

Planning Policy Committee

Thursday, 20th November, 2025 at 7.30 pm

Council Chamber, Council Offices, Station Road East, Oxted

Agenda

Members of the Planning Policy Committee

Councillor Catherine Sayer (Chair)	Councillor Chris Farr (Vice-Chair)
Councillor Claire Blackwell	Councillor Sue Farr
Councillor Richard Fowler	Councillor Alun Jones
Councillor Liz Lockwood	Councillor Keith Prew
Councillor Robin Spencer	Councillor Lesley Steeds
Councillor Mark Stringer	

Substitute Members

Councillor Robin Bloore	Councillor Mike Crane
Councillor Tony Pearce	Councillor Jeremy Pursehouse
Councillor Martin Redman	Councillor Deborah Sherry

If a member of the Committee is unable to attend the meeting, they should notify Democratic Services. If a Member of the Council, who is not a member of the Committee, would like to attend the meeting, please let Democratic Services know by no later than noon on the day of the meeting.

If any clarification about any item of business is needed, contact should be made with officers before the meeting. Reports contain authors' names and contact details.

David Ford

Chief Executive

Information for the public



This meeting will be held in the Council Chamber, Council Offices, Oxted and the public are welcome to attend. Doors for the Council Offices will open 15 minutes before the start of the meeting.



The meeting will also be broadcast online at tinyurl.com/webcastTDC. In attending this meeting, you are accepting that you may be filmed and consent to the live stream being broadcast online and available for others to view.



Information about the terms of reference and membership of this Committee are available in the Council's Constitution available from tinyurl.com/howTDCisrun. The website also provides copies of agendas, reports and minutes.



Details of reports that will be considered at upcoming Committee meetings are published on the Council's Committee Forward Plan. You can view the latest plan at tinyurl.com/TDCforwardplan.

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AGENDA

1. Apologies for absence (if any)

2. Declarations of interest

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

3. Minutes of the meeting held on the 18 SEPTEMBER 2025 (Pages 3 - 6)

4. To deal with questions submitted under Standing Order 30

Questions must be sent via email or in writing to Democratic Services by 5pm on 18 November 2025 and comply with all other aspects of Standing Order 30 of the Council's Constitution.

5. Local Plan Update - November 2025 (Pages 7 - 12)

6. Planning Enforcement Update - November 2025 (To Follow)

7. Quarter 2 2025/26 Budget Monitoring - Planning Policy Committee (Pages 13 - 22)

8. Quarter 2 2025/26 Key Performance Indicators and Risk Register - Planning Policy Committee (Pages 23 - 30)

9. Any other business which, in the opinion of the Chair, should be considered as a matter of urgency

To consider any other item(s) which, in the opinion of the Chair, should be considered as a matter of urgency – Local Government Act 1972, Section 100B(4)(b).

TANDRIDGE DISTRICT COUNCIL

PLANNING POLICY COMMITTEE

Minutes and report to Council of the meeting of the Committee held in the Council Chamber, Council Offices, Station Road East, Oxted on the 18 September 2025 at 7:30pm.

PRESENT: Councillors Sayer (Chair), Chris Farr (Vice-Chair), Blackwell, Sue Farr, Fowler, Jones, Lockwood, Prew and Steeds

PRESENT (Virtually): Councillor Spencer

ALSO PRESENT (Virtually): Councillor Gaffney

100. MINUTES OF THE MEETING HELD ON 19 JUNE 2025

The minutes were confirmed and signed as a correct record.

101. LOCAL PLAN UPDATE - SEPTEMBER 2025

The Committee received a report which provided an update on progress of the new Local Plan. Work was continuing on progressing the evidence base including:

- the Duty to Cooperate, with meetings with the Council's neighbouring councils and Surrey County Council underway;
- an engagement strategy to set out the methods of communication with communities throughout the Local Plan period. The first activity would be news items released in the autumn ahead of the first consultation in 2026. It was noted it was important to ensure residents were aware of the constraints the Council was under in producing a Local Plan;
- the Strategic Housing and Economic Land Availability Assessment and related site analysis;
- finalisation of the methodologies for the Settlement Hierarchy Study and Green Belt Assessment;
- the Strategic Flood Risk Assessment – Level 1; and
- preparation for procurement for a range of other key studies.

In response to a Member question, Officers confirmed progress was in line with the project plan. The headline plan was included in the Local Development Scheme, and Officers would share the more detailed project plan with the Committee.

RESOLVED – that the progress being made towards preparing a new Local Plan is noted.

102. SURREY HILLS MANAGEMENT PLAN 2025-2030

Under the Countryside and Rights of Way Act (2000) (“the CRow Act”), the Council had a statutory duty to prepare and regularly update a Management Plan for the Surrey Hills National Landscape, which was partly within its administrative boundary.

The existing plan had been adopted in November 2019 and would expire this year. A revised Management Plan for 2025 – 2030 was presented for adoption. This had been prepared and consulted on by the Surrey Hills Board on behalf of the Council and five other constituent authorities.

The revised Management Plan:

- took account of the latest national policy and guidance;
- accommodated the proposed extension to the Surrey Hills National Landscape;
- aligned with relevant elements of Council policy and would become a material consideration in decision making;
- would provide certainty for the protected landscape ahead of Local Government Reorganisation.

Members noted the proposed Management Plan made reference to the impact of dogs and dog walking on protected species and sensitive habitats. Officers explained this related to ground nesting birds, but would seek further clarity from the Surrey Hills Board and report back to Members.

RECOMMENDED – that Full Council agree the adoption of the Surrey Hills National Landscape Management Plan 2025 – 2030, attached at appendix A.

103. QUARTER 1 2025/26 BUDGET MONITORING - PLANNING POLICY COMMITTEE

An analysis of expenditure against the Committee’s revenue budget for 2025/26, as at the end of June 2025 (Quarter 1/Month 3) was presented. The approved budget had been set at £2,162k.

A full year underspend of £589k was forecast. The variance mainly comprised an underspend of £640k in Development Management due to a surplus on planning application fees and grants. There was a £54k overspend in Enforcement and a £20k overspend in Land Charges, Developer Contribution Management & Street Name and Numbering. The report also set out several risks and opportunities that were being managed within the budget, particularly in relation to appeals which were being carefully monitored throughout Quarter 2.

Regarding the Committee’s capital programme (entirely funded by Community Infrastructure Levy (CIL) income), the budget was £4,124k. However, it was noted there would be slippages in the CIL projected scheme expenditure due to delays experienced by projects being linked with match funding. Therefore, subject to approval at the Strategy & Resources Committee on 25 September 2025, the revised forecast of £989k would be confirmed as the Committee’s capital budget.

RESOLVED – that:

- A. the revenue and capital budget positions at Quarter 1/Month 3 (June 2025) be noted,
- B. the budget virement for the Planning Policy Committee as set out in paragraph 3 of the report be noted.

104. QUARTER 1 2025/26 KEY PERFORMANCE INDICATORS AND RISK REGISTER - PLANNING POLICY COMMITTEE

The Committee considered a report with key planning performance indicators for the first quarter of 2025/26 (as collected by the Ministry of Housing, Communities and Local Government (MHCLG)) planning service performance and the Planning Departmental Risk Register.

The KPI outturns were in line with MHCLG's required performance levels for planning applications, as in the previous four quarters. 192 (95%) of decisions were made within the statutory deadlines or with an agreed extension of time.

The quality of decisions measurement remained below the threshold for government intervention, with 1.9% of total applications determined for non-major schemes allowed at appeal from July 2022 to June 2024. For major applications, the figure was 7.9%.

The report noted there had been an increase in the backlog of applications, mainly due to a recent increase in larger and complex applications being submitted which took longer to determine. There had been a backlog in validation of applications due to recent staff promotions and changes. The report also noted the performance on planning appeals, and Members noted the impact of appeals being considered under the new NPPF where they had previously been determined by the Council under the old NPPF. It was noted that Inspectors had upheld several rejected applications on the basis that they were not in keeping with the local character.

Members asked several questions with Officers responding by explaining:

- additional support staff had been brought in to assist the Development Management team which was now fully staffed. The Enforcement team was made up of 4.5 FTEs and additional resource was being considered to deal with complex cases. There had been changes in the Validation team due to promotions and a retirement. Two vacancies had been filled with recruitment underway to fill a further one. The Council would also be looking to recruit an Appeals Officer.
- work continued on making it possible for Members and the public to track the progress of Enforcement cases. Processes for improved communications had been put in place.
- work was also ongoing with the Council's Transformation Team to improve the efficiency of the internal Planning IT systems.
- currently the timeline for validating applications was four weeks. This was an improvement of four weeks following recruitment to the Validation team. It was expected this would continue to reduce following further recruitment.

RESOLVED – that the Quarter 1 2025/26 performance indicators and risks for the Planning Policy Committee be noted.

105. CIL WORKING GROUP - 3 SEPTEMBER 2025

The Committee considered recommended CIL allocations to 12 projects and the ringfencing of £500k for the Hurst Green Community Centre, arising from the Working Group's meeting on 3 September 2025.

A funding application had been received from Hurst Green Community Centre for £500k for the extension of the centre and to remediate and reconstruct the existing building. This funding was 18% of the overall project cost of £2.75m. Surrey County Council's Your Fund Surrey (YFS) had previously indicated support for the project of £1m. However, Surrey County Council were reviewing budgets on grant funding and a decision had yet to be reached on whether to fund the project. The £500k would be ringfenced for either the full project if the YFS funding was successful or a standalone project if it was not.

RESOLVED – that the minutes of the CIL Working Group's meeting on the 3 September 2025, attached at Appendix B, be received and the recommended CIL allocations in items 3 and 4 be approved.

Rising 8.00 pm

Local Plan Update - November 2025

Planning Policy Committee Thursday, 20 November 2025

Report of: Deputy Chief Executive

Purpose: For information

Publication status: Unrestricted

Wards affected: All

Executive summary:

Work continues on progressing the evidence base for the new local plan. The external engagement work is starting in November 2025, which includes an updated webpage for information and updates, release of a newsletter and sending of a summary sheet to residents. This provides an initial explanation of what a Local Plan is, why it is important and some the key issues that need to be addressed including the significant increase in the district's housing requirement.

Work also continues on the evidence base including the Strategic Housing and Economic Land Availability Assessment and related site analysis, Settlement Hierarchy Study, Green Belt Assessment, Strategic Flood Risk Assessment Level 1, Infrastructure Delivery Plan and Sustainability Appraisal. Discussions are also underway with neighbouring authorities and prescribed bodies to discuss cross boundary strategic issues under the statutory Duty to Cooperate.

Recommendation to Committee:

The Committee is asked to note the progress being made towards preparing a new Local Plan

Reason for recommendation:

Providing Members with regular updates on Local Plan progression will help the Council achieved a key priority in terms of adopting a new planning framework for the District. The new Local Plan will ensure development is plan-led and adheres to an updated land use strategy for how and where development and other needs will be met with due consideration of the district's constraints. This update will also enable Members to review progress and help resolve any risk and barriers to delivery at an early stage.

This report supports the Council's priority of:

- Protecting and enhancing our environment.
- Delivering affordable housing for local people.
- Financial prudence and sustainability.
- Putting residents at the heart of what we do.
- A safe, healthy and caring community supporting those most in need.

- A thriving economy.

Contact officer Nick Perrins Planning Policy Manager
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Background and context

1. The National Planning Policy Framework ('NPPF') confirms the importance of a planned planning system to set out a positive vision for the future of each area, and a local planning framework for meeting housing and other economic, social and environmental needs.
2. The Tandridge District Council Local Plan comprises the Tandridge District Core Strategy adopted in 2008 and the Tandridge Local Plan Part 2: Detailed Policies adopted in 2014. With so much change in national planning policy in recent years, including the new standard method for calculating housing needs published in December 2024, certain aspects of the adopted development plan require updating.
3. The Council adopted a Local Development Scheme for its new Local Plan in 2024. This was amended in February 2025 to reflect the proposed Government changes to the Local Plan system that are expected to be brought in shortly. In accordance with the March 2025 Local Development Scheme, work is now underway on a series of important evidence base workstreams that are needed to prepare an up-to-date new Local Plan. This report provides a progress update on the key workstreams to confirm that work remains on track to meet the programme as set out in the current Local Development Scheme.
4. The Government reiterated in its Chief Planner letter dated 19 August 2025 that they expect all local authorities to have an up to date plan in place as soon as possible and local government reorganisation should not delay plan making.

Local Plan Update

5. The NPPF confirms that Local Plans must be prepared based on a proportionate and up to date evidence base. The evidence base is the starting point for a Local Plan from which potential strategic issues and options can be identified and subject to consultation before preparing the draft plan. The Planning Policy Team's focus is on preparing a robust and up to date evidence base and to start the process of engagement. An update on the key evidence base workstreams that are underway is as follows:

Early Engagement

6. An engagement strategy has been prepared to ensure appropriate methods are used to communicate with our communities throughout the local plan process.
7. The first step is to begin early engagement in 2025 providing context for why we are preparing a Local Plan and how they can get involved. A new webpage has been established to host all the relevant information about the Local Plan including updates as they occur. This will serve as the main repository for residents and other interested parties to stay informed with progress. We have also refreshed the Local Plan consultation database establishing a strong baseline of around 5,000 residents

and stakeholders who can be contacted directly when we go out for future consultations. The updated webpage also provides details for how any other interested person can sign up to receive our newsletters.

8. The Council's November news and event newsletter includes an article on the Local Plan. This sets out more about what a Local Plan is and the key challenges that need to be addressed, such as meeting housing and other development needs while also protecting the area's rural environment and character. This newsletter content has also been adapted into a concise leaflet version, which will be distributed to homes across the district. The leaflet will also be shared as a digital newsletter with all subscribers to the Local Plan newsletter database.
9. This early engagement activity is all designed to raise awareness of the Local Plan before we undertake a formal consultation on issues and option in early 2026.

Duty to Cooperate

10. The Duty to Cooperate ('DtC') is a statutory requirement (set out in Section 33A of the Planning and Compulsory Purchase Act 2004) on local planning authorities to co-operate constructively, actively and on an ongoing basis with neighbouring authorities, county councils and other prescribed bodies in planning for strategic cross boundary matters such as housing, employment, retail leisure and other commercial development, infrastructure, community facilities and conservation and enhancement of the natural, built and historic environment including landscapes and green infrastructure, and measures to address climate change mitigation and adaptation. The prescribed bodies are statutory agencies such as, but not limited to, the Environment Agency, Historic England, Natural England and Highways England
11. Officers have formally started the Duty to Cooperate process and currently holding meetings with our neighbouring councils, Surrey County Council and the prescribed bodies. There have also been discussions with Sevenoaks District Council in respect of their own Local Plan, which is out for Regulation 18 consultation by 11 December 2025.

Housing and Economic Land Availability Assessment (HELAA)

12. The HELAA assesses land within the District for its potential and appropriateness to meet housing and employment needs. Almost 300 sites have been assessed. The outputs from the HELAA are being prepared for publication in due course.

Green Belt Assessment

13. Whilst the Government places great importance on protecting Green Belt, the NPPF also advises that an area should review its Green Belt boundaries when undertaking a Local Plan and where it is likely that housing and other development needs cannot be met in urban areas. In accordance with this requirement of national policy, a Green Belt methodology has been prepared from which the assessment will be carried out. The methodology sets out a three stage process; Stage 1 – Strategic overview, Stage 2 – Finer grain analysis of identified parcels, Stage 3 – Conclusions and recommendations for any changes to Green Belt boundaries. Stage 1 is underway with initial results expected by end of 2025.

Settlement Hierarchy Study

14. The consultation with the Parish Councils has been completed and the results have been collated. Work is now underway to complete Parish Profiles to inform the final proposed settlement hierarchy. This will form a key part of identifying the Local Plan strategy to direct growth to the most sustainable and accessible parts of the District.

Strategic Flood Risk Assessment – Level 1

15. Consultants have been appointed (jointly with Reigate & Banstead Borough Council) to undertake a comprehensive update of flood risk in the District. The SFRA will look at fluvial and ground water flooding using the most recently published flood maps as well as modelling the future climate change scenario. The outputs will provide evidence to inform the identification of areas where it is not appropriate for development to be located in flood risk terms. The SFRA level 1 has been completed and will be published by end of 2025. A second stage (Level 2) will then be produced that looks at possible policy wording and sites in further detail.

Other Studies

16. Consultants have been appointed consultants to carry out the following studies:
- Housing and Economic Needs Assessment – This will identify the specific types of housing required to meet needs as well as future employment land requirements.
 - Retail Needs Assessment and Town Centre Health Checks – This will assess existing centres and their relative retail health to help inform future local centres policy. An assessment of future floorspace needs will also be undertaken.
 - Infrastructure Delivery Plan / Viability Assessment – This will set out what infrastructure is needed to support the Local Plan and how it could be delivered through policy and / or developer contributions (CIL / S106).
 - Integrated Impact Assessment – This is required to fulfil statutory requirements for plans to be subject to Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulations Assessment.

Other options considered

Not applicable as this is an information item.

Consultation

The workstreams set out in this report have been informed by regular input from the Planning Policy Working Group and internal member engagement.

Implications of Recommended Option

Financial and Legal Implications

Implications	Officer	Comments
Financial Implications	Director of Resources	In the approved budget for 2025/26, the Council has assigned £537k to deliver all planning policy work. It is assumed that a similar amount is likely to be available in future years. As well as the Local Plan, this budget has to fund all other planning policy service delivery

		<p>commitments. These include supporting neighbourhood planning, monitoring duties, regulatory duties such as maintaining a Brownfield Land Register and Self and Custom Build Register, and workstreams associated with the natural environment, including Biodiversity Net Gain, flooding and National Landscapes. This budget must also cover regular costs faced by the service, such as contributions to Surrey Hills and High Weald AONB Management Boards. The workload and therefore the associated costs linked with the production of a Local Plan fluctuates over the course of time. As part of the Council's prudent financial planning, any annual underspend of the planning policy budget has been placed in a reserve for the Local Plan. This money is ring fenced and will not be used for any other expenditure. The Council therefore has reserves to support the development of the Local Plan in addition to the annual budget. As a result of this financial strategy, the Council currently has c.£1m in its Local Plan reserve to supplement the annual budget. The restricted budget for planning policy matters, and the Council's overall financial constraints, means that any new local plan must be developed with strict control over costs and with clear oversight and scrutiny by the Committee. The process of refining how much will be spent on Planning Policy work and the Local Plan continues within the Service with due oversight from the Chair and Vice Chair and the Planning Policy Working Group.</p>
Legal Implications	Head of Legal and Monitoring Officer	<p>It is a statutory requirement for the Council to produce a Local Plan and keep it up to date. Local Plans, prepared by a local planning authority in consultation with its community, set out a vision and a framework for the future development of an area. Once in place, Local Plans become part of the statutory development plan. The statutory development plan for the area is the starting point for determining local planning applications.</p> <p>The Government has made clear the intention to make rapid progress towards universal local plan coverage both through support and using Government's powers of intervention when needed. Within the new planning reforms, the Government introduced new powers for government intervention where progress on local plans is not being made, bringing in government officers and attributing the bill to the council in question.</p>

Other implications

There are no human resources, property, risk management, ward, climate emergency and sustainability, value for money implications arising from this report.

Equality and Diversity Implications:

The Council must take account of its Equalities Duties under the Equality Act 2010, to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and person who do not share it;
- c) Foster good relations between equalities groups.

Have you completed an Equality Impact Assessment?

No

If you have not completed an Impact Assessment, please explain your reasons:

This is a progress update report as opposed to any decisions being made that could impact on equality and diversity.

Summary of Equality and diversity impacts

Please indicate: P = Positive impact; 0 = Neutral; N = Negative; Enter "X"			
	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage & civil partnership		X	
Pregnancy & maternity		X	
Race/ethnicity		X	
Religion or belief		X	
Sex/gender		X	
Sexual orientation		X	

Appendices

None

Background papers

None

----- end of report -----

Quarter 2 2025/26 Budget Monitoring - Planning Policy Committee

Planning Policy Committee Thursday, 20 November 2025

Report of: Rona Leitch Chief Finance Officer / (S151)

Purpose:

To note the 2025/26 Quarter 2 / Month 6 (September) financial position of the Committee and take associated decisions.

Publication status: Unrestricted

Wards affected: All

Executive summary:

This report presents the 2025/26 Quarter 2 / Month 6 (September) financial forecast against both Revenue and Capital budgets for the Committee.

Recommendation to Committee:

That the Committee:

- A. Notes the revenue and capital budget positions as at Quarter 2 / Month 6 (September) 2025/26.
- B. Notes the budget virement for Planning Policy Committee (to be approved by Strategy & Resources Committee on 27 November 2025), as set out in paragraph 3

Reason for recommendation:

The Council has a duty to ensure that its expenditure does not exceed resources available. The medium-term financial outlook remains uncertain and so the Council must continue to take steps towards maintaining its financial stability and delivering services sustainably in the context of Local Government Reorganisation and other financial pressures.

It is essential, as a matter of prudence that the financial position continues to be closely monitored. In particular, Members must satisfy themselves that sufficient mechanisms are in place to ensure both that the revenue budget is delivered, and that any new expenditure is contained within the available resources.

Quarterly financial monitoring updates are presented to each Committee to ensure that all Members are aware of the financial position of the services within their remit, as context for decisions needed to mitigate any variance to budget and in terms of the impact on the budget for 2026/27.

The consolidated forecast position for Quarter 2 will be reported to Strategy & Resources Committee on the 27th November 2025.

This report supports the Council's priority of:

- Protecting and enhancing our environment.
- Delivering affordable housing for local people.

- Financial prudence and sustainability.
- Putting residents at the heart of what we do.
- A safe, healthy and caring community supporting those most in need.
- A thriving economy.

Contact officer Rona Leitch Chief Finance Officer/(S151)
rleitch@tandridge.gov.uk

Background and context

1. The 2025/26 Planning Policy revenue budget was proposed at £2,162k on 16th January 2025 and approved by Full Council on the 13th February 2025.
2. The Community Infrastructure Levy Capital Programme for 2025/26 was approved by Committee at £3,579k on 16th January 2025. Carry forwards of £545k were approved at Strategy & Resources Committee on 26th June 2025 to increase the available budget to £4,124k.
3. Table 1 summarises the 2025/26 Planning Policy Committee budget changes.

Table 1 : Planning Policy Committee 2025/26 budget changes

	Approved Budget £k	Service Virement £k	Revised Budget £k
Development Management	612	0	612
Enforcement	368	0	368
Appeals	300	600	900
Tree Preservation & Advice	111	0	111
Community Infrastructure Levy (CIL)	10	0	10
Planning Strategy & Policy Guidance inc. Local Plan	537	0	537
Gatwick Airport DCO	0	0	0
Land Charges, Developer Contribution Management & Street Naming & Numbering	211	0	211
Southern Building Control	13	0	13
General Fund Totals	2,162	600	2,762

4. Following the rephasing agreed by Strategy & Resources Committee on the 25th September 2025 the Capital Programme for 2025/26 for the Committee was adjusted to £989,100, as set out in paragraph 8, below.

Key implications

Revenue

5. At Quarter 2 / Month 6 (September) 2025/26 an (£534k) underspend (M3 (£589k) underspend) for the Committee is forecast. This favourable variance predominantly relates to surplus Planning Applications income.
6. Planning Appeal expenditure is forecast to reach £900k by the end of 2025/26. As described in paragraph 3, contingency funds, in the form of a budget virement, have been allocated to supplement the Appeals budget in order to meet the anticipated expenditure. Full details will be reported to Strategy & Resources Committee on the 27th November 2025.

7. Full detail on the forecast variance is set out in Appendix A. It should be noted that this forecast includes a number of risks and opportunities are being managed within the budget, particularly:
- Development Management - overspend on salaries due to reliance on contract staff offset by favourable forecast income levels, which contain considerable judgement and assumption about both volume, and complexity of applications. Pay, non-pay costs and income are being closely monitored.
 - Enforcement - overspend on salaries due to reliance on contract staff.
 - Appeals – the financial risks associated with Appeals provision change and appeals, hearings, injunction and prosecution expenditure are being managed through mitigating strategies, cost control, and close forecast and monitoring of trends.
 - Planning Strategy & Policy Guidance including the Local Plan. The process of refining how much will be spent on Planning Policy work and the Local Plan continues within the Service with due oversight from the Chair and Vice Chair and the Planning Policy Working Group.

Use of Planning Reserves

8. At Quarter 2 / Month 6 (September), the amount to be spent on Planning Policy work and the Local Plan in 2025/26 is being constantly refined within the Service alongside the Local Plan programme. The majority of work and therefore resource is likely to be in 2025/26 and 2026/27.
9. Funding for the Local Plan and Planning Policy matters in 2025/26 is limited and requires robust management. The maximum funding available for all Planning Policy matters in 2025/26, including the Local Plan and the Neighbourhood Plan, is £1,556k. This consists of £990k in the Local Plan reserve, and £29k in the Neighbourhood Plan reserve at the end of 2024/25 and £537k 2025/26 in year budget. The Local Plan is likely to span multiple years, meaning that use of the reserve should be carefully considered. Other matters are unpredictable and are likely to further place further constraints on the budget.

Capital

10. For the financial year 2025/26, a Capital Budget of up to £989k is available to the Committee for Community Infrastructure Levy (CIL) schemes. This comprises:
- £3,579k approved as the original budget allocation for 2025/26
 - £545k in carry-forward funding, as approved by the Strategy & Resources Committee on 26 June 2025
 - Less a rephasing adjustment of (£3,135k), reflecting the revised timing of capital expenditure.
- The proposed capital programme is detailed in Appendix A and summarised below.
11. The rephased budget of £3,135k not used in 2025/26 will form the basis of the 2026/27 and future-years capital programme, to be considered by the Committee in January 2026.
12. At Quarter 2 / Month 6 (September) 25/26 acceleration of £119k is expected due to the advancement of projects linked with match funding.

Financial and Legal Implications

Implications	Officer	Comments
Financial Implications	Chief Finance Officer / (S151)	The financial information presented in this report has been based on reasonable working assumptions taking into account all material, financial and business issues and risks. The key financial implications at this stage are captured in the body of the report.
Legal Implications	Head of Legal and Monitoring Officer	<p>Regular budget monitoring and the associated action planning that arise from this activity assists in reducing the risk of the Council overspending its agreed budget. This enables effective financial planning which allows the Council to deploy resources in line with priorities. Accordingly, any proposals put forward must identify the realistic measures and mechanisms to produce savings.</p> <p>Under S28 of the Local Government Act 2003, a local authority must review its budget calculations from time to time during the financial year and take appropriate action if there is any deterioration in its budget. This report satisfies this statutory requirement.</p>

Other implications

There are no human resources, property, risk management, ward, climate emergency and sustainability, value for money implications arising from this report.

Equality and Diversity Implications:

There are no equality implications associated with this report.

Appendices

Appendix A – Committee 2025/26 Q2 /M6 Financial Report & Supporting Data

Background papers

- Planning Policy Committee 2025/26 Draft Budget, Medium-Term Financial Strategy and capital programme – 16th January 2025
- 2025/26 Final Budget, MTFS and Capital Programme - Strategy and Resources Committee 30th January 2025
- 2025/26 Final Budget, MTFS and Capital programme – Full Council 13th February 2025
- 2025/26 Quarter 1 Budget Monitoring - Planning Policy Committee 18 September 2025

----- end of report -----

Appendix A

Quarter 2 - 2025/26

Financial Report - Planning Policy Committee

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Chief Finance Officer (Section 151 Officer)

November 2025

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- Revenue Risks
- Capital Position

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Revenue Commentary – Planning Policy

2024/25		Forecast	Annual	Forecast	One-off	Ongoing
Outturn		at Qtr 2	Budget	Variance	events	Pressures
£k		£k	£k	£k	£k	£k
550	Development Management	(70)	612	(682)	(682)	
438	Enforcement	519	368	151		151
863	Appeals	900	900	0		0
109	Tree Preservation & Advice	111	111	0	0	
0	Community Infrastructure Levy (CIL)	0	10	(10)	(10)	
510	Planning Strategy & Policy Guidance inc. Local Plan	537	537	0	0	
66	Gatwick Airport DCO	0	0	0	0	
171	Land Charges, Developer Contribution Management & Street Naming & Numbering	230	210	20		20
0	Southern Building Control	0	13	(13)	(13)	
2,707	Planning	2,227	2,762	(534)	(705)	171

Note – the forecast currently assumes that the budgets for the local plan and other planning policy matters are spent in full in 2025/26 or remain ringfenced to the local plan if not.

This ensures that funding approved for such matters is retained to meet uncertain future costs and not used to offset overspends elsewhere in the budget.

Planning Policy underspend (£534k) (M3 (£589k) underspend) . The variance mainly comprises of:

(£682k) Development Management underspend (M3 (£640k) under) forecast variance at year end based upon the following :

£197k overspend on salaries (M3 £173k over) due to reliance on contract staff for longer than originally anticipated. (£9k) underspend on running costs associated with estimated third party external consultant advice and legal professional advice.

(£865k) surplus on planning application fees and grants (M3 (£821k) surplus) due to both price and volumes in excess of expectations and some large (above £10,000) estimated Planning Fees. At M6 25/26, forecast income levels contain considerable judgement and assumption about both volume, and complexity of applications, which carries the risk that additional resources may be required later in the year, as caseloads becomes more certain.

£151k Enforcement overspend (M3 £54k over) at year end. Change mainly due to additional interim officers. £210k salary overspend due to reliance on contract staff offset by control of department operating costs ((£59k) underspend on Legal expenses) .The Enforcement team is now staffed by permanent officers and is being supported by additional contractors to assist with the complex cases the team is investigating.

£20k Land Charges, Developer Contribution Management & Street Naming & Numbering overspend (M3 £20k over) predicted for year end. Land Charges fee income predicted to be worse than budget at year end, due to loss of LLC1 income due to migration of the Land Charge Register to HM Land Registry as required through Government Regulation. Rush to meet changes to the stamp duty has resulted in a busier than average period up to 1st April 2025 followed by a slowdown, resulting in less property transactions in the first quarter.

Savings Tracker - Planning Policy Committee

Planning Policy	Target £k	Complete £K	On track £K	At risk £K	Plan required £K	Not Achieved £k
Total	83.9	57.9	26.0	0.0	0.0	0.0

Target
Achieved
Plans in place
Some risks to delivery
Significant risk
Not achieved

- The Planning Policy Committee budget includes a savings target through increased income of £83.9k.
- Of this, £57.9k is marked as complete.

The remaining £26k is marked as green. These will be marked as complete once there is greater certainty on the realisation being achieved.

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Detail of the 2025/26 additional income for this Committee is set out below:

Planning	Target £K	Complete £K	On track £K	At risk £K	Plan required £K	Not Achieved £K
Planning Performance Agreements (PPAs)	30.0	24.0	6.0	0.0	0.0	0.0
s106 Administrative Fees	20.0	0.0	20.0	0.0	0.0	0.0
Increase in Fees & Charges - Discretionary & Statutory	33.9	33.9	0.0	0.0	0.0	0.0
Total	83.9	57.9	26.0	0.0	0.0	0.0

Revenue Risks

These risks have not been included in the budget monitoring position unless otherwise stated

Committee	Outline of Risk	Mitigation	Corporate / Committee Risk Reference
Planning	Planning appeals and associated legal costs may exceed the Committee's budget to deal with such matters (£900k).	The £900k included in the budget is supplemented by amounts held on the balance sheet for known appeals and further supported by the Council's overall contingency of £766k.	P4
Page 21 Planning	Planning Guarantee ; The planning guarantee is defined by Government as “a policy that no application should spend more than a year with decision-makers, including any appeal.” The policy sits alongside statutory time limits for decision making, subject to the potential to agree extensions. The Council has no control over the timing of Appeals. Linked to this is a risk that current planning fees become repayable if secured extensions of time are exceed in certain circumstances.	Extensions of time will be sought where appropriate.	P5

Capital Budget – Planning Policy

								Nature of Variance	
Service	Original Budget 2025/26 £k	Carry Forward from 2024/25 £k	Approved Budget Adjustments £k	Approved Rephasing £k	Annual Budget 2025/26 £k	Forecast M6 2025/26 £k	Variance M6 2025/26 £k	Variance Overspend/ (Underspend) £k	Variance Acceleration/ (Slippage) £k
Planning Policy									
Capital contributions to third parties from CIL	3,579	545	0	(3,135)	989	1,108	119	0	119
Total Planning Policy	3,579	545	0	(3,135)	989	1,108	119	0	119

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- Capital Budget was approved by Full Council on 13th February 2025 at £3,579k.
 - The request for Capital carry forwards of £545k from 2024/25 was approved in the S&R Committee on 26th June 2025, and approval to rephase the budget by (£3,135k) was agreed at the S&R Committee on 25th September 2025 .
 - The total available budget for 2025/26 is therefore £989k.
 - Projects linked with match funding, which often means timing of projects can change, are resulting in acceleration in the projected scheme expenditure at this time.

Quarter 2 2025/26 Key Performance Indicators and Risk Register - Planning Policy Committee

Planning Policy Committee Thursday, 20 November 2025

Report of: Interim Head of Planning (DM)

Purpose: For information

Publication status: Open

Wards affected: All

Executive summary:

This report includes information about the key planning performance indicators for quarter 2 (1 July – 30 September). The Council is required to submit this data quarterly to the Ministry of Housing, Communities and Local Government (MHCLG). It also contains information about current planning applications.

Recommendation to Committee:

That the Quarter 2 2025 - 2026 performance indicators for the Planning Policy Committee be noted.

Reason for recommendation:

To support the committee in monitoring and managing development management performance.

This report supports the Council's priority of:

- Creating the homes, infrastructure and environment we need

Contact officer Tom James, Interim Head of Planning (DM) -
TJames@tandridge.gov.uk

Introduction and background

1. Performance reports are presented to each policy committee at the end of each quarter. This report covers quarter 2 period of 2025/26 and is divided into two sections: the first is a summary of the position with regard to the statistics collected by MHCLG, and the second contains a broader performance update on the work of the Planning Service.

Statistics collected by MHCLG

2. The following performance information has been submitted to MHCLG for Q2. With reference to the indicator descriptions, an "agreed extension of time" relates to when the applicant has given their consent to the Local Planning Authority (LPA) exceeding the Government's statutory target date for the determination of their application. The Government measures LPA's on their speed of decision and quality of decision. The speed of decision is based on 'major applications' and 'non-major applications' which is generally a combination of 'minors' and 'other applications'. The quality of decision is based on the number of applications allowed at appeal for 'major applications' and 'non major applications' against the total number of decisions determined by the LPA.

3. The performance statistics only cover applications for planning permission but exclude a whole range of other application types including Prior approvals, Lawful Development Certificates, Pre-application advice, discharge of conditions and tree applications. They are the official statistics that the government monitors and on which our performance is judged. The table below shows the speed of decisions but broken down more specifically to 'minor applications' and 'other applications' as well as 'major applications'. As can be seen in the table, the planning service has continually exceeded the national target in all the previous 4 quarters.

Performance Indicator: Percentage of decisions on major applications made within 13 weeks or within agreed extension of time.

Q3 2024-2025	Q4 2024-2025	Q1 2025-2026	Q2 2025-2026	Target
October – December 2024	January – March 2025	April – June 2025	July – September 2025	National Target 60%
88%	100%	86%	100%	Met

Comments:

Performance Indicator: Percentage of decisions on minor applications made within 8 weeks or within agreed extension of time.

Q3 2024-2025	Q4 2024-2025	Q1 2025-2026	Q2 2025-2026	Target
October – December 2024	January – March 2025	April – June 2025	July – September 2025	National Target 70%
100%	95%	96%	96%	Met

Comments:

Performance Indicator: Percentage of decisions on other applications made with 8 weeks or within agreed extension time.

Q3 2024-2025	Q4 2024-2025	Q1 2024-2025	Q2 2024-2025	Target
October – December 2024	January – March 2025 April – June 2025	April – June 2025	July – September 2025	National Target 70%
99%	97%	95%	93%	Met

Comments:

4. During quarter 2 there were 175 decisions, made on the following categories of applications:

Type of application	Total	Granted	Refused
Major applications	6	5	1
Minor applications	48	37	11
Other applications (incl. 106 householder)	121	113	8
Total decisions	175	155	20

5. Of the 6 major applications detailed in the table above, 100% were decided within the agreed time or with an agreed Extension of time.

6. Of the 48 minor applications detailed in the table above, 46 (96%) were decided within the agreed time or with an agreed Extension of time.
7. Of the 121 other applications detailed in the table above, 112 (93%) were decided within the agreed time or with an agreed Extension of time.
8. Cumulatively of the 175 decisions issued in quarter 2 as detailed above, 164 (94%) were made within the statutory deadlines or with an agreed Extension of time.
9. These results are in line with MHCLG's required performance levels for planning applications and demonstrate the continued improved performance of the planning service.
10. Councils which decide fewer than 60% of major applications within the statutory deadline of 13 weeks or 70% of minor and other applications within the 8 week deadline may be liable to government intervention.
11. With regards to the quality of decision as measured by MHCLG, they are measured on 'major' and 'non-major' applications. These are measured on a 2 year (8 quarter) rolling basis with a 9 month lag to take into account appeals determined. The latest statistics on the quality of decision from MHCLG shows 2.1% of total applications determined for 'non major' schemes allowed at appeal from October 2022 to September 2024. For 'major' applications, the figure is 9.8%.
12. Councils which have more than 10% of both their major applications and non-major applications overturned at appeal may be liable to government intervention. On both matrices, the Council is below the threshold.

Planning service performance – reducing the backlog (including non-MHCLG statistics)

13. Work continued during Q2 to further reduce the backlog of planning applications.
14. A backlog occurs when the number of planning applications being determined is less than the number of new applications received. If this occurs over a succession of quarters then the backlog position gradually worsens.
15. The backlog of applications can be shown in the table below where it is measured as "cases past their target with no EOT". This shows there has been an increase in the number of applications past their target date with no EOT of 34 cases albeit as a percentage only a 5% increase since August 2024. There has been an increase of 39 applications past their target date with no EOT since February 2025 which is a 12% increase. This is a result of an increase in planning applications being submitted and a backlog of applications being waiting to be validated as a result of staff shortages over the summer period due to internal promotion of validation staff and retirement. Recruitment has occurred to these vacant positions and the backlog of applications waiting to be validated has been eliminated. However, there are a large number of applications moving through the system which is evident in the figures below.

16. The following table shows the comparison between the figures reported over the past 12 months:

Measure	22 August 2024	29 October 2024	17 February 2025	6 November 2025
Undetermined planning applications	170	162	182	258
Undetermined Lawful Development Certificates	38	19	31	29
Undetermined Prior Notifications	2	6	3	4
Other outstanding submissions*	82	66	88	128
Cases waiting to be validated	42	37	54	60
Invalid applications	87	76	79	66
Cases past their target date with no EOT	39 (23%)	28 (17%)	30 (16%)	73 (28%)

*including pre-application advice cases, notifications, consultations, discharge of conditions and non-material amendments.

17. The validation timescales have substantially reduced since the summer and currently applications are being checked for validation within 1 week of receipt.

18. In terms of outstanding cases, of the 258 undetermined planning applications, 73 (i.e. 28%) were past their target determination date with no agreed extension of time. In most cases an extension of time will be requested and granted before a decision is made.

19. Officers aim to deal with applications in chronological order and within the statutory time limit but this is not always possible due to the reasons set out below:-

- Further information requested from the applicant.
- Amendments being made to the application.
- Specialist advice being sought.
- Waiting for responses from key consultees.
- The need to consult again once revised information is received.

20. On Appeals, the performance has been as follows:

Planning appeals determined:

	Allowed	Dismissed	Split	Total
Major	1	1	0	2
Non-major	4	9	0	13
Total	5	10	0	15

Enforcement appeals determined:

Allowed	Dismissed	Total
1	0	0

Planning appeals received during the quarter:

Major	Non-major	Total
2	17	19

Enforcement appeals received during the quarter:

Total	2
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Live Planning appeals at beginning of quarter:

	Hearing	Householder	Inquiry	Written Reps	Total
Major	0	0	0	3	3
Non-major	1	1	0	15	17
Total	1	1	0	18	20

Live Enforcement appeals at beginning of quarter:

	Hearing	Inquiry	Written Reps	Total
Total	2	1	1	4

Live Planning appeals at end of quarter:

	Hearing	Householder	Inquiry	Written Reps	Total
Major	1	0	1	3	5
Non-major	1	4	0	33	38
Total	2	4	1	36	43

Live Enforcement appeals at end of quarter:

	Hearing	Inquiry	Written Reps	Total
Total	8	2	9	19

21. In relation to the number of enforcement cases during the quarter, below is a table showing the number of cases open at the start and end of the quarter, number of new cases received and number of cases closed. Overall, there has been a reduction of 77 open cases within the quarter.

Number of cases at start of quarter	Number of cases at end of quarter	Number of cases received during the quarter	Number of cases closed during the quarter
367	290	77	77

Implications of Recommended Option Financial and Legal Implications

Implications	Officer	Comments
<i>Financial Implications</i>	<i>Director of Resources</i>	The Chief Finance Officer confirms that there are no direct financial implications arising from this report (last time's comments).

<i>Legal Implications</i>	<i>Head of Legal and Monitoring Officer</i>	Performance reporting must be fit for purpose, monitored and managed to ensure effective Council governance. Where necessary reference needs to be made to any remedial actions and decisions that need to be taken. As this report is for noting, there are no direct legal implications arising from this report, though individual projects are subject to review by Legal Services as and when necessary. (last time's comments)
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Other implications

There are no human resources, property, risk management, ward, climate emergency and sustainability, value for money implications arising from this report.

Equality and Diversity Implications:

Summary of Equality and diversity impacts

This is a factual report with no implications for equalities.

Appendices

Appendix A – Planning Policy Risk Register

Background papers

None.

----- end of report -----

Planning Risk Register																
				Inherent risk score. This is the risk score before any mitigating actions have been put in place. This reflects the significance of the risk if there was nothing in place to reduce it.				Current risk score. This is the risk score after the current mitigating actions have been put in place.								
Committee Ref	Risk assurance title	Risk cause and consequences	Risk owner	L	I	Risk Score	Current controls and mitigation measures in place	Likelihood	Impact	Risk Score	Assurance level (4Ts)	Further measures to be taken	Target risk score	On corporate risk register	Date risk raised/last updated.	
Committee the risk relates to and ref number e.g. SR1.	What is your service area doing which could become a risk? What do you need to provide assurance for?	What could happen to cause the risk, or which could make it difficult to provide assurance to reduce the risk? What are the consequences and impact if it does happen? What has or may go wrong?	Who owns the risk at EMT level?	What is the likelihood it could occur?	What is the potential impact it could have or is having.	What is the likelihood x impact score? Check risk matrix. Add an " " if the score has increased or " " if it has decreased.	What controls / measures are in place to minimise or reduce the likelihood of the risk occurring and/or the impact should it occur?	What is the likelihood it could occur?	What is the potential impact it could have or is having.	What is the likelihood x impact score? Check risk matrix. Add an " " if the score has increased or " " if it has decreased.	How is the risk going to be dealt with? Select Treat, Tolerate, Terminate or Transfer. This is a judgement on the basis of the effectiveness of the current controls. This can change over time.	Are there any other actions which could reduce the risk? When will they be in place? Who is responsible for delivering them?	Use the risk matrix to calculate the score for the level of risk you are prepared to tolerate after you have done everything you can to reduce the risk. This includes all measures implemented and planned. Add an " " if the score has increased or " " if it has decreased.	Is this a strategic risk which impacts the delivery of the corporate objectives? Does it need to be included on the corporate risk register? Yes/No	The date the risk was last reviewed and updated.	
P1	Ensuring programme for the Local Plan is achievable and realistic	Lack of capacity in staffing, or staff with knowledge of the area could lead to significant delay in producing the Local Plan as well impacting on other policy work priorities (such as Neighbourhood Plans).	Taryn Pearson Rose Deputy Chief Executive	4	4	16	Interim Policy Statement for Housing Delivery is in place and is successfully bringing forward additional housing supply in the period before a Local Plan is adopted. New Local Plan timetable has been updated and preparation of new evidence base has commenced. The team is made up of a full cohort of suitably experienced staff to deliver the plan within available budget and expected timescales.	3	4	12	Treat	Seek support, e.g. from PAS at appropriate points, to help ensure a robust approach to future plan-making that takes on board latest advice and experience elsewhere. Continue to work with our potential future Local Government Reorganisation partners on joint planning issues. Work is currently underway on assessing potential sites, green belt assessment and settlement hierarchy as well as procurement for other studies.	6	Yes	Last updated 28/10/2025	
P2	Five year housing land supply	Land supply needs to be identified through evidence gathering and call for sites or it could lead to: - Financial and staff time cost to the Council in potentially having to defend inappropriate planning applications at appeal.	Taryn Pearson Rose Deputy Chief Executive	5	4	20	Call for sites completed, Brownfield Register updated and HELAA. Defend appeals. Timely progression of local plan. Interim Gypsy, Traveller and Travelling Show people position statement adopted and being used in appeals and planning applications. This statement identifies a five year supply of suitable and deliverable sites to fully meet the assessed gypsy and traveller need. The effectiveness of the Interim Planning Policy Statement will continue to be reviewed during 2025/2026 to take account of future planning decisions.	3	4	12	Treat	Progression of HELAA and other evidence as soon as possible to identify the potential housing land supply for the Local Plan to consider. HELAA programmed to be complete before end of 2025. Housing land supply still below five years due to the significant increase in housing target. An updated list is to be published after it has been approved at the planning working group in mid November, which will be used for decision making. An updated position will be provided to planning policy in November 2025.	6	Yes	Last updated 28/10/2025	
P3	Ensure the planning team has capacity by recruiting permanent staff and appropriate IT systems to carry out planning functions for the council	Lack of capacity in staffing, or staff with knowledge of the area could lead to: - Financial pressures due to use of interims. - Inability to sustainably maintain desired policy work programme. - Difficulty providing non-statutory services which are valued because of prioritisation of statutory services. - Challenges in recruitment due to the local government re organisation	Taryn Pearson Rose Deputy Chief Executive	4	4	16	Actions in place and ongoing: Review of recruitment practices and speeding them up. Reliance on interim staff has reduced. Recruitment of apprentices is ongoing. IT systems have been reviewed. Procedures in DM enforcement have been reviewed	3	4	12	Treat	New round of recruitment for permanent staff. Hiring of junior planner(s) to support senior officers to free up time spent on more administrative tasks. Explore opportunities to share resources with neighbouring authorities such as through joint evidence base (i.e. SFRA with Reigate & Banstead). Training existing officers to upskill	8	No	Last Updated 28/10/2025	
P4	Planning appeals and associated legal costs may exceed the committee's budget to deal with such matters (£900k).	Changes in National Planning Policy Framework and decision making could mean an increase in appeals and lead to: - No budget to defend appeals being available. - Appeal being approved in unplanned locations. - Financial loss - Reputational damage	Thomas James Interim Head Of Planning for DM	3	4	12	The £900k included in the budget is supplemented by amounts held on the balance sheet for known appeals and further supported by the Council's overall contingency of £766k. Staff trained to deal with appeals and an appeals officer has been recruited	2	4	8	Treat	Progress local plan Ensure officers are trained appropriately for complex cases. Review mechanisms on appeal spending Progress interim policy statements Seek additional budget Review appeal decisions and case law	6	Yes	Updated 28/10/25	
P5	The planning guarantee requires planning fees to be refunded to applicants where no decision is made in a specified time. Applications need to be determined in a timely manner or extension of time secured.	Planning applications fees may need to be refunded if decisions are not made in agreed timescales due to staff capacity, volume of applications, complexity of applications could lead to: - Repayment of planning fees - Reputational damage - Impact on budget	Thomas James Interim Head of Planning for DM	3	3	9	Extensions of time are sought where appropriate. Officers caseloads are monitored.	2	2	4	Treat		3	No	Updated 28/10/25	

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