



**REVIEW BOARD
4 DECEMBER 2008
APPENDICES**

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Runnymede Borough CouncilREVIEW BOARD9 October 2008 at 7.30pm

Members of the Board present: Councillors P B Tuley (Chairman), H W V Meares (Vice-Chairman), D A Cotty, A J Davis, P A Francis, Mrs E Gill, Mrs L M Gillham, R N Jones, and A P Tollett.

Members of the Board absent: None.

Councillor A Alderson also attended.

248. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

The Group mentioned below had notified the Chief Executive Officer of their wish that the change listed be made to the membership of the Board. The change was for a fixed period ending on the day after the meeting and thereafter the Councillor removed would be reappointed to the Board.

Group Requesting Change	Remove from Membership	Appoint Instead
Runnymede Independents	Councillor A M Moore	Councillor Mrs E Gill

The Chief Executive Officer had given effect to this wish in accordance with Section 16(2) of the Local Government and Housing Act 1989.

249. MINUTES

The Minutes of the Review Board meeting held on 3 July 2008 were confirmed and signed as a correct record.

250. REVIEW OF CAR PARKING PROVISION AT ST. PETER'S HOSPITAL, CHERTSEY

The Board reviewed car parking provision at St Peter's Hospital, Chertsey. The Chairman had asked for the review because of public concerns about the adequacy of the provision and the ability of patients, visitors and staff to adequately access the site and its services.

The Board welcomed three representatives of the Ashford and St Peter's Hospitals NHS Trust to the meeting. These were the Finance Director, the Capital Projects Manager, and the Acting Facilities Manager, who advised the Board on the Trust's policies.

The Trust representatives were asked to advise on what policies the Trust had for parking at St Peter's Hospital in the future, whether the Trust intended to produce a comprehensive plan of proposed parking provision either as a separate document or as part of a planning masterplan, and whether the Trust had plans to implement previously approved decked car parking. They were also requested to provide an update on progress regarding the implementation of the St Peter's Travel Plan and its impact, as well as current and future plans for parking management at the site and measures to promote alternative means of transport to and from the site.

St Peter's Hospital was a 490-bed acute hospital in an isolated semi-rural area providing a wide range of health care facilities situated in 21 hectares of Green Belt parkland to the west of Chertsey, accessed via the A320 roundabout on Guildford Road near junction 11 of the M25 motorway. The hospital had a secondary access off the B386 Holloway Hill on its north-western boundary. St Peter's took patients from a wide catchment area covering north west Surrey and west London. Most of the patients were from Surrey rather than the Greater London area, with the largest proportion being from the environs of Woking.

In 2006 there were 476 pay and display parking spaces at St Peter's Hospital for patients and visitors, in six different locations (309 in the main out patient car park) and 19 spaces which provided for 20 minutes free parking. Staff parking comprised a total of 675 spaces in 18 different locations.

Planning permission had been granted for a decked car park at the Hospital site in February 2007 (RU 06/1220) which gave a net increase of 164 patient spaces and 38 spaces for staff. A revised scheme was later approved (RU 07/1244), which would reconfigure the car park and reduce the number of spaces by 10. In granting permission for this development, the Council had balanced the need to provide for sustainable transport with the operational needs of a 24 hour health facility serving a wide area. Although the County Highways Authority had objected to the proposal, the Government Office for the South East (GOSE) had decided not to 'call-in' the application, allowing it to be determined locally. Whilst it was understood that the staff provision had been implemented, the decked car park itself remained undeveloped. The Planning Committee had expressed concerns about the number of recent ad hoc planning applications and the lack of an updated masterplan for the site. In particular, details of car parking had been difficult to ascertain as individual planning applications both removed and replaced car parking provision. A comprehensive parking plan had been requested, but not received. The Trust had recently submitted a planning application for additional car parking but this had not been validated by Runnymede and more information had been requested on traffic counts and a car parking study had also been required. The Trust would be resubmitting the planning application.

There was a long history of parking problems at the hospital with capacity problems for both visitors and staff. Parking on access roads and around the entrances to the main car park had been common and at times of peak visitor demand (weekdays between around 11.00 a.m. and 3.00 p.m.) the main patient/visitor car park near the departmental block could lock up as visitors searched for a space. Problems were often particularly acute at around 2.00 p.m. A comprehensive parking study had been commissioned in March 2006 to accompany the decked car parking planning application. This looked at staff parking, visitor/patient parking, on-street parking and parking in additional areas. The Board noted the results of the study.

In terms of hospital parking standards, the Surrey Parking Strategy stated that the maximum standard should equate to 1 space per 5 staff plus 1 space per 10 visitors. In 2006, the hospital indicated that staff requiring access to car parking at the site was approximately 2,800. In addition, the hospital had approximately 1,200 visitors per day, generated by 160 inpatients and 637 outpatient's appointments. Based on the Surrey Parking Strategy standards outlined above, the maximum provision was 680 spaces. Runnymede Borough Local Plan standards for hospitals reflected those of Surrey County Council. This compared to the actual number of marked spaces (in 2006) of 1,145. Clearly, the current operational reality at the hospital was widely different to the aspirational aims of the Surrey Parking Strategy. The Board took the view that the Surrey Parking Strategy standard was unrealistic and that given the circumstances as outlined below, there was an urgent need for more parking spaces at St Peter's Hospital.

The Board noted that St Peter's Hospital had previously produced a Travel Plan whose aims were to reduce the impact of travel generated by staff. This was to be achieved by providing greater information to staff about different travel options, car park management including parking restraint, and providing other forms of access. The Plan also included promotion of a car sharing scheme. Cycling was to be promoted by providing cycle racks and showers for cyclists. Improved transport was proposed by providing an inter-site bus. One of the 'Peterbuses' was to be rerouted to optimise use and the 'Peterbuses' were to be phased with rail services. In terms of public transport, a transport co-ordination centre was to develop electronic booking and there was to be continued communication with Surrey County Council to focus provision on social inclusion for those in need of access to healthcare. Consideration was to be given to a revised staff parking policy that would introduce charging for staff parking, limiting the provision of parking permits to staff living over a certain distance from the hospital, and zoning staff parking charge rates and access to permits based on the level of public transport available between their home and the hospital.

The Board noted the Government guidance on transportation and parking issues. Planning Policy Guidance Note 13: Transport (PPG13) aimed to promote more sustainable transport choices and to reduce the need to travel, especially by car. PPG13 confirmed that hospitals were major generators of travel and should be located so as to maximise their accessibility by public transport, walking and

cycling. Similarly, proposals to develop, expand or redevelop existing sites should improve access by non-car methods. The South East Plan Policy T4 stated that planning authorities should adopt restraint-based maximum levels of parking provision for non-residential developments, linked to an integrated programme of public transport and accessibility improvements. Policy T5 required local authorities to identify major travel generating developments for which travel plans should be developed. Travel Plans were seen as a positive measure in enabling economic activity and growth in the region. The provisions of Policy S2, Saved Structure Plan Policy DN3 and Saved Policy MV9 were also noted.

It was the role of Surrey County Council, as Highway Authority to provide a view as statutory consultee on matters relating to highways capacity, safety and car parking in relation to proposed development in the Borough. A representative of Surrey County Council had been invited to attend the Review Board but had been unable to do so. They had sent comments to inform the Review Board of their approach, which were noted by the Board. As a statutory consultee, the County Council had two main areas of consideration on any application for additional parking - the policy/justification of the increased parking provision and the ability of the local road network, junctions and accesses to accommodate increased traffic which may result from additional parking. The County Council in their written submission had also referred to Draft PPS4 which stated that hospitals could have particular parking needs. The issues surrounding difficulties in recruiting medical staff and other shift staff, and patients missing appointments due to parking difficulties had to be taken into account.

The Trust representatives at the meeting advised that various initiatives had been undertaken to encourage people to access St. Peter's Hospital by a non-car option. These included the Peterbus which had four routes and ran for five days a week and inter site buses for staff travelling between Ashford and St. Peter's Hospitals. Cycling schemes for staff had also been promoted. Showers and lockable cycle sheds had been produced. Non-emergency patient transport was provided by the GSL company for those people who were in particular need and met the Trust's criteria. Despite all these initiatives, most patients and staff accessed the hospital by car as the most practical and feasible alternative, particularly for those with limited time available. Taxis were not readily available and bus services were not frequent. Local bus companies were not prepared to provide more bus services as they believed that they would run at a loss and Surrey County Council were not prepared to provide any more subsidy.

Throughout 2006/07 and 2007/08 the Trust had been looking at merging with Frimley Hospital and this proposal had finally been abandoned in April 2008. The Trust had also been seeking to achieve Foundation status and had produced a five year strategic plan which it had submitted to the Strategic Health Authority. The advantage of obtaining Foundation Hospital status was that any surplus which the Hospital made could be spent rather than having to be retained and the Hospital would be free from monitoring by the strategic health authority. The application for Foundation Trust status was a 12 month process and a new Trust Chief Executive would be appointed in January 2009.

In addition to producing a master plan, the Trust was examining what it called a parameters plan which it was hoped would provide the flexibility needed for the fast moving world of health care. In the parameters plan, the Trust was looking at reorientating all of the buildings at St. Peter's Hospital, demolishing the buildings in the ramp areas, moving medical records onto the central site and introducing temporary parking. This should assist in moving staff parking away from areas reserved for patient parking. The length of time for which this temporary parking would be in place had not yet been established. Decked car parking had not been implemented because the previous planning permission for this had not been in a suitable location for the reorientating which the Trust wished to undertake and thus conflicted with the proposals in the parameters plan.

From the Council's point of view, in determining planning applications, no masterplan or parameters plan had been produced by the Hospital in recent years. It was recognised that as the NHS was the subject of one internal review after another this might make it difficult to produce a master plan as the position was perpetually fluid. However, a draft plan, which it was accepted would change, would have been preferable to the piecemeal approach which had been adopted.

The Trust was aiming to expand the range of health care services which it provided. The Trust was hoping to have more clinical work on the site and was trying to obtain a renal service. The Primary Care Trust would be tendering for that work shortly. The Trust was looking at specialising in

cardiovascular emergency services. The Board observed that the more health care functions which St Peter's Hospital took on, the more likely it was that the parking problems would be exacerbated, because a greater number of people would be attempting to gain access to the facility.

The Board noted that there were 9 bus routes passing through the Hospital. All of them, apart from the 701 service finished early in the evening. The Peterbus finished at 6.00pm and did not run on Saturdays or Sundays. People were reliant on cars because of the lack of frequency of the bus service and the fact that it did not run at all in the evenings or at weekends. It had to be questioned whether the County Council was getting enough value for its Council Tax payers from those bus services which it did provide.

The Trust was well aware of the serious inadequacy of parking at the Hospital and received regular complaints from the public. The Board emphasised that parking at the Hospital required urgent attention because of the stress caused to everyone visiting the Hospital, particularly to patients with long term illnesses (and relatives and friends of those patients who might be driving them to the Hospital), who needed to visit the Hospital regularly and were frequently unable to find anywhere to leave their vehicle. The Trust representatives advised that efforts were being made to delineate patient and staff parking more clearly. Priority was given to patients. It was suggested that improved signage might assist. It was agreed that the top priority should be to provide sufficient parking for the accident and emergency (A & E) service.

The combined annual gross income obtained from parking from Ashford and St Peter's Hospitals was £700,000. This money was not ring fenced. The cost of the original decked parking proposal which had now been abandoned was £2.8m plus fees. There was a barrier on the accident and emergency car park, to stop staff car parking and to make it easier for patients. It was agreed that the barrier system was the most effective method of control which was available. Tickets had to be bought for 3 to 4 hours, with a 20 minute drop off facility for A & E patients. There was a weekly pass for £10, which was available for patients but not staff, but this would not be of interest to people who visited the Hospital, for example, twice a month. Timings of outpatient appointments were staggered but there was overrun in the times which added to the parking problems. The Trust did not rigorously enforce the parking restrictions on the site and was reluctant to consistently control staff parking as it had had difficulty in recruiting and retaining staff and it believed that enforcing regularly against staff would adversely affect its ability to obtain and keep staff.

The main planning issues relating to the provision of further parking spaces were twofold. The first problem was that increasing the number of spaces meant that GOSE might intervene on the basis that this would be contrary to Government policy which was to restrain the amount of car parking. This would apply whether the spaces were provided underground or overground. Building spaces underground (rather than overground) would not, however, conflict with the openness of the Green Belt, which was the other criterion on which increased parking might be refused.

The footpath to the Hospital from Homewood Park car park was not being widely used. At one point the Council had been negotiating with the Trust for payment of spaces by the Trust for Trust staff in the Homewood Park car park but suitable terms had not been able to be agreed by the two organisations. It had been suggested by members of the public, and by one of the Council's Ward Members for Foxhills, that hospital staff were parking in the Murray Road, Ottershaw free car park in the early morning and were being transported to the Hospital which meant that the car park was full and local commuters had to park in the Harvester car park. Council Officers had carried out spot checks, but when this had been done there had always been spare capacity in the Murray Road, Ottershaw car park.

The Board suggested that the Trust should do more to try and control staff parking to improve the position in the short term. This would have to be done as sensitively as possible in order to not act as too much of a deterrent to staff to work at St Peter's. Runnymede had introduced a policy whereby staff could only park on the site of the new Civic Offices for 3 days a week. On the other days employees had to car share, cycle or use public transport. The Trust should look at whether this type of control was possible at St Peter's. The Board took the view that the Trust should examine in some depth whether a suitable park and ride scheme could be adopted for St Peter's Hospital. It would also be helpful to the Council to have the details of the Trust's parameters plan, which would assist when considering planning applications. The Board emphasised that a reduction in staff parking would lead to more parking being available for patients and visitors.

In summary, the Board's main conclusions were as follows:

- the Trust should achieve greater control of staff parking to free up space for patients
- the Trust should review the possibility of introducing a park and ride scheme
- the Trust should expedite a masterplan/parameters plan.

The Board agreed that their findings should be reported to the Corporate Management Committee with a recommendation that the Committee add any comments of its own and make a further recommendation to the full Council meeting.

251. DEVELOPING AND STRENGTHENING OVERVIEW AND SCRUTINY – RESPONSE TO GOVERNMENT CONSULTATION PAPER

The Board considered a response to the Government's proposals for developing and strengthening overview and scrutiny.

The Government White Paper "Communities in Control: Real People, Real Power" had been published in the summer and the Department for Communities and Local Government (DCLG) had also issued a consultation paper entitled "Improving Local Accountability", which was the first of a series of consultation papers under the general heading of the White Paper. Chapter 2 of the consultation paper was called "Developing and Strengthening Overview and Scrutiny", in which the Government set out various proposals and indicated that it wished to raise the visibility of the scrutiny function in particular by looking to develop its role as a forum for community debate.

The Board noted those contents of "Developing and Strengthening Overview and Scrutiny", which related to "alternative arrangements" authorities such as Runnymede (i.e. authorities with populations of less than 85,000 which operated a Committee system rather than executive arrangements). The Government had devised overview and scrutiny with authorities operating an executive and portfolio holder system of governance primarily in mind, rather than alternative arrangements authorities. One of the key aims of scrutiny in executive arrangements authorities was to hold the executive and portfolio holders to account. Members could make certain decisions in these authorities, as part of a particular portfolio. Many decisions were made away from public view, with executives acting in a way which had led some commentators to compare them to boards of limited companies. The circumstances were different in Runnymede, with most decisions being made in public in Committees.

The Board agreed that the timescales set out in the consultation paper for organisations to respond to requests for information (or in some instances not specifying a timescale and leaving it to local discretion), appeared appropriate. In any case, organisations would be required to comply with requests for certain types of information within 20 days under the Freedom of Information Act. The Board agreed a series of responses and some general comments regarding the Consultation Paper (set out at Appendix '1').

RESOLVED that -

the responses to the Government's eight consultation questions on Developing And Strengthening Overview and Scrutiny, and the general comments on this issue, as set out in Appendix '1', be forwarded to the Government.

252. ENFORCEMENT OF PLANNING CONTROL - PROGRESS REPORT

The Board considered the progress report on enforcement of planning control as at 30 September 2008.

On particular cases within the report, the Board noted the following:-

- i) Capital House, Woodham Park Road, Woodham

The High Court date had not yet been announced.

ii) Oak Farm, Thorpe Green, Egham

A Member would be advised of the outcome of a site visit undertaken on 7 October 2008.

iii) Plots 14B, 15 and 16 The Moorings, Abbey Chase, Chertsey

It was noted that a number of recent cases had established that a residence located on water was not exempt from the provisions of development control.

iv) Land at Lyne Crossing Road, Lyne

It was noted that the appellants had gained extra time by discontinuing their High Court challenge on the day before the High Court hearing was due, as the Enforcement Notices then became effective from the date of discontinuance.

v) The Bungalow, Rear of 212 Chertsey Lane, Staines

The appellant was liable for appeal costs and the bill for these costs had been sent out by the Council.

vi) Coltscroft, Rosemary Lane, Thorpe

The effects of the Planning Inspector's decision to allow a planning appeal on this site were being considered in the light of proposed enforcement action.

vii) Land Rear of 4 Aymer Close, Chertsey Lane, Staines

An Enforcement Notice and a Stop Notice against an excessively high gate had been authorised under Urgent Action and the Notices had been served.

Chairman

(The meeting ended at 9.50 p.m.)

Consultation Question 1: Do you agree with the Government's proposed approach in relation to overview and scrutiny Committees requiring information from partner authorities?

Council Response: Agreed.

Consultation Question 2: Do you agree with the proposal to apply the provisions in relation to exempt and confidential information without modification to local authority executives?

Council Response : Agreed.

Consultation Question 3: Do you agree with the proposed approach towards joint overview and scrutiny Committees? Are there specific issues that should be considered as part of the approach?

Council Response: Agreed. It is not necessary to have specific issues included as part of the approach. Consultation Question 6 refers to introducing a power to set up area scrutiny Committees. It would be a duplication of resources to have both joint and area Committees and it is noted that it is proposed that either or both of these frameworks can be put into place by counties and districts.

Consultation Question 4: Do you agree with the proposed approach to enable district scrutiny Committees to review the delivery of LAA targets?

Council Response: Agreed.

Consultation Question 5: Do you agree with the proposal to apply these new powers (i.e. enhanced powers for district overview and scrutiny committees as set out in the paper) in Councils operating alternative arrangements? Are there any specific implications that should be taken into account in doing so?

Council Response: Agreed. There are no specific implications which the Council has identified to be taken into account.

Consultation Question 6: What issues should be considered as part of any new power to establish area scrutiny committees?

Council Response: Consultation Question 3 refers to introducing a power to set up joint scrutiny Committees. It would be a duplication of resources to have both joint and area scrutiny Committees and it is noted that it is proposed that either or both of these frameworks can be put into place by counties and districts.

Consultation Question 7: How might the requirement for dedicated scrutiny resource be put into practice?

Council Response: It is noted that this resource will only apply in executive arrangements authorities. In order to be effective scrutiny must be adequately resourced.

Consultation Question 8: Do you agree that appeals about a local authority's response to a petition should be considered by the overview and scrutiny committee? What practical issues might arise?

Council Response: Agreed. There may be conflict issues for Committee Members.

General Comments

- i) that findings of scrutiny Committees should always be reported to Full Council meetings to enhance the profile of this area of activity. There must be a credible feedback mechanism from the scrutiny operation into the decision making process;
- ii) that the scrutiny function should be able to demonstrate a series of outcomes resulting from its deliberations and recommendations; and
- iii) that in order to be effective, scrutiny must be adequately resourced.

**SCHEDULE TO THE SUSTAINABLE COMMUNITIES ACT 2007
MATTERS TO WHICH LOCAL AUTHORITIES MUST HAVE REGARD**

1 The matters referred to in section 2 are—

- (a) the provision of local services,
- (b) the extent to which the volume and value of goods and services that are—
 - (i) offered for sale; or
 - (ii) procured by public bodiesand are produced within 30 miles (or any lesser distance as may be specified by a local authority in respect of its area) of their place of sale or of the boundary of the public body,
- (c) the rate of increase in the growth and marketing of organic forms of food production and the local food economy,
- (d) measures to promote reasonable access by all local people to a supply of food that is adequate in terms of both amount and nutritional value,
- (e) the number of local jobs,
- (f) measures to conserve energy and increase the quantity of energy supplies which are produced from sustainable sources within a 30 mile radius of the region in which they are consumed,
- (g) measures taken to reduce the level of road traffic including, but not restricted to, local public transport provision, measures to promote walking and cycling and measures to decrease the amount of product miles,
- (h) the increase in social inclusion, including an increase in involvement in local democracy,
- (i) measures to increase mutual aid and other community projects,
- (j) measures designed to decrease emissions of greenhouse gases,
- (k) measures designed to increase community health and well being,
- (l) planning policies which would assist with the purposes of this Act, including new arrangements for the provision of affordable housing, and
- (m) measures to increase the use of local waste materials for the benefit of the community.

2 In this Schedule the following terms shall have the following meanings—

“local services” includes, but is not restricted to, retail outlets, public houses, banks, health facilities, including hospitals and pharmacies, legal services, social housing, post offices, schools, public eating places, leisure facilities and open spaces;

“local food economy” means a system of producing, processing and trading primarily organic forms of food production, where the activity is largely contained in the area or region where the food was produced;

“local jobs” mean—

(a) jobs in companies or organisations that in the opinion of the appropriate authority will spend a significant proportion of their turnover in the locality of the place of operation; and

(b) jobs which are held by people living within 30 miles of that job;

“mutual aid” means actions or initiatives by people in the community to improve services or provisions for themselves and other persons in the community;

“product miles” means the total distance produce is transported from the place of growth or production to the place of consumption;

“social inclusion” means the opportunity for all people resident in any area to play an equal role in the economic, social and civic life of the area;

“local democracy” means the ability to participate, by means of voting at elections or otherwise, in decision-making that is as local as practicable to people's place of residence; and

“community health and well-being” means the degree to which persons resident in an area identify with that area and receive an increased quality of life as a result of the nature and the environment of the area.

PROGRESS REPORT ON ENFORCEMENT OF PLANNING CONTROL AS AT 12TH NOVEMBER 2008 (DAL)

SITE AUTHORISATION DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Clockhouse Lane East 1984/85	Thorpe	Potential Gypsy Incursion.	Injunction	Enforcement Notice in force prohibiting caravans on site. Enforcement Notice and Stop Notice prohibiting vehicular access to the site. During week ending 7/11/08 access created by removal of bollards in road and through earth bund and caravans placed on site. Injunction sought and rejected on 7/11/08. Landowner taken private possession proceedings which were applied for on 10/11/08	Monitor site
35 Liberty Rise Aldlestone (28.7.89) (3.1.07) (File 53.14.121)	Chertsey South and Rowtown	Unauthorised car sales.	Enforcement Notice issued.	Enforcement Notice issued 12.09.89. Enforcement Notice effective 17.10.89. Prosecution 12.09.90 – fined £400 with £125 costs. Prosecution 14.10.91 – dismissed. Prosecution 11.01.93 – fined £250 with £100 costs Injunction authorised by Planning Committee 06.03.06 Injunction obtained 10.10.96. Contempt proceedings authorised by Planning Committee 08.01.97. Various proceedings for contempt instituted. Fresh instructions to Counsel for committal proceedings for continued breach of Injunction following reaffirmed authority of Planning Committee on 03.01.07. Committal proceedings have been instituted and served upon Owner. Hearing date 02.07.07. Owner found guilty and 2 years imprisonment imposed. Owner applied to purge contempt at High Court hearing 31.08.07, but application refused. Site visited 04.10.07. Future application for release granted by the High Court on 12.10.07. Further application for release granted by the High Court on 12.10.07. Costs settlement still awaited. Recent inspections by staff to secure evidence of continued trading, further investigations being undertaken. Specialist solicitors instructed to recover costs.	Site being monitored.
The Conifers 111A, Almmers Rd Lyne (8.1.93) (File 53.14.227)	Foxhills	Residential Caravan Site hardstanding and roadway. Walls and tarmacadam of site.	i) Enforcement and Stop Notices issued. (ii) Enforcement Notice issued.	Enforcement Notices effective. Final Injunction obtained: 16.06.95. Subsequent appeal to European Court. Judgement of European Court received and found in favour of RBC and UK position. Report to Committee regarding committal proceedings following determination of fresh application and consideration of occupiers circumstances in addition to changed circumstances on site. Reassessment of personal circumstances to be made following site visit. Difficult to obtain necessary information.	Further site visit when resources available.

APPENDIX 'C'

SITE AUTHORISATION DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Greenacres Hardwick Lane Chertsey (6.3.00) (File 53.14.295)	Foxhills	Siting of mobile homes and touring caravans in residential use.	Enforcement Notices issued.	Appeal dismissed/allowed in part. Compliance period expired 15.11.01. Application refused in October 2002 and injunction proceedings authorised. Occupier circumstances being assessed prior to proceedings. Fresh planning application for new dwelling refused. Site Visit to be made in conjunction with other agencies to assess livestock levels/use of site/changes to site. Personal circumstances to be assessed.	Site visit to be made when resources available.
Willow Farm Chobham Road Ottershaw (31.5.00) (File 53.14.314)	Foxhills	Non-compliance with conditions of planning permissions – landscaping. Direct Action compliance in default.	Breach of Condition Notice issued.	Notice effective – compliance period expired 20.01.01. Partially complied. Previous owners informed that no more materials should be imported and that materials on site needed to be redistributed. Part of bunding removed. Site being monitored. Site visited 04.10.07.	Direct action to be taken in conjunction with the later entries regarding Willow Farm. See later entries for update
SO 42 Authorisation (1.3.06)					
Double S Stonehill Road Ottershaw (5.9.01) (File 53.13.70)	Foxhills	Caravans.	Enforcement Notice issued.	Notice effective – compliance period expired 22.02.02. Prosecution pending. Planning Contravention Notice issued and returned. Details checked by interviews under caution. Certificate of Lawfulness application for commercial use not received. Planning application for retention of mobile home and business units being considered.	To be reported to Planning Committee in Autumn 2008.
11 Wilson Drive Ottershaw (4.9.02) (File 53.14.329)	Foxhills	Change of use from woodland to residential garden.	Enforcement Notice issued.	Appeal dismissed and Notice upheld subject to minor variation. Compliance period expired 15.08.03. Section 78 Appeal dismissed. Site visit to be made and, if appropriate, prosecution statement to be prepared. PCNs to be served on other residential properties in the Drive.	Site visit of other properties in Wilson Drive once resources available.

SITE AUTHORITY DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Capital House Woodham Park Road Woodham (12.3.03 – SO42) (File 53.14.335)	Woodham	Erection of single storey steel portal framed building.	Enforcement Notices issued.	Appeal withdrawn. Notice took effect 03.01.2004. Planning application for waste transfer station submitted and objection raised. Action in abeyance pending determination of planning application for waste transfer station by Surrey County Council. Application refused by Surrey County Council. Appeal lodged against S.C.C. refusal of permission. Public Inquiry held on 03/04.07. Planning permission granted for recycling centre on 20.04.07. SCC lodged appeal in High Court and lost with costs awarded against SCC in October 2008.	SCC awaiting full transcript of High Court decision before deciding next course of action. Officers likely to be involved in any subsequent meeting.
Willow Farm Chobham Road Ottershaw (21.3.03 – SO42) (File 53.14.232)	Foxhills	Laying of hardcore to form hardstanding.	Enforcement and Stop Notices issued.	Stop Notice took effect 28.03.03. Interim injunction obtained 29.04.2003. Appeal dismissed and Notice as varied upheld. Compliance period expires 22.04.05. Proceedings for full injunction continue in the High Court. Site being monitored. Final injunction granted 13.06.05. Compliance period expires 13.09.05. Occupiers vacated site and have returned. Liaising with Police and re-considering committal proceedings. New additional occupiers now on site. Site visited 04.10.07. Report to Planning Committee Meeting 30.01.08. Site visit 29th July 2008. Counsel advice sought, response received and committal proceedings are being prepared.	Planning application received but currently invalid. Awaiting legal and Counsel advice on how to proceed following invalid application.
S.0.42 Authorisation (1.3.06)					
Willow Farm Chobham Road Ottershaw (16.4.03) (File 53.14.232)	Foxhills	Storage of caravans.	Enforcement Notice issued.	Interim injunction obtained 29.04.03. Appeal dismissed and Notice as varied upheld. Compliance period expires 22.04.05. Proceedings for full injunction continue in the High Court. Site being monitored. Final injunction granted 13.06.05. Occupiers vacated site and have returned. Liaising with Police and re-considering committal proceedings. Site visited 04.10.07. Report to Planning Committee Meeting 30.01.08.	Planning application received but currently invalid. Awaiting legal and Counsel advice on how to proceed following invalid application.
SO42 Authorisation (1.3.06)		Direct Action compliance in default.			
				*15 th October 2008 Instructions sent to a London Barrister to advise the Council regarding this matter	

SITE AUTHORISATION DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Land r/o South Lodge Chobham Road Willow Farm Ottershaw (16.4.03 – SO42) (File 53.14.337)	Foxhills	Storage of caravans, trailers and mobile homes.	Enforcement Notice issued.	Enforcement Notice took effect 04.06.03. Compliance period expired. Not complied with.	Planning application received but currently invalid. Awaiting legal and Counsel advice on how to proceed following invalid application.
Thorpe Waterski, Thorpe Road, Chertsey (30.7.2003) (SO 42 – 12.09.2003) (File 53.14.339)	Thorpe	(i) Various unauthorised structures and changes of use. (ii) Building A.	Enforcement Notices issued 22.09.03.	i) Appeal submitted and withdrawn on 05.01.05. Eight new applications submitted and withdrawn. Two applications outstanding. Compliance period extended to nine months. Enforcement Notices now effective and compliance period expires 06.10.05. Composite planning application received and being considered. Appeal lodged for non determination Public Inquiry hearing 27, 28 & 29.03.07. Appeals dismissed 17.05.07. ii) Notices in effect – extended compliance period expired 01.10.07. iii) Application to retain Building A refused permission by Planning Committee of 03.08.05. Section 78 Appeal lodged with Planning Inspectorate. Public Inquiry 27, 28 & 29.03.07. Appeal dismissed 17.05.07. iv) Notice in effect – extended compliance period expired 01.10.07. Further inspection made on 27th June 2008 and various non-compliances found. Witness statement sent to Legal on 7th July 2008 for prosecution	Listed for prosecution on 12th December 2008

SITE AUTHORISATION DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
40 Crockford Park Road Addlestone (3.12.03) (File 53.14.345)	Addlestone Bournside	i) Use of site for industrial and commercial purposes. ii) Operational development buildings and hardstanding.	Two Enforcement Notices.	i) Notice effective regarding uses. Compliance period expired 17.08.04. ii) Notice effective regarding operational works. Compliance period expired 19.01.05. iii) Further action being considered in relation to further new breaches. Further site visit to be made. Site visited 22/10/08 with Legal i) complied with ii) not complied with. Witness statement finalised. Listed for prosecution on 14 th November 2008. Letter from owner requesting adjournment as works now underway to comply with ii) Request for adjournment refused by Council.	Await court decision on 14 th November 2008
Oak Farm Thorpe Green Egham (21.1.04) (File 53.14.346)	Thorpe	Erection of wendy house, shed and creation of hardstanding, fencing, gates, brick piers, driveway.	Two Enforcement Notices issued.	Appeals lodged. Public Inquiry adjourned and then held on 13.01.2005. Appeals dismissed. Other breach being investigated. Notices take effect 16.09.05. Planning application for the site determined in 03.07 by delegated decision when planning permission granted for replacement dwelling following removal of mobile home and outbuilding. Property sold on 19.12.07 and new owner has notified the Council of intention to comply.	Site to be monitored and contact made with owner date to agree compliance for final element of notice to reduce height of brick piers. Site visit planned for end of November 2008.
Great Grove Farm Murray Road Ottershaw (31.3.04) (File 53.14.350)	Foxhills	Portacabin, metal clad storage/garage steel framed building, storage of materials, plant and equipment and parking of vehicles.	Two Enforcement Notices issued.	Site visited on 7 th October 2008, all hard standing removed, fence lowered to compliance height, however brick piers and gates remain, owner has requested additional time to employ suitable contractor to complete works Appeals withdrawn. Notices now effective. Compliance period expires 02.07.05. Three Certificates of Lawfulness Applications granted for steel framed storage building and commercial storage/parking on western part of site. Metal clad store/garage and portacabin to be removed. No commercial storage/parking on eastern part of site. Currently an invalid planning application for the redevelopment of the site	Site inspection when resources available.

SITE AUTHORISATION DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Trys Hill Farm, Lyne Lane Chertsey (28.6.04)	Foxhills	i) Mobile home and Menage. ii) Storage unit, Lean-to structure, fencing, wendy house.	Four Enforcement Notices issued.	Four Appeals lodged and two withdrawn. i) Public Inquiry now in abeyance as a result of revocation and re-issue of lawful use certificate in light of extant Enforcement Notice. Planning Application for mobile home received. Planning permission granted for riding school and ménage at Committee meeting 01.02.06. Mobile home application determined and planning permission granted. Planning Appeals now withdrawn and Enforcement Notices in effect compliance period expires 18.11.06. ii) Notices effective, compliance period expired 17.06.05.	Witness statement to be prepared and sent to legal for prosecution.
(File 53.14.356)				Letter sent to owner on 15/09/08 requesting site visit, no response, further letter sent 16 th Oct stating that site to be visited on 24 th Oct.	
Plots 14B, 15 & 16, The Moorings Abbey Chase Chertsey (28.6.04)	Chertsey St Anns	Residential occupation of boat.	Breach of Condition Notice issued.	Application received and refused 28.06.04. Notice effective – compliance period expired 13.01.05. S. 78 Appeal lodged and Informal Hearing took place on 29.09.06. Appeal dismissed 06.11.06.	Site to be monitored
(File 53.14.355)				Consideration to be given to prosecution if Notice cannot be acceptably complied with, or alternative housing provision not forthcoming.	
				Discussions with Owner regarding compliance – owner no longer living full time on boat. Items on riverbank in process of being removed.	

SITE AUTHORITY DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Amberwood and Lone Pine Christchurch Road Virginia Water (4.8.04) (File 53.14.333)	Virginia Water	Erection of fence.	Enforcement Notice issued.	Notice quashed on appeal. Report submitted to Planning Committee. New authorisation given to take fresh enforcement action. New Enforcement Notice issued 22.09.04 and Appeal lodged. Informal hearing 15.03.05. Appeal dismissed. Compliance period extended to 25.11.05. Owner applied to High Court for leave to appeal Hearing 22.11.05:- Application dismissed. Magistrates' Court hearing adjourned generally.	Warrant for Arrest issued but not enforced. Complex family issues pertaining to occupation. Legal to take advice as to best way forward.
Rosefield, Hurst Lane, Egham (29.9.04) (File 53.14.361)	Virginia Water	Use of building for independent residential occupation.	Enforcement Notice issued 28.01.05.	Enforcement Notice issued. Enforcement Appeal lodged. Written Representations Appeal determined on 02.03.06 and dismissed. Compliance period expired 02.07.06. Site visit made on 7.02.08. Found non-compliance. Witness statement prepared and sent to Legal on 29.02.08	Complied but to be monitored so that self-contained residential use within building does not re-occur
Land adjacent to Stroude Road and Clockhouse Lane West, Egham (08.12.04) (14.12.05) (File 53.14.363)	Thorpe	i) Storage of builders waste. Siting/storage of caravans. Residential use of caravans/structures.	Two Enforcement Notices issued 23.03.05.	Two Enforcement Notices issued. Enforcement Notice Appeal lodged and Public Inquiry on 07.08 and 09.11.06. Appeals dismissed on 4.12.06. Compliance period expires 4.03.07 Site visit made 22nd April 2008, witness statement for prosecution for non compliance sent to legal 28 th April 2008. Witness statement not acted upon by Legal, now sent to Camden to deal with. Camden advised information from April site visit now out of date, requested further site visit. Further site visit carried out 27 th October 2008, new witness statement drafted and sent to Camden 30 th September 2008	Awaiting prosecution by Legal. Case referred to Camden to prosecute.
/continued ...					

SITE AUTHORISATION DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
/continued ... Land adj to Stroude Rd Cont S0 42 Authorisation (28.06.05)	Thorpe	ii) Retail sales of plants/shrubs & associated goods. iii) Erection of buildings/ structures Construction of hardstandings.	Two further Enforcement Notices issued 13.01.06.	Change of Use Notice withdrawn and further Enforcement Notices in the alternative issued 13.01.06. Enforcement Notice Appeals lodged and Public Inquiry held 07 and 08.11.06. Appeals dismissed on 4.12.06. Compliance periods expire 4.03.07. Operational Development Notice dated 23.03.05 withdrawn 03.10.06 following appeal in respect of later Notice	
		iv) Garden centre and yard.	Enforcement Notice issued 13.01.06.	At Planning Committee on 14.12.05 further enforcement action was authorised. Appeal dismissed on 4.12.06. Compliance periods expire 4.03.07 and 4.06.07.	Awaiting prosecution by Camden for (i) & (iii)
		v) Creation of hardstanding.	Stop Notice issued 04.07.05.	Stop Notice issued and took effect 08.07.05. Appeals dismissed on 4.12.06. Compliance periods expire 4.03.07 and 4.06.07. Site visit made 25 th April 2008 various non-compliance. Witness statement for prosecution for non compliance in respect of iii sent to legal 28 th April 2008. Witness statement not acted upon by Legal, now sent to Camden to deal with. Camden advised information from April site visit now out of date, requested further site visit. Further site visit carried out 27 th October 2008, new witness statement drafted and sent to Camden 30 th September 2008	(ii), (iv) and (v) complied with
11 Riverside Egham (22.12.04) (File 53.14.365)	Egham Town	Erection of metal railing and gate.	Enforcement Notice issued 08.03.05.	Enforcement Notice issued. Planning Application refused. Enforcement Appeal lodged. Revised planning application granted permission for 1.8m high railing. Appeal being pursued in respect of 2m high railing. Informal Hearing took place on 27.09.05. Appeal withdrawn 14.10.05. Notice has taken effect. Compliance period expired 14.01.06. Compliance being sought.	Further site inspection when resources available.

SITE AUTHORITY DATE AND FILE REF	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Capital House Woodham Park Road Woodham (16.02.05) (File 53.14.335)	Woodham	Storage containers Land Clearance/ Demolition Contractors Business.	Notice to be prepared.	Surrey County Council have refused permission for waste transfer station. Enforcement Notice to be prepared following meeting with Officers from Surrey County Council. Further action being discussed with Surrey County Council in relation to Owners appeal. Consideration being given to institute injunctive proceedings for breaches of Section 106 Agreement covering use of site. SCC lodged appeal in High Court and lost with costs awarded against SCC	SCC awaiting full transcript of High Court decision before deciding next course of action. Officers likely to be involved in any subsequent meeting between SCC and landowner
Bourne Valley Garden Centre Woodham Park Road Woodham (16.03.05) (File 53.14.368)	Woodham	i) Unauthorised storage uses. ii) Hardstanding.	Two Enforcement Notices issued.	Enforcement Notices issued 13.04.05. Enforcement Appeal lodged. Informal Hearing 15.11.05. Inspector's Decision to dismiss both appeals 07.12.05. i) Compliance period expires 07.02.06. ii) Compliance period expires 07.06.06. Appeals determined and site visit made. Prosecution instituted. At hearing on 31.08.07 Owner fined £5,000 for non compliance.	Site visited 30 th September 2008 all requirements of notices now complied with.
Padd Farm Hurst Lane Egham (25.05.05) (09.05.07) (File 53.14.103)	Virginia Water	1. Waste recycling activities and bunds, fencing, gates and hardstandings. Storage and other business uses. Various uses of buildings and unauthorised extensions (including residential). 2. Uses of buildings.	1. Twenty Four Enforcement Notices issued. 2. Enforcement Notices to be drafted.	First tranche of Enforcement Notices issued 20.12.07. Enforcement Notice compliance periods expire 25.04.08 (open uses and operational development) and 25.07.08 (independent residential uses). Appeals lodged – 5 day Public Inquiry between 4.11.08 and 12.11.08 but Notices subsequently withdrawn. Fresh Enforcement Notices to be served. Fresh site inspections to be undertaken and further breaches to be pursued, in view of further unauthorised development. Injunction to be sought in respect of breach of S.106 agreement. Anti Social Behaviour Order being pursued in liaison with Surrey Police.	Further site inspection when resources available. Fresh Enforcement Notices to be served by Legal

SITE AUTHORISATION DATE AND FILE	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
105 Chertsey Road Addlestone (17.08.05) (File 53.14.379)	Addlestone North	Condition of building.	Waste Land Notice issued 03.11.05.	Waste Land Notice issued 03.11.05. Notice took effect 03.02.06. Negotiations with Owner to secure permission for re-development. Property inspected by Private Sector Housing for possible consideration under Empty Homes Policy – report to Housing Committee to be drafted.	Further action to be undertaken by Summer 2008.
The Boat House Hamm Court Weybridge (14.12.05) (File 53.14.380)	Addlestone Bourneside	i) Mobile Home. ii) Storage Building.	Enforcement Notices issued 20.03.06.	Mobile home refused permission at Planning Committee meeting of 17.08.05. Replacement dwelling and storage building refused permission at Planning Committee meeting of 14.12.05. Enforcement Notices take effect 24.03.06. Enforcement Appeals lodged, Informal Hearing date: 12.12.06. All appeals dismissed 04.01.07. Notice (i) takes effect 04.01.08. Notice (ii) takes effect 04.04.07. Replacement dwelling granted planning permission at Planning Committee meeting of 05.09.07 and replacement dwelling almost complete and habitable Site visited 27 th October 2008, main dwelling complete and occupied, mobile home and storage building now removed from the site.	All requirements of notices now complied with.
Land at Lyne Crossing Road Lyne (07.09.05) (File 53.14.381)	Foxhills	i) landscaping and ground work use and as a nursery ii) Hardstandings. iii) Condition of Land.	i) Enforcement Notices issued 03.11.05. Stop Notice (Op Dev) issued 03.11.05.	i) Enforcement Notice issued 03.11.05. Enforcement Notice Appeal lodged. ii) Enforcement Notice issued 03.11.05 Enforcement Notice Appeal lodged. Stop Notice issued 03.11.05. Stop Notices took effect 08.11.05 Public Inquiry dates 03.10.06, 12/15.01.07, 22/26.01.07. Decision letter dated 20.02.07 dismissed all appeals and upheld Notices subject to modifications. Notices become effective 20.08.07. Notice of Appeal to the High Court received 20.03.07. iii) Waste Land Notice held in abeyance. Planning application for two areas of hardstandings received on 10.08.07 and refused permission on 30.11.07. High Court challenge discontinued 24.7.08 a day before the High Court hearing on 25.7.08. Notice effective from 24.7.08. Compliance period 24.1.09 Land being marketed for sale.	Await expiry of compliance periods

SITE AUTHORISATION DATE AND FILE	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Wilmar Hurst Lane Egham (16.11.05) (File 53.14.386)	Virginia Water	i) Hardstanding. ii) Mobile Home.	Enforcement Notices issued 23.04.07.	Planning Committee refused planning permission on 29.03.06. Additional reason for issue of Enforcement Notice in relation to Mobile Home added by Planning Committee on 29.3.06. Enforcement Notices to take effect 01.06.07. Enforcement Notices compliance periods expired 01.03.08. Site visit made 2nd April 2008, found non-compliance. Witness statement for prosecution sent to Legal on 8.04.08.	Legal seeking advice of Counsel as to whether prosecution likely to succeed.
Walnut Tree Farm Almers Road Lyne (01.02.06) (File 53.14.100)	Foxhills	Unauthorised extension of hardstanding and bund and use by caravans.	Land Registry Searches being made.	Existing authority in April 2006 to serve enforcement notices, notices yet to be issued by legal dept. Additional unauthorised hardstanding and caravans on site. Site visited and PCN served 17 th July 2008, additional hard standings with more mobiles/caravans present. Also new dwelling constructed on site. Retrospective application for dwelling and hardstanding awaited. If not received, enforcement report pending.	Awaiting Enforcement Notices to be served by Legal
Willow Cottage Middle Hill Englefield Green (01.02.06) (File 53.14.391)	Englefield Green	Detached double garage.	Enforcement Notice issued 30.8.07.	Planning Application submitted and refused permission. Section 78 Appeal lodged. Appeal dismissed 27.07.07. Enforcement Notice takes effect 04.10.07. Compliance period expires 04.12.07. Planning Application submitted and refused permission November 07. Fresh planning application received and granted under RU.08/0227. Works to comply with Notice are under way.	Site visited 11th November 2008, requirements of notice now fully complied with.
Land at Kitsmead Lane Longcross (01.03.06) (13.05.08) (File 53.14.393)	Foxhills	Open Storage and unauthorised structure.	Two Enforcement Notices issued 23.05.08.	Additional authority for structure and additional stored materials granted 13.05.08. Enforcement Notices issued and served 23.05.08. Enforcement Notices take effect 27.06.08 Compliance periods expire 27.07.08. Appeals lodged for change of use and structure Appeal for structure then withdrawn Compliance expired and structure demolished but not removed from site. Witness statement sent to Legal 4th September 2008. Await outcome of appeal on change of use. Enquiry date set for 3 rd February 2009	Await appeal decision on change of use notice. Legal to prosecute separately for operational development notice Later entry for further unauthorised works at site

SITE AUTHORISATION DATE AND FILE	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
10 Mayfield Gardens Staines (6.9.06) (File 53.14.395)	Thorpe	Mobile home in residential use.	Enforcement Notice issued 30.08.07	Application for Lawful Development Certificate received 07.08.07. Enforcement Notice Appeal lodged. Public Inquiry to be held on 29.07.08. Inquiry cancelled by Planning Inspectorate. Inquiry took place in October 2008	Await outcome of Enforcement Appeal.
The Bungalow r/o 212 Chertsey Lane Staines (20.9.06) (File 53.14.394)	Thorpe	Use of detached garage for independent residential use.	Enforcement Notice issued 24.08.07.	Enforcement Notice Appeal lodged. Public Inquiry held on 17.06.08. Appellants withdrew Notice appeal on first morning of inquiry subject to the Notice being varied to remove coin-operated electricity meter. Appeal Inspector varied Notice on 21.08.08. Compliance period 22.11.08 Costs application against Council failed but full costs against appellant allowed	Await expiry of compliance period and reimbursement of appeal costs from appellant
Wickham Lane Showmans Site Clockhouse Lane West Egham (20.09.06 Delegated) (File 53.14.340)	Thorpe	Unauthorised structure.	Enforcement Notice to be drafted.	Advertising mounted upon structure subject to advertisement prosecution. Advertisement removed in June 2007. New advertisement in October 2007. Advert prosecution to be instituted in Magistrates' Court if advertisement not removed by May 2008. Owner has not complied, additional adverts since May 2008. Witness statements prepared and sent to Legal for prosecution. Enforcement Notices being drafted by legal for unauthorised structure.	Legal to prosecute as a priority. Listed for prosecution on 21 November 2008
Mayflower Nurseries Thorpe Lea Road Egham (29.11.06) (File 53.14.400)	Thorpe	Unauthorised structures and open storage uses.	Two Enforcement Notices issued 06.05.08.	Enforcement Notices issued 06.05.08. Notices take effect 10.06.08. Compliance periods expire 10.09.08. Appeal lodged.	Appeal lodged, await Inspector decision.

SITE AUTHORISATION DATE AND FILE	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Sam's Bar and Grill Skytes Meadow Windsor Road Egham (29.11.06) (File 53.14.401)	Egham Town	Unauthorised gazebo.	Enforcement Notice issued 30.04.08	Enforcement Notice issued 30.04.08 Appeal lodged but lapsed on 12.7.08 as no fees were paid. Notice effective from 12.7.08. Compliance period expires 12.10.08	Work under way to remove gazebo, site to be monitored.
Woburn Park Farm Woburn Hill Addlestone (13.12.06) (File 53.14.209)	Addlestone North	Unauthorised operational development.	Enforcement Notice to be drafted.	Enforcement Notice to be drafted following further works undertaken on site. Committee in December 2006 authorised injunction to cease any uses of the site other than travelling showman's permanent quarters and cease parking and storage of caravans, vehicles etc on the paddock area between March to November each year	Awaiting the drafting and issuing of Enforcement Notice by Legal Awaiting injunctive action from Legal
Thorpe Waterski Thorpe Lakes Thorpe (17.01.07) (File 53.14.339)	Thorpe	Unauthorised operational development.	Enforcement Notice to be drafted.	(See Earlier entries) Section 78 appeals determined following Public Inquiry on 27-30.03.07 and appeals dismissed 17.05.07. Site visited 27 th June 2008, additional canopy covers added to each boat lift, SO42 prepared on 7 th July 2008, Chairman authorises canopy covers to be added to pending enforcement notice which are to be drafted & issued by Legal.	Enforcement notice drafted by legal and ready to be served, awaiting updated land registry search.
Blackboy Farm Addlestone Road Addlestone (31.01.07) (File 53.14.402)	Addlestone Bourneside	Mobile Home and hardstanding.	Two Enforcement Notices issued 29.05.08.	Planning application to retain mobile home refused permission 31.01.07. Further planning application to retain Mobile Home refused planning permission on 05.09.07, 2 year compliance period to be allowed within any Enforcement Notice issued. Notices take effect 03.07.08 Compliance periods expire 03.07.10 and 03.08.10.	Await expiry of compliance period.

SITE AUTHORISATION DATE AND FILE	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
206 Chertsey Lane Staines (28.03.07) (File 53.14.404)	Thorpe	1. Wooden chalet. 2. Timber Garage/two timber sheds/ hardstandings.	Breach of Condition Notice issued 24.08.07. Enforcement Notice issued 24.08.07.	Breach of Condition Notice. Compliance period expires 24.11.07. Enforcement Notice takes effect 28.09.07. Enforcement Appeal lodged. Informal Hearing 15.07.08 adjourned due to late evidence submitted by appellant. Planning application submitted day before hearing on 14.7.08 Appeal now set to be a Public Inquiry. Likely to take place in January or February 2009	Await outcome of current planning application and Enforcement Appeal.
79 Waverley Drive Chertsey (16.04.07 Delegated) (File 53.14.405)	Chertsey Meads	Business use of residential premises.	Enforcement Notice drafted.	Enforcement Notice drafted and almost ready to issue and serve. Business operation now moved to a unit in Thorpe Industrial estate, site monitored, no deliveries to dwelling, site visit 16/10/08 no sign of business operation	Unauthorised use has ceased. No further action.
188 - 199 Station Road Addlestone (25.04.07) (File 53.14.408)	Addlestone Bourneside	Breach of Conditions.	Breach of Condition Notice drafted.	Breach of Condition Notice drafted. Service delayed to take into account breaches of condition resulting from later planning permission. Most conditions have now been discharged	Enforcement action held in abeyance.
Arcadia Hamm Court Weybridge (9.05.07) (File 53.14.409)	Addlestone Bourneside	Unauthorised dwelling, extension and use of outbuilding.	Enforcement Notice to be drafted.	Fresh planning application granted planning permission by Planning Committee 15.08.07. Enforcement Action will be withdrawn if planning permission implemented in accordance with the consent. Unilateral undertaking provided by Owner to cease use by 30.06.08 and demolish unauthorised building by 30.07.08. Further application submitted to extend compliance period until 31.08.08 to cease use and demolish building by 31.10.08. Site visited 6 th November, outbuilding not demolished as required by unilateral undertaking	Witness statement being prepared to be sent to legal for injunctive action for non compliance with unilateral undertaking.

SITE AUTHORISATION DATE AND FILE	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Coltscroft Rosemary Lane Thorpe (15.08.07) (File 53.14.411)	Thorpe	Unauthorised building materials, waste and plant, equipment and materials.	Enforcement Notice to be drafted.	Enforcement Notice to be drafted. Planning application refused permission. S.78 Appeal by written representations procedure lodged 18.09.07. Decision letter 03.03.08. Appeal allowed and planning permission granted.	Effects of the Inspector's S.78 decision being considered in the light of proposed enforcement action.
Harrow Bottom Road Lyne (28.11.07) (30.01.08) (File 53.14.412)	Foxhills	Unauthorised access road, hardstandings, bund, retaining wall, metal gate and fencing. Unauthorised changes of use and stables.	Enforcement Notices issued 15.02.08.	Additional enforcement authority from Planning Committee meeting on 30.01.08. Enforcement Notices issued and served 15.02.08. Compliance period expires 20.03.08. Appeal lodged Inquiry date 2.12.08	Await appeal decision.
Murray Road Nursery Murray Road Ottershaw (09.01.07) (File 53.14.413)	Foxhills	Unauthorised A.1 and A.3 uses and Operational Development.	Enforcement Notices drafted.	Enforcement Notices almost ready to issue.	Site now vacant and on the market for lease as a horticultural nursery.
Five Oaks Lyne Lane Lyne (20.02.08) (File 53.14.415)	Foxhills	Mobile home and yard/storage compound.	Land Registry Searches made.	File passed to Camden in August 2008 to draft enforcement notices	Await receipt from Camden of notices and serve.
Land rear of 4 Aymer Close Chertsey Lane Staines (14.05.08) File 53.14.407	Thorpe	Overheight gate.	Land Registry Searches to be renewed.	Being regularly monitored. Enforcement Notice to be drafted.	Enforcement Notice to be drafted and issued by Legal.

SITE AUTHORISATION DATE AND FILE	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
Hurst Lodge Hurst Lane Egham (22.05.08 Delegated) (File 53.14.416)	Virginia Water	Mobile home.	Enforcement Notice issued and served 30.05.08.	Enforcement Notice issued and served 30.05.08. Notice takes effect 04.07.08. Compliance period expires 04.10.08. Appeal lodged. No Inquiry date yet agreed Inquiry set for 17 th March 2009, further site visit soon	Await appeal decision.
203 Stroude Road Egham (14.05.08) (File 53.14.417)	Thorpe	Garage.	Land Registry Searches carried out. Enforcement Notice to be drafted.	Enforcement Notices issued and served 23.7.08 Notice takes effect 27.8.08 Compliance period expires 27.12.08 Appeal made but not in time, notices now effective	Await expiry of compliance period.
Glenfield Hurst Lane Egham () File 53.14.414	Virginia Water	Various unauthorised developments.	Planning Contravention Notices issued and served.	No reply to PCN and Owner failed to attend meeting. Prosecution being prepared prior to enforcement action being instituted. PCN reserved. Prosecution Statement prepared. PCN now returned. Owner claiming all alleged unauthorised development has been there in excess of 20 years. Site visited 22 nd August 2008 in presence of the owner alleged unauthorised developed recorded, letter submitted from neighbour backing up owners claims. Owner advised to submit certificate of lawfulness to test claims. Agent stated application would be submitted by 14/11/08.	Enforcement report to committee to be prepared if no certificate of lawfulness application received by 14 th November 2008
18-20 Riverside Staines (27.08.08) File 53.14.	Egham Town	Unauthorised mobile home/ conservatory/decki ng and storage containers	Planning Contravention Notice issued and served	No reply to PCN and Owner failed to attend meeting. PCN re-served and returned following meeting. Report to committee on 27 th August 2008, given authority to issue notice for mobile home, conservatory, decking and 5 no. containers. Agreed with agent to delay serving notices pending receipt and determination of an application for a certificate of lawfulness within 28 days (by 24 th September 2008). Enforcement action authorised by Committee on 27.08.08 but Notices held in abeyance. Compliance period extending until 29.9.08, no application submitted.	Await compliance period of first notice. Awaiting legal advice for further notices

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SITE AUTHORISATION DATE AND FILE	WARD	CONTRAVENTION	ACTION TAKEN	HISTORY AND TIMESCALE	NEXT STEPS
/continued ... 18-20 Riverside Staines (27.08.08) File 53.14.				<p>Notices for containers issued & served 10th October 2008. Awaiting legal advice for further notices.</p> <p>Certificate of lawfulness application received 29/10/08 but made invalid. Site visited on 10th November 2008, one section of mobile home removed, additional information passed to legal for consideration.</p>	
Kitsmead Lane (18.08.08)	Foxhills	Hardsurface	Enforcement Notice	Since the issuing of Enforcement Notices reported above, additional hardsurfacing added. Authority for enforcement given by Chairman on 18.08.08. Enforcement Notices drafted and issued by Enforcement Officers on 25.9.08.	Awaiting expiry of compliance period or to be co joined with existing enforcement appeal at this site.
Land at Aymer Close	Thorpe	Prefabricated building	Enforcement Notice & Stop Notice	Enforcement and Stop notice served 29.9.08 Appeal received, but not yet registered by the Planning Inspectorate	Await expiry of compliance period
The Oaks 29.10.08	Foxhills	Unauthorised business uses and buildings (i) cease storage of vehicles, boats and caravans (ii) reduce height of walls and gates	Enforcement Notice	Current Public Inquiry against non-determination of certificate of existing lawfulness set for 25/02/08. Another Inquiry likely following serving of Enforcement Notices. Notices been prepared by Planning officers	Awaiting preparation and issuing of Enforcement Notices

