

05 SEPTEMBER 2023 PLANNING COMMITTEE

6b PLAN/2023/0407

WARD: BWB

LOCATION: Globe House, Lavender Park Road, West Byfleet, Surrey, KT14 6ND

PROPOSAL: Proposed three storey extension with accommodation in the roof served by dormers and rooflights to create 7no self-contained flats with associated landscaping works, refuse and parking.

APPLICANT: Mr Graeme Ingham

OFFICER: Barry Curran

REASON FOR REFERRAL TO COMMITTEE

The proposal is of a development type which falls outside the Management Arrangements and Scheme of Delegation.

SUMMARY OF PROPOSED DEVELOPMENT

Planning consent is sought for the erection of a three-storey extension with accommodation in the roof served by roof dormers and roof lights to accommodate 7no flats with associated landscaping works, refuse and parking.

PLANNING STATUS

- Urban Area
- Allocated Site (UA40)
- West Byfleet District Centre
- Area Adj./Affect Conservation Area
- High Archaeological Potential Area
- SPA Zone B

RECOMMENDATION

GRANT planning permission subject to conditions and S.106 Legal Agreement.

SITE DESCRIPTION

The application site refers to Globe House, originally an office building which has been converted to residential use and located within the West Byfleet District Centre just outside of the Primary Shopping Area. As well as being located within the District Centre, the site is bound by the Station Approach Conservation Area to the north-west. A three-storey building occupies the site (with accommodation in the roof space) fronting Lavender Park Road and wraps around onto Madeira Road with a large area of hard standing accessed off Madeira Road towards the rear serving as parking.

PLANNING HISTORY

PLAN/2021/0952 – Variation of condition 3 to PLAN/2016/0990 (Extension of the existing Globe House to increase living space on existing apartments and to create

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6no self contained flats (3no studio and 3no 1 bed units) with associated landscaping works (Amended Description) (Amended Plans)) to allow for internal changes to the ground floor cycle and waste storage facilities for the increase in size of one of the first floor flats – Permitted 28.10.2021

PLAN/2021/0441 - Variation of condition 3 to PLAN/2016/0990 (Extension of the existing Globe House to increase living space on existing apartments and to create 6no self contained flats (3no studio and 3no 1 bed units) with associated landscaping works (Amended Description) (Amended Plans)) to allow for internal changes to the ground floor cycle and waste storage facilities for the increase in size of one of the first floor flats – Refused 01.07.2021

Reasons:

- 1. It has not been demonstrated that the proposal is capable of incorporating adequate enclosed space for the storage of waste and recyclable materials, arising from the net increase in the number of dwellings and rearrangement of the proposed units, without harm to residential amenity and the character of the area contrary to Policy CS21 of the Woking Core Strategy 2012 and Policy DM11 of the Development Management Policies DPD 2016.*
- 2. In the absence of a Legal Agreement or other appropriate mechanism to secure contributions towards mitigation measures, the Local Planning Authority is unable to determine that the additional bedrooms within the development would not have a significant impact upon the Thames Basin Heaths Special Protection Area, contrary to Policy CS8 of the Woking Core Strategy 2012, the Thames Basin Heaths Avoidance Strategy, saved Policy NRM6 of the South East Plan (2009), the Conservation of Habitats and Species Regulations 2017 (SI No.1012 - the "Habitats Regulations").*

PLAN/2020/0475 - Variation of Condition 3 of PLAN/2016/0990 (Extension of the existing Globe House to increase living space on existing apartments and to create 6no self-contained flats (3no studio and 3no 1 bed units) with associated landscaping works (Amended Description) (Amended Plans)) to allow for internal changes to the ground floor cycle and waste storage facilities for the increase in size of one of the first floor flats – Refused 03.08.2020

Reasons:

- 1. The proposal, by reason of poor light penetration, inadequate privacy and noise and disturbance at ground floor level would create poor living conditions for future occupants of the Flat 1 due to the arrangement of accommodation in close proximity to the access and egress point for Globe House and adjacent parking facilities. This would be contrary to National Planning Policy Framework, Policy CS21 of the Core Strategy, Policy BE2 of the West Byfleet Neighbourhood Plan 2017 and Supplementary Planning Documents 'Outlook, Amenity, Privacy and Daylight' 2008.*
- 2. It has not been demonstrated that the proposal is capable of incorporating adequate enclosed space for the storage of waste and recyclable materials, arising from the net increase in the number of dwellings, without harm to residential amenity and the character of the area contrary to Policy CS21 of the Woking Core Strategy 2012.*

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- 3. In the absence of a Legal Agreement or other appropriate mechanism to secure contributions towards mitigation measures, the Local Planning Authority is unable to determine that the additional bedrooms within the development would not have a significant impact upon the Thames Basin Heaths Special Protection Area, contrary to Policy CS8 of the Woking Core Strategy 2012, the Thames Basin Heaths Avoidance Strategy, saved Policy NRM6 of the South East Plan (2009), the Conservation of Habitats and Species Regulations 2017 (SI No.1012 - the "Habitats Regulations").*

PLAN/2020/0082 - Erection of a part three storey, part single storey extension to Globe House to extend 3No existing flats with associated landscaping works (Part Retrospective) – Permitted 10.06.2020

PLAN/2016/0990 - Extension of the existing Globe House to increase living space on existing apartments and to create 6no self-contained flats (3no studio and 3no 1 bed units) with associated landscaping works (Amended Description) (Amended Plans) – Permitted 21.02.2018

PLAN/2016/0180 - Construction of 5No apartments (2x1 bed, 3x2 bed) in new extension building on existing Globe House site and associated landscaping remedial works – Refused 28.04.2016

Reasons:

- 1. The proposal by reason of the form and design would result in a form of development that would be out of keeping with the host building and street-scene and which would not preserve or enhance the character of the adjacent Conservation Area. The proposal would therefore fail to respect and make a positive contribution to the character and appearance of the area and adjacent Conservation Area contrary to Policies CS3, CS20 and CS21 of Woking Core Strategy 2012, Policy BE9 of the Woking Borough Local Plan 1999, Design SPD and provisions within the National Planning Policy Framework.*
- 2. The proposal, by reason of its scale, form and proximity to the existing rear elevation of Globe House would result in significant detrimental impact by reason of overbearing due to bulk and proximity, loss of outlook, loss of privacy and loss of light to the fenestrated south-western rear elevation of Globe House contrary to policy CS21 of the Woking Core Strategy 2012, Supplementary Planning Documents 'Outlook, Amenity, Privacy and Daylight' 2008 and 'Design' 2015 and Section 7 of the National Planning Policy Framework.*
- 3. The proposal would create poor living conditions for future occupants of the Flat 1 with regard to provision of daylight, outlook and privacy. This would be contrary to Policy CS21 of the Woking Core Strategy (October 2012), Supplementary Planning Document 'Outlook, Amenity, Privacy and Daylight (2008)' and core principle of the National Planning Policy Framework.*
- 4. In the absence of a Legal Agreement or other appropriate mechanism to secure contributions towards affordable housing, it cannot be determined that the proposed dwelling would make sufficient contribution towards affordable housing. The proposal is therefore contrary to Policy CS12 of the Woking Core Strategy 2012 and Supplementary Planning Document 'Affordable Housing Delivery (2014)'.*

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5. *In the absence of a Legal Agreement or other appropriate mechanism to secure contributions towards mitigation measures, it cannot be determined that the residential block extension would not have a significant impact on the Thames Basin Heaths Special Protection Area, contrary to Policy CS8 of the Woking Core Strategy (2012), the Thames Basin Heaths Avoidance Strategy (2010 - 2015) and saved Policy NRM6 of the South East Plan (2009) and the Conservation of Habitats and Species Regulations 2010 (SI No. 490 - the "Habitats Regulations").*

PLAN/2015/0015 – Prior Notification for a proposed change of use of offices (B1) to dwellings (C3) to create 2No studio flats, 7No 1 bedroom flats, 9No 2 bedroom flats and 16No parking spaces – Prior Approval Approved 22.01.2015

PLAN/2014/0147 - Prior notification for a proposed change of use of offices (B1) to dwellings (C3) to create 2No studio flats, 5No 1 bedroom flats and 11No 2 bedroom flats – Prior Approval Approved 01.04.2014

PROPOSED DEVELOPMENT

Planning consent is sought for the erection of a three-storey extension with accommodation in the roof served by roof dormers and roof lights to accommodate 7no flats with associated landscaping works, refuse and parking.

CONSULTATIONS

County Highways Authority: Recommend a number of conditions (11.05.2023)

Lead Local Flood Authority: Reviewed the submitted documents and consider the Applicant has considered the surface water flood risk to and from the site and has suggested appropriate mitigation measures to inform the Planning Application. Recommend a condition to ensure compliance (09.05.2023)

Surrey Archaeology: Recommend that development is carried out in accordance with the Written Scheme of Archaeological Investigation (18.05.2023)

Conservation Officer: The proposed development seeks an amendment merely to add an additional one bed flat in the roof space using dormers and roof windows. It would not materially alter the consented scheme in visual terms. No adverse comments (04.05.2023)

Scientific Officer: No comments received

West Byfleet Neighbourhood Forum: No comments received

REPRESENTATIONS

There has been 15no third party letters of representation received in relation to the proposed development. The concerns raised in these letters summarised as follows;

- Overbearing impact and loss of privacy
- Overdevelopment of the existing building
- Loss of sunlight and daylight
- Potential highways safety impact due to lack of parking and increased traffic onto the highway

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- Extension of the building will lead to significant impact on neighbours in terms of noise and activity
- Concerns over the potential breach of guidance set out in the Council's SPD 'Outlook, Amenity, Privacy and Daylight'
- Potential impact on the existing parking spaces for Globe House during the construction process
- Detrimental impact on the occupants of Globe House due to noise and air pollution from the development in combination with the construction of Botanical Place

Other Matters

- Insufficient public consultation and notification about the development

RELEVANT PLANNING POLICIES

National Planning Policy Framework 2021

Section 2 - Achieving sustainable development

Section 5 - Delivering a sufficient supply of homes

Section 9 - Promoting sustainable transport

Section 11 - Making effective use of land

Section 12 - Achieving well-designed places

Section 14 - Meeting the challenge of climate change, flooding and coastal change

Core Strategy Document 2012

CS3 – West Byfleet District Centre

CS8 - Thames Basin Heaths Special Protection Area

CS9 – Flooding and water management

CS10 – Housing provisions and distribution

CS11 – Housing Mix

CS12 – Affordable housing

CS18 - Transport and accessibility

Cs20 – Heritage and Conservation

CS21 - Design

CS22 - Sustainable Design and Construction

CS24 - Woking's Landscape and Townscape

CS25 - Presumption in Favour of Sustainable Development

Development Management Policies DPD (2015)

DM8 - Land Contamination and Hazards

DM20 – Heritage Assets and their Setting

West Byfleet Neighbourhood Plan

Policy BE2

Supplementary Planning Guidance

Supplementary Planning Document 'Parking Standards' 2018

Supplementary Planning Document 'Outlook, Amenity, Privacy and Daylight' 2022

Supplementary Planning Document 'Design' 2015

Supplementary Planning Document 'Climate Change' 2013

Supplementary Planning Document 'Affordable Housing Delivery' 2023

Other Material Consideration

Planning Practice Guidance (PPG) (online resource)

Conservation of Habitats and Species Regulations 2017

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South East Plan (2009) (Saved policy) NRM6 - Thames Basin Heaths Special Protection Area

Thames Basin Heaths Special Protection Area Avoidance Strategy

Technical Housing Standards - Nationally Described Space Standard (NDSS) (March 2015)

Waste and recycling provisions for new residential developments

PLANNING ISSUES

1. The principle of development has been established under the original permission and subsequent Section 73 applications. This application, however, is not a Section 73 application and proposes a materially different scheme. As such, the issues to consider in determining this application are; the principle of development, design considerations and the impact of the proposal on the streetscene and character of the area and Conservation Area, impact on neighbour amenity, layout and creation of acceptable residential development for proposed occupiers, highways and parking implications, sustainability, affordable housing, impact on flooding, archaeological potential, impact on contamination, the impact on the Thames Basin Heaths Special Protection Area having regard to the relevant policies of the Development Plan and local finance considerations.

Principle of Development

2. It is acknowledged that the application for the extension to Globe House was considered under PLAN/2016/0990 where it was found to be acceptable. This permission allowed for the extension of the existing 3no flats within Globe House and the erection of a three-storey extension on its south-western elevation to accommodate 6no additional units. The current proposal emulates this extant permission (part of which has already been carried out) although the number of proposed units within the extension increases from 6no units to 7no units with a minor increase in the overall height of the proposed extension.
3. The National Planning Policy Framework and Policy CS25 of the Woking Core Strategy 2012 promote a presumption in favour of sustainable development. The application site is Previously Developed Land (PDL) within a sustainable location within the defined Urban Area in the West Byfleet Neighbourhood Centre and in a defined High Density Residential Area.
4. Policy CS1 of the Woking Core Strategy 2012 states: "Development located in the District, Local and Neighbourhood Centres to provide housing, jobs and convenient access to everyday shops, services and local community facilities will also be encouraged". This policy of the Core Strategy notes that developments located in Neighbourhood Centres will provide housing and convenient access to services and local community facilities. The net increase of 7no residential units contributes to provision for delivery of 4,964 additional dwellings in the Borough. The proposed site will serve as a high-density residential site located within the District Centre of West Byfleet. Policy CS3 of the Woking Borough Core Strategy 2012 indicates that "high density mixed use development will be encouraged within West Byfleet District Centre as indicated on the Proposals Map. All new development should be well designed and integrated, and enhance local character." Policy CS3 also gives an indicative amount of 170 residential units over the life of the Core Strategy with 1,000-1,500 sqm of additional office floorspace and up

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to 13,000 sqm of 'A Class' floorspace. The proposal will provide 7 additional units but does not provide any additional office floorspace or retail floorspace. It is noted that the proposed development would comply with this element of the policy.

5. Policy CS10 makes provision for 250 dwellings as infill development in the Borough's urban area between 2010 and 2027, at a density of 30-60dph. The reasoned justification for the policy states that in Neighbourhood Centres "infill and other forms of residential development within these centres will be permitted within the boundaries as shown on the Proposals Map". The Core Strategy implies that these density figures are only to be used as indicative, where it goes on to state that density levels will depend on the nature of the site and will be influenced by design with the aim to achieve the most efficient use of land. Higher densities than these guidelines will be permitted in principle where they can be justified in terms of the sustainability of the location and where the character of the area would not be compromised. This proposal would result in a density of 259dph which is slightly higher than indicative density levels, however, this is considered to be justified by the site's sustainable location and its acceptable impact on the character of the area which is discussed in further detail in the following section.
6. As previously noted, the Globe House building was subject to a Prior Notification in 2015 which converted the existing office building into a residential block at 382dph (excluding the wider site). The proposed development (within red line) will include a density range of 259dph and total site amounting to 240dph including both developments. While this figure is above the indicative range, the proposed development is considered to be justified by the extant Prior Approval and sustainability of the site which will be discussed below. Policy CS11 states that all residential proposals will be expected to provide a mix of dwelling types and sizes to address the nature of local needs depending on the established character and density of neighbourhood. Located within the West Byfleet District Centre, the wider locality includes a low density. Globe House, however, is high density and this principle of higher density has been established. Further to this, in order to make the most efficient use of land within High Density Residential Areas, developments at densities in excess of 70dph will be permitted as outlined in section 5.61 in the Woking Core Strategy 2012. It is considered that the scale of the proposed development is in keeping with its immediate neighbours within the application site and is in line with Policy CS11 of the Woking Core Strategy 2012.
7. Policy CS11 also states that all residential proposals will be expected to provide a mix of dwelling types and sizes to address the nature of local needs, as evidenced in the latest Strategic Housing Market Assessment (SHMA - 2015) to create sustainable and balanced communities. Policy CS11 does, however, state that the appropriate percentage of different housing types and sizes for each site will depend upon the established character and density of the neighbourhood and the viability of the scheme. The following table compares the latest SHMA market housing requirements against the proposal:

	SHMA need-market dwellings	Proposed Mix
1 Bedroom	10%	6 (86%)

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2 Bedroom	30%	1 (14%)
3 Bedroom	40%	0
4 Bedroom	20%	0
Total		7 (100%)

8. It is acknowledged that not every development site will deliver the complete mix of unit sizes and that Policy CS11 operates, and is monitored, Borough wide. The proposed mix, however, at 86% and 14% fails to adhere to the SHMA market need of housing mixes but it has to be acknowledged that there is an extant scheme on site which includes a similar mix albeit with one less 1no-bedroom unit. This is a material planning consideration and this along with the significantly sustainable location in the centre of a District Centre adjacent to a rail station serves a justification for departing from this identified mix. Whilst the mix does not wholly accord with the SHMA, the proposal is seen to contribute positively to the West Byfleet District Centre. As such, the provision is considered to be appropriate in this instance, reflecting the established character and density of the centre, and thus accord with Policy CS11.
9. Overall, subject to the further, detailed planning considerations set out within this report, the principle of development is acceptable.

Design Considerations and Impact on Character of Area and Adjacent Conservation Area

10. The Policy CS21 requires new development to pay due regard to the scale, height, proportions, building lines, layout, materials and other characteristics of adjoining buildings and land; to achieve a satisfactory relationship to adjoining properties. The National Planning Policy Framework is to seek to secure high quality design and states at Paragraph 190 echoes the provisions of the Core Strategy policies in that Local Planning Authorities should take account of the “the desirability of new development making a positive contribution to local character and distinctiveness”.
11. The National Planning Policy Framework advises that the overall scale, density, layout, materials etc. of development should be guided by neighbouring buildings and the local area. Globe House holds a conventional form without a distinctive style evident. Its fascias are articulated by protruding pitched roof gables and eaves dormers with a fenestration pattern of primarily vertical accents. Surrounding buildings are also variable with Arts and Crafts style dwellinghouses on the opposite side of Lavender Park Road, industrial style two storey buildings on the north-eastern side of Station Approach and an Arts and Crafts style parade of shops which back onto the application site from the adjacent Station Approach Conservation Area.
12. The proposal would stem off the existing addition (approved and carried out under PLAN/2016/0990) on the rear (south-west) elevation of Globe House at three-storeys with accommodation in the roof adjoining the host building via the existing link extension across the three floors which is set down 1.4 metres from the ridge line of Globe House. The link accentuates the new addition creating an intermediary for the transition between the existing and proposed built elements. Standing at 15.1 metres in height, the extension would project above the existing Globe House by 1.8 metres without the immediate stark difference becoming too prevalent due to the lower link. This

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height would amount to an increase of 0.8 metres higher than that of the extant scheme demonstrated by an increased ridge line. Further to this, the ground at which the extension would be sited is slightly lower than the ground at which the existing Globe House stands.

13. The Council's Supplementary Planning Document 'Design' 2015 states that facades should complement adjoining properties therefore calling for a form and design to relate to that of the existing building. The extension, particularly on the north-western elevation recognises the design undertone of the existing Globe House without replicating the previous design which was distinctly commercial. The vertical and horizontal accents are carried forward by way of gable projections with an atrium serving the stairwell adopting a vertical emphasis. Eaves dormers emulating some of the inherent features of the host building form part of the addition allowing a clear correlation between the old and the new.
14. Policy CS3 of the Woking Core Strategy 2012 states that "all new development should be well designed and integrated, and enhance local character". Globe House, as existing, forms a building with a fenestration pattern and conventional form which could be described as a 'typical' commercial property. Each elevation corresponds well in the relationship with a central obscured glazed feature on the south-west elevation adding articulation to this elevation. Similarly, the south-eastern side ties in with the existing Globe House with a fenestration pattern and glazed balustrades adding articulation on this elevation. External materials would consist predominantly of facing-brick with rendered elements and glazing dominating the elevation fronting Madeira Road. Access gates and entrance doors on this elevation are to be of a metal welded mesh and timber appearance adding visual interest along this, the primary elevation.
15. The Station Approach Conservation Area lies to the north-west of the application site, although the primary shop frontage of this Conservation Area fronts onto Station Approach and backs onto Madeira Road. Nevertheless, new development should respect the characteristics of this area. The Byfleet Corner/Rosemount Parade and Station Approach, West Byfleet Conservation Areas Character Appraisal and Design Guidance states in section 7.5 that "new developments within the Village Centre, which adjoin the Conservation Areas or are clearly visible from them should harmonise with or, where appropriate, enhance existing developments within the Conservation Area having regard to scale, form, massing and material finish." This appraisal goes on to say that "new developments should reinforce the existing street pattern by the provision of continuous buildings with positive elevations to all main frontages." Policy DM20 of the Development Management Policies DPD 2016 echoes the provisions of this seeking to ensure development preserves or enhances a heritage asset and its setting in terms of quality of design and layout.
16. As previously noted, the proposed development would tie in with the existing Globe House with a form and design considered to respect the host building with an appropriate marriage by way of the existing intermediary link. Introduction of this extension along Madeira Road would result in an addition forming an acceptable feature with a design, massing and scale complimentary to the area which in turn would improve the established relationship between this side of Madeira Road and the adjacent Station Approach Conservation Area. The Council's Conservation Consultant has

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been consulted on this application and raises no objection, in design terms, to the extension as the proposed development seeks an amendment to add an additional one bed flat in the roof space using dormers and roof windows. The Conservation Officer considers that it would not materially alter the consented scheme in visual terms.

17. For the above reasons, the design of the proposals is considered to have a positive impact and enhance the character of the area. The proposal is therefore considered to comply with the National Planning Policy Framework, Policies CS3, CS20 and CS21 of the Woking Core Strategy 2012, Policy BE1 of the West Byfleet Neighbourhood Plan 2017, Policy DM20 of the Development Management Policies DPD 2016 and the Council's Supplementary Planning Document 'Design' 2015 and Supplementary Planning Guidance 'Byfleet Corner/Rosemount Parade Station Approach, West Byfleet Conservation Areas Character Appraisal and Design Guidance'.

Impact on Neighbour Amenity

18. The Policy CS21 of the Woking Core Strategy 2012 seeks to avoid significant harmful impacts in terms of loss of privacy, daylight or sunlight to adjoining properties. Guidance is also provided in the Supplementary Planning Document 'Outlook, Amenity, Privacy and Daylight' 2022. The proposed residential block will be located on the south-west rear elevation of Globe House which has been converted into 16 residential units split across 3 floors. The extension will adjoin Globe House via the existing link-extension to the existing units and canopied portico over the entrance/exit from the car-park. Policy CS21 of the Woking Core Strategy 2012 advises that proposals for new developments should achieve a satisfactory relationship to adjoining properties avoiding significant harm in terms of loss of privacy, daylight or sunlight, or an overbearing effect due to bulk, proximity or outlook.
19. It is a material planning consideration that a scheme of similar scale and design was approved under PLAN/2016/0990, and subsequently amended via Section 73 applications and remains extant. These permissions assessed the impact of the proposal against the existing units in Globe House in terms of daylight and sunlight and found that although the proposal caused 2no of the existing windows to fail the BRE test marginally, these failures were negligibly short. Whilst the proposed scheme results in a marginally higher building, the findings of these assessments remain relevant, and the findings have been accepted given the minor fails and the internal layouts of neighbouring flats. Notwithstanding the above, it has to be noted that the application site is an urban centre location where one would expect lower levels of daylight and where sites are required to be development to their capacity which makes the most efficient use of land.
20. All windows which face within 90° of due South have been tested for direct sunlight. These windows pass the winter and summer sunlight hours test with the exception to some windows which have overhanging obstructions.
21. As previously acknowledged Globe House is located in a central location in West Byfleet, Woking's second biggest urban centre. The proposed extension would stem off the rear of Globe House at 45° with Juliet Balconies, windows and dormers serving the proposed units. While this layout poses a potential awkward arrangement between the existing units within Globe House and the proposed units, it is considered that, given the location within the urban centre

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of West Byfleet, such layouts are unavoidable when making the most efficient use of land in these locations. Notwithstanding this, the rear fenestration set at 90° to the existing fenestration on Globe House would have an oblique and shallow relationship. The 6no windows, 3no Juliet Balconies and roof dormer serving the units are positioned quite tight to the existing rear elevation windows on Globe House. As such, views of and into habitable spaces in Globe House would be skewed and oblique and ones which would not be considered atypical in an urban location. Further to this, high-level windows are proposed to be installed on the north-eastern elevation. These windows are proposed to be high level where a condition can be attached to ensure they are at least 1.7 metres above floor level to mitigate overlooking or loss of privacy on the existing units within Globe House. Given the positioning of the extension in relation to the existing Globe House along with the proposed relationship, it is not considered that the layout would cause a significant level of overbearing, loss of privacy or overlooking on the existing units within Globe House by which a recommendation for refusal could be substantiated.

22. Work has commenced on the site to the south-west and south of the application site (Botanical Place). This development has been through the reserved matters stage of the development process and the detailed layout of this development is now known. In terms of the extension proposed under this current application, the increase in height would occur at ridge level which slopes away from the buildings at Botanical Place and is not deemed to result in a materially more harmful structure than what there is extant permission for.
23. With regards to the fenestration alteration, the proposed south-western elevation which would face onto Botanical Place and be positioned approximately 2.5 metres from the north-eastern elevation of the nearest building. This building would serve residential units at upper ground floor and above and would include primarily secondary windows to the living/kitchen areas and a window serving the single bedroom of these two-bedroom units. Similar to the extant permission for the extension at Globe House, there would be fenestration serving the bathrooms of the units at first floor level and above. These can be conditioned to be obscurely glazed and non-opening below 1.7 metres of floor level. In addition to these windows, it is now proposed to install high level windows to serve the habitable space including bedrooms. As per the submitted plans, these windows would be obscurely glazed and can be conditioned to be set at least 1.7 metres above floor level in a bid to preserve the amenities of the neighbouring occupiers of Botanical Place as well as the amenities of potential occupiers of the units themselves. One exception to this relates to the staircase of the duplex at first floor. A condition can be attached to ensure that this high-level window includes obscure glazing and is non-opening.
24. As well as the additional high-level windows on this south-western elevation, two rooflights are proposed on the roof slope on this side. These dormers are proposed to serve a bathroom and secondary window to the bedroom at roof level. Submitted plans annotate these windows as being obscurely glazed and an appropriately worded condition can be attached to ensure this as well as limiting the opening of these windows to 1.7 metres above floor level.
25. On this basis and the benefit that the additional units will bring to the area, the proposal is not considered to have a significant harmful impact on neighbouring properties and therefore accords with the provisions of the

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National Planning Policy Framework, Policy CS21 of the Core Strategy 2012 and Supplementary Planning Document 'Outlook, Amenity, Privacy and Daylight' 2022.

Layout and Creation of Acceptable Residential Development for Proposed Occupiers

26. One of the objectives of the National Planning Policy Framework (NPPF) is to ensure good standard of amenity for all existing and future occupants of land and buildings. Policy CS21 of the Woking Core Strategy 2012 echoes this provision with detailed guidance set out within the Council's Supplementary Planning Document 'Outlook, Amenity, Privacy and Daylight' 2022.
27. It is proposed to increase the number of units within the proposed extension from 6no to 7no with the additional unit located within the roof. The principle and layout of the 6no units at ground floor and above has been established and remains extant considering the most recent Section 73 application (PLAN/2021/0952). Given the size of the flats (all below 65 sqm), there is no specific requirement for private amenity space. Policy BE2 of the West Byfleet Neighbourhood Plan 2016 states that "proposals for new housing should demonstrate good design and should contribute positively to creating a sense of place". The flats are considered to achieve an acceptable level of amenity with all units achieving dual with an acceptable level of outlook and adequate privacy levels.
28. The application has been supported with a Noise Impact Assessment (CST Environmental and Acoustic Consultants dated March 2023). The outcome of the Noise Impact Assessment concludes that even in a worst case scenario the impact on the movements of vehicles through the proposed access point will not result in significant harm on potential future occupiers of the proposed duplex unit and ground and first floor.
29. Regarding private amenity space, the Council's SPD 'Outlook, Amenity, Privacy and Daylight' 2022 identifies that "whilst generally dwellings specifically designed not to be used for family accommodation do not require any specific area to be set aside for each as private amenity space, applicants are encouraged to do so where it is feasible". It notes that "non family accommodation will be taken to mean studio and one-bedroom flats and any other forms of dwellings of less than 61sqm". The proposed development includes a duplex unit at ground and first floor amounting to approximately 81.5 sq.m in floorspace and would constitute 'family accommodation'. Providing 'family accommodation', the proposed two-bedroom unit would also allocate a small area of amenity outside the living/kitchen area.
30. Considering the locational characteristic of the application site within the West Byfleet District Centre, it is considered that this along with the provision of a space area of amenity space to serve the two-bedroom units would not be unduly harmful to the residential amenity of future occupiers. On the first, second and third the 1no bedroom units include a floor area of between 42 and 55 sqm with balconies provided on the north-western elevation adhering to the provisions of "some modest private sunlit area for outside sitting" allowing for adequate amenity spaces for these units. The studio flats on these 3 floors include a Juliet Balcony but provide no private amenity space, however, given the modest size of the units in line with the central urban

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location, it is not deemed necessary to provide private amenity space for such flats. It is considered that, as a whole, the development provides an acceptable commensurate solution to providing new dwellings within a constrained site on previously developed land within the Urban Area.

Highways and Parking Implications

31. The site currently incorporates 21 underground and surface car parking spaces for the residential use of Globe House. It is proposed to support the residential extension within these 21 spaces which would equate to 0.9 parking spaces per unit. It should be noted that the site is accessible by more sustainable modes of transport including foot, cycle and public transport and is located close to the West Byfleet train station and an existing shopping parade to the north-west with a number of local amenities available within the immediate vicinity of the site.
32. The Council's Supplementary Planning Document on 'Parking Standards' 2018 recommends a minimum of 0.5 parking space per studio/1 bedroom apartment and 1 space per 2-bedroom apartment. Considering the existing units on site which include 7no 1-bedroom units and 9no 2-bedroom units, this carries a minimum provision of 13 spaces. The proposed development would result in 6no 1-bedroom units and 1no 2-bedroom unit which requires a minimum on-site provision of 4no spaces. Considering the existing allocation of 21no spaces on site for the Globe House residential complex, the minimum parking provision would be met.
33. There are at ample cycle spaces provided for at basement level with a designated cycle store. The SPD on Parking Standards recommends at least 1 cycle space per studio/1 bed unit and therefore the allocated spaces satisfy this provision with additional spaces provided.
34. The existing pedestrian and vehicular access off Madeira Road will serve as the access point to the proposed development also. Secure gates will be installed for pedestrian and vehicular use, with separate access ways and gates for both modes. The County Highway Authority have been consulted on this application and raise no objection to the development subject to a number of conditions.

Sustainability

35. Paragraph 152 of the NPPF states that "The planning system should support the transition to a low carbon future in a changing climate, taking full account of flood risk and coastal change. It should help to: shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure".
36. Policy CS22 of the Core Strategy sets out local policy relating to sustainable construction which new developments should achieve. It calls for new residential development on greenfield sites to meet Level 5 of the Code for Sustainable Homes. The Planning and Energy Act 2008 allows LPAs to set energy efficiency standards in their Development Plan policies that exceed the energy efficiency requirements of the Building Regulations. However,

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such policies must not be inconsistent with relevant national policies for England. A Written Ministerial Statement to Parliament, dated 25 March 2015, set out the Government's expectation that such policies should not be used to set conditions on planning permissions with requirements above the equivalent of the energy requirement of Level 4 of the (now abolished) Code for Sustainable Homes; this is equivalent to approximately 19% above the requirements of Part L1A of the 2010 Building Regulations. This is reiterated in Planning Practice Guidance (PPG) on Climate Change, which supports the NPPF.

37. Therefore, notwithstanding the requirements of Policy CS22, standards have been 'capped' at the equivalent energy performance standards of Code Level 4. Part L of the Building Regulations was updated in June 2022 and now requires an energy performance improvement of 31% compared to the 2010 Building Regulations. The current Building Regulations therefore effectively require a higher energy performance standard than what Policy CS22 would ordinarily require. It is not necessary to attach a condition relating to energy performance as more stringent standards are required by separate legislation. The LPA does, however, require all new residential development to achieve as a minimum the optional requirement set through Part G of the Building Regulations for water efficiency, which requires estimated water use of no more than 110 litres/person/day. Despite submitted information which may demonstrate this, a condition is necessary to ensure that this standard is met.

Affordable Housing

38. Policy CS12 of the Woking Core Strategy 2012 states that all new residential development will be expected to contribute towards the provision of affordable housing and that, on sites providing fewer than five new dwellings, the Council will require a financial contribution equivalent to the cost to the developer of providing 10% of the number of dwellings to be affordable on site.
39. However, Paragraph 64 of the NPPF sets out that the provision of affordable housing should not be sought for residential developments that are not major developments, other than in designated rural areas (where policies may set out a lower threshold of 5 units or fewer).
40. Whilst it is considered that weight should still be afforded to Policy CS12 of the Woking Core Strategy 2012 it is considered that more significant weight should be afforded to the policies within the NPPF. The proposal is not major development and as the proposal result in 7no net additional residential units, no affordable housing is sought.

Impact on Flooding

41. A portion of the proposed extension would be located within a medium risk surface water flood risk area due to the drop in ground level in this area. A number of supporting documentation has been submitted along with this application including;
- Phase 2 report on a Site Investigation, Albury S.I. Ltd, August 2018, revision 0, document reference: 18/11293/A/GO;
 - Surface Water Drainage Strategy, VKHP Consulting, June 2018, revision -, document reference: 326418;

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- Drainage Layout, VKHP Consulting, January 2019, revision -, document reference: 326418/110;
 - Letter to Drainage Team at Woking Borough Council, VKHP Consulting, February 2019, revision -, document reference: MW/ATB/326418
42. These have been reviewed by the Lead Local Flood Authority who consider the scheme to have been considered against the surface water risk to and from the site. An appropriately worded condition to ensure the development does not increase the risk of flooding on or off site is recommended.

Archaeological Potential

43. The application site is located within a site of High Archaeological Potential. The Archaeological Officer has been consulted on this application and notes that the application site related to a recorded find of pottery dated to the Late Iron Age. A Written Scheme of Investigation carried out by Surrey County Archaeological Unit has been submitted in support of this application. Surrey Archaeology have been consulted on this and find that the approach outlined in the document is acceptable and the quality of the document is suitable. They consider it acceptable for the archaeological work to be secured by condition in line with this document.

Impact on Contamination

44. The application has been submitted with a Phase 1 Desk Study ref: 18/11293/GO, Phase 2 Report on a Site Investigation Ref: 18/11293/A/GO and a Phase 3 Remediation Method Statement Ref: 19/11293/B/GO Rev 1 carried out by Albury S.I Ltd. It is apparent that these documents have been submitted as part of PLAN/2016/0990 (*Extension of the existing Globe House to increase living space on existing apartments and to create 6no self contained flats (3no studio and 3no 1 bed units) with associated landscaping works*) under COND/2018/0110 and COND/2019/0193. The development approved under PLAN/2016/0990 essentially mirrors the proposed development in terms of footprint and potential impact on contamination which the Council's Scientific Officer found to be acceptable. Under the previous application a contamination condition required a number of assessments prior to the commencement of development, these included;
- (a) a contaminated land desk study and suggested site assessment methodology;
 - (b) a site investigation report based upon (a);
 - (c) a remediation action plan based upon (a) and (b);
 - (d) a "discovery strategy" dealing with unforeseen contamination discovered during construction;
 - and (e) a "validation strategy" identifying measures to validate the works undertaken as a result of (c) and (d)
 - (f) a verification report appended with substantiating evidence demonstrating the agreed remediation has been carried out.
45. Under COND/2018/0110 and COND/2019/0193, Parts A-D have been addressed as per the submitted documentation by Albury S.I Ltd listed above. As such, it is necessary to word a condition that reflects this as well as setting out the remaining requirements for this condition including a validation strategy and verification report.

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Impact on the Thames Basin Heaths Special Protection Area

46. The Special Protection Areas (SPAs) in this area are internationally-important and designated for their interest as habitats for ground-nesting and other birds. Policy CS8 of the Woking Core Strategy 2012 requires new residential development beyond a 400m threshold, but within 5 kilometres, of the TBH SPA boundary to make an appropriate contribution towards the provision of Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management and Monitoring (SAMM).
47. The Suitable Alternative Natural Greenspace (SANG) and Landowner Payment elements of the SPA tariff are encompassed within the Community Infrastructure Levy (CIL) however the Strategic Access Management and Monitoring (SAMM) element of the SPA tariff is required to be addressed outside of CIL. The applicant has agreed to make a SAMM contribution of £4,869 (£662 per 1-bedroom/studio unit and £897 per 2-bedroom unit) in line with the Thames Basin Heaths Special Protection Area Avoidance Strategy (February 2022 update) as a result of the uplift of 1no 2-bedroom unit and 6no 1/studio-unit which would arise from the proposal. This would need to be secured through a S106 Legal Agreement.
48. Subject to the completion of an appropriate S106 Legal Agreement, the Local Planning Authority is able to determine that the development would have no significant effect upon the TBH SPA and therefore accords with Policy CS8 of the Woking Core Strategy 2012 and the 'Thames Basin Heaths Special Protection Area Avoidance Strategy'.

Local Finance Considerations

49. CIL is a mechanism adopted by Woking Borough Council which came into force on 1st April 2015, as a primary means of securing developer contributions towards infrastructure provisions in the Borough. In this case, the proposed residential development will increase the floor space by 493.3 sq. m and incur a cost of £125 per sq. m which equates to a contribution of **£84,518.10** (2023 indexation).

Conclusion

50. The proposal is considered to be acceptable development, it is considered to preserve the visual amenity of the area preserving the character of the adjacent Conservation Area. The proposal will not result in significant material harm on the amenities enjoyed by the occupiers of surrounding properties, in

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terms of loss of light, overbearing impact or loss of privacy. In addition, the proposal is considered to have an acceptable impact on highway safety, archaeological potential and contamination. A legal agreement is considered necessary to address Thames Basin Heaths Special Protection Area (TBH SPA) mitigation.

51. The proposal is considered to be an acceptable form of development that complies with the provisions of the National Planning Policy Framework, Policies CS3, CS8, CS9, CS10, CS11, CS12, CS18, CS20, CS21, CS22, CS24 and CS25 of the Woking Core Strategy 2012, Policies DM8 and DM20 of the Development Management Policies DPD 2016, Supplementary Planning Documents 'Outlook, Amenity, Privacy and Daylight' 2022, 'Parking Standards' 2018 and 'Design' 2015, 'Climate Change' 2012 and 'Affordable Housing' 2023 and Policies BE1, BE2 and BE6 of the West Byfleet Neighbourhood Plan 2017, Thames Basin Heaths Special Protection Area Avoidance Strategy and the Supplementary Planning Guidance of the Byfleet Corner/Rosemount Parade and Station Approach, West Byfleet Conservation Areas Character Appraisal and Design Guidance. Approval is accordingly recommended subject to the recommended conditions.

BACKGROUND PAPERS

1. Site visit photographs.
2. Response from County Highways Authority
3. Response from Surrey Archaeology
4. Response from Lead Local Flood Authority
5. Response from Conservation Officer

RECOMMENDATION

It is recommended that Planning Permission be Granted subject to the following Conditions and a SAMM (TBH SPA) contribution secured by way of S106 Legal Agreement:

1. The development for which permission is hereby granted must be commenced not later than the expiration of three years beginning with the date of this permission.

Reason: To accord with the provisions of Section 91(1) of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

2. The materials to be used in the construction of the external surfaces of the building hereby approved shall match those shown in the schedule of materials received 02.05.2023

Reason: In the interests of the visual amenities of the area.

3. The development hereby permitted shall be carried out in accordance with the approved plans listed in this notice:

Drawing No. 3896-PL-01
Drawing No. 3896-PL-02
Drawing No. 3896-PL-F01b

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Drawing No. 3896-PL-F02a
Drawing No. 3896-PL-E01
Drawing No. 3896-PL-E02
Drawing No. 3896-PL-E03a
Drawing No. 3896-PL-E04
Drawing No. 3896-PL-S01a
Drawing No. 3896-PL-R01a

Reason: For the avoidance of doubt and in the interests of proper planning.

4. The windows/dormer windows in the south-western side elevation hereby permitted shall be glazed entirely with obscure glass and non-opening unless the parts of the windows which can be opened are more than 1.7 metres above the floor of the room in which the window is installed. Once installed the window shall be permanently retained in that condition unless otherwise agreed in writing by the Local Planning Authority.

Reason: To safeguard the privacy of the occupiers of the adjoining properties in accordance with Policy CS21 of the Woking Core Strategy 2012.

5. The high-level windows in the north-eastern facing elevation, serving the proposed ground and first floor flat, hereby approved shall have a minimum internal cill height of 1.7 metres above finished floor level and shall be glazed entirely with obscure glass and non-opening unless the parts of the windows which can be opened are more than 1.7 metres above the floor of the room in which the window is installed. Once installed the window shall be permanently retained in that condition unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interests of amenity of neighbouring and occupier amenity.

6. The high-level windows in the south-west facing elevation shall have a minimum internal cill height of 1.7 metres above finished floor level.

Reason: In the interests of amenity of neighbouring properties in accordance with Policy CS21 of the Woking Core Strategy 2012

7. The high-level windows in the north-eastern facing elevation shall have a minimum internal cill height of 1.7 metres above finished floor level.

Reason: In the interests of amenity of neighbouring properties in accordance with Policy CS21 of the Woking Core Strategy 2012

8. Prior to the commencement of superstructure works, hereby approved, written evidence must be submitted to, and approved in writing by, the Local Planning Authority demonstrating that the dwellings within the development will achieve a maximum water use of no more than 110 litres per person per day as defined in paragraph 36(2b) of the Building Regulations 2010 (as amended), measured in accordance with the methodology set out in Approved Document G (2015 edition). Such evidence must be in the form of a Design Stage water efficiency calculator.

Development must be carried out wholly in accordance with such details as may be approved and the approved details must be permanently maintained

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and operated for the lifetime of the relevant dwelling(s) unless otherwise first agreed in writing by the Local Planning Authority.

Reason: To ensure that the development achieves a high standard of sustainability and makes efficient use of resources in accordance with Policy CS22 of the Woking Core Strategy 2012, the Climate Change SPD 2013 and the provisions of the National Planning Policy Framework (NPPF).

9. The development hereby approved shall not be first occupied unless and until space has been laid out within the site in accordance with the approved plans for vehicles and cycles to be parked and for vehicles to turn so that they may enter and leave the site in forward gear. Thereafter the parking and turning areas shall be retained and maintained for their designated purposes.

Reason: The above condition is required in order that the development should not prejudice highway safety nor should it inconvenience other highway users.

10. The development hereby approved shall not be occupied unless and until each of the proposed dwellings are provided with a fast-charge Electric Vehicle charging point (current minimum requirements - 7 kw Mode 3 with Type 2 connector - 230v AC 32 Amp single phase dedicated supply) in accordance with a scheme to be submitted and approved in writing by the Local Planning Authority and thereafter retained and maintained to the satisfaction of the Local Planning Authority.

Reason: In recognition of Section 9 'Promoting Sustainable Transport' in the National Planning Policy Framework 2021.

11. ++ Notwithstanding the information submitted as part of this application, the development (or each phase of the development) hereby permitted (including any clearance works and demolition) shall not commence until a Construction Method Statement has been submitted to and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:

- i) the parking of vehicles of site operatives and visitors
- ii) loading and unloading of plant and materials
- iii) storage of plant and materials used in constructing the development
- iv) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate
- v) wheel washing facilities
- vi) measures to control the emission of dust and dirt during construction
- vii) a scheme for recycling/disposing of waste resulting from demolition and construction works

Deliveries of construction materials, plant and machinery and any removal of spoil from the site shall only take place between the hours of 0730 and 1800 Monday to Friday and 0800 and 1300 on Saturdays. No deliveries shall take place on Sundays or public holidays.

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Measures will be implemented in accordance with the approved Method of Construction Statement and shall be retained for the duration of the construction period. Only the approved details shall be implemented during (each associated phase of) the construction works unless otherwise agreed in writing by the Local Planning Authority.

Reason:

To ensure that the development does not prejudice highway safety nor cause inconvenience to other highway users and in the interests of public safety and amenity in accordance with Policies CS18 and CS21 of the Woking Core Strategy 2012.

12. No part of the development, hereby approved, should be occupied until details of the waste and recycling storage provisions have been submitted to and approved in writing by the Local Planning Authority. This storage facility should thereafter be kept available for the storage of refuse bins at all times.

Reason: In the interests of road safety and vehicle movement.

13. The drainage system shall be installed in accordance with the approved documents
- Phase 2 report on a Site Investigation, Albury S.I. Ltd, August 2018, revision 0, document reference: 18/11293/A/GO;
 - Surface Water Drainage Strategy, VKHP Consulting, June 2018, revision -, document reference: 326418;
 - Drainage Layout, VKHP Consulting, January 2019, revision -, document reference: 326418/110;
 - Letter to Drainage Team at Woking Borough Council, VKHP Consulting, February 2019, revision -, document reference: MW/ATB/326418;

The development shall be carried out strictly in accordance with the details so approved and maintained as such thereafter.

Reason: To ensure the development does not increase flood risk on or off site and is maintained for the lifetime of the development.

14. The development shall be conducted in accordance with the Written Scheme of Archaeological Investigation "Archae report_globe house west byfleetwb wsi" as submitted in support of the application.

Reason: The site lies in an area of archaeological potential. The potential impacts of the development can be mitigated through a programme of archaeological work. This is in accordance with national and local plan policy.

15. The development hereby permitted shall not be implemented other than in accordance with the details set out in Phase 1 Desk Study ref: 18/11293/GO, Phase 2 Report on a Site Investigation Ref: 18/11293/A/GO and a Phase 3 Remediation Method Statement Ref: 19/11293/B/GO Rev 1 carried out by Albury S.I Ltd. The development shall be carried out and thereafter retained in accordance with the approved details unless otherwise first approved in writing by the Local Planning Authority.

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Prior to first occupation of the rest of the development hereby approved a verification report appended with substantiating evidence demonstrating that the remediation in accordance with the above documentation by Albury S.1 Ltd has been carried out shall be submitted to and approved in writing by the Local Planning Authority.

To achieve full discharge of this condition the applicant should submit, with report reference numbers and associated planning numbers, a full summary of the remedial works undertaken at the site for approval of the Local Planning Authority. The summary shall by reference to the remedial strategy confirm that all remedial works have been completed as required, for the site and the site is considered, by the author of the summary, to be suitable for residential use.

Reason: To ensure that a satisfactory strategy is put in place for addressing contaminated land, making the land suitable for the development hereby approved without resulting in risk to construction workers, future users of the land, occupiers of nearby land and the environment generally in accordance with Policies CS9 and CS21 of the Woking Core Strategy 2012.

Informatives:

1. The Council confirms that in assessing this planning application it has worked with the applicant in a positive and proactive way, in line with the requirements of the National Planning Policy Framework 2021.
2. The applicant is advised that this planning permission does not convey the right to enter onto or build on land not within his ownership.
3. You are advised that Council officers may undertake inspections without prior warning to check compliance with approved plans and to establish that all planning conditions are being complied with in full. Inspections may be undertaken both during and after construction.
4. Where windows are required by planning condition to be fitted with obscure glazing the glass should have a sufficient degree of obscuration so that a person looking through the glass cannot clearly see the objects on the other side. 'Patterned' glass or obscured plastic adhesive are not acceptable. If in doubt, further advice should be sought from the Local Planning Authority before work is commenced.
5. The applicant is advised that, under the Control of Pollution Act 1974, site works which will be audible at the site boundaries are restricted to the following hours:-
08.00 - 18.00 Monday to Friday
08.00 - 13.00 Saturday
and not at all on Sundays and Bank/Public Holidays.
6. Please note that developers are responsible for the purchasing of all waste receptacles required for developments. At least 12 weeks is required for bin orders via the Council. The developer will need to refer to the Waste and Recycling Provisions for developers to ensure the development is compliant with our requirements. This is available online at www.woking.gov.uk/recycling

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7. The applicant is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecutes persistent offenders (Highways Act 1980 Sections 131, 148, 149).
8. The applicant is advised that Section 59 of the Highways Act permits the Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from a site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.
9. The permission hereby granted shall not be construed as authority to carry out any works on the highway. The applicant is advised that prior approval must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, or verge to form a vehicle crossover to install dropped kerbs. www.surreycc.gov.uk/roads-and-transport/road-permits-and-licences/vehicle-crossovers-or-dropped-kerbs
10. With regard to surface water drainage it is the responsibility of a developer to make proper provision for drainage to ground, water courses or a suitable sewer. In respect of surface water it is recommended that the applicant should ensure that storm flows are attenuated or regulated into the receiving public network through on or off site storage. When it is proposed to connect to a combined public sewer, the site drainage should be separate and combined at the final manhole nearest the boundary. Connections are not permitted for the removal of groundwater. Where the developer proposes to discharge to a public sewer, prior approval from Thames Water Developer Services will be required. They can be contacted on 0800 009 3921.
11. A Groundwater Risk Management Permit from Thames Water will be required for discharging groundwater into a public sewer. Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991. We would expect the developer to demonstrate what measures he will undertake to minimise groundwater discharges into the public sewer. Permit enquiries should be directed to Thames Water's Risk Management Team by telephoning 02035779483 or by emailing wwqriskmanagement@thameswater.co.uk. Application forms should be completed on line via www.thameswater.co.uk/wastewaterquality
12. Legal changes under The Water Industry (Scheme for the Adoption of private sewers) Regulations 2011 mean that the sections of pipes you share with your neighbours, or are situated outside of your property boundary which connect to a public sewer are likely to have transferred to Thames Water's ownership. Should your proposed building work fall within 3 metres of these pipes we recommend you email Tames water a scaled ground floor plan of your property showing the proposed work and the complete sewer layout to developer.services@thameswater.co.uk to determine if a building over / near to agreement is required.