

PUBLIC MEETING REGARDING DEVELOPMENT AT OXTED CHALKPIT 15 December 2007

Information Sheet

This information sheet has been produced to provide advice in the event that a planning application is submitted for development at Oxted Chalkpit including the provision of a new access. No such application has as yet been made.

Planning Application Publicity

If a valid planning application were submitted, a letter would be sent notifying owners and occupiers of properties within 90 metres of the site. Site notices would be erected at the site and a notice placed in the local newspaper.

Where could I get information about the planning application?

The application documents would be made available for inspection at the Tandridge District Council Offices at Station Road East, Oxted, or at Surrey County Council offices, at County Hall, Kingston upon Thames. If you have access to the web, Tandridge District Council puts copies of the application documents and some of the plans on its website. The address is given at the end of this information sheet.

The application would be assessed according to Surrey County Council's planning policies as set out in the Surrey Structure Plan 2004, Surrey Minerals Local Plan 1993, and the policies in the Tandridge District Local Plan 2001. Relevant Government planning policy and guidance will also be considered.

The Surrey Structure Plan, the Minerals Local Plan can be viewed at County Hall in Kingston upon Thames, or in your local library. Tandridge District Council will also have copies of these plans and their own plans available for public viewing. If you wish to see any of these documents, please check on their availability before setting out.

How could I influence the planning decision?

There are a number of ways that you can make your views about a planning application known.

Contact your local County Councillor, Sally Marks who will be able to take views on applications within her area to the Planning and Regulatory Committee. Your District Councillor may also be able to help.

Send your comments in writing to the Minerals, Waste and County Development Division. All representations must be made in writing as verbal comments can be misquoted or misunderstood. As the County Council receives large numbers of letters of representations on planning applications it is not possible for the case officer to respond to each letter and send individual replies, however, every letter will be acknowledged and considered in the course of deciding the application. Where a petition has been submitted the acknowledgement will be sent to the organiser or the first name appearing on the petition.

Once a planning application is submitted, you can send your written representations by post to the address in the publicity, by e-mail to mwcd@surreycc.gov.uk or online using Surrey County Council's online comments on planning applications form which is available on the County's website. The address is at the end of this factsheet. If you send in your representations by e-mail please make sure you include your name and full postal address.

If you belong to a local interest group, or if one exists and you are not a member, take part in their discussions about the application. Sometimes it is possible for groups to meet with the applicant or representatives of the Council to discuss concerns and devise solutions.

What should I comment upon?

Decisions on planning applications are limited by law to specific issues known as 'material considerations'. It is, therefore, best if you keep to these issues since anything else must be ignored.

The most important thing to keep in mind is that your comments must relate to the use of land and should be directed to policies contained within the national and local planning documents. The adopted development plan, such as the Minerals Local Plan 1993 is the starting point. Though committee members must take local views into account when making their decision, local opposition or support for a proposal is not in itself a reason for refusing or granting planning permission.

Each planning application is judged on its own merits, so what is important in each case will differ. However, as a rule of thumb, the most common issues are the following:

- location and setting;
- traffic that might be generated by the scheme and the impact on the road network;
- design, layout, landscaping and external appearance of buildings;
- impact upon the neighbourhood and existing infrastructure;
- the possible effects of pollution on land;
- the proposed afteruse of the site and restoration of the land;
- hours of working, noise, dust and other factors affecting amenity.

How long would I have to respond?

The County Council is required to give the applicant a decision within 13 weeks of registration of the application, although this can be extended by agreement. This period is extended to 16 weeks in the case of an application accompanied by an Environmental Statement. The period given for you to respond would be set out in the letter, site notice or newspaper notice and is prescribed in legislation. While the County Council is not obliged to take account of representations received outside this period it will normally do so up to the date a decision is made. However, delaying your representation means that your comments might not be incorporated into the case officer's written report.

Written comments are publicly available and cannot be treated as confidential.

How are applications decided?

The County Council may grant planning permission with or without conditions, or refuse planning applications. A Case Officer considers all comments and representations made, and prepares a report summarising the application and the issues it raises. The application will be determined by the Planning and Regulatory Committee, made up of elected County Councillors, which consider the officer's report and make the final decision. Letters from the public are also available for members of the Planning and Regulatory Committee to read if they wish.

Planning and Regulatory Committee papers are available on the County Council's website five working days before the meeting. To view reports or the minutes of meetings visit the Planning and Regulatory Committee pages.

The Planning and Regulatory Committee meetings are held in the Ashcombe Suite at County Hall, Kingston upon Thames. The meetings are open to the public. The County Council operates a scheme of public speaking and details of the scheme are set out in our 'Have your Say – Speaking at Committee' leaflet which is sent to all those who write making representations on an application whether by letter, email or using our online form (and provide a full postal address), when the letter is acknowledged. Copies of the leaflet are also available from available from Surrey Contact Centre by ringing 08456 099 099 or email or viewed on the Surrey County Council website at www.surreycc.gov.uk.

How would I find out what the Council's decision was?

After the Planning and Regulatory Committee has taken the decision, anyone who has made representations in writing and provided their name and full postal address will be sent a letter telling them what the decision was with a copy of the decision notice. Where a petition has been submitted, the organiser or first name appearing on the petition will be notified.

Useful Contacts and Addresses

Tandridge District Council
Council Offices
Station Road East
Oxted
Surrey
RH8 0BT

Tel: 01883 722000
E:mail the.council@tandridge.gov.uk

Surrey County Council
County Hall
Penrhyn Road
Kingston upon Thames
Surrey
KT1 2DY

Tel 08456 009 009
E:mail mwcd@surreycc.gov.uk

Websites:

www.tandridge.gov.uk www.planningaid.rtpi.org.uk www.communities.gov.uk
www.surreycc.gov.uk www.planningportal.gov.uk www.naturalengland.org.uk