighbourhood fora. The status of the different neighbourhood plans in Runnymede is set out in the table below.

Name	Status
Englefield Green Neighbourhood Plan	Made on 31st January 2024
Ottershaw Neighbourhood Plan	Under preparation
Thorpe Neighbourhood Plan	Made on 30 <sup>th</sup> June 2021
Virginia Water Neighbourhood Plan	Under preparation

2.7 The Council's interactive Policies Map shows the spatial distribution of the relevant policies in the adopted Runnymede 2030 Local Plan and made neighbourhood plans. The Council's mapping system can be viewed at: <a href="Maps-Runnymede Borough Council">Maps-Runnymede Borough Council</a>.

# Section 3: Other relevant planning policy documents

### **Supplementary Planning Documents (SPDs)**

- 3.1 These are locally produced documents that form part of the overall planning framework for the area. They have less weight than DPDs as they are not subject to independent examination and do not form part of the statutory development plan. However, they are still subject to rigorous procedures for community involvement set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 3.2 SPDs must be consistent with adopted DPDs as well as national planning policies. They must be clearly cross-referenced to the relevant DPD policy that they supplement.
- 3.3 They may contain text that expands on, or supplements policies in DPDs. However, the introduction of new policy is not permitted in SPDs.
- 3.4 Current SPDs which have been adopted in Runnymede can be viewed on the Council's website.

#### **Arrangements for Stakeholder and Community Involvement**

3.5 The Council's approach in relation to stakeholder and community involvement in the preparation of planning policy documents is set out in its <u>2021 Statement of Community Involvement (SCI)</u>. There is a wide range of potential stakeholders and a variety of methods for involving them at different stages of the process. The Council recognises the importance of engaging the local community and other stakeholders as it prepares planning policy documents, including appropriate engagement at the early stages of developing the Borough Local Plan and Design Code.

### **Community Infrastructure Levy**

- 3.6 The Community Infrastructure Levy (CIL) is a tariff that councils can choose to charge on new developments to raise funds to provide infrastructure through the adoption of a 'CIL charging schedule'. The Council adopted the Runnymede CIL Charging Schedule on 9th February 2021 with an implementation date of 1 March 2021. CIL operates alongside the existing system of 'Section 106' developer contributions.
- 3.7 A review of the Council's CIL charging schedule is due to commence during the latter stages of the preparation of an updated local plan for the Borough (see more on this in the next section).

# Section 4. Plan Making Reforms and implications for Runnymede

- 4.1 The Levelling Up and Regeneration Act (LURA) was enacted in October 2023 and secondary legislation are due to follow. The LURA sets the foundation for a range of planning reforms, including an overhaul of the plan making system. Since the LURA was enacted, there has been a General Election and a change of the party in power. The newly elected Labour government confirmed in their July 2024 consultation on proposed changes to the NPPF and planning reforms¹ that it remains their intention to implement the new plan-making system as set out in the LURA. However, whilst the new plan making arrangements were originally due to be introduced in Autumn 2024, the government has now confirmed that this date is to be pushed back to Summer or Autumn 2025.
- 4.2 New plan making arrangements are expected to require single Local Plans to be prepared within 30 months, remove the statutory basis for SPDs, and introduce 'Supplementary Plans' as part of the Development Plan. National Development Management Policies (NDMPs) are proposed to address common issues. Local Planning Authorities will be required to prepare a 'local plan timetable' specifying the matters that the Local Plan will address, any Supplementary Plans that are to be prepared, and how the requirements in relation to design codes will be met.
- 4.3 Whilst the July 2024 consultation referred to above contains a range of transitional arrangements for plan making in anticipation of the new plan making arrangements coming into force, none apply to local authorities like Runnymede who have an up-to-date local plan in place and where the update of the adopted Local Plan is yet to commence. The Council has concluded that there is insufficient time available to prepare an updated Local Plan under the current arrangements, which require submission of current system plans for examination by December 2026. As such, the next iteration of the Local Plan prepared in Runnymede will be produced under the new plan making arrangements. This LDS has been prepared on this basis

<sup>&</sup>lt;sup>1</sup> <u>Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK (www.gov.uk)</u>

# Section 5. Scope of future Development Plan Documents to be prepared in Runnymede

- 5.1 A review of the Runnymede 2030 Local Plan has been carried out. This review has concluded that the Local Plan requires at least a partial update. The review highlights the policies which are most likely to require material changes as part of the local plan update process<sup>2</sup>. The next iteration of the local plan will supersede the Runnymede 2030 Local Plan on adoption. This plan will cover a 15-year period from the intended date of adoption and will cover the whole borough. This Plan is likely to cover the period 2028-2043.
- 5.2 In line with emerging government policy, the next iteration of the borough local plan will comprise a single document containing strategic and non-strategic policies, avoiding duplication of any NDMPs. It will provide a vision to give strategic direction for policies and set out measurable outcomes. It will contain locally distinctive policies to, amongst other things:
  - meet key economic, social, and environmental objectives;
  - set clear expectations for high quality design, linked to the Runnymede Design Code (see more information on Design Codes in paragraphs 5.4 below);
  - ensure that the use and development of land contributes to the mitigation of, and adaptation to, climate change;
  - identify the amount, type and location of development, having regard to objectively assessed local needs and the extent to which these can be met having regard to opportunities and constraints across the Borough and the need to direct growth to suitable locations supported by required physical, social and green infrastructure.
  - make site allocations (alongside Neighbourhood Plans and/or Supplementary Plans) to meet the identified development requirements. Indicative timescales for the delivery of site allocations will also be provided; and,
  - provide a detailed approach to monitoring and ongoing review.
- 5.3 The proposed timetable for production of the new Local Plan is set out in Annex 1. A Policies Map will be produced for the new Local Plan and will be available on the Council's website upon adoption.
- 5.4 The Council is also in the process of producing a Runnymede Design Code to help to deliver high quality and sustainable development that is appropriate to the context in which it would be located. Design codes are a set of simple, concise, illustrated design requirements that are visual and numerical wherever possible to provide specific, detailed parameters for the physical development of a site or area.

<sup>&</sup>lt;sup>2</sup> – Runnymede Borough Council

### Section 6. Resources

#### Resources

Internal resources-Planning Department

6.1 The table below identifies the in-house staff resources within the Planning Department that will be available for the ongoing preparation of the Local Plan.

Permanent Posts	% time	Notes
Corporate Head of Planning,	5%	Full time
Economy and Built Environment		
Planning Policy and Climate	75%	Part time 0.85 FTE
Change Manager		
Assistant Planning Policy	80%	Part time 0.85 FTE
Manager (Local Plan)		
Assistant Planning Policy	60%	Part time 0.85 FTE
Manager (Policy and		
Infrastructure)		
Principal Planning Policy Officer	90%	Part time 0.86 FTE
Principal Planning Policy Officer	85%	Full time
Planning Policy Officer	90%	Full time
Planning Monitoring &	75%	Full time
Infrastructure Officer		
Development Management Officer	10%	Equivalent to 10% of 1fte overall
(s)		

Internal resources-other Council departments

6.2 As well as staff within the Council's planning teams, staff from other departments across the Council are likely to contribute to the update of the Local Plan at various stages of the process. This will include staff in the Council's Housing, GIS, Community Services, Legal and Finance departments.

#### External Consultants

6.3 The Council will employ a range of external consultants to undertake/peer review a number of the evidence base studies required, in particular where specialist technical advice is required.

# **Section 7. Programme management and risk assessment**

**Project Management** 

## Risk Assessment

	T
Service Area:	Planning Policy
Project being assessed:	Update of the Runnymede 2030 Local Plan
Name of assessor:	Georgina Pacey
Date risk assessment undertaken:	26th September 2024
Scope of risk assessment: (backgro	ound of tasks or activity being assessed and any limitations)
	ks associated with the production of an updated Local Plan for the borough, and identifies the existing ul adoption in a timely manner, as well as other additional measures that may support this.

### Risk assessment method – evaluation of risk

		Negligible/ insignificant impact	Minor impact	Moderate impact	Major impact	Catastrophic				
	Risk Matrix	1	2	3	4	5				
	Severity (Like	elihood (L) x Severity (S) = Risk Rating Number (RRN)								
Likelihood	Highly likely: 5	5	10	15	20	25				
pood	Likely: 4	4	8	12	16	20				
	Possible: 3	3	6	9	12	15				
•	Unlikely: 2	: 2 2 4		6	8	10				
	Highly unlikely: 1	1	2	3	4	5				

Where risk is assessed to be high, every effort must be made to mitigate the severity of the impacts, ideally prior to the commencement of a task.						
If the task is to start or continue, further control measures to reduce the likelihood and/or severity must be introduced or prepared in advance of the impact coming into effect.						
Medium risk can be tolerated, however, further control measures to reduce the likelihood and/or severity should be introduced where practicable.						
Low risks are largely acceptable. Maintain existing control measures.						

Ref	Area of concern re local plan update	Potential Impact	Intended actions to reduce risk	Octority			Additional actions to reduce risks	New risk rating (residual)  (L) Likelihood (S) Severity  LxS = Risk Score		
				(L)	(S)	Risk Score		(L)	(S)	Risk Score
1	Preparation of Local Plan fails to meet key project milestones.	Delay(s) in preparing the Local Plan could potentially expose the Council to speculative development for an extended period. This in turn could cause reputation harm.  Other impacts of failing to meet the 30-month timeframe to be set by the Government are currently unknown.	The preparation of the Local Plan is a Grade A corporate project which means monthly updates on progress will be provided from the formal project commencement date.  Progress against the Local Development Scheme timetable will be reported as part of Authority Monitoring Report. This will help identify any slippage.	3	3	9	Monthly Planning Policy Team meetings will also help identify potential issues which could impact on the timetable, so that solutions can be identified.	3	3	9
2	Changes in national policy and regulations	Changes in the content could mean that the Council fails to meet the key milestones in	Officers will keep track of expected changes to national Policy e.g. the	3	3	9	Officers to attend additional training/ information events to ensure that any changes	3	3	9

	which require a significant alteration to emerging plan content as it is being produced.	its adopted timetable which could widen the window during which the Council could potentially be exposed to speculative development. This in turn could cause reputation harm.  Having to amend evidence to response to policy changes could also cost the Council more money.	outcome following the formal consultation on changes to the NPPF etc. and to keep up to date with the planning press to ensure that their impacts are anticipated and addressed in the Council's evidence base/ consultation material where possible to reduce the risk of significant changes needing to be made.  Horizon scanning is part of the monthly team meetings held so potential changes in the pipeline and be discussed and approaches agreed.				proposed are understood and can be actioned / implemented as soon as possible in the least disruptive way to the Local Plan.			
3	Lack of suitably experienced staff/insufficien t staff. Difficulties recruiting and retaining	A lack of suitable staff could result in a delay in preparing the Local Plan. Delays to plan preparation could expose the Council to speculative development for an	Currently there is no vacancy in the Planning Policy Team and all staff have sufficient experience and qualifications. Should this change over the plan	2	4	8	If vacancies within the Policy team arise in the future, should usual mechanisms of direct recruitment to fill vacant posts prove unsuccessful, consideration will be given to the employment of	1	4	4

	suitably qualified Planning Officers are currently being experienced across the country and in the South East in particular.	extended period. This in turn could cause reputation harm.  Having officers with insufficient experience/insufficient staff could mean that more money than budgeted for needs to be spent on consultants to produce evidence base documents.  Insufficient staff numbers, or staff without the necessary skills could also increase the risks of the local plan being found unsound This could result in further plan delays or for parts of / the entire Plan needing to be re-written.	preparation period, The Planning Policy and Climate Change Manager would initially seek to fill vacant posts immediately with suitably qualified replacements, advertising posts on key sites and through contacts.				temporary staff and / or consultants to take on specialist areas of work and extend the capacity of the Planning Policy team. This option could be constrained by wider Council policies on vacancies and recruitment and available financial resources.			
4	Delays to decision making process at key points in the timetable. Delays may be experienced	Delays to decision making could see the Council fail to meet key milestones in its adopted Local Plan timetable (including	Agreeing the timetable for the Local Plan process through this Local Development Scheme will enable briefings and committee meetings to be	3	3	9	'Special' meetings of Planning Committee and Full Council can be arranged in certain circumstances.  Continued member training and	2	3	6

	due to the democratic process and/or timetabling of meetings, or the inability to agree an appropriate content of the plan which can be found 'sound' by a Planning Inspector in due course.	producing the local plan in 30 months).  This could delay the adoption of a replacement local plan, exposing the Council to speculative development for an extended period.  Other impacts of failing to meet the 30-month timeframe to be set by the Government are currently unknown.	appropriately timetabled in advance to allow timely decision making.				understanding of strategic planning issues and sound legal advice from Counsel would also help guide members through the decision-making process.			
5	Failure to agree critical cross boundary strategic planning issues with key strategic partners.	This could cause the Local Plan to be found unsound at examination, or for it not to reach the formal examination stage if a Local Plan Inspector is not convinced that the comments/concerns of key partners/statutory consultees have not satisfactorily addressed.	Regular discussions regarding key strategic planning issues for the Borough will continue with neighbouring authorities and other key partners.	3	4	12	Risks relating to how these issues would be further addressed through the production of Statements of Common Ground (SoCGs) with relevant bodies.	3	4	12

6	Pressure on financial resources of the Council / need for additional budget during Plan preparation process.	Insufficient budget for plan preparation could mean that the local plan takes longer to produce as more evidence would need to be produced in house. This presents risks associated with speculative development and reputation harm as set out elsewhere in this risk assessment.  If there were insufficient funds, and more evidence than currently anticipated had to be produced in house, in some cases this could mean that officers would not have the technical expertise to complete certain documents. This could result in soundness issues for the local plan.	Discussions about the budget likely to be required to support the update of the Local Plan have taken place with the Council's Finance Team and a full Business Case has been developed to go alongside a growth bid proposal to be discussed with Members later in the year to ensure that sufficient provision can be set aside in the Medium Term Financial Strategy.  A contingency fund is also being recommended to limit the chances of in year growth being required in the future.  Monthly monitoring of all Council budgets is required by the Finance Team.	2	4	8	It is possible to apply for additional budget in year in exceptional circumstances. This would need to be supported by a robust business case.	1	4	4
7	Insufficient capacity within	The inability of statutory and other consultees to	Early engagement, particularly with	4	4	16	The Local Development Scheme (and any	3	4	12

	statutory and other consultees to provide detailed planning advice in a timely manner during plan preparation	provide timely and suitably detailed responses to the emerging Local Plan could potentially delay it significantly. This has been seen at other Councils.  This could delay plan making leading to exposure to speculative development for an extended period and reputation harm.	statutory consultees setting out clear expectations as to when the Council will want their feedback on the evidence base and on consultation documents will help ensure that these organisations can incorporate this into their own workload timetables.				revisions to it) could be sent to statutory consultees to help with workload planning.  Where possible, draft evidence base documents and draft consultation material will be shared with key consultees early to allow for additional review time. This will be planned for with officers during regular 1:1s and team meetings.			
8	Failure of external partners/ consultants to meet project deadlines.	The inability of external partners / consultants to meet deadlines could delay the preparation of the Local Plan. This could expose the Council to speculative development for an extended period and result in reputation harm.	Work quality and project timetables will be controlled through normal procurement processes and contract conditions. At the procurement stage, all prospective consultants will be asked about the resource they can draw upon, and their ability to respond to tight deadlines.	3	3	9	Regular update meetings with consultants can be arranged to monitor progress and help identify solutions where potential timetable issues are identified	2	3	6

9	Local Plan found 'unsound'.	The Local Plan would either require significant modifications to be found sound, or the Local Plan would need to be withdrawn from Examination with plan preparation restarted. In relation to the former.  Both scenarios have the potential to expose the Council to speculative development for an extended period, and reputation harm.	Risk will be reduced by ensuring that the Council's decision-making regarding the content of its Local Plan is firmly based on the technical evidence which emerges.  Appropriate joint working arrangements with adjoining local planning authorities in line with the 'duty to co-operate' style partners will continue to be essential.	2	5	10	A barrister has been budgeted for as part of the Local Plan update to critically assess the soundness of the Council's approach at all key stages of plan preparation to reduce the likelihood of this risk occurring.	1	5	5
10	Legal challenge.	Defending the Council's position in a legal challenge would lead the Council to incur financial costs.  Furthermore, if such a legal challenge was successful, this could result in all or part of the plan being quashed.	The likelihood of a successful legal challenge is substantially reduced where the Local Plan is prepared in accordance with relevant regulations, is strongly aligned to the conclusions of the evidence that underpins it and the plan-making authority	2	5	10	Specialist external legal advice will be taken at all key stages during plan preparation to assess the risks of legal challenge. If any threats of challenge are made through the plan-making process, these will be discussed with the Council's retained barrister.	1	5	5

		If some or all of the Local Plan were to be quashed following a legal challenge, this could expose the Council to speculative development for an extended period while a new / revised Local Plan was prepared.	can demonstrate it has met the necessary 'tests of soundness' set out in national planning policy.							
11	Political risks. Changes to political structure or direction can be a significant risk to a Plan, which takes a number of years to prepare from inception to adoption.	Changes in political structure could result in a new administration seeking to take an alternative approach(es) through its local plan mid way through the preparation process.  This could result in delays to Local Plan preparation through supporting evidence having to be reviewed, and additional rounds of public consultation being required. This could expose the Council to speculative development for an extended period while a	Runnymede members have a broad knowledge of planning and the requirements the council. All members of the Planning Committee have regular training to ensure they have an enhanced level of knowledge on all aspects of the planning system including the national planning policy backdrop and regulatory requirements related to plan making.	3	4	12	The potential to create a cross party Member Planning Policy Advisory Group is being considered to:  -Keep Members informed about progress on the update of the Runnymede 2030 Local Plan and other planning policy documents;  -To actively involve Members in the preparation of the next iteration of the Local Plan, and other planning policy documents, drawing upon their local knowledge and abilities to inform from the	2	4	8

		new / revised Local Plan is prepared and reputation harm.					perspective of the Planning Committee; -To champion the Local Plan.			
13	Insufficient capacity within the Planning Inspectorate to carry out gateway checks and local plan examination in a timely manner	This could result in delays to plan preparation, including the examination stage which could delay the adoption of an updated Local Plan for the borough. This could expose the Council to speculative delay for a extended period and result in reputation harm.	Early sight of this in the Local Development Scheme will help PINs plan for the timing of the gateway checks and examination within their work programmes.	3	3	9	Any potential lengthening of the examination itself could in part be mitigated by the Council by ensuring that a robust and proportionate evidence base is prepared and submitted to underpin the Local Plan when submitted for examination.  Thereafter, it will be important to ensure close liaison with the Programme Officer to assist in any arrangements for the examination which will help its smooth running.	2	3	6

# Annex 1: Schedule of proposed Development Plan Documents (DPD)

**Document title:** Runnymede Local Plan (title to be determined)

Role and content: The Local Plan will provide a positive vision for the future of the Borough and a framework for addressing housing and other development needs, and other economic, social and environmental priorities for at least a 15 year period post adoption. It will contain locally distinctive strategic and non-strategic policies, with land allocations to contribute to meeting the Borough's identified needs as far as is possible within environmental, policy, and infrastructure constraints, whilst fostering high quality design and contributing to the mitigation of, and adaptation to, climate change.

Geographical coverage: Whole Authority area

Stage of document preparation	Timing	Comment
Scoping and early participation stage	1 September 2025 to end of February 2026 (6 months)	This stage will include a 6 week scoping consultation This is estimated to occur in October/November 2025
Plan visioning and strategy development	1 March -end of August 2026 (6 months)	Advisory Gateway 1 is expected to take place at the start of this stage in March 2026  This stage will include an 8 week 'Vision and Issues' consultation. This is estimated to occur in June/July 2026.
Evidence gathering and drafting the plan	1 September 2026-end of August 2027 (12 months)	Advisory Gateway 2 is expected to take place mid way through this stage. This gateway is estimated to take place in January/ February 2027
Engagement, proposing changes and submission of the plan	1 September 2027-end of January 2028 (5 months)	Public consultation on the draft local plan is due to occur during this stage in September/October 2027.
Examination	1 February-end of July 2028 (6 months)	
Finalisation and adoption of digital plan	August 2028 (1 month)	

It should be noted that it has not yet been decided whether the Runnymede Design Code will form part of the Local Plan or be prepared as a Supplementary Plan; adopted alongside the Local Plan. If the document is prepared as a Supplementary Plan, the timetable for production will be designed to mirror the timetable for Local

Plan preparation as set out above, with it being anticipated that consultation on the draft Design Code will occur alongside the consultation on the draft Local Plan, and that its examination will also occur at the same time as the Local Plan.

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