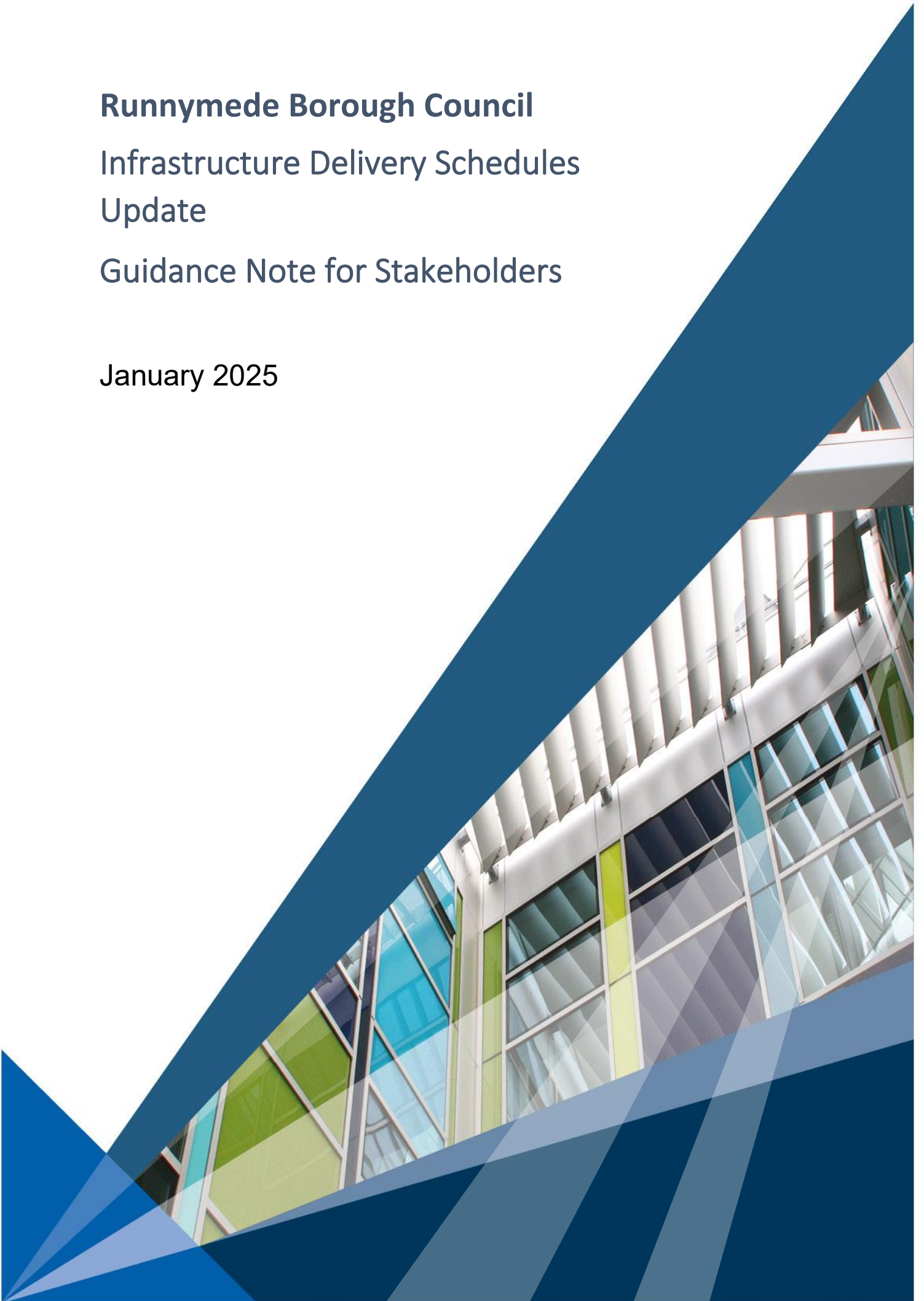


Runnymede Borough Council
Infrastructure Delivery Schedules
Update
Guidance Note for Stakeholders

January 2025



1. BACKGROUND

- 1.1 Runnymede Borough Council (RBC) adopted the 2030 Local Plan¹ on 16 July 2020 and this now forms a key part of the Development Plan for the Borough. Based on evidence set out within the Runnymede Infrastructure Needs Assessment and working with its partners and stakeholders, the RBC prepared an Infrastructure Delivery Plan (IDP) to support the level of growth set out in the Local Plan. All of the projects identified to meet development needs were subsequently summarised in an Infrastructure Delivery Schedule (IDS).
- 1.2 RBC periodically updates the information in the IDS to ensure the document is fit-for-purpose. This Guidance Note assists stakeholders understand the purpose of the IDS, and how they can get involved in the 'IDS Update' exercise.
- 1.3 As set out in Policy SD5 of the Local Plan, RBC works with infrastructure providers, developers, and other key stakeholders to support infrastructure projects identified in the IDS to deliver the Local Plan's spatial development strategy. Such infrastructure may be funded from a range of sources, including from developer contributions such as those collected through the Community Infrastructure Levy (CIL) and planning obligations. Other infrastructure may be provided directly by developers either as on-site provision, or in lieu of CIL payments as 'payment in kind'. For some projects, the funding source may not be known at the time of publication.
- 1.4 Where such information is available, the IDS indicates costs and potential funding sources, but in itself does not allocate resources or funding. Spending on infrastructure will be determined through other governance processes, with decisions informed by the IDS.
- 1.5 In Runnymede, CIL was introduced on 1st March 2021 and is an important tool for RBC to help deliver the infrastructure needed to support development in the Borough. As the CIL charging and collecting authority, RBC must administer CIL in direct accordance with the CIL Regulations 2010 (as amended). Clear governance, prioritisation and effective project management are required to ensure that CIL funds, and any existing or future Section 106 funds, are used most effectively to deliver infrastructure across the Borough and to successfully mitigate the impacts of development.
- 1.6 RBC has since adopted the Developer Contributions Governance Arrangements² (2023) to ensure these principles are achieved.

2. PURPOSE OF THE INFRASTRUCTURE DELIVERY SCHEDULE (IDS)

- 2.1 RBC's Infrastructure Delivery Plan (IDP, 2017) and its Addendum (2018) seek to identify the infrastructure required to support delivery of the Runnymede 2030 Local Plan. The Infrastructure Delivery Schedule (IDS) outlines specific details of infrastructure projects and schemes identified to date. It records those infrastructure projects that have been identified as needed to support planned growth and development across the Borough and includes details (where known) about their costs, funding gaps, other funding sources, and delivery timescales.
- 2.2 These documents are available to view at:

¹ Available at: [Runnymede 2030 Local Plan – Runnymede Borough Council](#)

² Available at: [Governance Arrangements](#)

- Infrastructure Delivery Plan:
www.runnymede.gov.uk/downloads/file/1066/final-idp
- Infrastructure Delivery Plan Addendum:
www.runnymede.gov.uk/downloads/file/1068/idp-addendum
- Infrastructure Delivery Schedule:
www.runnymede.gov.uk/downloads/file/1067/idp-schedules

2.3 The IDS updates those projects contained in the IDP and the Addendum where project details have either changed or been updated and this reflects the 'living' document referred to in the IDP.

2.4 In summary, the purpose of the IDS is to:

- Understand the extent of the funding gap for the delivery of infrastructure, which can to some extent be met through the use of CIL and other financial contributions generated by new development.
- Identify infrastructure schemes required to meet development needs, to inform RBC's spending decisions.
- Assist applicants and decision-makers in identifying infrastructure requirements for development proposals, in complying with Policy SD5: Infrastructure Provision & Timing.

3. DEFINING INFRASTRUCTURE

3.1 The Planning Act 2008 (as amended) provides a definition of infrastructure, which includes transport, flood defences, schools, hospitals, and other health and social care facilities. Infrastructure may be required to directly serve the needs of a new development, or may be necessary to address the cumulative impacts of the growth of Runnymede as a whole.

3.2 National guidance³ recognises that infrastructure can include a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities. National guidance and legislation therefore give RBC flexibility to identify a broad range of infrastructure projects to support the growth of Runnymede, as set out in the Local Plan's spatial strategy.

3.3 Affordable housing is no longer defined as "infrastructure" by the Planning Act 2008, therefore affordable housing projects are not included in the IDS.

3.4 Within the IDS, infrastructure projects are grouped by the following themes:

- Education;
- Flood defence and sustainable drainage;
- Healthcare;
- Green infrastructure (SANG, outdoor sport, play space, parks & gardens, amenity green space, allotments);
- Social and community infrastructure;
- Transport (highways, active & sustainable travel);
- Emergency services;
- Utilities and waste.

³ Planning Practice Guidance (April 2022) [Paragraph: 144 Reference ID: 25-144-20190901](#)

- 3.6 The Community Infrastructure Levy (CIL) generated by new development can be used to increase the capacity of existing infrastructure, or to repair failing existing infrastructure, if that is necessary to support development.
- 3.7 The projects will be coordinated by RBC and external partners. The IDS seeks to enable consistency across Council and other service providers' plans and strategies. The IDS therefore includes projects already agreed and evidenced in other plans and strategies, such as Surrey County Council's Local Transport Plan (LTP).

4. FUNDING INFRASTRUCTURE

- 4.1 As described above, the IDS principally seeks to identify a programme of infrastructure to deliver the sustainable growth of Runnymede. Such infrastructure may be funded from a range of sources, and this is recorded in the IDS where this information is known. However, the IDS itself does not allocate resources or funding. Spending on infrastructure will be determined through other governance processes, with decisions informed by the IDS, amongst other criteria.
- 4.2 Many infrastructure projects will require funding from developer contributions, such as those collected through CIL and planning obligations. Other infrastructure may be provided directly by developers either as on-site provision, or in lieu of CIL payments as 'payment in kind'. Policy SD5 of the 2030 Local Plan: 'Infrastructure Provision & Timing' sets out the Council's approach to developer contributions, with further guidance provided by the Infrastructure & Prioritisation Supplementary Planning Document (SPD)⁴ and CIL Charging Schedule (2021)⁵. Types of infrastructure which the Council intends to fund via CIL are also identified in the Infrastructure Funding Statement (IFS) – produced annually⁶.
- 4.3 The information in the IDS helps to identify and evidence a funding gap i.e. those schemes where a funding deficit remains and where CIL may be considered in order to plug this gap. The IDP estimated a funding gap of £229m (excluding Longcross Garden Village related infrastructure, which are not intended to be funded by CIL). Well over half of this figure related to transport infrastructure (£122m), with other substantial amounts attributed to health, education, green infrastructure and flood alleviation. As part of the CIL Examination (October 2020), the Council assessed potential and secured funding sources and calculated the residual funding gap to be around £105.1m⁷. It was concluded that CIL revenue would make an important contribution to meeting the funding gap, although a significant shortfall would remain.
- 4.4 Not all schemes within the IDS will require CIL funding, as they may be deliverable through other sources: in addition to developer contributions, some infrastructure projects may be funded by Runnymede Borough Council's capital budget, prudential borrowing and/or other grants, where available. Partner organisations also play an important role in delivering infrastructure, for example Surrey County Council, utilities bodies such as Affinity Water, Thames Water, UK Power Networks and Scottish & Southern Electricity Networks, or healthcare providers such as the NHS or Integrated

⁴ Available at: [Supplementary Planning documents and other guidance – Runnymede Borough Council](#)

⁵ Available at: [CIL charges – Runnymede Borough Council](#)

⁶ The latest IFS is available at: [How we spend CIL payments – Runnymede Borough Council](#)

⁷ Further details set out in the CIL Examiner's Report, available at: [CIL Examiner's Report \(runnymede.gov.uk\)](#)

Care Boards. Identifying alternative funding opportunities is an ongoing exercise for all partners involved.

- 4.4 The inclusion of a project in the IDS does not guarantee that it will receive funding in the future; indeed, CIL is not capable of funding all infrastructure. CIL can, however, be used as a mechanism to lever in additional funding and projects, particularly where match-funding is sought.
- 4.5 It is also stressed that it is not always possible to accurately identify the funding sources or the eligibility of projects for different funding types, until the full detail of a project is known or a legal agreement is in place committing a developer to a specific action. However, RBC and partners have given consideration to which mechanism(s) is likely to be appropriate i.e. CIL, S106 or both, for providing a contribution to project delivery.
- 4.6 When considering future project delivery, it is recognised that there are many unknowns, which tend to increase the further in time the matter is projected. For this reason, the costs, timescales and indicated funding streams must be read as indicative only.

5. HOW IDS PROJECTS HAVE BEEN IDENTIFIED AND PRIORITISED

- 5.1 IDS projects have been identified via the IDP through review of existing and emerging plans and strategies, and through consultation with a wide range of stakeholders including infrastructure providers and RBC departments.
- 5.2 To ensure resources are used efficiently and equitably, the IDS identifies only projects which are clearly growth-related, based on evidence of need and are demonstrably supportive of growth and of benefit to the local community.
- 5.3 Infrastructure projects identified in the IDS will fall into one of four infrastructure prioritisation categories, and infrastructure which is fundamental to enabling new development is given the greatest priority i.e. 'critical'. The hierarchy is broadly established by the IDP but also reflects the infrastructure priorities of the Local Plan. As such, there are some infrastructure projects/types which RBC gives a higher priority than the IDP, specifically on highway impacts and need for additional built community space.
- 5.3 A description of each of the categories is set out in Table 2-1 of the Infrastructure Delivery and Prioritisation SPD based on the descriptions in the IDP, and table 2-2 sets out the types of infrastructure within each Priority category. For ease, a combined version of tables 2-1 and 2-2 is reproduced below:

Prioritisation level	Description	Infrastructure project/type
Critical	Infrastructure which must happen to enable growth. Without critical infrastructure development cannot proceed and the Plan cannot be delivered.	Suitable Accessible Natural Greenspace (SANG); Improvements to junctions and links on the A320 Corridor and M25 Junction 11 as identified in the A320 North of Woking bid as awarded and at the St Peter's Hospital Roundabout (junction 8).
Essential	Infrastructure required to mitigate impacts arising from the operation of development. Lack of delivery is unlikely to prevent development in the short-term but failure to invest could result in delays to development in medium-long term	Improvements to the Local or Strategic Road Network not identified as A320 Corridor improvements as specified above; Active and sustainable transport improvements and facilities;

	as infrastructure capacity becomes constrained.	Early years, primary and secondary education facilities including SEN; Primary, secondary and mental healthcare facilities; Flood defence and drainage projects.
Policy High Priority	Infrastructure supporting wider strategic or site-specific objectives as set out in Plan Policies, but lack of delivery would not prevent development.	Green and Blue Infrastructure (GI & BI) including outdoor sports, playspace for children & teenagers, parks & gardens, amenity greenspace, main rivers, water courses, floodplains, river corridors and wetlands; Built community space and facilities;
Desirable	Infrastructure required for sustainable growth but unlikely to prevent development in short to medium term.	Allotments; Natural and semi-natural greenspace not designated as SANG; Biodiversity Opportunity Area (BOA) projects and Priority Habitat restoration/enhancement projects; Emergency service infrastructure

5.3 The SPD confirms that RBC will coordinate and prioritise contributions or physical delivery of infrastructure secured from development through Section 106/Section 278 and/or CIL in accordance with the hierarchy of prioritisation it contains. The SPD clarifies the Council's approach to Section 106 contributions now that CIL has been adopted (in Table 2-3 on p10). This includes Local Plan allocation sites unless the allocation Policy specifically indicates otherwise.

6. **DESIRABLE INFRASTRUCTURE**

- 6.1 Whilst key infrastructure is prioritised as critical to high priority, RBC recognises the importance of 'desirable infrastructure' in creating a sense of place and meeting other needs of new and existing communities. Such infrastructure is required for sustainable growth but is unlikely to be required to facilitate development in the short to medium term.
- 6.2 The IDS seeks to provide a limited amount of flexibility to enable some (usually smaller-scale) desirable infrastructure projects to be delivered. In many cases, RBC would play a coordinating role with partner organisations such as Neighbourhood Forums, Residents Associations, and other interest groups.
- 6.3 The CIL Regulations require a portion of CIL to be provided as neighbourhood funding. As Runnymede doesn't contain any parished areas, RBC retains the neighbourhood portion but it must be spent in accordance with priorities expressed by local communities. The neighbourhood portion of CIL funding provides an opportunity to deliver desirable infrastructure, which might otherwise lack the strategic significance for prioritisation in the IDS.
- 6.4 RBC has adopted its [CIL governance arrangements](#) which describes how RBC will engage with local communities to identify local community schemes. Where Neighbourhood Forums have been designated, they are encouraged to set out

infrastructure priorities and projects within their Neighbourhood Plans. Separate consultation takes place with local communities to agree with them how best to spend the neighbourhood portion, bearing in mind that the CIL Regulations and national guidance present a wider definition of what these funds can be spent on.

- 6.5 However, local community groups are also welcome to submit project information as part of the IDS Update, and are encouraged to provide feedback on any schemes of relevance to their area.
- 6.6 It is particularly important that local communities are aware of proposed projects in their area as it is entirely possible to contribute their neighbourhood portion of CIL towards the delivery of larger, strategic schemes identified in the IDS (for example, enhancing health or education infrastructure to accommodate the demands of growth in their area).

7. IDS UPDATE AND TIMESCALES

- 7.1 The IDS was updated in April 2023 and was aligned to Local Plan development requirements, Local Plan phases and spatial distribution. It was split into five-year phases: 2015/16-2019/20, 2020/21-2024/25, and 2025/26-2029/30.
- 7.2 Whilst every effort has been made to plan ahead over the Local Plan period, needs and priorities can change over time, so it is important that the IDS is periodically reviewed to ensure it is up-to-date and forms a robust basis upon which to make spending decisions.
- 7.3 RBC works closely with a range of stakeholders to check the status of projects currently identified in the IDS; to amend and update schemes with new information; and to add any further projects as appropriate (for example, to capture schemes emerging from new and updated studies and strategies).
- 7.4 The range of providers/stakeholders contacted is broad, and includes Surrey County Council, individual departments within RBC, Surrey Heartlands Integrated Care Board and Partnership, Network Rail, National Highways, South East Coast Ambulance Service, Surrey Police, Surrey Fire & Rescue, Environment Agency, Thames Water and other utility providers.
- 7.5 Stakeholders also include local community groups who can provide valuable feedback, particularly on social and community infrastructure projects. Members, Neighbourhood Forums and Residents Associations are also being invited to submit updated information relating to existing strategic schemes on the IDS, or to submit new schemes for consideration for inclusion in the IDS.
- 7.6 Infrastructure providers are requested to reflect on findings in the IDP and IDS, and ensure they continue to identify infrastructure projects which address where deficiencies in infrastructure will be made more severe or will become apparent as a result of new development and growth.
- 7.7 Some of the projects on the IDS may have been delivered, and there may be instances where new schemes or projects need to be included. Providers are encouraged to provide as much information as possible on delivery timescales and other sources of funding in order to enable RBC to make informed decisions. As RBC enters the final five-year phase of the Local Plan, stakeholders are asked to focus on infrastructure schemes required in the 2025/26-2029/30 period. Several schemes in preceding periods will now have been delivered/completed, and others which have not been completed may need to be transferred to this final phase of delivery if they continue to be relevant to meet development needs.

- 7.8 As set out in the [Governance Arrangements](#), information in the IDS forms key evidence used to assess applications for CIL, in order to understand whether projects meet needs generated by new development.
- 7.9 As emphasised above, ***schemes to be included in the IDS should meet an infrastructure need generated by new development in the current Local Plan period (which covers the period up to 31st March 2030)***. Appendix A provides a summary of the spatial development strategy of the 2030 Local Plan.
- 7.10 Officers aim to engage directly with stakeholders as part of the formal 'IDS Update' exercise ahead of the annual CIL Funding Programme to discuss project information and priorities. However, project information outside of this process can be submitted at any time using the IDS Proforma, and be sent to: IDSTeam@runnymede.gov.uk.
- 7.11 The IDS is available to download at: www.runnymede.gov.uk/planning-policy/planning-policy-evidence-based-documents/14.

8. WHAT DO YOU NEED TO DO?

- 8.1 In summary, stakeholders are invited to:
- Gain familiarity with the existing IDP and IDS, available at: www.runnymede.gov.uk/planning-policy/planning-policy-evidence-based-documents/14;
 - Check the status of existing projects on the IDS which are of relevance to you/your organisation:
 - Are projects complete or nearing completion, or should they be transferred to the final phase of delivery⁸?
 - Should any project information be updated, or is further clarification available, such as the nature of the project, newly identified funding sources as a result of successful funding bids etc?
 - Provide details about any new projects proposed to support growth planned in the adopted 2030 Local Plan.
- 8.2 An IDS Update proforma is available for stakeholders to use, to ensure all the necessary information is submitted: www.runnymede.gov.uk/planning-policy/planning-policy-evidence-based-documents/14.
- 8.3 Submit project information to: IDSTeam@runnymede.gov.uk.

9. NEXT STEPS

- 9.1 Comments submitted as part of the formal IDS Update will be considered by officers and an up-to-date version of the IDS will be produced, ready to inform that year's CIL Funding Programme. Project information can be submitted outside of this formal exercise at any time of year, to inform future IDS reviews.
- 9.2 Presence of a scheme on the IDS will help infrastructure providers demonstrate that one of the Council's assessment criteria in its Governance Arrangements for strategic CIL

⁸ It is acknowledged that some infrastructure schemes which meet needs generated by the 2030 Local Plan will take time to commence and deliver, with timescales potentially extending beyond the 2025/26-2029/30 phase.

funding has been met, so it is important that stakeholders work with the Council closely to ensure the IDS is as up to date as possible, and that it presents the latest information.

APPENDIX A: STRATEGY FOR SUSTAINABLE DEVELOPMENT

The Runnymede 2030 Local Plan sets out the overarching strategy for growth to 2030 and represents the principal document within the Development Plan for the Borough. This strategy focuses the majority of new development in the Borough’s existing urban areas – primarily in Addlestone, Chertsey, Egham and their suburbs, and towards a new garden village at Longcross. Lower levels of growth are accommodated within Virginia Water, Woodham/New Haw, Englefield Green and Ottershaw through redevelopment within the urban area and on urban extensions.

The Local Plan makes provision for the delivery of at least 7,507 additional dwellings over the period 2015-2030 (an average of 500 homes a year). To meet identified employment need, a business park in the region of 20,000sqm at New Haw and a 79,025sqm (7,350sqm net) office/business park at the Longcross Enterprise Zone are also allocated through the Local Plan. Over the Local Plan period, a minimum of 7,540sqm net retail floorspace will be delivered in the Borough’s town centres and a minimum of 60,260sqm net employment floorspace delivered in the Borough’s remaining Strategic Employment Areas (SEAs). Some additional employment provision is also expected to be delivered outside SEAs over the Plan period.

Table 3 in Policy SD1 of the 2030 Local Plan illustrates the spatial distribution of growth over the Plan period. Table 1-1 in the Infrastructure & Prioritisation SPD summarises this as follows:

Table 1-1: Runnymede Local Plan 2015-2030 Spatial Distribution of Development

Location	Development Type (Net)			
	Residential ¹	Employment	Retail	Student
Addlestone (including Rowtown)	1,267 units	11,700sqm	4,400sqm	0 beds
Chertsey (including Chertsey South)	2,236 units	0sqm	910sqm	0 beds
Egham	956 units	41,580sqm	630sqm	198 beds
Longcross	1,789 units	42,350sqm ²	TBD	0 beds
Virginia Water	426 units	0sqm	0sqm	0 beds
Woodham & New Haw	123 units	20,000sqm	0sqm	0 beds
Englefield Green	611 units	0sqm	0sqm	3,315 beds
Ottershaw	300 units	0sqm	0sqm	0 beds
Thorpe	89 units	0sqm	0sqm	0 beds

¹ Includes Traveller Pitches & C2 Units

² Includes 35,000sqm for a data centre.

Since the start of the Local Plan period from 1st April 2015 and up to 2023/24, a total of 3,743 dwellings have been completed. RBC’s [Annual Monitoring Report](#) identifies the following spatial distribution of new dwellings to date:

Location	Net No. Dwellings Completed 1 st April 2015 – 31 st March 2023
Addlestone	1,220 units
Chertsey	811 units
Egham	348 units
Longcross	267 units
Virginia Water	79 units
Woodham & New Haw	70 units
Englefield Green	473 units
Ottershaw	22 units
Thorpe	13 units
Other	1 unit
Total	3,304

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