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Chief Executive

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Our Ref: PGH/Cabinet
Date: 13 February 2015

Notice of Meeting

CABINET

Date: Tuesday 24 February 2015

Time: 19.00hrs

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

Members of the Cabinet	Cabinet member areas of responsibility
R.L. Watts (Chairman)	Leader of the Council, Strategy and Human Resources
P. Forbes-Forsyth (Vice-Chairman)	Deputy Leader, Community Safety, Young People, Leisure and Culture
T.J.M. Evans	Finance
N. St. J. Gething	Economic Development and Fixed Assets
V. J. Leighton	Planning and Corporate Development
A. J. Mitchell	Environment (including Parks and Waste Management)
D. Patel	Parking services and ICT
J. M. Pinkerton OBE	Housing, Health, Wellbeing and Independent Living
J. R. Sexton	Communications and Procurement

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm the minutes of the meeting held on 21 January 2015.	1 - 6
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Recommendation from Audit Committee on Corporate Risk management	
Councillor Evans	7 - 20
5. Local Plan Working Party minutes and recommendations	
Councillor Leighton	21 - 133
6. Capital Programme 2015-16 to 2018-19 - Key Decision	
Councillor Evans	134 - 144
7. Fees and Charges 2015-16 - Key Decision	
Councillor Evans	145 - 224
8. Revenue Budget 2015-16 - Key Decision	
Councillor Evans	225 - 237
9. Business Improvement District (BID) proposal	
Councillor Gething	238 - 239
10. Annual Grants Awards 2015-16	
Councillor Pinkerton OBE	240 - 250
11. Appointments to the Community Noise Forum	
Councillor Watts	251 - 252
12. Leader's Announcements	
To receive any announcements from the Leader.	

13. Issues for future meetings

Members are requested to identify issues to be considered at future meetings.

14. Urgent Items

To consider any items which the Chairman considers as urgent.

Minutes of Cabinet

27 January 2015

Present:

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Human Resources
Councillor N. Gething, Cabinet Member for Economic Development and Fixed Assets
Councillor T. Mitchell, Cabinet Member for Environment
Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living
Councillor J. Sexton, Cabinet Member for Communications and Procurement

Apologies:

Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture
Councillor D. Patel, Cabinet Member for Parking services and ICT
Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development

Councillors in attendance: None

2134. Minutes

The minutes of the Cabinet meeting held on 16 December 2014 and the Extraordinary Cabinet meeting held on 21 January 2015 were agreed as correct.

2135. Disclosures of Interest

There were none.

2136. *Treasury Management Strategy Statement and Annual Investment Strategy 2015-16 – Key Decision

Cabinet received a report on the Treasury Management Strategy Statement and Annual Investment Strategy for 2015-16.

RESOLVED TO RECOMMEND that Council approves the proposed Treasury Management Strategy Statement and Annual Investment Strategy for 2015-16.

Reason for the decision:

Cabinet noted that the Council's ability to generate maximum, net investment returns with minimal risk provides significant resources for the General Fund revenue budget and the subsequent financing of the Council's services to local residents.

2137. High level options appraisal for the redevelopment of the Council offices site and the relocation to alternative accommodation – Key Decision

Cabinet received a report on an appraisal for the redevelopment of the Council offices site and the relocation to alternative accommodation.

RESOLVED that Cabinet:

- Notes the options considered in Tables 1 and 2 at paragraph 2.7 on the redevelopment of Knowle Green.
- Agrees to pursue in more detail options 4, 5 and the public/private venture option as set out in paragraph 2.18 on the office relocation away from Knowle Green.
- Agrees to pursue in more detail options 3, 5a and 5b as set out in paragraph 2.21
- Agrees that a further report is brought back to Cabinet in April 2015 with final recommendations.

Reason for the decision:

Cabinet noted that for the Council to remain on the Knowle Green site and refurbish the current building, did not make financial sense; nor would it allow the Council to realise its aspirations for the site or deliver the anticipated income to enable the Council to move towards the stated aim of becoming self-sufficient.

2138. *Annual Pay Policy Statement 2015-16

Cabinet received a report on the Annual Pay Policy Statement 2015-16.

RESOLVED TO RECOMMEND that Council approves the Pay Policy Statement for 2015-16.

Reason for the decision:

Cabinet noted that the Localism Act 2011 required local authorities to publish an annual pay policy statement to increase transparency regarding the use of public funds to pay Council staff.

2139. Airports Commission – response to consultation

Cabinet received a report on the responses to the Airports Commission's consultation on the three options for a new runway.

RESOLVED that Cabinet agrees the responses to the Airports Commission's consultation as set out in Appendix 1 of the report.

Reason for the decision:

Cabinet noted that there are no direct implications for the Council but an expansion of Heathrow would bring wider benefits to the local economy.

2140. Review of Designated Public Place Order (DPPO)

Cabinet received a report on a review of the DPPO.

RESOLVED that Cabinet notes the report and endorses the continued application of the Order.

Reason for the decision:

Cabinet noted that, at a local residents' meeting, the police and partner agencies were thanked for their support and they commented on how improved the area was now.

2141. Review of the Leisure and Culture Strategy actions during 2014 and action plan for 2015

Cabinet received a report on a review of the Leisure and Culture Strategy actions during 2014 and the action plan for 2015.

RESOLVED that Cabinet notes the actions within the 2014 Leisure and Culture Strategy and the proposed actions for 2015.

2142. *Calendar of meetings 2015-2016

Cabinet considered a report on the proposed Calendar of Meetings for the municipal year June 2015 to May 2016.

RESOLVED TO RECOMMEND that Council agrees the draft Calendar of Meetings for the period June 2015 to May 2016 as set out in Appendix 1 of the report.

Reason for the decision:

The Calendar of meetings planned for the municipal year ahead ensures that the Council can conduct its business through its Committees in the most efficient and effective way possible.

2143. Leader's Announcements

The following are the latest service updates from various Council departments.

Rubbish collection services all went ahead as planned over the Christmas and New Year period with very few problems and no delays.

Spelthorne Council, alongside several other Surrey authorities, has successfully bid for extra money to help homeless people and rough sleepers. A total of £247,500 – shared between six authorities and a housing association – is available for use until 2016. The money will be spent on, among other things, creating four single homeless support co-ordinators to work with the local Supporting Families Team.

Borough Councils in Spelthorne, Runnymede and Elmbridge have joined forces with Rentstart and Transform Housing to provide a winter shelter for people who might otherwise have to sleep rough. The shelter located near Walton will be open from the beginning of January until the end of March. Up to seven clients can be accommodated at any one time.

Three law enforcement officers are now patrolling the streets of Spelthorne helping to tackle issues such as fly tipping dog fouling and other forms of anti-social behaviour. The fourth post has been advertised and will be filled as soon as possible.

Cllr Daxa Patel was interviewed by Brooklands Radio on 17 December. She spoke on a range of issues including the Council's use of IT systems, the future of Ashford's multi-storey car park and the Council's role during emergencies such as flooding. Cllr Richard Smith-Ainsley was also interviewed by the radio station on 21 January and spoke about the role of the Planning Committee, the Council's Green Belt policy and the Eco Park.

Of the 335 calls made to the IT helpdesk in December, 26.6% were closed within an hour, 21.3% closed within six hours and 9.4% closed within the day - making a total of 57.3% closed within 24 hours.

Following a review of the Council's mobile phone contract, costs have fallen by almost £14.5K per annum. An annual saving of £11K has also been achieved thanks to the introduction of the Lync telephone system at Knowle Green and the Depot.

The introduction of a new textiles collection service was approved by Cabinet at the end of 2014 and the implementation phase is already well underway. The launch date has been moved to 23 March to capture any tonnage that may be generated over the Easter break.

Ditch clearance works have been undertaken at Black Ditch, the Mark Way Ditch, two ditches along Moor Lane and Sweeps Ditch.

The Stanwell Recoup (recycling) project is due to conduct its final sampling and analysis next week, after which a press release will be drafted to announce the 'winners' of the incentive trial.

Activities designed for people aged 50+ started in January at Spelthorne Leisure Centre, Ashford Table Tennis Club and Staines and Laleham Sports and Social Club thanks to funding from the Personalisation, Prevention and Partnership fund (PPPF).

As part of National Obesity Week, Leisure Services ran a three day pedometer challenge. Thirty staff participated and the winner, with 56,855 steps, won a month's membership at Spelthorne Leisure Centre.

The WW1 art competition for schools attracted many excellent pieces of work. These were displayed in the Council Offices on 19 January and staff and Councillors had an opportunity to vote for their favourite. All participants will receive a copy of a book containing the artwork and the winners will each receive an additional prize.

Ann Salter of Maureen Campbell Court in Shepperton appeared at Guildford Crown Court on 15 January and was sentenced to a 12 month sentence, suspended for 18 months, and 200 hours of unpaid community work after pleading guilty to 11 counts of Benefit Fraud. Spelthorne Council and the Department for Work and Pensions carried out a joint investigation into Ms. Salter's claims for Employment Support Allowance, Housing Benefit and Council Tax Benefit. The fraud, committed over an eight year period, resulted in an overpayment of £65,468.96.

Residents who may be thinking of eating out this Valentine's Day are being urged to check the restaurant's food hygiene rating before they book. Currently in Spelthorne, 93% of food businesses are rated as satisfactory, good or very good.

Further to the Cabinet decision to sell Bridge Street car park to a preferred developer, the site will not be passed on to the developer until they have obtained planning permission, which is likely to be in autumn 2015. In line with Cabinet's requirements, the developer has given a clear commitment to ensuring the end result is befitting of its Thames side and conservation area setting, and to undertake meaningful public consultation before an application is submitted. The Council will use the money raised from the project to help secure the medium and long-term financial stability of the authority.

The November business start-up report showed that 65 new businesses started trading in Spelthorne during the previous month, placing Spelthorne 6th out of the 11 Surrey boroughs. The year-to-date growth rate of 1.7% gave Spelthorne the fastest growing number of new businesses in Surrey and marked it as the only borough with positive growth. The figures fair favourably with Surrey as a whole (-8.6%) and our adjoining boroughs of Elmbridge (-13.4%) and Runnymede (-10.3%) as well as bucking the trend of the rest of the country which has seen negative growth.

Sir William Perkins School has started work to build a new rowing boathouse on the river in Laleham. When completed, it will provide excellent rowing facilities, not just for the school itself, but also for young people in Spelthorne who might not otherwise have access to rowing. The Council worked closely with the school, leasing the land on which the boathouse will sit and negotiating access for the community.

The Licensing team have put in place interim arrangements for people who hold personal licences to sell alcohol to renew their licences following regulations that came into force on 5 January. This is in advance of the Deregulation Bill, likely to come into force later this year, which is set to abolish the need to renew these licences.

A pilot project was launched in December to enable the public to contact someone out of normal office hours about urgent or on-going noise complaints. Early indications are that residents have welcomed this new service.

2144. Issues for Future Meetings

There were none.

2145. Urgent items

There were none.

NOTES:-

- (1) *Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.***
- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) *Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***

(5) When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-

Outline their reasons for requiring a review;

- **Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;**
- **Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and**
- **Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.**

(6) The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 30 January 2015

Cabinet

24 February 2015

Title	Corporate Risk Register		
Purpose of the report	To present the Cabinet with the recommendation made by the Audit Committee on the review of the Corporate Risk Register		
Report Author	Head of Audit Partnership – Deanna Harris		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities		
Cabinet Values	N/A		
Recommendations	Cabinet is asked to approve the Corporate Risk Register, as submitted.		

1. Key issues

- 1.1 The Council's Risk Management Policy/Strategy was approved by the Executive in 2002.
- 1.2 The Audit Committee is responsible for considering the effectiveness of the authority's risk management arrangements, and receives regular reports on risk issues.
- 1.3 The Audit Committee reviewed the revised Corporate Risk Register (attached) at its meeting on 22 January 2015 and noted and accepted the contents. The revised register is considered to be an accurate reflection of the high level risks affecting the Authority, as well as the progress made on actions previously proposed, based on our assessment of risk and controls in operation.

2. Audit Committee Recommendation

The Audit Committee recommends to the Cabinet: -

That the Corporate Risk Register, as submitted, be approved.

Appendices: Appendix 1 – Corporate Risk Register

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

This Register summarises significant risks faced by the Council in relation to achieving the objectives and priorities as set out in the Council's corporate plan. It sets out controls in place and identifies any further action needed to mitigate risks. Actions are assigned to appropriate officers with target dates for implementation.

Reviewed January 2015

Level of risk: Likelihood vs. Impact on a scale of 1 (lowest) to 4 (highest)

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	1. Health and Safety failing resulting in death or serious injury to staff /public and legal action against the Council	4	Policies and SHE (Safety Health and Environment) system in place. Managers have a legal requirement to conduct regular risk assessments. Induction training for staff is undertaken with all staff on joining.	Risk assessments for all Services are to be reviewed, and updated details entered onto the SHE system.	MAT/ All Service Heads	(O) 30th April 2015 Requires monitoring	Additional resource has been approved to assist Managers in conducting/updating health and safety risk assessments for their Services.
	2. Uncertainty surrounding the financial /economic/other consequences of contaminated land	4	Legal duty to inspect land and prioritise action. A separate risk assessment addresses contractual, financial/resources and legal/regulatory risks, and this is reviewed regularly. Reports have been issued to Management Team and Cabinet outlining financial and other risks.	<i>The Contaminated Land Strategy will be reviewed in 2014.</i>	ACX (LO)*	Completed	

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	3. Disaster- major in borough, e.g. flooding, resulting in significant strain on council services (eg homelessness).	4	Corporate Emergency Plan updated Oct 2013. Membership of Local Resilience Forum (LRF). Regular testing of Emergency Assistance Centre plan. Yearly Borough Emergency Centre Plans. Incident management training and exercising. Updated Emergency Plan approved by Overview and Scrutiny November 2013. Formalised payment structure for staff carrying out Emergency Planning roles.	<i>An internal review has been undertaken into response to major flooding with recommendations agreed by Cabinet. These are being progressed by Risk and Resilience Manager. Council has been part of a multi agency debrief to learn lessons and improve multi agency response via the Local Resilience Forum. The corporate emergency plan is being updated as normal {no major changes required}.</i>	ACX (LB)/ RRM (NM)*	Ongoing monitoring	Recommendations arising from debriefs into previous flood responses are being processed. A cross department winter preparation meeting took place to coordinate efforts. These are numerous and include; working with the Environment Agency on managing flood related calls, ensuring calls to customer services and Safer Runnymede are handled smoothly, extended flood line service, a new mapping system to improve situational awareness, review of the sandbag policy, updating the multi agency flood plans. Meetings have been held with a number of groups, and the December workshop aimed to improve operational response coordination with community groups.
	4. Failure to manage corporate and service performance / failure to meet Council objectives and targets (Performance Management)	3	The Corporate Plan should set out targets for the authority which should be monitored by Members and Management Team. Service performance should be monitored by Management Team. Individual performance should be monitored through the appraisal process. Flagship project performance is reported to Management Team and Members.	<i>Performance Management Working Group has been established to improve monitoring arrangements.</i>	MAT / ACX LO	Requires Monitoring	The Performance Management Working Group is in the process of reviewing current service indicators, future reporting mechanisms and the reporting format and will be providing an update to Cabinet. An update on progress with this work will be provided to the Audit Committee on 22nd January.

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	5. Failure to align service objectives to corporate aims and priorities / Failure to deliver services effectively due to poor service planning	3	The Corporate Planning process should set out clear a clear vision for the authority and specific targets. Some services have statutory responsibilities. Individual Service Plans should be derived from the Council's Corporate Plan and statutory/other responsibilities relating to services. Plans incorporate issues relating to resources, risks, workforce, significant projects and any relevant performance indicators.	<i>Service Plans need to be completed for 2014/15</i>	Service Heads/ MAT	Requires Monitoring	Service Plans have been received for all services apart from Legal Services, which is currently undertaking an assessment of possible future partnership arrangements with Reigate and Banstead Borough Council.
	6. Failure of projects due to poor project management arrangements. Lack of resource and expertise to deliver and coordinate asset related/other projects whilst continuing to maintain services.	3	1. Project management arrangements are in place including process for project initiation, consideration of resources available to deliver, identification of project risks and progress reporting processes. Corporate Project team is in place. The Council's Management Team ensures project documentation is completed, resource implications assessed and agreed control processes adhered to. Project management team meets individual members of MAT on a regular quarterly basis to review management of projects.	<i>Asset Management is a corporate priority and many of the Council's projects are asset related including developments in Staines Town Centre and Knowles Green – this area will need to be reviewed due to limited resources in this area.</i>	MAT	MAT to agree	MAT intend to review Asset Management structure as part of 'Towards a Sustainable Future' (TSF) programme
HoCS*				Requires Monitoring	32 projects are currently being tracked through the Project Office.		
HoS&L*				To be agreed	A briefing paper was submitted to the September cabinet as to the scope and future of the Laleham Park project, and an option to create additional facilities was agreed. A number of projects have also been identified following recommendations from the research work carried out by the Housing consultant. These are associated with opportunities to increase the Council's temporary housing provision to cater for an expected increase in demand for social housing due to recent legislative changes.		

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

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			2. Staines upon Thames - The Head of Planning and Housing strategy has now been appointed full time as the Staines upon Thames regeneration manager with support from consultants.		Head of P&HS*	Requires Monitoring	5 work streams have been fully defined and documented. A report is due to go to Cabinet on 16th December regarding the Bridge Street site. A sub-committee of the Cabinet has been established to oversee the progress of the programme.
			3. Towards a Sustainable Future - The Head of Customer Services is currently mapping out a programme for this challenging initiative. This will identify roles, responsibilities, key deadlines, financial implications and risks	<i>Management Team to consider the resource requirements and funding for the 'Towards a Sustainable Future' programme. They will appoint a Programme Manager to oversee this fundamental review of the Council.</i>	MAT	Key dates to be agreed	MAT will identify roles, responsibilities, key deadlines, financial implications and risks. The project team is currently reviewing document retention and electronic data management systems. An initial piece of work has been conducted by the Project Management Co-Ordinator to give a high level overview of each of the work streams. Good progress has been made on the Knowle Green Programme with both the Relocation and Redevelopment projects being assigned. Project Managers and MAT have approved both Project Initiation Documents. High level risks and issues have been identified as well as outline budget costs. MAT are still considering the resource requirements to deliver the 'TSF' programme
	7. Security / data breaches, resulting in system failure, Information Commissioner fines and reputational damage.	3	Back up and continuity arrangements managed by ICT and tested by Service Heads. ICT security policies in place. Personal Commitment statement required from all staff. ICT security group assess ongoing risks. ICT disaster recovery test satisfactorily conducted June 2012 and March 2014.	<i>Information Governance Group developing action plan to ensure information assets are identified and managed.</i>	Head of CG *	Actions outstanding	The Information Governance Group has developed an action plan to ensure information assets are identified and managed. In the absence of dedicated resources the progress made to date is limited and the associated risks have been highlighted to management. The Head of Corporate Governance will be attending Audit Committee to provide an update.

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
				<i>The Council's project team is currently considering the document retention policy and alternative electronic document management systems which will help to strengthen info security.</i>	HoCS*/MAT	31 March 15 (O)	MAT will consider options from the work undertaken by the project team.
	8. Failure to meet the minimum security requirements of the Government Code of Connection resulting in termination of connection to any other government sites/data.	3	A review group assesses compliance with the Government Code of Connection (COCO). Firewall installed, laptops encrypted, memory sticks banned until they are 'white-listed' as known devices on the network, and universal serial bus (USB) ports locked down. Dual factor authentication on all laptops. External penetration test and health check took place in October. All Baseline Personnel Security Standard checks of relevant employees have been completed.		Head of ICT *	Ongoing monitoring	
			CoCo re-accreditation achieved in December 2013. The Cabinet Office has increased security requirements due to the implementation of the Public Service Network (PSN).	<i>A further CoCo submission has been made in November 2014, where any outstanding issues will have to have been addressed.</i>	Head of ICT *	30 November 2014	On target

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	9. Lack of business continuity planning to cover loss of building, equipment, ICT or staff - leading to loss or disruption to services	3	Business Continuity (BC) Policy in place. The BC Forum oversees progress of bcs planning. All Services should have up to date and tested BC Plans. Business Impact Assessments are complete. These identify priority services, resources required for their continuation and time frame. Emergency protocols for loss of building access/loss of power/loss of ICT are being developed. An emergency messaging system for staff has been rolled out. Live loss and denial of access exercise for Knowle Green took place Sept 2013 Improvements have been made to telephony resilience. ICT disaster recovery test achieved.	<i>The Risk and Resilience Manager to outline actions underway to update and test business continuity plans for all Services.</i>	Service Heads/MAT/RRM *	(O) February 2015. Requires Monitoring	The Council's business continuity arrangements have been tested in the 2014 flooding when services were maintained despite some difficulties for staff getting to work and the need to divert staff to deal with flood issues. The Business Continuity group met to discuss updates and agreed a number of actions which are being progressed. Due to additional pressures, in particular flood recovery, community resilience and winter preparations, the business continuity planning programme has been delayed. Prioritisation of actions is needed through close liaison with Services. Additional capacity is being considered through modifying the resilience services delivery vehicle.
	10. Failure in service delivery due to over reliance on individuals	3	Service Heads/MAT are responsible for ensuring business continuity, including loss of key staff. Critical procedures should be fully documented and staff appropriately trained. Service Heads should review arrangements as part of the service planning process. In some cases resilience may be provided from other local authorities or other organisations.	MAT will be reviewing structures as part of the budget saving exercise, and consideration will be given to resilience and succession planning arrangements.	Service Heads/ MAT	Requires Monitoring	MAT and Heads of Service have identified and addressed resilience issues in a number of service areas including: Accountancy, Customer Services, Asset Management, Housing Options, Economic Development. The Council's approach to flexible and remote working helps mitigate resilience issues.

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	11. Failure in service delivery due to reduced capacity and increasing demands from the community. Increased risk of delay, errors or stress.	3	Short term reductions in capacity due to increasing demand or absence of staff are accommodated by prioritisation and reallocating work amongst staff. Longer term impacts and changes to demand may be more difficult to address. Service review may be required to help match resources to the level of work. In some circumstances it is necessary to supplement staffing levels with additional temporary or permanent resource. Resources need to be diverted to implementing new systems or introduce new ways of working. The recent strengthening of project management support is an example. Staff have access to counselling via Occupational Health. If resources cannot be enhanced, services will have to prioritise work to resources available.	<i>Members and Management Team will need to keep resourcing levels under review, particularly the impact of new projects and any statutory obligations on service/project delivery.</i>	Service Heads/ MAT	Requires Monitoring	MAT maintaining under review Towards a Sustainable Future (TSF) should help to address service levels/requirements and capacity issues
	12. Low morale as a result of increasing service demand, lack of staff & finance, org changes, uncertainty etc. Increased risk of losing expertise and impact on services. The current 'Towards a Sustainable Future' programme involving service review, alternative service delivery models, financial savings and office moves will lead to concerns in some areas.	3	There are a range of employment arrangements in place including recruitment and selection, pay and rewards, training and development. Other measures exist such as Change Management process clear communications, performance management systems, appraisals, one to one's, team meetings, performance clinics, staff meetings. A tripartite pay group is meeting regularly to discuss officer pay.	1: <i>Management Team to keep under review, particularly in light of 'Towards a Sustainable Future'.</i>	MAT	Requires Monitoring	
				2. <i>A peer review took place January 2014 and an action plan is being developed.</i>	ACX LO	TBA	A action plan has been produced by Management Team in consultation with the Leader. The key elements of the action plan are summarised in the conclusion of the Annual Governance Statement on the agenda of the September Audit Committee.

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	13. Failure in governance arrangements and lack of transparency leading to: Failure to deliver effective services Poor value for money (vfm) Costly legal challenges Reputational damage		Corporate Plan setting out clear purpose, vision and outcomes. Constitution setting out clearly defined roles/rules for Members/Officers. Code of Corporate Governance and Codes of Conduct to promote high standards of conduct and behaviour. Informed and transparent decision making processes open to scrutiny and recognising risks. Member and staff training programmes undertaken. Accountability through published accounts and various forms of engagement with community .	<i>The Council's Code of Corporate Governance is to be reviewed in 2015/16</i>	MAT	Ongoing monitoring	
	14. Procurement - Weak governance arrangements and lack of transparency in procurement. Contractual disputes and claims through poor specifications. Weak contract management resulting in Contractors/partners failing to deliver expected outcomes. Reputational damage and costly challenge by other companies. Financial loss/poor vfm as a result of poor contract management.	3	Contract Standing Orders set out tendering requirements. Officer Code of Conduct sets out requirement for declaration of interests. Contract guidelines in place with compliance checklist. Legal team provide support on contract management as requested. Contract management training held in September 2012, although this was not attended by all relevant services. Legal Services have updated managers in July 2013. Specification writing training has taken place. Further procurement training has taken place in October 2014. Development of the e-procurement system continues and further contracts continue to be sourced with this solution which offers significant time savings and efficiencies for staff in Legal.	1. <i>Procurement, contract management and asset management expertise is limited across the authority and this is to be reviewed under the TSF programme.</i>	MAT	Ongoing monitoring	Management Team has considered expertise and resources in these areas. Additional resource has been allocated to Asset Management. The Corporate Risk Management Group will continue to monitor. MAT will be reviewing through TSF.
				2. <i>There is a lack of horticultural expertise within Streetscene and therefore a risk that the Grounds Maintenance contract will not be effectively managed.</i>	ACX (LB)	Requires Monitoring	The Head of Streetscene has enrolled with a distance learning provider to take the RHS level 2 diploma exam - in the meantime the authority has no experienced and dedicated resource.

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
				3. MAT will monitor the appointment of consultants and contractors for the Council's projects including Town Centre, Knowle Green and other initiatives to ensure full compliance with governance requirements	MAT	Requires Monitoring	
	15.1 Pressures on Housing Service as a result of economic climate and welfare reforms including changes in government policy to restrict housing benefit. Introduction of Universal Credit may lead to staff retention issues. Loss of Housing Benefit subsidy and uncertainty over recovery of outstanding debt.	3	Service Heads/ MAT/Members are aware of risks. Working groups established to deal with the various changes. The authority faces some challenges in managing the loss of £500k per annum in subsidy relating to recovery of Housing Benefit overpayments which will be fully realised if the roll out of Universal Credit is completed in 2017/18. The first year's impact is reflected in the 2014/15 budget and in medium term projections for future years. There is also uncertainty over recovery of the £1.5m of outstanding Housing Benefit overpayment debt which is currently in the Council's accounts. The bad debt provision has been increased in 2014/15. Cabinet has received updates on Welfare Reforms. This includes a suggested approach to the use of discretionary housing payments. Officers and A2D have been working with families affected by the benefit cap.	1. Service Heads/MAT to monitor staffing and other resource implications as appropriate.	MAT/Joint Heads of H & IL*	Requires Monitoring	There is a continual increase of households in bed and breakfast (with the added issue of overspend on the bed and breakfast budget) and the lack of resources to discharge duty. Matters have been compounded further through Environmental Health standards not being fully complied with in the main bed and breakfast provider premises. There has been an associated increase of work with individual queries and those on their behalf from Councillors and the media. To try and mitigate this an "Advisor" was contracted to look at all options for the borough to invest in as well as look at good practice elsewhere. A number of options are now being pursued following Cabinet support for this approach and a further report with recommendations is due to be submitted to Cabinet. A proposal to obtain 20 affordable housing units at the Crooked Billet site (Staines) was agreed by Cabinet in December. In addition MAT are supportive of quickly filling any posts which become vacant in the Housing Options team and have agreed to a temporary additional resource.

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	15.2 Introduction of Council Tax Support scheme will impact on resources.		The new council tax support scheme took effect from April 2013 and has generated a significant number of small council tax debts, which are difficult and time consuming to recover, impacting on resources.	<i>1. Service Heads/MAT to monitor staffing and other resource implications as appropriate.</i>	ACX (TC)	Ongoing Monitoring	CTS claimants have a lower collection rate of 53.8% (44.70%) and recovery is continuing across all areas. The Recovery policy has been approved at Cabinet on 30 September and has been rolled out to all staff with a view to stepping up recovery.
	16. Poor partnership governance arrangements	3	Review of strategic and internal partnerships undertaken. Partnership governance policy in place. Significant partnerships identified. Overview and scrutiny committee to periodically review partnerships. Insurance arrangements in place		MAT	Ongoing monitoring	
	17. Uncertainty over economic growth and supplier failure, impacting on: • Delivery of contracts and services • Business Rate income. SBC now bears a significant share of any losses on collection.	3	Financial Services monitor the financial media in relation to larger companies and critical commercial partners that the authority engages with. Recovery and inspection of business properties is being strengthened to maximise collection/minimise losses for the Council	<i>Impact of new Business Rate arrangements on Council finances is under ongoing review.</i>	ACX (TC) *	Ongoing monitoring	
			An Economic Development Strategy has been prepared after consultation with various external bodies. Communication of the vision, proposed actions and measures of success is taking place.	<i>Economic development is a Council priority and growth will impact on business rate income - this is under ongoing review.</i>	ACX (TC) * CS & EDO*	Ongoing monitoring	LGA funded adviser produced 3 reports on Key Account Management, Inward Investment and Visitor Numbers, with a number of recommendations having resourcing implications. These will be considered as part of 15-16 budget process

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	18. Failure to comply with employment legislation or statutory duty leading to possible compensation (unlimited), damage to reputation, Legal costs and significant officer time.	3	Human Resources (HR) guidance on legislation and training to ensure compliance. The HR partnership with Runnymede has led to a reduction in professional HR support which could impact on the ability to identify and deal with employment law issues Equality and Diversity working group and training provided to all staff.		MAT/ Service Heads/ Head of HR*	Ongoing monitoring	The budget for a temporary Human Resources Officer has been secured until the end of March 2015 to help cover the professional HR workload. Professional Human Resources staff keep up to date with changes to employment and pensions legislation and report to Management Team and Members where changes are required
	19. Failure to comply with statutory duty / adhere to Safeguarding Policy leading to death or injury to child or vulnerable adult, legal action and reputational damage. Failure by County to address Spelthorne referrals relating to vulnerable children/adults.	3	The Council has updated its safeguarding policies and procedures. Staff and Members have received training. All referrals to Surrey County Council should be reported to a nominated Spelthorne Officer. Regular meetings held with Surrey County Council and consultation with the Surrey Safeguarding Children's Board (SSCB). SSCB carry out a Section 11 audit annually. The Children's Safeguarding and Adult at Risk Strategies were approved by Cabinet October 2013. From 2015 the Council will have statutory responsibility for safeguarding adults.		ACX (LB)/LSM*	Ongoing monitoring	
	20. Service delivery and planning difficulties due to reduction in Revenue Support Grant - 30 % reduction in spending / increase in income	3	Long term strategic/financial planning. Corporate Plan / priorities reviewed. Member engagement 'Towards a Sustainable Future' programme in place which has identified potential savings and additional sources of income.	<i>Towards a sustainable future programme to be delivered</i>	MAT	To be agreed with Cabinet	
<i>Identify alternative service delivery models</i>				Service Heads	Completed		

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	21. Reduction in service delivery and possible loss of internal control as a result of savings required to balance budget	3	Management is responsible for maintaining key services and internal controls regardless of resource levels. Any savings offered will be accompanied with summary of any associated risks.		Service Heads/ MAT	Ongoing monitoring	
	22. Poor return on long term investments /investments insecure in current climate	3	Treasury Management Strategy approved by Members. Aim to select counter parties of the highest credit quality; credit ratings monitored closely. Council's investments managed internally in consultation with Arlingclose. Use a range of credit ratings and criteria recommended by Arlingclose. Regular monitoring and reporting of investment portfolio and returns achieved.		ACX (TC) *	Ongoing monitoring	The Council did better than budget by £129k for 2013-14. Outturn achieving an average rate of return of 5.12% on our core investment portfolio. Projection for current year is for outturn to be £150k better than budget.
	23. Forthcoming elections leading to possible political change and uncertainty particularly relating to current priorities and delivery of projects	3	Corporate Plan and priorities will need to be reviewed following any change in political direction. The impact on ongoing projects, resources and Service Planning will need to be assessed.		MAT	Ongoing monitoring	

SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER
2014/15 QUARTER 3

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	ACTIONS	OWNER SHIP	ACTION DATE - Original (O) - Revised (R) / ONGOING MONITORING / REQUIRES MONITORING	PROGRESS
	24. Increased risk of fraud / theft due to economic climate resulting in financial losses and damage to reputation of authority. Housing tenancy fraud reduces availability of social housing.	3	Corporate Policies including Confidential Reporting Code (Whistle blowing), Anti-fraud, Bribery and Corruption Strategy, Proceeds of Crime and Anti-Money Laundering, Code of Conduct including rules relating to gifts and hospitality, and declaration of interest. Staff are reminded about governance policies during appraisal process. Fraud awareness training for staff and Members and leaflet issued. Implications of Bribery Act (July 2010) considered by services. Various policies and procedures such as Financial Regulations and Contract Standing Orders, management checks, segregation of duties, reconciliation processes for financial systems and IT Security measures.		Service Heads/ MAT	Ongoing monitoring	A joint bid with Surrey County Council and a number of borough councils was submitted to the Department for Communities and Local Government for fraud funding to assist in the detection and prevention of fraud. This bid was successful (£550k). Corporate Governance are currently undertaking a review of the Constitution which will be taken to Full Council in April.

***KEY TO OFFICERS**

MAT - Management Team

Head of CS - Head of Customer Services, Linda Norman

Head of CG – Head of Corporate Governance, Michael Graham

Head of ICT – Helen Dunn

ACX (TC) – Terry Collier

Health and Safety Officer – Stuart Mann

ACX (LB) – Liz Borthwick

Head of S & L – Head of Sustainability and Leisure Services, Sandy Muirhead

Head of SS – Head of Streetscene, Jackie Taylor

ACX (LO) – Lee O’Neil

HoP&HS - Head of Planning and Housing Strategy, Heather Morgan

Head of AM & OS – Head of Asset Management and Office Services, Dave Phillips

Head of HR – Head of Human Resources, Jan Hunt

CM- Contract Managers

Joint Heads of H & IL – Joint Heads of Housing and Independent Living, Deborah Ashman and Karen Sinclair

LSM - Leisure Services Manager, Lisa Stonehouse

RRO – Risk and Resilience Officer, Nick Moon

CS & EDO – Community Safety and Economic Development Officer, Keith McGroary

***KEY TO RAG RATING**

- Actions outstanding
- Partially actioned/Requires monitoring
- Completed/Ongoing monitoring

***KEY TO TARGET DATES**

* O = Original target date for assigned action

* R = Revised target date for assigned action

Local Plan Working Party

Minutes

Wednesday 28 January 2015

Present:

Cllr I J Beardsmore
Cllr T J M Evans
Cllr G E Forsbrey
Cllr A Friday
Cllr A Mitchell
Cllr R A Smith-Ainsley
Cllr R L Watts

1 Apologies

Cllr V Leighton
Cllr P A Broom

2 Election of Chairman

2.1 Cllr R Smith-Ainsley was elected as Chairman

3 Minutes of Previous Meeting

3.1 The Minutes of the meeting held on 3 September 2014 were agreed.

4 Report of the Assistant Chief Executive

4.1 The Head of Planning introduced the agenda and the purpose of the meeting. There were a number of documents which needed to be agreed relating to the process of reviewing of the Local Plan.

5 Local Development Scheme (LDS)

5.1 The Local Development Scheme is a statutory document which sets out the Council's programme for the preparation of a Local Plan. It was confirmed that the Statement of Community Involvement referred to in Table 4.1 would need to be adopted by a resolution of full Council. It was also proposed to amend the time period of the Local Plan to 2013 – 2033 to align better with the evidence base data and population projections. It was anticipated that the plan would be adopted in 2019.

Resolved

It was agreed subject to the amendments discussed to recommend Cabinet to agree the draft Local Development Scheme

6 Statement of Community Involvement (SCI)

- 6.1 The Statement of Community Involvement sets out how people will be consulted when determining planning applications and involved in the preparation of Local Plans. Although there was no statutory requirement to do so, it was proposed to consult the public on the document over a four week period prior to its final adoption by full Council.
- 6.2 A number of minor amendments were discussed including the addition of a glossary and amendments to para 4.17 to reflect current public speaking arrangements at the Planning Committee.

Resolved:

It was agreed, subject to the amendments discussed, to recommend Cabinet to agree the draft Statement of Community Involvement for public consultation.

7 Duty to Cooperate Scoping Statement

- 7.1 The Head of Planning introduced the item and confirmed that it was intended to clarify the nature of the work to assess and confirm the current extent of the Green Belt. The Duty to Cooperate Statement was an important document which sets out how the Council will meet the "duty" from the outset of the Local Plan review. A number of further changes to reflect amendments in the LDS and to provide appropriate clarification were discussed.

Resolved:

It was agreed, subject to the changes discussed being agreed by the chair and circulated to the members of the Working Party, to recommend Cabinet to agree the draft Duty to Cooperate Statement for consultation with local authorities and prescribed bodies.

8 Joint Strategic Housing Market Assessment with Runnymede

- 8.1 The Head of Planning explained that, following the decision of Cabinet on 30 September 2014, work on a joint Strategic Housing Market Assessment had commenced with Runnymede Borough Council. As part of this exercise a joint Member Liaison Group had been established with Cllrs Leighton and Smith-Ainsley representing Spelthorne. A draft Terms of Reference (Attached as Appendix A to these Minutes) had been produced which was due to be considered by Runnymede's Planning Committee on 28 January. A number of points of clarification were discussed.

Resolved:

It was agreed, subject to the document being agreed by Runnymede BC on 28 January, to request Cabinet to agree the Terms of Reference. In the event of any changes being made by Runnymede BC on 28 January it was also agreed that Cabinet should be advised so that any revisions could be taken into account before making its decision.

9 Spelthorne Town Centres Study 2014

- 9.1 The Head of Planning advised that, as part of the review of evidence underpinning existing planning policy documents, it had been agreed in January 2013 to undertake a new retail and town centre uses study. The draft study document, which follows the same format as the studies carried out in 20011 and 2004, was now ready for consultation.
- 9.2 The main messages from the study were that the amount of new floorspace envisaged was still correct, although its provision had been delayed by the recession. Although there was a need for more leisure floorspace in Staines Town Centre, the assessment of the four main centres showed that they were all performing well. Various other aspects of the study were discussed and clarified.

Resolved:

It was agreed to recommend Cabinet to agree the draft Town Centres Study 2014 for consultation and that following consultation officers report back directly to Cabinet for agreement to “sign off” the final version of the study.

(Note - A copy of the Town Centres Study is available to view in the Members Room)

Appendix A

Runnymede & Spelthorne Strategic Housing Market Assessment (SHMA)
 Joint Member Liaison (Steering) Group
 TERMS OF REFERENCE

Background

1. The National Planning Policy Framework (NPPF) requires local authorities to ensure that their Local Plans meet the full objectively assessed needs for housing in the housing market area, as far as is consistent with policies in the Framework.
2. In order to identify the objectively assessed housing needs across the housing market area, Runnymede and Spelthorne Borough Council's commissioned GL Hearn to carry out a Strategic Housing Market Area Assessment for the two authorities. A Part 1 draft has now been completed which determines the extent of the Housing Market Area. The consultants are currently working on the Part 2 of the assessment which will determine the OAN for the HMA as well as the affordable housing needs. The assessment is due to be completed in draft form in December 2014 with publication envisaged in February 2015 subject to stakeholder involvement.

Purpose of the Joint Member Liaison Group

3. To provide a joint forum under the duty to co-operate for exploring how the objectively assessed need for housing in Runnymede-Spelthorne Housing Market Area (HMA) could be delivered.

The nature of the group

4. The liaison group is not a decision-making body. Any agreement by the Group will be subject to the democratic and local plan processes within each local authority.

Specific objectives

- i. To reach an informal agreement between the two authorities on what the objectively assessed housing need is across the HMA, and within each authority area, over relevant time periods¹;
- ii. To informally agree whether each authority is doing all it reasonably can, consistent with policies in the NPPF and other material considerations, to meet the objectively assessed housing needs for its area;
- iii. That in the event of any shortfalls arising in one authority area, to explore how cross boundary working between Spelthorne & Runnymede can help address those shortfalls as far as possible, consistent with the NPPF, within Spelthorne or Runnymede in the first instance or a wider area of other districts and boroughs.
- iv. That if informal agreement to Specific Objective ii is reached and shortfalls arise across the HMA as a whole, to engage with neighbouring HMAs with respect to whether unmet need can be met outside of the HMA
- v. To recommend that any informal agreement reached over Specific Objectives i-iv is formally agreed by each authority by their relevant committee through a Memorandum of Understanding.

¹ Runnymede & Spelthorne are currently working to different local plan periods, so it may be necessary to agree figures for housing need that cover different time periods.

Outcome

5. The outcome being sought is one where both authorities are satisfied that each one is doing all it reasonably can to meet its own needs, and that any shortfalls in one area are addressed as far as possible through joint working, so that across the HMA as a whole, needs are met as far as possible, consistent with policies in the NPPF. In the event that the objectively assessed housing need within the HMA is adjudged as being impossible to meet, the Group will establish how to approach adjacent HMAs. The final outcome will be a formal agreement between the authorities engaged in Specific Objectives iii-iv through a Memorandum of Understanding.

Membership

6. The SHMA Joint Member Liaison Group will:
 - Comprise two Elected Members from each authority; specifically the portfolio holder/chairperson for Housing and/or for Planning. Substitutes may attend if appropriate.
 - Comprise of two senior officers/heads of department from each authority. Substitutes may attend if appropriate.
 - A minute taker from each Local Authority.
 - Meet at intervals to be agreed at the first meeting.

Cabinet Report

24 February 2015

Title	Local Development Scheme		
Purpose of the report	To make a decision		
Report Author	John Brooks		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	To agree the Local Development Scheme set out in Appendix A.		

1. Key issues

- 1.1 Councils are required to have what is called a Local Development Scheme (LDS) which sets out their programme for Local Plan preparation. The Council has agreed to commence a review of the Local Plan and the preparation of a new LDS at this early stage is required and helpful in providing consistent information about the Council's intentions.
- 1.2 The draft LDS at Appendix A sets out the programme in the format and detail that government guidance expects.
- 1.3 The timescale for the work extends over some 4 years and reflects the various statutory stages we have to go through (including a public examination by the Planning Inspectorate) and the substantial amount of technical work.
- 1.4 Inevitably issues can arise that were not fully anticipated, or become more complex, and timescales have to be adjusted. The Council is free to agree a revised LDS at any time.

2. Options analysis and proposal

- 2.1 An LDS is a statutory requirement. The timescales are realistic in the context of the issues we face and our current knowledge about them. There is no realistic alternative programme given the need to progress work as quickly as is possible and avoid redoing work that otherwise becomes out of date.

3. Financial implications

- 3.1 There are none that arise directly from the preparation of the LDS and a clear programme helps ensure as efficient use of resource as is achievable.

4. Other considerations

4.1 There are none.

5. Timetable for implementation

5.1 The LDS will be effective from the date it is agreed and must be placed on the Council's web site.

Background papers: None

Appendices: Appendix A – draft Local Development Scheme

Spelthorne Local Plan

Local Development Scheme 2015-2019

February 2015



Foreword

This document comprises the Council's Local Development Scheme (LDS) to identify the Local Plan Documents to be produced 2015- 2019. This LDS replaces the previous version published in 2007.

It explains:

- The new Local Plan Documents the Council intends to produce;
- The subject matter and geographical area for each of the documents;
- The timetable for the preparation and the revisions of each document; and
- How the Council will resource the preparation of the documents.

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1. Introduction

- 1.1 The purpose of the LDS is to set out the Council's programme for preparing Local Development Documents (LDD's) which are to be Development Plan Documents (DPDs). The DPD's will form the Spelthorne Local Plan 2013-2033 and are hereafter referred to as Local Plan documents throughout the rest of this LDS. The requirement to prepare a Local Development Scheme is given by Section 15 of the Planning & Compulsory Purchase Act 2004 (as amended). The programme is set out in Annexe 2.
- 1.2 The LDS enables individuals, as well as organisations and businesses both within and outside of the Borough, to find out what is proposed, when consultation will take place and therefore the opportunities to get involved with the plan-making process.
- 1.3 The scheme must include the following information:
- Which of the Local Development Documents (LDD) are to be Local Plan Documents
 - The subject matter and geographical area to which each Local Plan Document relates;
 - Which Local Plan Documents (if any) are to be prepared jointly with one or more other local planning authorities;
 - Any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee;
 - The timetable for the preparation and revision of the Local Plan Documents
- 1.4 The Local Plan will be accompanied by other planning documents which are not Local Plan Documents and for which inclusion within this LDS is not required. These include:
- Supplementary Planning Documents (SPD)
 - Statement of Community Involvement (SCI)
 - Planning Monitoring Report (PMR)
- 1.5 This LDS supersedes the LDS adopted in April 2007. A number of changes have taken place since the adoption of the Council's 2007 LDS which include:
- The introduction of the Planning Act 2008 and Localism Act 2011 which amended the requirements for LDS's;
 - Introduction of The Town & Country Planning (Local Planning)(England) Regulations 2012 which contain no specific provisions relating to the preparation of LDS's;
 - Both the Core Strategy & Policies DPD and Allocations DPD have been adopted;
 - The agreement from Cabinet to review the Local Plan which now requires a timetable for preparation.
- 1.6 This LDS will be formally reviewed and rolled forward to take account of progress in implementing the programme.
- 1.7 The Council will be seeking to prepare the documents referred to in this scheme as quickly as possible whilst having regard to the due process. This may result in some

stages being reached earlier than currently indicated. The Council's officers can advise on the latest progress with any particular document.

2. The Development Plan for Spelthorne

2.1 The Development Plan for Spelthorne currently consists of the following documents:

The South East Plan

2.2 The South East Plan was revoked in 2012, however Policy NRM11: Thames Basin Heaths SPA was saved by the Secretary of State. This policy still forms part of the Development Plan for Spelthorne but only affects a small portion of the Borough.

Core Strategy & Policies DPD

2.3 This was the first document prepared under the previous Local Development Framework system of plan making and was adopted in 2009. The policies in the Core Strategy & Policies DPD supersede the majority of the Local Plan 2001, except for 'saved' policies.

Allocations DPD

2.4 This was the second document adopted under the LDF system and complements the Core Strategy & Policies DPD by allocating sites for development within the Borough. The Allocations DPD was adopted in 2009.

Saved Policies from the 2001 Local Plan

2.5 Six policies from the 2001 Local Plan remain in force and still form part of the Development Plan for Spelthorne.

Other Relevant Planning Documents

2.6 Although not forming part of the Development Plan for Spelthorne the following documents support the adopted DPD's and continue to be a significant material consideration in determining planning applications:

- Flooding SPD;
- Housing Size & Type SPD;
- Design of Residential Extensions & New Residential Development SPD.
- Parking Standards SPG.

3. Proposals

- 3.1 The Council is proposing to prepare a single Local Plan Document to fully replace the existing Core Strategy & Policies DPD, Allocations DPD and saved policies from the 2001 Local Plan. As such, the Local Plan documents will be:
- The Spelthorne Local Plan 2013-2033. This will be a Local Plan setting out the Council's vision and objectives for the area and include all development policies and allocations;
 - Policies Map.
- 3.2 Councils are required to prepare a Statement of Community Involvement (SCI). The Council adopted an SCI on 19th October 2006 which is in the process of being updated to take account of new or amended legislation and guidance.
- 3.3 Once the proposed Local Plan is adopted further supporting Supplementary Planning Documents may be prepared or existing SPD updated.
- 3.4 The Local Plan will provide comprehensive land use planning guidance for the whole Borough. A brief description of the Local Plan is set out in the schedule at Annexe 1 with a summary of the proposed programme. This structure of documents is considered appropriate to meet the community's requirement for an up to date, clear, easy to use and succinct presentation of planning policy which meets its needs in a timely and effective manner.
- 3.5 The remainder of this section explains the Council's approach in more detail by reference to the various types of document.

Document Profile: Local Plan

Subject	The Local Plan will set out the Council's vision, objectives and detailed policies and allocations for future development of the Borough. The Council is proposing to either replace or roll forward all of its policies and allocations from the Core Strategy & Policies DPD, Allocations DPD and Saved Policies from the 2001 Local Plan.
Timescale	2013-2033
Coverage	Whole Borough
Status	Local Plan Document
Reason	The adopted Core Strategy & Policies DPD is not considered entirely up to date and consistent with the National Planning Policy Framework (NPPF) and review of the planning policies and approach to development is required through a new Local Plan.
Chain of Conformity	The new Local Plan will need to be consistent with the NPPF, however there are no other documents within the Development Plan to which the Local Plan must be in conformity with.
Timetable	See Annex 2
Arrangements for Production	Work will be undertaken or overseen by the Planning Policy & Implementation Team which is part of the Council's Planning Section.
Management Arrangements	Member Working Party and Cabinet. Full Council for Submission & Adoption only.

Policies Map

3.6 The Policies Map (formerly known as the Proposals Map) must accompany the Local Plan. It must be submitted with the Submission Local Plan if alterations are being made to land designations due to policy changes in the Local Plan. The Policies Map must also show site-specific proposals. It will also need to be updated every time proposals in a Minerals or Waste Plan are adopted by the County Council. Subject to the eventual detail of the Local Plan the Policies Map will show:

- Notations and proposals from the Local Plan.
- Notations from the existing Proposals Map including ancient monuments, Sites and Monuments of County Archaeological Importance, Sites of High Archaeological Potential, and Sites of Nature Conservation Importance.
- Boundaries of statutorily defined areas and other areas defined by other bodies such as Sites of Special Scientific Interest, Special Protection Areas and Ramsar

Sites, scheduled Ancient Monuments, conservation areas, common land, public safety zones and noise contours.

- Notations relating to Surrey County Council's adopted minerals and waste development plans.

Sustainability Appraisal

3.7 Each stage of Local Plan preparation must be subject to Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) in accordance with statutory requirements and processes. The two appraisals are normally combined into one assessment and simply called Sustainability Appraisal. This process is an integral part of plan making and has an important role in helping to secure sound plans. Each Local Plan document must be supported by an SA. The SA is subject to examination along with the Submission Local Plan. The key stages at which SA reports will be produced to support the various plan making stages are as follows:

- Preparation of an SA Scoping Report – this precedes the Options stage in the plan making process. The Scoping Report has to identify:
 - a) Other plans, policies and programmes they may influence the plan with their key objectives/messages;
 - b) A sustainability framework to assess future plan options and policies;
 - c) An appraisal of the sustainability/environmental baseline with predicted future trends of how this would evolve in the absence of the plan;
 - d) Key sustainability and environmental issues which the plan should seek to address.
- Preparation of an Interim SA Report to update the scoping exercise and appraise options and alternatives at the Options stage of plan making;
- Preparation of an updated Interim SA Report to support the Pre-Publication Local Plan which appraises any further options/alternatives, justifies which options have been taken forward and which have been rejected and why as well as appraising policy wording and cumulative effects.
- Preparation of a Final SA report with the Publication Local Plan which appraises any changes to policy wording from the Pre-Publication document.

4. Implementation of the Local Development Scheme

General

- 4.1 It is not proposed to prepare any joint Local Plan Documents with other authorities requiring adoption by all parties. The Council will however work with neighbouring authorities, including those outside the County, and with the County Council under the Duty to Cooperate¹. This may include joint work on evidence base studies or memoranda of understanding between authorities on strategic planning issues.
- 4.2 There are also no joint committees in place with other authorities and neither are there any proposals to form joint committees with other authorities.

Decision Making Process and Monitoring of Progress

- 4.3 The Council has established a Member level Working Party to advise the Council's Cabinet on all matters relating to the preparation and progress of the Local Plan.
- 4.4 Annex 2 sets out the timetable for preparing the Local Plan documents. The timing of the various stages of document production have been decided having regard to the risk that certain tasks may require more time and/or resources than currently envisaged. For this reason some flexibility is contained in the programme and provision has been made by the Council to use consultants to provide additional resources on specific technical areas if required. The following explains how the resources and evidence base will be managed across the programme for the preparation of Local Plan documents.

Resources

- 4.5 The work required to prepare all of the documents in this LDS will be led by the Council's Planning Policy Team which is within its Planning Section. This will draw on relevant information and research available externally.

Background Evidence & Sustainability Appraisal

- 4.6 A range of background work needs to be undertaken or taken account of when preparing the Local Plan. This background work, including the Sustainability Appraisal, will be the evidence base that supports the strategy and policies of the Local Plan.
- 4.7 Some of the evidence base studies will be undertaken in house, however specialist knowledge will be required for other studies and as such are likely to be undertaken by consultants. Depending on the subject matter each evidence base study will be published at draft stage to allow for public involvement and duty to cooperate discussions. This has been factored into the timetable for plan preparation.
- 4.8 Sustainability Appraisal will be prepared and made publicly available at each stage of Local Plan consultation.

Programme Management & Responsibilities

- 4.9 The timetable for preparation of Local Plan Documents is set out in Annex 2. Any adjustments to the programme will be made as part of the next review of the LDS.

¹ Section 110 of the Localism Act 2011

Council Procedures and Reporting Protocols

- 4.10 Reporting procedures are as set out in Table 4-1. Local Plan Documents will be reported to Full Council only at the submission and adoption stages. The SCI will only be reported to Full Council for adoption.

Table 4-1: Council Procedures and Reporting Protocols

Document	Member Working Party	Cabinet	Full Council
LDS	✓	✓	✗
SCI	✓	✓	✓
Local Plan & Associated SA	✓	✓	✓
Evidence Base Studies	✓	✗	✗

Risk Assessment

- 4.11 The main areas of risk to the proposed programme are:
- Staff shortages in the Planning Policy Team – The Council are seeking to recruit a further two additional full-time members of staff into the Planning Policy Team to ensure the programme can be implemented. Failure to recruit staff could result in delays to the programme;
 - Changes to national policy advice – The NPPF and PPG notes could be amended to include additional requirements which will not have been programmed and which could result in slippage to the timetable;
 - Review of the London Plan – A review of the London Plan could extend the time taken to discuss strategic issues under the Duty to Cooperate and therefore result in slippage to the timetable.
 - Airports Commission Decision – The Airports Commission will make recommendations in the summer of 2015 as to which option for Airport Expansion in the South East should be taken forward. If either option for expansion at Heathrow is recommended this could result in a requirement for further evidence studies and/or duty to cooperate discussions. This would cause delay to the timetable.

Monitoring & Review

- 4.12 The LDS will, as required, be monitored through the Planning Monitoring Report (PMR) on an annual basis. The PMR will include:
- Progress in meeting the programme for preparing the Local Plan documents set out in this LDS.
- 4.13 If monitoring reveals that the programme is not being met a review of the LDS will be undertaken and revised accordingly.

Further Information

- 4.14 If you would like further information about the Council's proposed programme of work or about planning policy matters generally please contact:

Planning Policy & Implementation
Spelthorne Borough Council
Council Offices
Knowle Green
Staines-upon-Thames
Surrey
TW18 1XB
E mail: planning.policy@spelthorne.gov.uk
[Tel: 01784 451499](tel:01784451499)

Annex 1: Summary details of proposed Spelthorne Local Plan Documents

Document Title	Brief Description	Chain of Conformity	Early Stakeholder Engagement and start of preparation process	Consultation On Issues & Options (Reg 18)	Consultation on Pre-Publication Local Plan (Reg 18)	Consultation on Publication Local Plan (Reg 19)	Date for Submission	Proposed Date for Adoption ²
Local Plan Documents								
Spelthorne Local Plan	Will set out vision, objectives, spatial development strategy, development control policies and allocations for the whole Borough.	Consistent with NPPF, but no formal chain of conformity with other plans	Oct 2014 – January 2016	July 2016 – August 2016 (6 weeks)	November 2017 – December 2017 (6 weeks)	August 2018 – September 2018 (6 weeks)	November 2018	October 2019
Policies Map	Shows geographically policy designations and allocations. Applies to the whole Borough and is updated to reflect changes in policy designations resulting from Local Plan review.	To reflect the Local Plan above and the County Minerals and Waste Plans.	N/A	N/A	November 2017 – December 2017 (6 weeks)	August 2018 – September 2018 (6 weeks)	November 2018	October 2019

² Adoption dates are provisional and subject to timing of Examination and Inspector's report. Where possible the Council will be seeking to progress the documents earlier than timetabled.

Annex 2 - Programme for Preparing Local Plan Documents

Key – Green boxes indicate ‘milestone’ dates and blue boxes indicate other programme dates

Title	Stage	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
		1									1												1												1											
		5									6												7												8											
Local Plan	Evidence gathering and early stakeholder engagement																																													
	Preparation of Issues & Options																																													
	Consultation on Issues & Options																																													
	Consider representations, continue evidence gathering, stakeholder engagement and prepare Pre-Publication Local Plan																																													
	Consultation on Pre-Publication Local Plan																																													
	Consider representations and prepare Publication Local Plan																																													
	Consult on Publication Local Plan																																													
	Submit Local Plan to SoS																																													

Title	Stage	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S		
		17												18												19												20										
Local Plan	Pre-Examination Meeting																																															
	Examination																																															
	Inspectors Report																																															
	Adoption																																															

Title	Stage	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S		
		17												18												19												20										
Policies Map	Publication of draft changes to Policies Map																																															
	Publication of final changes to Policies Map																																															
	Adoption of Policies Map																																															

Annexe 3 - List of Abbreviations

DPD	Development Plan Document
LDD	Local Development Document
LDS	Local Development Scheme
PMR	Planning Monitoring Report
SCI	Statement of Community Involvement
SoS	Secretary of State
SPD	Supplementary Planning Document

Cabinet Report

24 February 2015

Title	Draft Statement of Community Involvement		
Purpose of the report	To make a decision		
Report Author	John Brooks		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	To agree the draft Statement of Community Involvement, set out at Appendix A, for public consultation.		

1. Key issues

- 1.1 The Council is required to have an up to date 'Statement of Community Involvement' in relation to its planning functions. This must cover both Local Plan preparation and the way the Council involves people on planning applications.
- 1.2 The Council is not required to consult people on it before final adoption, but is doing so to ensure early engagement in the process.
- 1.3 The last SCI was adopted in 2006 and it is appropriate to review it given the decision now taken to commence a review the Local Plan.
- 1.4 Much of the draft SCI at Appendix A document reflects statutory requirements although there are also some areas of discretion. These are explained in the document.
- 1.5 The key issues are:
 - (a) It is proposed to retain the long established practice of notifying neighbours by letter of planning applications. There is discretion for the Council to otherwise simply put up site notices but this is regarded as less satisfactory and does not reflect what residents want. It is however proposed to continue to supply voluntary notices for applicants to put up as well. (These notices are aside from the statutory notices for certain types of application)
 - (b) For local plan work it is proposed to add to previous arrangements by having a 'Local Plan Forum' for local groups, developers and other parties to enable early discussion of issues and meet, in a proportionate way, requirements for 'involvement' of such groups.

1.6 Some small adjustment to arrangements agreed in 2006 have been made to reflect the greater availability and use of electronic means of communication

2. Options analysis and proposal

2.1 Having an SCI is a statutory requirement. Where there is discretion in the way things may be done a proportionate approach and having regard to local experience has been followed.

3. Financial implications

3.1 There are no direct cost from preparing the SCI itself other than the public consultation and assessing responses received and reporting back.

4. Other considerations

4.1 There are none.

5. Timetable for implementation

5.1 It is proposed that once the draft is agreed by Cabinet a four week consultation is undertaken.

Background papers: None

Appendices: Appendix A Draft SCI

Spelthorne Local Plan

Draft Statement of Community Involvement

February 2015



Appendix A**Foreword**

This draft Statement of Community Involvement (SCI) has been prepared in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). This draft SCI sets out how the Council proposes to involve the community in the preparation of the Spelthorne Local Plan and planning applications.

Whilst not a requirement of the Planning & Compulsory Purchase Act, this draft SCI is open to consultation for a period of 4 weeks from **Friday 27th February 2015 to Monday 30th March 2015**.

Comments on this draft SCI are welcomed and can be returned by email to:

planning.policy@spelthorne.gov.uk

or by post to:

Planning Policy & Implementation
Spelthorne Borough Council
Council Offices
Knowle Green
Staines-upon-Thames
Surrey
TW18 1XB

Representations cannot be treated as confidential and will be made publicly available on the Council's web-site either in full or in summary. Whilst the names of those responding and their comments will be made publicly available personal details such as addresses or contact details will not.

Should you have any queries regarding this document including whether you would like a copy in large print, Braille or another language, please contact the Council on 01784 451499 or alternatively email planning.policy@spelthorne.gov.uk

Glossary of Terms

Delegated Authority

Some decisions on planning applications can be made by Planning Officers rather than being made by the Council's Planning Committee. As such, Officers have 'delegated' powers to determine most minor planning applications.

Evidence Base Studies

Local Plan documents and their policies must be based on robust evidence. The evidence will be set out in various studies which will cover a range of planning issues facing the Borough.

General Consultation Bodies

A range of bodies as set out in the Town & Country Planning (Local Planning)(England) Regulations 2012 which the Council will consult in the preparation of a Local Plan document as considered appropriate. A list of the types of general consultation body is set out in Appendix B.

Independent Examination

The Council must submit its publication Local Plan to the Secretary of State for independent examination. The examination will be a public hearing and will be overseen by an independent Planning Inspector who will consider the 'soundness' of the plan.

Issues & Options

Issues & Options will be the first stage of formal consultation on the Spelthorne Local Plan. An Issues & Options document will set out the main planning issues facing Spelthorne and all of the options the Council is considering to address these.

Localism Act 2011

The Localism Act 2011 introduced the Duty to Cooperate. The Duty to Cooperate requires all local planning authorities and other bodies to engage with each other on planning issues which extend across local authority boundaries. The 2011 Act made amendments to the Planning & Compulsory Purchase Act 2004 including removing the requirement to consult the Secretary of State on Local Development Schemes (LDS).

Local Development Scheme (LDS)

The LDS is a document which sets out the Council's timetable for preparing its Local Plan Documents. The LDS enables individuals, organisations and businesses to find out what is proposed and when consultation will take place.

Local Plan

The Local Plan is the document which sets out the Council's vision, objectives and detailed planning policies and allocations for future development of Spelthorne up to 2034. The Local Plan will include the amount, type and location of development which is expected to come forward up to 2034.

National Planning Policy Framework (NPPF)

The National Planning Policy Framework (NPPF) is national planning policy guidance which sets out how local authorities should address planning issues within their areas. Local Plan documents must be consistent with the policies set out in the NPPF.

Planning & Compulsory Purchase Act 2004

The Planning & Compulsory Purchase Act 2004 is the act of parliament which sets out the planning documents that the Council must prepare and what they must take into account. The requirement to prepare a Statement of Community Involvement is contained in Section 18 of the Act.

Planning Act 2008

The Planning Act 2008 made amendments to the Planning & Compulsory Purchase Act 2004. The 2008 Act removed the requirement for a Statement of Community Involvement to be considered at an examination in public.

Planning Monitoring Report (PMR)

The Planning Monitoring Report (PMR) is a report prepared by the Council which monitors the performance and implementation of adopted planning policies against a set of indicators and targets.

Planning Practice Guidance (PPG)

The Planning Practice Guidance (PPG) contains a series of technical notes which expand on the policies in the NPPF on how local authorities should approach certain issues and evidence base studies. The PPG is guidance only and is not policy.

Pre-Publication Local Plan

This will be a draft version of the Local Plan which outlines the options and site allocations the Council has chosen to take forward and its draft policies on a range of planning issues.

Publication Local Plan

This is the version of the Local Plan that the Council proposes to submit to the Secretary of State for examination and will be the last formal opportunity for consultation.

Specific Consultation Bodies

A specific set of bodies set out in the Town & Country Planning (Local Planning)(England) Regulations 2012 which the Council will consult in the preparation of a Local Plan document if they consider that they have an interest in the Local Plan. A list of the specific consultation bodies are set out in Appendix B.

Stakeholders

Stakeholders can be anyone with an interest in the preparation of planning documents or in the determination of planning applications. Stakeholders can be individuals, communities, interest groups, organisations and businesses. A list of the type of stakeholders who may have an interest in planning is set out in Appendix B.

Strategic Environmental Assessment (SEA)

Strategic Environmental Assessment (SEA) is an assessment of how plans and their policies perform against a set of environmental objectives. SEA is normally incorporated into the Sustainability Appraisal (see below). SEA is a requirement of a European Directive.

Supplementary Planning Document (SPD)

Supplementary Planning Documents (SPD) contain guidance and explain in more detail how policies within the Local Plan will be applied.

Sustainability Appraisal (SA)

Sustainability Appraisal (SA) is an assessment of how plans and their policies perform against economic, social and environmental objectives. Sustainability Appraisal of Local Plan documents is required by the Planning & Compulsory Purchase Act 2004. Several stages of Sustainability Appraisal are required to accompany the different stages of plan preparation. This includes a Scoping Report to highlight issues, Initial Reports to appraise plan options, allocations and draft policies and a final report to accompany the Publication Local Plan.

Sustainable Development

Sustainable development is defined as 'meeting the needs of the present without compromising the ability of future generations to meet their own needs'. In terms of Local Plan documents sustainable development requires a balance between economic, social and environmental objectives.

Town & Country Planning (Local Planning)(England) Regulations 2012

The Regulations set out how the Council must prepare and consult on Local Plan documents and Supplementary Planning Documents and who they should consult. The Regulations do not however, set out how the Council should prepare a Statement of Community Involvement.

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1. Introduction

What is the Statement of Community Involvement?

- 1.1 The Statement of Community Involvement (SCI) sets out how the Council intends to achieve effective community involvement in the review of the Local Plan, preparation of other planning documents and determination of planning applications within Spelthorne.

Why do we need a Statement of Community Involvement?

- 1.2 Local Planning Authorities are required to produce an SCI. This is set out in Section 18 of the Planning & Compulsory Purchase Act 2004 (as amended). There are also a number of other relevant pieces of legislation and guidance in terms of how and/or when the Council needs to involve the community in preparing a Local Plan or in the consideration and determination of planning applications. Details of all relevant legislation and guidance are set out in Appendix A.
- 1.3 An SCI ensures that all sections of the community (local residents, businesses, landowners, groups, organisations) and stakeholders (national and regional organisations) know how they will have the opportunity to be actively involved at an early stage of the planning process. As such this SCI explains:

- 1) How and when you and other interested parties can get involved in the Local Plan, Supplementary Planning Documents and evidence base studies which support the Local Plan (explained in Section 3); and
- 2) How you can find out about planning applications and make your views known on them (explained in Section 4).

What do we mean by Involvement?

- 1.4 The Planning and Compulsory Purchase Act 2004 (as amended) does not set out how communities and stakeholders should be involved in Local Plan preparation. There is however a duty to involve that was introduced through the Local Government & Public Involvement in Health Act 2007¹ with associated Government guidance *Creating Strong, Safe and Prosperous Communities*². The guidance sets out the steps that local authorities can take to involve representatives of local people as they consider appropriate. This can include:
- Providing Information;
 - Consultation;
 - Involving in another way
- 1.5 The Council already provides information and undertakes consultation as part of its planning work. In terms of 'involving in another way', the government's guidance states that authorities should consider, where it is appropriate, to provide representatives of

¹ Section 138 Local Government & Public Involvement in Health Act 2007. Available at: <http://www.legislation.gov.uk/ukpga/2007/28/contents>

² Creating Strong, Safe & Prosperous Communities (2008) CLG. Available at: <http://ec.europa.eu/ourcoast/download.cfm?fileID=781>

local people with opportunities to have their say over and above being informed and consulted.

- 1.6 The guidance also sets out that in meeting the duty to involve, authorities should consider (amongst other things) the possible benefits of involvement against costs. Therefore, involvement which goes beyond information/consultation will require a consideration of cost and resource. This is considered a reasonable approach by the Council so as to achieve a balance between involving the community as appropriate and the costs of doing so given resources available to the Council.
- 1.7 The Government is currently taking a Deregulation Bill through parliament which will, if enacted, remove the duty to involve and cancel the associated guidance.
- 1.8 Further guidance in terms of involvement can be found in the National Planning Policy Framework (NPPF) and various Planning Practice Guidance (PPG) notes.
- 1.9 The National Planning Policy Framework (NPPF) is national policy guidance produced by central government which sets out how local authorities should address planning issues within their areas. This includes guidance on how local authorities should approach issues such as housing need, economic development, infrastructure provision and the protection of areas such as Green Belt or areas at risk of flooding. The NPPF also advises that local planning authorities should aim to involve all sections of the community in the development of Local Plans and planning decisions.
- 1.10 The Planning Practice Guidance (PPG) contains a series of technical notes which expand on the policies in the NPPF on how local authorities should approach certain issues and evidence base studies. The PPG notes are not policy in the same way as the NPPF but are a material consideration in preparing the Local Plan or taking planning decisions.
- 1.11 Several of the PPG notes set out advice on community involvement, although none actually set out how communities and stakeholders should be involved. Many of the PPG notes use a range of words including **consult, involve, participate, engage, discuss and collaborate**, depending on the subject matter of the PPG note and some only relate to specific areas of work. As such, the Borough Council will need to consider which mechanisms are appropriate to involve communities and stakeholders depending on the issue at hand.
- 1.12 Sections 3 and 4 of this Statement of Community Involvement set out how the Borough Council will involve its local communities and stakeholders in Local Plan preparation, evidence base preparation, Supplementary Planning Documents (SPD) and the determination of planning applications.

2. Links to Other Strategies

Spelthorne Community Plan

- 2.1 Local authorities in England and Wales are required to produce a Sustainable Community Strategy³ with the strategic aims of promoting the social, economic and environmental well-being of their area and contribute to the achievement of sustainable development in the United Kingdom. A Sustainable Community Strategy sets out the long term vision for the area, supported by action plans to achieve it. In Spelthorne this is the Spelthorne Community Plan 2013⁴.
- 2.2 The vision of the Community Plan is '*To make Spelthorne a safe, healthy, inclusive, prosperous and sustainable community*'. The Community Plan contains 4 themes, each with their own aim as follows: -
- Theme 1: Safer Stronger**
Aim: To build a safer community.
- Theme 2: Children and Young People**
Aim: To involve all young people so that they are engaged and given every opportunity to succeed.
- Theme 3: Health & Wellbeing**
Aim: To improve the health and well-being of Spelthorne residents.
- Theme 4: Environment and Economic Development**
Aim: To support and develop opportunities for businesses in the Borough to survive and thrive.
- 2.3 The Local Plan will need to take into account and play a role in delivering these aims.

Spelthorne Corporate Plan 2013-2015

- 2.4 The Spelthorne Corporate Plan⁵ sets out a vision, priorities and key objectives for the Council. The Local Plan and determination of planning applications has particular relevance to the following priority areas and key objectives:
- Priority Area:** Economic Development
Key Objectives: Enhance and improve the Borough's image as a good place to visit and do business; and
Promoting Spelthorne with a clear plan to stimulate more investment, jobs and visitors.
- Priority Area:** Planning & Housing
Key Objective: Planning process more accessible and responsive.

³ Section 4 of the Local Government Act 2000 (as amended).

⁴ Spelthorne Community Plan (2013) Spelthorne Together. Available at: <https://www.spelthorne.gov.uk/article/366/Community-Plan>

⁵ Spelthorne Corporate Plan (2013) Spelthorne Borough Council. Available at: <https://www.spelthorne.gov.uk/corporateplan>

Priority Area: Council Assets

Key Objective: Efficient use of land and assets to achieve best value in terms of

- income

- provision of facilities

to help support our communities and the voluntary sector

Spelthorne Economic Strategy

2.5 The Spelthorne Economic Strategy⁶ sets out an economic vision and four themes. The vision is *'To secure sustained growth of the local economy for the benefit of businesses and residents whilst protecting the Borough's environment and character.'* The four themes are:

Theme 1: Implementing and maintaining a capacity for growth

Theme 2: Developing skills and employability

Theme 3: Supporting business

Theme 4: Improving transport infrastructure

2.6 The Local Plan will need to take account of the economic strategy.

Draft Spelthorne Housing Strategy 2014-2017

2.7 The Draft Spelthorne Housing Strategy⁷ was open to consultation during the autumn of 2014. The Draft Strategy has a vision statement of *'Ensuring best quality homes in a thriving and sustainable community'* and five strategic priorities 2014-2019 which are:

- Increasing the supply of new homes and improve the tenure mix especially the provision of more private rented accommodation;
- Improve the quality of existing homes;
- Prevent homelessness;
- Support residents to access affordable, well-managed market rent and social rented properties;
- Prioritise social housing allocations to those who contribute.

2.8 The Local Plan will need to take account of the Housing Strategy.

Spelthorne Leisure & Culture Strategy 2014-2016

2.9 The Leisure & Culture Strategy explains how the Council will develop and promote high quality and accessible leisure and culture activities in Spelthorne until 2016. The Strategy contains the following vision *'To provide the opportunity for everyone to improve their quality of life through access to good leisure and cultural activities.'*

2.10 The Strategy has 10 objectives and an action plan to achieve these. The 10 objectives are:

- To support our corporate priorities and vision for Leisure and Culture;

⁶ Spelthorne Economic Strategy (2013) Spelthorne Borough Council. Available at: <https://www.spelthorne.gov.uk/econstrat>

⁷ Draft Spelthorne Housing Strategy 2014-2017

- To promote the importance of leisure and culture for the well-being and enjoyment of people in the Borough of Spelthorne;
- To improve leisure and cultural provision within the Borough;
- To help to promote Spelthorne as a tourist destination;
- To set priorities for the development of leisure and culture based on local needs;
- To make leisure and cultural activities more accessible;
- To promote and extend partnerships by working with the private, public and voluntary sector, to maximise leisure opportunities within the Borough;
- To provide local direction for working towards national and regional objectives in Spelthorne;
- To help identify and achieve external funding opportunities;
- To help provide the best value leisure and cultural provision.

3. Local Plan, Supplementary Planning Documents & Local Plan Evidence Base Studies

- 3.1 Spelthorne Borough Council is required to prepare Local Plans as set out in the Planning & Compulsory Purchase Act 2004 (as amended) and the Town & Country Planning (Local Planning)(England) Regulations 2012.
- 3.2 The Regulations set out when the Council must formally consult at different stages of Local Plan or SPD preparation⁸. The diagram on the next page is taken from the PPG note on Local Plans and sets out the process of Local Plan preparation including when consultation must take place. For both Local Plans and SPD the Regulations do not set out how communities or stakeholders should be involved other than through consultation. Neither do the Regulations contain any reference to consultation or involvement in the preparation of Local Plan evidence base studies.
- 3.3 However the Borough Council is mindful of the general duty to involve (for so long as it remains in force) and the guidance set out in the PPG notes on involvement. As such, the Borough Council will go beyond the statutory consultation process set out in the 2012 Regulations.

Who will be Involved?

- 3.4 The 2012 Regulations and the PPG notes set out the types of group with which the Council should seek involvement. This includes a number of 'specific' and 'general' consultation bodies as set out in the 2012 Regulations as well as a number of other groups stated in the PPG notes. The 'specific' and 'general' consultation bodies are set out in Appendix B along with the groups identified in the PPG notes and those groups set out in the Statement of Community Involvement 2006 which are not covered by the 2012 Regulations or PPG notes.
- 3.5 Community involvement will be inclusive seeking to reach those most affected through an appropriately chosen representative group. Special effort will be made to try to include groups that are traditionally hard to reach. In seeking to involve different groups in either Local Plan/SPD preparation or Local Plan evidence base studies, the Council will need to have regard to the resource and cost of doing so.
- 3.6 As such, the Council will take a pragmatic approach to the level of involvement depending on the Local Plan issue or subject matter of the SPD and/or Local Plan evidence base study. This is set out in Tables 3-2 to 3-4. Table 3-1 sets out documents which the Council are required to prepare but which are not Local Plan documents, SPD or Local Plan evidence base studies.

How will you be Involved?

- 3.7 The Borough Council will employ different methods of involvement depending on the stage of Local Plan, SPD or Local Plan evidence base preparation and dependent on the issue at hand.
- 3.8 The Council is considering creating a Local Plan Stakeholder Forum to give stakeholders an opportunity to discuss a variety of planning issues related to the Local Plan at the early stages of plan preparation. Forum events could take place as and

⁸ Regulations 12, 13, 18, 19 & 20 of the Town & Country Planning (Local Development)(England) Regulations 2012

when required and could take the form of either a discussion group or consultation exercise depending on the issue under consideration.

- 3.9 Whilst the Council will not invite individuals to the Forum, it will invite representatives of stakeholder groups set out in Appendix B. In setting up the Forum the Council will need to have regard to keeping the Forum as manageable as possible with the resources available.
- 3.10 The Council is mindful that government advice can be very prescriptive on the type and source of evidence which should be used to inform Local Plan preparation. There are also well established methodologies which are used to form the evidence studies. Therefore involvement to discuss how these studies might be undertaken is unlikely to be of value, although the Council will consider involvement at the draft study stage to discuss findings through the Stakeholder Forum.

Figure 1: Local Plan Preparation Process (taken from PPG Note: *Local Plans*)

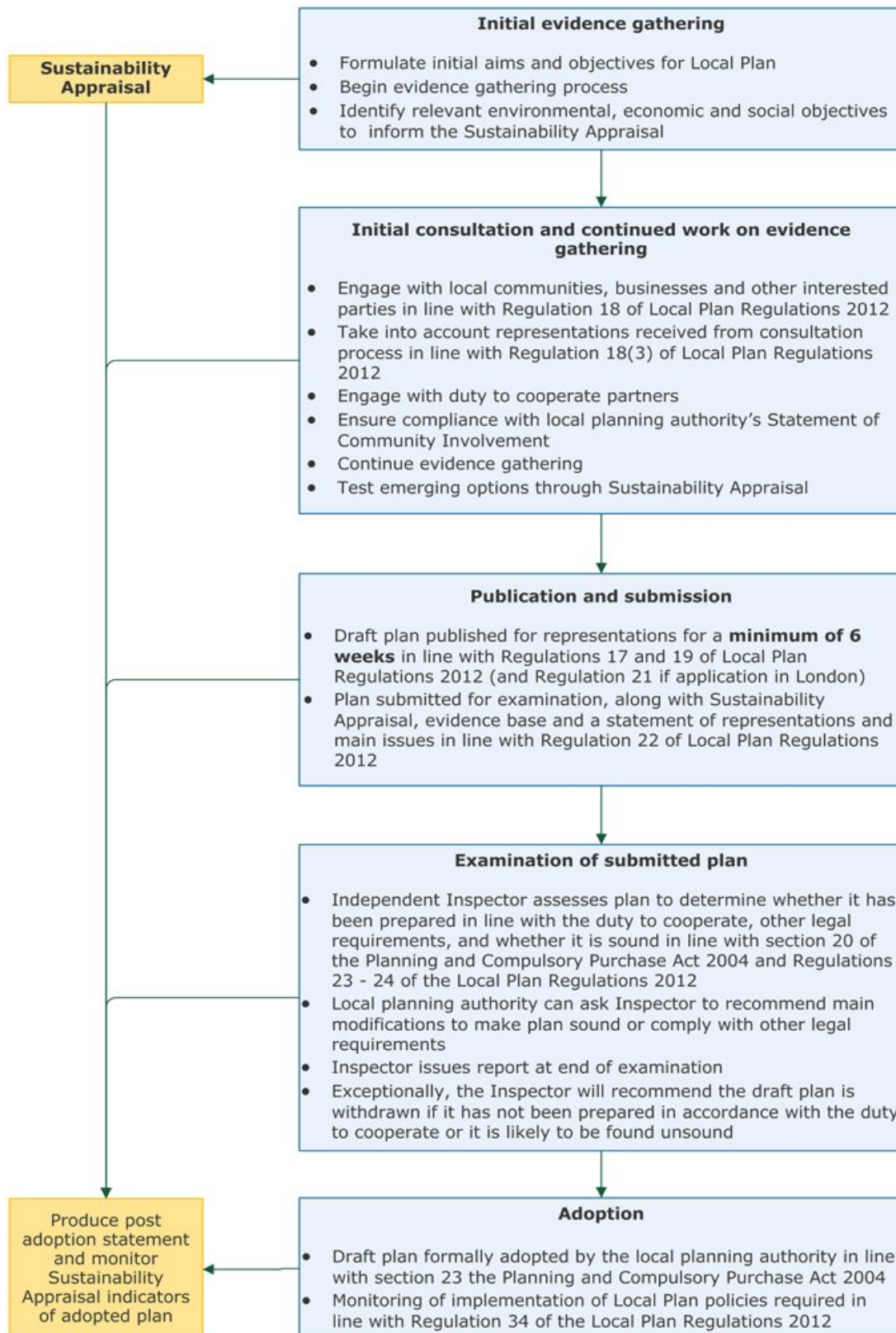


Table 3-1: Involvement in Planning Documents which are not Local Plan Documents, SPD or Local Plan Evidence Base Studies

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Local Development Scheme (LDS)	<p>Provisions to consult the Secretary of State have been removed by the enactment of the Localism Act 2011. There is now no legal requirement for any consultation or notification.</p> <p>It is for the local authority to decide what its programme for preparing Local Plans will be.</p>	N/A	The LDS will be monitored on an annual basis. The Council will accept representations seeking changes to the LDS at any time which will be considered at the time of the LDS review. The LDS will be published on the Council website, available to view at the Council Offices and available for purchase on request.
Statement of Community Involvement	<p>Provisions to consult on the SCI have been revoked following the publication of the Town and Country Planning (Local Development) (England) Regulations 2012.</p> <p>However, in order to take account of views on how the Council should involve the community in plan preparation or planning applications the Council will undertake consultation on a draft SCI.</p>	All bodies set out in Appendix B which are held on the Planning Policy database will be consulted at Draft SCI Stage for 4 weeks. SCI will also be open to consultation from any individual or organisation who wishes to comment within the 4 week period.	<p>The Draft SCI will be placed on the Council's website and at the Council Offices for representations from any party.</p> <p>Consultation with all bodies set out in Appendix B which are on the Planning Policy database in writing either by letter or e-mail.</p> <p>Final SCI will be published on the Council's web-site and available to view at the Council Offices and available to purchase on request.</p>
Planning Monitoring Report (PMR)	The PMR will continue to be produced on an annual basis. Following the enactment of the Localism Act 2011, the provision to consult the Secretary of State has been repealed.	N/A	The PMR will be prepared annually. The PMR will be published on the Council website, available to view at the Council Offices and available for purchase on request.

Table 3-2: Methods of Involvement in Local Plan Documents

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Early Community/Stakeholder Involvement	Dependent upon the subject matter of the Local Plan Document or individual Local Plan issue, the Local Planning Authority may undertake early engagement as deemed appropriate including on evidence based documents.	If early engagement is carried out, this will be prior to publication of the Issues & Options and/or Pre-submission Local Plan document(s).	The Borough Council may hold early engagement through one or more of the following: <ul style="list-style-type: none"> • Targeted or general consultation; • Local Plan Forum⁹
Issues & Options and Pre-Publication Stages (Regulation 18)	<p>Notify specific and general consultation bodies as the local planning authority consider appropriate by email or letter.</p> <p>Notify all parties on the Planning Policy database by email or letter.</p> <p>Dependent upon the subject matter of the Local Plan, the Council may employ further engagement techniques as deemed appropriate e.g.</p> <ul style="list-style-type: none"> • Articles in the Council's Borough Bulletin; • Issue press release(s); 	<p>Specific and general consultation bodies and all parties on the Planning Policy database will be notified of the consultation period prior to the publication of the Issues & Options document or Pre-Publication Local Plan.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	Documents open to consultation will be made available on the Council website and at the Council Offices.

⁹ A list of the type of stakeholder groups the Council may engage is set out in Appendix B.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
<p>Publication of Local Plan (Regulation 19) and representations relating to a Local Plan (Regulation 20)</p>	<p>Notify specific and general consultation bodies as the local planning authority consider appropriate by email or letter.</p> <p>Notify all parties on the Planning Policy database by e-mail or letter.</p> <p>Send to the specific and general consultation bodies invited to make representations under Regulation 18 and all parties on the Planning Policy database who responded at the Regulation 18 stage:</p> <ul style="list-style-type: none"> • A statement of the representations procedure; • A statement of the fact that the Submission Documents are available and when and where they can be inspected <p>Provide copies of the Publication Documents to persons on request¹⁰.</p>	<p>Specific and general consultation bodies and parties on the Planning Policy database will be notified of the consultation period prior to the publication of the document.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	<p>Documents will be made available on the Council's website and at the Council Offices.</p> <p>Any person may make representations about a local plan which the local planning authority proposes to submit.</p> <p>Send to each of the statutory Consultation Bodies¹¹ a copy of the Publication Local Plan.</p>

¹⁰ A charge may apply

¹¹ As defined by The Environmental Assessment of Plans & Programmes Regulations 2004

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Submission of Local Plan Document(s) (Regulation 22)	<p>As soon as is reasonably practical following submission the Council will make available on their web-site and at the Council Offices:</p> <ul style="list-style-type: none"> • A copy of the Local Plan document & Policies Map; • A copy of the Sustainability Appraisal Report; • A Consultation Statement¹²; • Where practicable, copies of representations (redacted) and evidence base studies; 	<p>Specific and general consultation bodies and parties on the Planning Policy database will be notified when a Local Plan Document has been submitted and that the documents as listed in Regulation 22(3)(a)(i-iii) are:</p> <ul style="list-style-type: none"> • available for inspection; • When and where the documents can be inspected 	<p>All those who have submitted a representation will be notified that the Council has submitted the Local Plan Document.</p>
Independent Examination (Regulation 24)	<p>At least 6 weeks before the examination starts, the Council will publish on its web-site, make available at its Council Offices and notify any person who has made representations under Regulation 20 and not withdrawn them of:</p> <ul style="list-style-type: none"> • The date, time and place at which the examination will be held; and • the name of the person appointed to carry out the examination 	<p>All those who have submitted a representation will be notified of the dates and times of the Examination and/or Pre-Examination¹³.</p>	<p>All those who have submitted a representation will be invited to attend both the Pre-Examination and Examination. An Independent Programme Officer appointed to oversee the Examination process will advise these individuals / organisations of the timetable on behalf of the Planning Inspector.</p> <p>Those that have previously stated their intent to provide oral evidence at the Examination will be asked whether they still wish to do so.</p>

¹² Consultation Statement in Accordance with Regulation 22(1)(c) of the Town & Country Planning (Local Development)(England) Regulations 2012.

¹³ A Pre-Examination may be held by the Independent Planning Inspector appointed to carry out the Examination if they consider this is necessary.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Publication of Inspectors Report (Regulation 25)	<p>The Inspector's Report will be made available:</p> <ul style="list-style-type: none"> • On the Council's web-site; • At the Council Offices 	As soon as is reasonably practicable after the Council has received the Inspector's Report.	Notice will be sent either by e-mail or post to all parties who requested to be notified that the Inspector's Report has been published.
Adoption (Regulation 26)	<p>As soon as is reasonably practicable after the Council has adopted a Local Plan document they will:</p> <ul style="list-style-type: none"> • Make available for inspection the adopted Local Plan document; • Make available for inspection for at least 6 weeks the Adoption Statement¹⁴/ Sustainability Appraisal Report; • Make available for at least 6 weeks on the Council's web-site and at the Council Offices details of where and when the documents can be inspected; • Send a copy of the Adoption Statement to anyone who requested to be notified of adoption; • Send an Adoption Statement to the Secretary of State. 	N/A	<p>Copies of the adopted Local Plan document, Adoption Statement and Sustainability Appraisal Report will be made available for inspection on the Council's website and at the Council Offices.</p> <p>Copies of the Local Plan and Sustainability Appraisal Report will be made available to purchase¹⁵.</p>

¹⁴ Statement in accordance with Regulation 17 of the Town & Country Planning (Local Planning)(England) Regulations 2012.

¹⁵ A charge may apply.

Table 3-3: Methods of Involvement in Supplementary Planning Documents (SPD)

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Early Community/Stakeholder Involvement	Dependent upon the subject matter of the Supplementary Planning Document (SPD), the Local Planning Authority may undertake early engagement as deemed appropriate, including on evidence based documents.	If early engagement is carried out, this will be prior to publication of the draft SPD.	The Borough Council may hold early engagement through one or more of the following: <ul style="list-style-type: none"> • Targeted or General consultation • Local Plan Forum¹⁶
Public Participation (Regulation 12)	<p>Copies of SPD document(s) and the SPD Consultation Statement¹⁷ will be made available for inspection on the Council's website and at the Council Offices along with details of:</p> <ul style="list-style-type: none"> • The date by which representations must be returned; and • The address to which they must be sent. <p>The Council may also undertake;</p> <ul style="list-style-type: none"> • Press releases • Targeted engagement with local residents for site or issue specific SPD's. 	<p>Specific and general consultation bodies and parties on the Planning Policy database, identified by the Council as relevant to the context of the SPD, will be notified of the consultation prior to the publication of the document.</p> <p>The consultation will run for a period not less than 4 weeks. The Council may opt to consult for 6 weeks depending on the subject of the SPD to ensure maximum opportunity for engagement.</p>	Documents will be open to consultation and made available on the Council website and at the Council Offices.

¹⁶ A list of the type of stakeholder groups the Council may engage is set out in Appendix B.

¹⁷ Statement in accordance with Regulation 12(a) of the Town & Country Planning (Local Planning)(England) Regulations 2012.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Adoption (Regulation 14)	<p>As soon as is reasonably practicable after the Council adopts the SPD they will make available for inspection on the Council's website and at the Council Offices:</p> <ul style="list-style-type: none"> • The adopted document, • The adoption statement¹⁸ and a summary of issues raised during consultation and how they were addressed; 		<p>All relevant statutory/general consultation bodies and anyone else who submitted a representation will be sent the adoption statement.</p>

¹⁸ Statement in accordance with Regulation 11(2) of the Town & Country Planning (Local Planning)(England) Regulations 2012.

Table 3-4: Methods of Involvement in Local Plan Evidence Base Studies

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Evidence Base Studies	<p>There is no statutory requirement to consult on Local Plan evidence base studies.</p> <p>However, dependent upon the subject matter of the evidence study the Council may undertake early engagement.</p>	If early engagement is carried out, this will be upon publication of the draft evidence base study.	<p>Based on the subject matter of the evidence base, the Council may hold early engagement through one or more of the following:</p> <ul style="list-style-type: none"> • Targeted or general consultation; • Local Plan Forum¹⁹
<p>Strategic Environmental Assessment/ Sustainability Appraisal</p> <p>Scoping Report & Initial Report</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Prepare a Scoping Report for statutory consultation bodies to comment²⁰ prior to Issues & Options Consultation on Local Plan Documents and SPD²¹; • Prepare an Initial Sustainability Report for statutory consultation bodies and the public to comment on. This will be prepared at the same time as the Issues & Options consultation or Pre-Publication Local Plan Documents. 	<p>For Scoping Reports engagement will be prior to consultation of the Issues & Options Local Plan Documents.</p> <p>For Initial Reports this will be at the same time as consultation on the Issues & Options or Pre-Publication Local Plan Document.</p>	<p>Stakeholders and forums may be invited to participate in the Scoping process, in particular English Heritage, Natural England and the Environment Agency.</p> <p>Draft versions of final documents will be sent to statutory consultees for comment before final publication.</p> <p>Documents will be available on the Council's website and at the Council Offices. Comments will be invited as part of the work on the relevant Local Plan Document.</p>

¹⁹ A list of the type of stakeholder groups the Council may engage with is set out in Appendix B.

²⁰ In accordance with Regulation 12(5) of the Environmental Assessment of Plans and Programmes Regulations 2004.

²¹ SPD's are not required to undergo Sustainability Appraisal but a Strategic Environmental Assessment (SEA) may be required.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
<p>Strategic Environmental Assessment/ Sustainability Appraisal</p> <p>Final Report & Post Adoption</p>	<p>For the Final Environmental Report the Council will:</p> <ul style="list-style-type: none"> • Send a copy to each statutory consultation body; • Publicise the Plan & Report to all those having an interest in or likely to be affected by the Plan; • Advise where the document can be viewed or purchased²². • Invite comments and advise that any person may make comments to the address and during the period specified; <p>On adoption of the Local Plan document or SPD the Council will as soon as reasonably practicable:</p> <ul style="list-style-type: none"> • Make copies of the adopted plan and Environmental report available for inspection; • Publicise the Plan & Report²³ • Inform statutory and public consultees and the Secretary of State of adoption matters²⁴ 	<p>For the Final Report, consultation will be at the same time as the Publication Local Plan Document(s) or Draft SPD.</p>	<p>Where the SA/SEA is the subject of an objection through the Local Plan process, all those who have submitted a representation of objection will be invited to attend the Examination. The Programme Officer will advise these individuals / organisations of the timetable on behalf of the Inspector.</p> <p>At adoption all statutory consultation bodies and anyone else who submitted a representation will be notified of the adoption matters.</p> <p>Copies of the adopted document, Environmental Report, Adoption Matters & Post Adoption Statement will be made available on the website and at the Council Offices.</p> <p>Copies of the adopted document & Environmental Report will also be available for purchase²².</p>

²² A charge may apply.

²³ In accordance with Regulation 16(1)(b) of the Environmental Assessment of Plans & Programmes Regulations 2004.

²⁴ In accordance with Regulation 16(3) of the Environmental Assessment of Plans & Programmes Regulations 2004.

How will Comments and Responses on Local Plan Documents, SPD and Local Plan Evidence Base Studies be dealt with?

- 3.11 For early engagement events and/or consultations for Local Plan Documents at Issues & Options or Pre-Publication stage and draft SPD stage, the Council will publish all representations received on the Council's web-site either in summary or redacted form and summary copies can be made available on request.
- 3.12 At the publication stage for Local Plan Documents (Regulation 19) a standard response form will be prepared which those wishing to comment will be encouraged to use.
- 3.13 For Issues & Options or Pre-Publication Local Plan Documents and Draft SPD's, a report to the Council's Local Plan Working Party and Cabinet will be prepared listing a summary of all representations received, and if appropriate, an Officer Response. The reports will also carry a recommendation as to what change(s), if any, should be made in light of the representations received. The summary of representations, officer comments and changes will be made available on the Council's web-site and at the Council's Offices.
- 3.14 At publication stage a summary of comments received will be prepared and made available on the Council's website and at the Council's Offices at the time of submission to the Secretary of State.
- 3.15 A summary of oral or written comments with Officer Responses will be prepared following early engagement events and reported to the Local Plan Working Party and Cabinet. This will include a recommendation as to what, if any, change(s) should be made in light of the comments received. The summary of comments and Officer Responses will be made available on the Council's web-site and at the Council Offices. Where possible, this will be prior to the publication of the final evidence base study, Issues & Options Local Plan Document or Draft SPD.
- 3.16 The Council's Local Development Scheme (LDS) sets out the detailed programme for plan making. The LDS should be referred to, for a general indication of the time scale in which we will consider responses to a Local Plan consultation.

4. Planning Applications

- 4.1 This section explains how the Council proposes to consult and give publicity to planning applications and opportunities to comment on them.
- 4.2 The Council has a duty to consider all valid planning applications it receives, regardless of whether or not they reflect adopted policies. The Council receives over 1,100 planning applications each year, the majority of which are minor developments for which meeting the statutory minimum requirement on consultation is sufficient.
- 4.3 There are a number of opportunities for people to be involved in the planning application process. Government legislation²⁵ sets out the minimum requirements for consulting local residents and stakeholders. In considering how to consult on planning applications the following classifications have been considered.

Householder Developments

- 4.4 Planning applications falling within this category include applications for:
- Development of an existing dwellinghouse or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse;

Minor Developments

- 4.5 Planning applications falling within this category include:
- Dwelling schemes of 1-9 units or less than 0.5 hectares in area (ha), including Gypsy and Traveller pitches;
 - For all other uses, a minor development is one where the floorspace to be built is less than 1,000 square metres (sqm) or where the site area is less than 1ha;
 - advertisements;
 - listed building consents;
 - conservation area consents;

Major Developments

- 4.6 Major developments include:
- Dwelling schemes of 10 or more units or 0.5 hectares (ha) or more
 - For all other uses, where the floorspace is 1,000 square metres or more or where the site area is 1ha or more.

Prior Approvals

- 4.7 There are also a number of 'prior approval' applications where the Council are required to undertake consultation. Neighbours will be notified if they adjoin a dwelling which is applying for a larger household extension. With other prior approval applications including the conversion of offices to dwellings the Council is only required to consult various statutory bodies.

²⁵ The Town & Country Planning (Development Management Procedure) Order 2010 (as amended)

- 4.8 The Council will consult and give publicity to applications in accordance with the statutory requirements of the Town and Country Planning (Development Management Procedure) Order 2010 (as amended). This is shown in Table 4-1 according to the development classifications set out above. In addition the Council will consult other non-statutory bodies and local residents groups which represent specialist interest groups as appropriate.
- 4.9 For householder and minor applications the Council can either inform interested persons by neighbour notification or by site notice. The Council's current procedure is to send neighbour notification letters rather than display a site notice, although the Council does supply a site notice to the applicant for them to display voluntarily. This current procedure will remain unchanged.
- 4.10 Comments supporting or objecting to a proposal may be made by anyone regardless of whether they have received a letter or been individually notified. However, the Council can only take into account material planning considerations.
- 4.11 All planning applications including plans and supporting documentation will be available to view on the Council's web-site via the 'Planning Applications On-line' search facility and/or at the Council Offices. Residents of Spelthorne can also sign up to 'My Alerts' on the Council's web-site. The 'My Alerts' service sends an email to residents (who have registered) whenever something of interest happens near their property including the submission of planning applications. Residents can opt to have alerts sent to them for interests up to 500m from their property.
- 4.12 Interested parties are formally given 21 days to respond to the first notification and 14 days for subsequent notifications of amended plans. However, the Council will endeavour to take into account any representations received up to the date on which the decision is made. The Council will not determine any application within a period of 21 days from the date on which notification letters are sent out.
- 4.13 Occasionally, it may be necessary to write and publish reports on planning applications for the Planning Applications Committee agenda before the expiration of the 21 day period. In such cases comments received post-publication will be reported orally at the committee meeting. Comments received are made available for public inspection on the Council's website and at the Council Offices and none can be treated as confidential.
- 4.14 The Council will neither acknowledge nor respond to letters commenting on applications, nor enter into correspondence on the details or merits of proposals and this is stated in the notification letters. However letters will be placed on the Council's website which enables people to check that their representation has been received.
- 4.15 The Council's practice is not to negotiate amendments to applications unless they are of a minor nature that will not normally require re-consultation. In a few cases though, amendments may be appropriate. Where such revisions are significant and raise new issues that could lead to further comment, the Council will re-notify those who were initially notified of the application and any others who have commented upon it. Such amendments will normally only be accepted where it will still be possible for the application to be determined within the statutory time period. 14 days are usually given for re-consultation comments.

Deciding Applications

- 4.16 The majority of applications are determined under authority delegated to the Head of Planning & Housing Strategy after full consideration of all the planning issues and comments received. Some decisions are made by locally elected Councillors who sit on the Council's Planning Committee.
- 4.17 Some types of planning application are automatically referred to the Council's Planning Committee depending on the Officer recommendation. Applications for large scale development can be refused by Officers under delegated authority. However, applications for large scale development recommended for approval by Officers are determined by the Planning Committee.
- 4.18 The majority of planning applications which are usually delegated to Officers can also be 'called-in' by a Councillor if the circumstances are appropriate. This excludes applications for Lawful Development Certificates (existing or proposed development/use) and permitted development applications for householders, offices, agriculture and schools. Councillors can 'call-in' applications where they disagree with an officer recommendation.
- 4.19 Where an Officer is yet to make a recommendation, a Councillor can request an application is 'called-in' depending on the recommendation the Officer is minded to make.
- 4.20 Public speaking at Planning Committee is permitted for all planning applications, items seeking to pursue enforcement action or to approve Tree Preservation Orders (TPO). A maximum of one person can register to speak in support of an application and a maximum of one against. Registration is done on a 'first come first served' basis. The Chair of the Planning Committee may allow more than one speaker in exceptional circumstances. Further details regarding public participation are available on the Council's web-site.

Surrey County Council Planning Applications

- 4.21 Some planning applications are determined by the County Council, including proposals which are County matters (e.g. schools) and proposals for mineral working and waste disposal. The County Council undertake neighbour notification for applications where they are the decision making authority. The Borough Council is a statutory consultee on these proposals but does not make the ultimate decision. Consultation responses in respect of these applications should be sent to the County Council.

Community Involvement at the Pre –Application Stage²⁶

- 4.22 The majority of planning applications are submitted without any prior approach to the Council. However, pre-application advice to prospective developers/applicants is given by Officers to clarify technical matters and are treated as confidential.
- 4.23 The Council will encourage applicants and developers to undertake pre-application consultation and discuss their proposals with their neighbours or the community before submitting their formal application. This will not affect the statutory notifications undertaken by the Council upon registration of the application. Table 4-1 sets out suggestions for approaches that could be adopted by applicants. The benefit of early

²⁶ Further guidance is set out in paragraphs 188 to 195 of the National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG) note *Before Submitting an Application*

engagement with the community is that this may highlight issues which can be resolved and reduce delays when an application is submitted. The applicant will also be able to demonstrate how the views of the local community have been incorporated or why this was not possible.

- 4.24 In reporting the outcome of any pre-planning application consultation, applicants should indicate:
- The method of consultation used;
 - Who was consulted and the level of involvement;
 - How the matters raised in the consultation were addressed by the applicant.
- 4.25 The level of pre-application consultation should reflect the scale of the proposed development.
- 4.26 The Borough Council will remain impartial during any pre-application engagement by the applicant.
- 4.27 The Council can only request, not require developers to involve the local community in pre-application discussions²⁷. The Council cannot refuse planning applications because a developer refuses to contact and involve the local community.

Appeals

- 4.28 Applicants can appeal the Council's decision of an application. If that happens the Council copy all the representations received on that application and send to the Planning Inspector who will consider the appeal. The Council is required to write to all those who sent representations at the application stage and explain the appeal process. Notice of the Planning Inspector's decision will be sent by the Planning Inspectorate to every person who specifically requests it.

²⁷ The exception is for development of more than 2 wind turbines or where hub height of any turbine exceeds 15m (Part 1A of the Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)).

Table 4-1: Consultation & Publicity Arrangements at Different Stages of Planning Applications

Stage	Type of Application	Type of Consultation/Involvement
Pre-Application: Voluntary Consultation	Major Application	Encourage applicants to: <ul style="list-style-type: none"> • Undertake early consultation with neighbours/community by letter or leaflet; • Hold public meetings/exhibitions/workshops with local community;
	Householder and Minor Applications	Encourage applicants to: <ul style="list-style-type: none"> • Undertake early consultation with neighbours/community by letter/discussions;
Application	Applications which <ul style="list-style-type: none"> • Require Environmental Assessment²⁸ • Are a 'departure' from the Development Plan • Would affect a right of way²⁹ • Major applications • Listed Building Consent • Conservation Area Consent 	<ul style="list-style-type: none"> • Advertise by site notice for not less than 21 days³⁰; • Advertise in a local newspaper; • Publicise on the Council's website³¹; • Send neighbour notifications to any adjoining owner or occupier.
	Applications which <ul style="list-style-type: none"> • Are Householder and Minor Applications (excluding listed building & conservations area consents) 	<ul style="list-style-type: none"> • Publicise on the Council's website³²; • Send neighbour notifications to any adjoining owner or occupier.

²⁸ Under Regulation 2(1) of the Town & Country Planning (Environmental Impact Assessment) Regulations 2011

²⁹ A right of way to which Part 3 of the Wildlife and Countryside Act 1981 (as amended) applies

³⁰ Subject to Article 13(6) of the Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)

³¹ In accordance with Article 13(7) of the Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)

³² In accordance with Article 13(7) of the Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)

Stage	Type of Application	Type of Consultation/Involvement
Decision	All Applications	<ul style="list-style-type: none"> • Where an application is to be decided by the Planning Committee a copy of the Committee Report will be available on the Council's website at least 5 working days prior to the Committee meeting. Public speaking at the Planning Committee is allowed subject to the provisions set out in paragraph 4.16 of this SCI. • Where an application has been decided under delegated authority a copy of the Officer's delegated report will be available to view on the Council's web-site as soon as practicable after the decision has been issued.
Post Decision	All Applications	<ul style="list-style-type: none"> • Minutes of Planning Committee meetings are available on the Council's website; • All planning decisions are published and made available on the Council's website as soon as practicable after a decision is issued; • Applicants or their agents will be informed of the decision in writing. • Where an applicant has appealed the Council's decision, the Council will inform all who made representations at the application stage that an appeal has been lodged and send on their representations to the Planning Inspectorate. Notice of the Inspector's decision will be sent by the Planning Inspectorate to every person who specifically requests it.

Appendix A

Relevant Legislation and Guidance for Community Involvement in the Preparation of Local Plans and Planning Applications

Planning & Compulsory Purchase Act 2004 (as amended)³³

The requirement to prepare an SCI is given by Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). Section 19(3) of the Act also requires that the Council complies with the Statement of Community Involvement in the preparation of Local Plans.

However, the Act, does not set out how local communities and stakeholders should be involved.

Local Government & Public Involvement in Health Act 2007³⁴

Section 138 of the Local Government and Public Involvement in Health Act 2007 imposes on all local authorities a duty to involve local representatives when carrying out any of its functions. The idea is that local authorities must consult a balanced selection of individuals, groups, businesses or organisations the authority considers likely to be affected by, or have an interest in, their actions and functions.

The duty is wide ranging and applies to the delivery of services, policy, and decision making. Authorities must not discriminate in the way they inform, consult or involve local people. They must promote equal opportunities for people to engage and get involved.

Localism Act 2011 - Duty to Cooperate³⁵

The duty to co-operate is a legal requirement on local planning authorities to take into account and plan for matters which extend beyond their local area. These matters are described as strategic cross boundary matters which require local authorities, county councils and a number of prescribed bodies³⁶ to engage with one another constructively, actively and on an ongoing basis.

The duty to cooperate does not apply to how the Council engages with its local community through this Statement of Community Involvement.

National Planning Policy Framework³⁷

Words in **bold** text have been highlighted by the Council for emphasis with the most relevant text of the particular paragraph shown below:

Paragraph 69

The planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities. Local planning authorities should create a shared vision with communities of the residential environment and facilities they wish to see. To support this, local planning authorities should aim to **involve** all sections of the community in the development of Local Plans and in planning decisions, and should facilitate neighbourhood planning.

³³ Planning & Compulsory Purchase Act 2004 (as amended). Available at: <http://www.legislation.gov.uk/ukpga/2004/5/contents>

³⁴ Local Government and Public Involvement in Health Act 2007 (as amended). Available at: <http://www.legislation.gov.uk/ukpga/2007/28/contents>

³⁵ Localism Act 2011. Available at <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

³⁶ Prescribed bodies are given in Regulation 4 of the Town & Country Planning (Local Development)(England) Regulations 2012 (as amended).

³⁷ National Planning Policy Framework (2012) CLG. Available at: <http://planningguidance.planningportal.gov.uk/>

Paragraph 155

Early and meaningful **engagement** and **collaboration** with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively **engaged**, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.

Planning Practice Guidance³⁸

Words in **bold** text have been highlighted by the Council for emphasis with the most relevant text of the particular paragraph shown below:

Climate Change (paragraph 003)

Engaging with appropriate partners, including utility providers, communities, health authorities, regulators and emergency planners, statutory environmental bodies, Local Nature Partnerships, Local Resilience Forums, and climate change partnerships will help to identify relevant local approaches.

Design (paragraph 031)

Local communities play a vital part in good design. Those who live and work in an area often best understand the way in which places operate and their strengths. Local plans must evolve in a way that genuinely allows for local leadership and **participation**.

Health & Wellbeing – (Paragraph 003).

Working with the advice and support of the Director of Public Health and their team, local authority planners should also consider **engaging** and **consulting** appropriately with the following key groups in the local health and wellbeing system:

- **Engagement** with the local community is also important. As part of this work, local planning authorities should consider approaching their local Healthwatch³⁹ organisation (which represents users of health and social care services) and other community groups as appropriate.

Housing & Economic Development Needs Assessments (paragraph 007)

Local planning authorities should assess their development needs working with the other local authorities in the relevant housing market area or functional economic market area in line with the duty to cooperate. This is because such needs are rarely constrained precisely by local authority administrative boundaries.

Where Local Plans are at different stages of production, local planning authorities can build upon the existing evidence base of partner local authorities in their housing market area but should co-ordinate future housing reviews so they take place at the same time.

Local communities, partner organisations, Local Enterprise Partnerships, businesses and business representative organisations, house builders, parish and town councils, designated neighbourhood forums preparing neighbourhood plans and housing

³⁸ Planning Practice Guidance (2014) CLG. Available at: <http://planningguidance.planningportal.gov.uk/>

³⁹ Information on Healthwatch Surrey is available at: <http://www.healthwatchesurrey.co.uk/>

associations should be **involved** from the earliest stages of plan preparation, which includes the preparation of the evidence base in relation to development needs.

Housing & Economic Land Availability Assessments (Paragraph 008)

The following should be **involved** from the earliest stages of plan preparation, which includes the evidence base in relation to land availability: developers; those with land interests; land promoters; local property agents; local communities; partner organisations; Local Enterprise Partnerships; businesses and business representative organisations; parish and town councils; neighbourhood forums preparing neighbourhood plans.

Housing & Economic Land Availability Assessments (Paragraph 013)

Plan makers should issue a call for potential sites and broad locations for development, which should be aimed at as wide an audience as is practicable so that those not normally **involved** in property development have the opportunity to contribute. This should include parish councils and neighbourhood forums, landowners, developers, businesses and relevant local interest groups, and local notification/publicity. It may be possible to include notification of a call for sites in other local authority documentation (such as notification of local elections) to minimise costs.

Local Plans (Paragraph 003)

Local planning authorities develop a Local Plan by assessing the future needs and opportunities of their area, developing options for addressing these and then identifying a preferred approach. This involves gathering evidence, carrying out a Sustainability Appraisal to inform the preparation of the Local Plan and effective **discussion** and **consultation** with local communities, businesses and other interested parties.

There is considerable flexibility open to local planning authorities in how they carry out the initial stages of plan production, provided they comply with the specific requirements in regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, ('the Local Plan Regulations') on **consultation**, and with the commitments in their Statement of Community Involvement. **Consultation** exercises on emerging options are often termed "issues and options", "preferred options" or "pre-publication". Local planning authorities should always make clear how any **consultation** fits within the wider Local Plan process.

Local planning authorities must publicise the version of their Local Plan that they intend to submit to the Planning Inspectorate for examination to enable representations to come forward that can be considered at examination. This is known as the publication stage.

Local planning authorities must also **publicise** their intended timetable for producing the Local Plan. This information is contained within a Local Development Scheme, which local planning authorities should publish on their web site and must keep up to date. Up-to-date and accessible reporting on the Local Development Scheme in an Authority's Monitoring Report is an important way in which Local Planning Authorities can keep communities informed of plan making activity.

Local Plans (Paragraph 014)

Local planning authorities should publish documents that form part of the evidence base as they are completed, rather than waiting until options are published or a Local Plan is published for representations. This will help local communities and other interests consider the issues and **engage** with the authority at an early stage in

developing the Local Plan. It will also help communities bringing forward neighbourhood plans, who may be able to use this evidence to inform the development of their own plans.

Consultation and pre-decision matters (Paragraph 001)

After a local planning authority has received a planning application, it will undertake a period of **consultation** where views on the proposed development can be expressed. The formal **consultation** period will normally last for 21 days, and the local planning authority will identify and **consult** a number of different groups.

The main types of local planning authority consultation are:

Public consultation – including consultation with neighbouring residents and community groups.

Following the initial period of consultation, it may be that further **additional consultation** on changes submitted by an applicant, prior to any decision being made, is considered necessary.

Consultation and pre-decision matters (Paragraph 002, 003 & 005)

Local planning authorities are required to undertake a formal period of **public consultation**, prior to deciding a planning application. This is prescribed in Article 13 of the Development Management Procedure Order and its amendment. There are separate arrangements for listed building and conservation area consent which are set out in Regulation 5 of the Listed Building and Conservation Area Regulations and its amendment.

Local Authorities have discretion about how they inform communities and other interested parties about planning applications. Article 13 of the Development Management Procedure Order and its amendment sets out minimum statutory requirements.

In addition, local authorities may set out more detail on how they will **consult** the community on planning applications in their Statement of Community Involvement, prepared under Section 18 of the Planning and Compulsory Purchase Act 2004.

Publishing information online in an open data format can help facilitate **engagement** with the public on planning applications.

The time period for making comments will be set out in the publicity accompanying the planning application. This will be not less than 21 days, or 14 days where a notice is published in a newspaper.

Once the consultation period has concluded a local planning authority can proceed to determine the planning application. To ensure comments are taken in to account it is important to make comments before the statutory deadline.

Consultation and pre-decision matters (Paragraph 026)

Where an application has been amended it is up to the local planning authority to decide whether further **publicity** and **consultation** is necessary.

In deciding whether this is necessary the following considerations may be relevant:

- were objections or reservations raised in the original consultation stage substantial and, in the view of the local planning authority, enough to justify further publicity?

- are the proposed changes significant?
- did earlier views cover the issues raised by the proposed changes?
- are the issues raised by the proposed changes likely to be of concern to parties not previously notified?

Where the local planning authority has decided that **re-consultation** is necessary, it is open to them to set the timeframe for responses, balancing the need for consultees to be given time to consider the issue that is being re-consulted upon and respond against the need for efficient decision making.

The Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)⁴⁰

The Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended), sets out steps that local planning authorities must undertake when giving publicity to planning applications (Article 13) and notifying interested parties of planning decisions (Article 28(2)).

The Planning (Listed Buildings & Conservation Areas) Regulations 1990⁴¹

Regulation 5 of The Planning (Listed Buildings & Conservation Areas) Regulations 1990 sets out how local planning authorities should give publicity to applications for listed building and/or conservation area consent.

⁴⁰ Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended). Available at: <http://www.legislation.gov.uk/ukxi/2010/2184/contents/made>

⁴¹ The Planning (Listed Buildings & Conservation Areas) Regulations 1990

Appendix B
Specific & General Consultation Bodies
and Other Stakeholder Groups

Specific Consultation Bodies⁴²

The Coal Authority	Authority areas within or adjoining the local authority area including parishes, County Councils, the Greater London Authority (GLA) and policing bodies
Environment Agency*	Telecommunications operators
English Heritage*	Clinical Care Commissioning Groups
The Marine Management Organisation	Statutory Undertakers for: Electricity Gas Sewerage Water
Natural England*	
Network Rail Infrastructure Ltd	
Highways Agency	
Homes & Communities Agency (HCA)	

*Statutory Consultees under the Environmental Assessment of Plans & Programmes Regulations 2004

General Consultation Bodies⁴³

Voluntary bodies	Bodies representing the interests of disabled persons
Bodies representing different racial, ethnic or national groups	Bodies representing persons carrying on a business in the area
Bodies representing different religious groups	

Other Stakeholders

Amenity Societies & Resident Associations	Sport/Leisure Bodies
Educational Organisations	Youth Groups & Bodies
Groups representing the Elderly	Developers & Planning Agents
Groups representing Women	House Builders
Health/Social Care Groups & Bodies	Registered Providers
Transport Groups & Bodies	Environmental Groups
Local Enterprise Partnerships (LEP)	Infrastructure Providers
Mayor of London	Charitable organisations
Emergency Services	Civil Aviation Authority
Spelthorne Together	Spelthorne Safer Stronger Partnership

⁴² As given by Regulation 2 of The Town & Country (Local Planning) Regulations 2012

⁴³ As given by Regulation 2 of The Town & Country (Local Planning) Regulations 2012

Cabinet Report

24 February 2015

Title	Duty to Cooperate		
Purpose of the report	To make a decision		
Report Author	John Brooks		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Accountability		
Recommendations	To agree the Duty to Cooperate Scoping Statement set out in Appendix A for consultation with local authorities and ‘prescribed’ bodies as listed at paragraph 1.18 of the Scoping Statement.		

1. Key issues

- 1.1 Local Authorities have a statutory ‘duty to cooperate’ with other authorities and relevant bodies in dealing with strategic planning issues. These are any issue extending beyond the boundary of a single authority. The duty was introduced in the Localism Act in 2011.
- 1.2 A number of local authorities have had their local plans found ‘unsound’ because the duty has not been demonstrably followed. For this reason a Duty to Cooperate scoping statement has been drafted for the Council’s agreement so that, at the start of the Local Plan review process, it is clear how the Council will meet the duty, the strategic issues which it feels require cooperation and a transparent approach which will then guide the right actions.
- 1.3 The attached document reflects statutory requirements and current best practice to ensure ‘risks’ in respect of the ‘duty’ are minimised.

2. Options analysis and proposal

- 2.1 There are no alternatives but to meet the statutory requirement and to clearly set out how the Council will meet it in the way presented in the draft at Appendix A to this report.

3. Financial implications

- 3.1 There are no direct implications from the agreement and publication of the attached statement. Indeed its benefit is in reducing the risk and associated cost of failing to meet the ‘duty’.

3.2 There are staff resource implications of meeting the duty but that is a separate matter and this has been taken on board in the growth bid for 2015/16 onward to expand the Planning Policy team.

4. Other considerations

4.1 Officers have for some while been following the principles of cooperation inherent in the 'duty' to ensure the Council is not at risk of challenge.

5. Timetable for implementation

5.1 It is proposed that once agreed by Cabinet the statement by cabinet is placed on the Council's web site.

Background papers: None

Appendices: Appendix A - Draft Duty to Cooperate Statement

Spelthorne Local Plan

Duty to Cooperate Scoping Statement

February 2015



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Table A1: Cross Boundary Strategic Matters – Local Authorities

Table A2: Cross Boundary Strategic Matters – Higher Tier Authorities and Prescribed Bodies

Table A3: Cross Boundary Strategic Matters – Other Consultees

1. Introduction & Consultation Arrangements

The Duty to Co-operate

- 1.1 The duty to co-operate is a legal requirement on local planning authorities to take into account and plan for matters which extend beyond their local area. These matters are described as strategic cross boundary matters.
- 1.2 The role of considering and planning for strategic cross boundary matters has, until recently, been dealt with at Regional level through Regional Planning Guidance or Regional Strategies. The overall strategy, policies and aims of the Regional Plan had to be reflected within local level planning documents to ensure that strategic matters were taken into account at the local level.
- 1.3 The last regional strategy for the South East ‘The South East Plan’¹ dealt with a range of cross boundary strategic matters such as housing, transport, climate change, biodiversity and economic development. As part of its localism agenda the coalition Government signalled their intention to abolish regional strategies and in 2012 the South East Plan was revoked (apart from the saving of policy NRM6 which relates to the Thames Basin Heaths Special Protection Area).
- 1.4 In recognising the gap left by revoking regional strategies and to ensure that strategic matters continue to be taken into account at the local level, Section 110 of the Localism Act 2011² amended the Planning & Compulsory Purchase Act 2004 to include a new section on the duty to co-operate (Section 33A³).
- 1.5 The duty to co-operate is a legal requirement to ensure local planning authorities engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plans with respect to strategic cross boundary matters. Section 33A of the Planning & Compulsory Purchase Act 2004 (as amended) describes strategic matters as: -

‘(a) sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have significant impact on at least two planning areas; and

(b) sustainable development or use of land in a two-tier area if the development or use (i) is a county matter, or (ii) has or would have a significant impact on a county matter

¹ The South East Plan (2009). Available at: <http://webarchive.nationalarchives.gov.uk/20100528142817/http://www.gos.gov.uk/gose/planning/regionalplanning/815640/>

² Localism Act 2011. Available at: <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

³ Planning & Compulsory Purchase Act 2004. Available at: <http://www.legislation.gov.uk/ukpga/2004/5/contents>

- 1.6 The National Planning Policy Framework (NPPF)⁴ came into force in 2012 and the Planning Practice Guidance (PPG)⁵ in 2014. Both of these documents contain guidance on how local authorities can meet their legal obligations under the duty and to ensure that any co-operation between parties leads to effective Local Plan policies which reflect strategic cross boundary issues.
- 1.7 Paragraph 178 of the NPPF states that public bodies have a duty to co-operate on planning issues that cross administrative boundaries, particularly those which relate to strategic priorities. Paragraph 179 states that local planning authorities should work collaboratively with other bodies to ensure that strategic priorities across local boundaries are properly co-ordinated and clearly reflected in individual Local Plans.
- 1.8 Paragraph 156 of the NPPF sets out the issues which are considered to be strategic priorities. The matters listed in the NPPF are: -
- The homes and jobs needed in the area;
 - Provision of retail, leisure and other commercial development;
 - Provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management and the provision of minerals and energy (including heat);
 - Provision of health, security, community and cultural infrastructure and other local facilities;
 - Climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscapes.
- 1.9 As such, local planning authorities must identify matters of cross boundary and strategic significance and proactively engage with each other and other relevant bodies to ensure that such matters are taken into account and delivered through the Local Plan process.
- 1.10 The PPG note on the duty to co-operate sets out that local planning authorities should make every effort to secure necessary co-operation on strategic cross boundary matters before they submit their Local Plans for examination⁶. The PPG note also explains that activities that fall within the duty include activities that prepare the way for or support the preparation of Local Plans such as evidence base documents and can relate to all stages of the plan preparation process⁷.
- 1.11 As it is a legal obligation, the Borough Council must be able to demonstrate at examination how it has engaged with other parties on the strategic cross boundary issues which affect the area and the outcomes of that engagement. The PPG note on the duty to co-operate states that authorities should submit

⁴ National Planning Policy Framework (2012). Available at: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

⁵ Planning Practice Guidance (2014). Available at <http://planningguidance.planningportal.gov.uk/>

⁶ Paragraph 001 & 003 of PPG Note *Duty to Cooperate*

⁷ Paragraph 011 of PPG Note *Duty to Cooperate*

robust evidence of the efforts they have made to co-operate on strategic cross boundary matters⁸. As such the Borough Council must be able to demonstrate with evidence how it has met the legal and soundness strands of the duty. Some of the other advice coming out of the PPG includes: -

- Local Planning authorities should focus on outcomes and maximise effectiveness;
- The duty is about engagement and consultation is not sufficient to meet requirements;
- The duty cannot be applied retrospectively so if a plan fails the legal test there are no mechanisms to put this right;
- The duty is on-going and engagement is expected to continue after a plan has been adopted i.e. continuing joint work with others or monitoring and implementation of the plan.

1.12 The Borough Council is also mindful that other authority Local Plans have failed the duty to co-operate either in terms of legality or effective plan making⁹. Some of the key messages highlighted by Inspectors have been: -

- Robust frameworks for co-operation need to be established and should be put in place early in the plan making process so that co-operation can be progressed and monitored;
- Co-operation should include the issues to be addressed, how these will be taken forward, the outcomes anticipated, outcomes delivered and the bodies to be involved;
- Local authorities should not be selective over which of its neighbours it co-operates with;
- The duty requires a co-ordinated process for securing sustainable development and resolving strategic issues;
- Whilst different authorities may be at different stages of plan making, evidence of collaborative engagement is required such as the establishment of joint committees, joint planning policies or Memoranda of Understanding;
- In depth analysis of the issues facing local planning authorities in the wider area and how these should be addressed is needed;

1.13 It is a local planning authority's duty, as the authority submitting a plan for examination to have sought to address strategic issues and Planning

⁸ Paragraph 011 of the PPG Note *Duty to Cooperate*

⁹ Letter from Inspectors to Kirklees Council 26 April 2013, Mid Sussex District Council 2 December 2013 & Letter to Runnymede Borough Council 29 April 2014.

Inspectors will expect the Borough Council to demonstrate that engagement has been constructive, active, on-going, collaborative, diligent and of mutual benefit. Whilst the PPG note on the duty explains in paragraph 003 that it is not a duty to agree, it is clear that engagement must be constructive.

The Role of this Scoping Statement

- 1.14 The PPG note *Duty to Cooperate* recommends that local authorities ‘scope’ the strategic cross boundary issues which the Local Plan is likely to reflect. The ‘scoping’ exercise should also consider the geographic extent of strategic issues and identify which authorities or bodies it will need to engage with. This scoping statement forms part of the background evidence for the Local Plan and also fulfils a number of important roles, notably it: -
- Ensures the Borough Council has identified all of the strategic issues which effect the Borough and wider area at the earliest stage of plan preparation;
 - Sets out the framework for how Spelthorne Borough Council will approach engagement under the duty by identifying the authorities/bodies with which it will need to engage and the mechanism for that engagement (in broad terms);
 - Allows consultation with those authorities and bodies identified under the Duty (see paragraphs 1.18-1.19 below) who may identify other issues, bodies or mechanisms for engagement that the Borough Council has not identified;
- 1.15 It is envisaged that this scoping statement will evolve into and form part of the Council’s evidence to demonstrate that it has met the duty and has engaged constructively, actively and on an on-going basis.
- 1.16 Later statements will therefore show how it has engaged and the outcomes of that engagement by identifying the actions/events which have taken place, when they have taken place, who was involved, the outcomes of those actions and how they have influenced the options, strategies and policies of the Spelthorne Local Plan. How the Borough Council intends to take matters forward to ensure on-going collaborative working arrangements will also need to be considered.
- 1.17 Details will also be given in these statements of any correspondence or agreements which may have been made between the Borough Council and other parties to ensure delivery of the strategy and policies of the Local Plan.

Who does the duty to co-operate apply to?

- 1.18 In terms of who the duty applies to, this includes all local planning authorities, county councils and a list of prescribed bodies. Regulation 4 of the Town &

County Planning (Local Planning)(England) Regulations 2012¹⁰ lists those bodies which are prescribed bodies for the purposes of the duty. This includes: -

- The Environment Agency;
- English Heritage;
- Natural England;
- Mayor of London;
- Civil Aviation Authority;
- Homes & Communities Agency;
- Clinical Commissioning Groups;
- National Health Service Commissioning Board (now NHS England);
- Office of Rail Regulation;
- Transport for London;
- Integrated Transport Authorities (no ITA covers Spelthorne);
- Highway Authorities
- Highways Agency;
- Marine Management Organisation (not relevant to Spelthorne);

1.19 Although not listed as prescribed bodies, paragraph 180 of the NPPF also states that local planning authorities should have regard to Local Enterprise Partnerships (LEPs) and Local Nature Partnerships as well as private sector bodies, utility and infrastructure providers.

¹⁰ Town & Country Planning (Local Planning)(England) Regulations 2012. Available at: <http://www.legislation.gov.uk/uksi/2012/767/made#f00016>

Consultation Arrangements

- 1.20 To ensure that Spelthorne Borough Council is taking the correct approach to its duty to cooperate obligations during Local Plan preparation, comments on this Scoping Statement are invited.
- 1.21 In responding to this consultation it would be appreciated if the following questions could be addressed:

Consultation Questions

1. Has the Council identified all relevant cross boundary strategic matters and those which could have a significant impact on at least two planning areas?
2. Has the Council identified all relevant authorities, prescribed bodies and other consultees that it needs to engage and work with to maximise the effectiveness of planning policies in regards to each strategic matter?
3. Has the Council identified all relevant processes and mechanisms to ensure effective engagement to address strategic matters?
4. Do you support the Councils intended approach and timetable for engaging with identified authorities, prescribed bodies and other consultees?

- 1.22 If you consider that the Council has not identified a strategic matter, a relevant authority/body or that other processes/mechanisms for engagement would be more suitable, then justification for an alternative approach should be provided e.g. evidence should be provided as to why the Council should engage with another authority/body on a strategic matter.
- 1.23 Responses to this consultation should be received no later than **Monday 30th March 2015** and e-mailed to planning.policy@spelthorne.gov.uk or alternatively posted to:

Planning Policy & Implementation
 Spelthorne Borough Council
 Council Offices
 Knowle Green
 Staines-upon-Thames
 Surrey
 TW18 1XB

2. The Spelthorne Context

Geographic Context

- 2.1 The Borough of Spelthorne is in north-west Surrey and adjoins the London boroughs of Hillingdon, Hounslow and Richmond to the north, the Berkshire authorities of Windsor & Maidenhead and Slough to the west and the Surrey authorities of Runnymede and Elmbridge to the south and east respectively.
- 2.2 Spelthorne covers an area of some 5,118ha, 65% of which is designated as Green Belt. The population of the borough at the time of the 2011 census was recorded as 95,598. The majority of the population are distributed to the larger centres of Ashford, Shepperton, Staines-upon-Thames and Sunbury which are also the locations of the largest retail centres in the Borough.
- 2.3 Because of its proximity to the river Thames and its tributaries, a significant proportion of the Borough is at risk from a 1 in 100 year flood event. The river Thames forms the entire southern and eastern boundary of the Borough with Runnymede and Elmbridge. The area susceptible to a 1 in 100 year flood event covers some 896ha or 17.5% of the borough, 358ha or 7% of which falls within the urban area.
- 2.4 870ha or 17% of the borough is covered by reservoirs with the Wraysbury, Staines and King George VI reservoirs also forming part of the South West London Waterbodies Special Protection Area (SPA) and Ramsar. The area around the three reservoirs at Staines Moor is also part of the SPA and Ramsar and forms the southernmost area of the Colne Valley Regional Park which stretches up from Surrey into parts of Berkshire, Buckinghamshire and Hertfordshire as well as the London Borough of Hillingdon.
- 2.5 Spelthorne is accessible to both the M3 and M25 motorways with junctions at Staines-upon-Thames and Sunbury. The Borough also benefits from 5 rail stations with direct links to London Waterloo, Reading, Weybridge and Windsor.
- 2.6 Heathrow airport lies just north of the Borough in the London Borough of Hillingdon and employs over 8% of Spelthorne residents. The Airports Commission is currently considering the future of airport expansion in the South East of England and has shortlisted three options, one at Gatwick and two at Heathrow. The Heathrow options include extension of the northern runway or a new northwest runway.

Spelthorne Local Plan

- 2.7 Spelthorne Borough Council adopted both its Core Strategy & Policies Development Plan Document (DPD) and its Site Allocations DPD in February and December 2009 respectively. The Core Strategy & Policies DPD contains both the strategic and detailed planning policies for the Borough up to 2026. This includes a housing target for 3,320 net additional dwellings (166 per annum) as well as 32,000sqm of retail development in Staines-upon-Thames

Town Centre.

- 2.8 However, the Spelthorne Core Strategy & Policies DPD was adopted prior to publication of the NPPF and before the revocation of the South East Plan. The Borough Council therefore considers that parts of the Core Strategy and Policies DPD are not up to date or consistent with national policy in the NPPF.
- 2.9 As such the Borough Council resolved in September 2014 to review the Core Strategy and Policies DPD with the view to publishing a new Local Plan. The timetable for review will be reflected in an updated Local Development Scheme (LDS). Prior to this decision some Duty to Cooperate activities have included the continuous review of evidence as is required by Section 13 of the Planning & Compulsory Purchase Act 2004 (as amended). However, this was not a review of the Local Plan.

3. Existing Mechanisms of Engagement & Identification of New Mechanisms

- 3.1 The Borough Council is mindful that paragraph 181 of the NPPF sets out that co-operation should be a continuous process of engagement from initial thinking through to implementation. The PPG note on the Duty to Co-operate states that local planning authorities and other public bodies must work together constructively from the outset of plan preparation to maximise the effectiveness of strategic policies.
- 3.2 The PPG note also explains that local planning authorities and public bodies need to work together at the plan scoping and evidence gathering stages before options for the planning strategy are identified and that effective co-operation is unlikely to be met by an exchange of correspondence, conversations or consultations between authorities alone. As such, simply consulting on documents at an early or later stage of plan preparation will not be enough to meet the duty.
- 3.3 Therefore, the Borough Council will need to identify existing mechanisms of engagement and whether these are the most suitable and effective under the duty or whether new mechanisms will be required. This should ensure that at this scoping stage mechanisms are identified or in place at the earliest opportunity prior to Local Plan or evidence base development.
- 3.4 Examples of mechanisms to ensure collaborative and effective working are set out in the PPG note. It explains that where two or more local planning authorities work together to prepare Local Plans or policies they could form joint committees, joint plans or align their plans so they are examined and adopted at the same time.
- 3.5 Other ways to demonstrate effective co-operation, especially if plans are not being brought forward at the same time include the use of formal agreements between local planning authorities, signed by members with a clear long-term commitment to a jointly agreed strategy on cross boundary matters.
- 3.6 The PPG note also states that agreements should be as specific as possible and contain sufficient certainty that an effective strategy will be in place for strategic matters.

Existing Mechanisms

- 3.7 The Borough Council has a history of collaborative working and engaging with other local authorities and bodies both at officer and member level. Collaborative working which Spelthorne is currently involved with includes various working groups and partnerships, some of which were set up prior to the duty to co-operate and have been in operation for some time.
- 3.8 The working groups and partnerships that Spelthorne officers or members attend provide a vehicle to discuss strategic matters and duty to cooperate issues, although not all of these will necessarily offer the most suitable or

effective mechanism depending on the strategic issue at hand. The existing mechanisms include the following: -

Surrey Leaders

- 3.9 The Surrey Leaders Group is formed from the leaders of the 11 Surrey Boroughs and Districts and the leader of Surrey County Council. The Surrey leaders group is used as a forum to discuss strategic issues and to give Surrey a stronger voice in Local Government.
- 3.10 At a meeting of the Surrey Leaders group on the 26th March 2014 the need to consider a shared vision and strategic priorities for Surrey were discussed. Leaders agreed at that meeting to set up a Surrey Strategic Planning & Infrastructure Partnership Board (The Board). The Board is supported by Terms of Reference and a Memorandum of Understanding which acts as the framework for co-operation. The Memorandum of Understanding and Terms of Reference were agreed by Spelthorne Borough Council at its Cabinet meeting of 30 September 2014.
- 3.11 The terms of reference set out The Board's objectives to provide a vehicle for co-operation and joint working between authorities within Surrey and address matters relating to the duty to co-operate through:-
- Identifying and managing spatial planning issues that impact on more than one local planning authority across Surrey; and
 - Support better integration and alignment of strategic spatial infrastructure and investment priorities across Surrey.
- 3.12 The Terms of Reference also set out that The Board will act together to achieve its aims by:
- Providing a framework to evidence that Surrey Local Authorities are working 'constructively, actively and on an ongoing basis' on strategic planning matters to support compliance with the duty to cooperate and deliver 'sound' plans.
 - Being 'spatially specific' where there is a strategic focus on particular areas within Surrey or overlaps with adjoining areas.
 - Providing a basis for working collaboratively with the GLA/Mayor of London and other authorities on the long term growth of London, particularly in relation to the next full review of the London Plan and the Mayor's Long Term Infrastructure Plan.
 - Integrating strategic spatial, economic and infrastructure priorities for Surrey with a clear set of (agreed) objectives for delivering 'sustainable'

prosperity in Surrey. This should build on the priorities in Surrey Future, the Strategic Economic Plans and local plans and collaboration with the LEPs and Surrey Local Nature Partnership.

- Providing a positive voice for Surrey, setting out its case for investment and why it is important to the national economy.
- Helping to align business/investment priorities of other key bodies, e.g. Environment Agency, transport operators and utility companies.

3.13 The work endorsed by Surrey Leaders is the first step towards a Local Strategic Statement (LSS) for Surrey. The aim of the LSS is to set out common priorities, objectives and a broad strategic direction across Surrey so that boroughs and districts can reflect these in Local Plans and demonstrate that they have worked constructively, actively and on an on-going basis. This is to build on the work and investment priorities agreed by Surrey Future and Strategic Economic Plans. It is envisaged that a Surrey Local Strategic Statement could be finalised in 2015.

Transport for Surrey (TfS)

3.14 The Transport for Surrey Partnership comprises a board which meets quarterly and includes all of Surrey's Boroughs/Districts, Surrey County Council, transport providers and transport agencies. The board is a mechanism to share emerging transport policy and enables collaborative working across Surrey boundaries.

3.15 The TfS Partnership aims to provide a cohesive communications and consultation channel and includes the objective of improving coordination and partnership working. The TfS Partnership is supported by Terms of Reference.

Flooding, Flood Risk and the River Thames Scheme (RTS)¹¹

3.16 The River Thames Scheme (RTS) is a project promoted by the Environment Agency aimed at reducing flood risk across the lower Thames area from Datchet to Teddington. The scheme consists of engineering works to construct three new flood channels within Runnymede, Spelthorne and Windsor & Maidenhead, improving three existing weirs at Molesey, Sunbury and Teddington and installing property level products to 1,200 homes.

3.17 In response to flooding, flood risk and the RTS a number of groups have been set up. These comprise Officers from the local authorities of Elmbridge, Kingston, Richmond, Runnymede, Spelthorne, Windsor & Maidenhead as well as Surrey County Council and the Environment Agency. The main groups are the Lower Thames Planning Officers Group, the Programme Board and a

¹¹ <https://www.gov.uk/government/publications/river-thames-flood-risk-management-scheme>

Consents & Authorisations Project Board.

- 3.18 The Programme Board has recently considered the preferred mechanism to gain planning consent for all aspects of the scheme and how local authorities across the Lower Thames can consistently reflect the RTS in their Local Plans. It is considered that the groups already set up within the lower Thames area to deal with flooding, flood risk and the RTS are suitable vehicles for engagement under the duty to co-operate, although Member level agreement may be required at some point.

New Mechanisms

- 3.19 Whilst some existing mechanisms are in place to facilitate engagement and collaborative working on strategic issues, these may not be sufficient or suitable to meet duty to cooperate requirements for all strategic issues. As such new mechanisms are likely to be required, especially where functional areas cross into other county areas or London.
- 3.20 There are a number of examples of mechanisms which demonstrate effective engagement and co-operation over wider geographical areas which have been developed in other parts of the country. Whilst not all of these mechanisms may be suitable for Spelthorne they do indicate that there are other mechanisms that could be employed to meet the duty.

Coastal West Sussex & Greater Brighton Local Strategic Statement¹²

- 3.21 The Coastal West Sussex and Greater Brighton (CWS&GB) partnership includes six local authorities, one county council and one national park authority. The authorities have come together to form a Strategic Planning Board made up of lead Members from each authority which works in an advisory capacity and is supported by a memorandum of understanding and terms of reference signed by each of the authorities.
- 3.22 The Strategic Board's remit is to identify and manage spatial planning issues which impact on more than one local planning area and to support the better integration and alignment of strategic spatial and investment priorities across the area.
- 3.23 The CWS&GB group agreed a Local Strategic Statement (LSS) in October 2013 which sets out a series of long term strategic objectives and spatial priorities between 2013 and 2031. The LSS focuses on strategic issues shared across the CWS&GB area or those which impact on long term sustainability and includes a vision, four strategic objectives and five spatial priorities.
- 3.24 Although the LSS is not a statutory document, it is envisaged that the priorities expressed in the LSS will be progressed through relevant plans and strategies, especially within the Local Plans of those authorities within the

¹² Coastal West Sussex & Greater Brighton Local Strategic Statement (2013). Available at: <http://www.adur-worthing.gov.uk/media/media,120139,en.pdf>.

CWS&GB area. A similar approach has been undertaken in the Gatwick Diamond area which covers authorities in East Surrey & West Sussex and as set out above Surrey Leaders have endorsed work on an LSS for Surrey.

*Cambridgeshire & Peterborough Memorandum of Co-operation*¹³

- 3.25 The Cambridgeshire & Peterborough Memorandum of Co-operation was published in spring 2013 and was signed by six local authorities and one county council. The Memorandum aims to provide additional evidence that the duty to co-operate has been addressed by demonstrating that emerging local authority plans and strategies contribute toward an area wide strategic vision, objectives and spatial strategy.
- 3.26 The Memorandum sets out a vision and objectives for long term development of the area and a broad spatial approach to achieve that vision and the area's growth needs 2011-2031. The Memorandum is supported by an appendix which shows the level of objectively assessed housing need across the area and the amount which has been agreed to be taken by each authority.

*Strategic Policy Framework for the West Midlands Metropolitan Area*¹⁴

- 3.27 The West Midlands partnership comprises seven metropolitan boroughs which form the West Midlands Joint Committee. Established in 1985, the Committee is responsible for co-ordination and joint action on issues of mutual interest with the appointment of sub-committees to deal with its functions including a Planning & Transport Sub Committee.
- 3.28 The Strategic Policy Framework sets out that its purpose is to demonstrate commitment to on-going collaboration to meet the duty to co-operate, be a material consideration in plan preparation and continue to provide a coherent strategic spatial context for the third West Midlands Local Transport Plan.
- 3.29 The Policy Framework sets out a set of shared policy priorities and emerging priorities for spatial development. The Policy Framework recognises that the shared priorities cannot be considered in isolation.

*West of England Strategic Framework*¹⁵ & *West of England Duty to Co-operate Schedule*¹⁶

- 3.30 The West of England Local Enterprise Partnership (LEP) is formed from four local authorities and is the body which is responsible for the Strategic

¹³ Cambridgeshire & Peterborough Memorandum of Cooperation (2013). Available at: <https://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Memorandum%20of%20Co-operation.pdf>.

¹⁴ Strategic Policy Framework for the West Midlands Metropolitan Area (2012). Available at: <http://www.solihull.gov.uk/Portals/0/Planning/LDF/StrategicPolicyFrameworkWestMidlandsArea.pdf>.

¹⁵ West of England Strategic Framework (2012). Available at <http://www.westofenglandlep.co.uk/transport-and-infrastructure/duty-to-cooperate-planning>

¹⁶ West of England Duty to Co-operate Schedule (June 2014). Available at: <http://www.westofenglandlep.co.uk/transport-and-infrastructure/duty-to-cooperate-planning/the-duty-to-cooperate-schedule>

Framework and Duty to Co-operate Schedule.

- 3.31 The Strategic Framework sets out in one document the over-arching growth ambitions for the West of England from the strategic visions of each of the local authority Core Strategies. The Framework is primarily to assist investment making decisions and delivery priorities and contains a spatial vision for 2006-2026 supported by 7 objectives.
- 3.32 The Framework states that the four authorities are committed to working together with relevant stakeholders to ensure strategic issues are addressed.
- 3.33 The purpose of the Schedule is to identify the strategic planning issues affecting more than one authority area, to define the processes for taking these forward and to document the outcomes delivered. The Schedule sets out the joint work which has already been established including the Strategic Framework and an emerging Joint Planning Strategy.
- 3.34 The Schedule contains a list of actions and delivery outcomes and identifies the local authorities and other parties which will be affected.

How Spelthorne will Engage with Other Authorities & Bodies

- 3.35 It is recognised that the Borough Council will need to consider which mechanism of engagement is the most suitable and effective according to each strategic issue. It may be the case that for evidence documents the Borough Council will need to take a wider collaborative approach to begin with and then focus engagement and discussion to those authorities where a more formal approach will be required to deliver effective strategies.
- 3.36 Therefore a mix of mechanisms along with bespoke collaborative stakeholder events/mechanisms will likely be required to ensure that engagement has been active and on-going.

4. Identification of Strategic Cross Boundary Matters & Duty to Co-operate Bodies

- 4.1 Paragraph 156 of the NPPF identifies what may constitute strategic cross boundary matters. In order to understand the matters and who they may affect and hence who Spelthorne Borough Council will need to engage with, a matrix approach has been used.
- 4.2 The matrix approach lists all of those matters which are considered to be strategic in the Spelthorne context and then identifies which other authorities and bodies may be affected. The matrix approach includes all of those relevant bodies as given by Section 33A of the Planning & Compulsory Purchase Act 2004 (as amended) and the Town & Country Planning (Local Planning)(England) Regulations 2012 as well as paragraph 180 of the NPPF. Other bodies that are not prescribed by the Act or Regulations have also been included where the Borough Council considers that engagement would assist positive outcomes.
- 4.3 In considering the extent of the issues, regard has been had to paragraph 180 of the NPPF which states that local planning authorities should take account of different geographic areas.
- 4.4 Regard has also been had to advice in the PPG note on the duty to co-operate which states that it is important to adopt a pragmatic approach in deciding the area over which co-operation is needed. The PPG note also states that for some strategic matters the most effective outcomes may be achieved through a small number of local planning authorities while other matters may need co-operation over a larger functional area.
- 4.5 As such, the Borough Council has taken a view of whether engagement with an authority or body is required based on each specific issue under consideration and its likely geographic extent or area of influence. Appendix 1 sets out matrices of all the strategic cross boundary issues identified and with whom the Borough Council will seek to engage. Set out in the rest of this section is the Borough Council's approach to each strategic issue as set out in Paragraph 158 of the NPPF as well as its geographic extent. This also includes which authorities and bodies the Borough Council will engage with and a broad indication of how it will engage.
- 4.6 It should be noted that, just as Spelthorne will seek to engage on the matters set out in this section with other authorities and bodies, the Borough Council will also respond to and engage with other authorities and bodies where they request this. To this end Spelthorne Borough Council will: -
- Respond positively to requests from other authorities and bodies for engagement on matters which have been identified as likely to affect Spelthorne, its interests or the wider geographic area; and

- Attend and contribute toward duty to co-operate meetings or events at Officer and where necessary Member level which are organised by other authorities/bodies on matters which have been identified as being of relevant cross boundary significance; and
- Consider requests for joint evidence studies and where appropriate agree joint approaches to strategic matters where this will achieve sustainable development; and
- Respond in a timely manner to authority consultations and respond positively where joint working between Spelthorne and other authorities has facilitated agreement or joint approaches under the duty to co-operate.

4.7 Whilst the Borough Council will be constructive in its approach, it retains the right to object or raise concerns to an authority or body's Local Plan or Strategy where a strategic issue affecting Spelthorne has been identified but engagement has not been forthcoming or has been untimely. The right to object will also be retained should discussions under the duty fail to be active, constructive or on-going.

Homes & Jobs Needed in the Area

General Housing

- 4.8 Housing is likely to be the largest type of development required in a Spelthorne Local Plan. Housing needs and household moves are not restricted to single local authority areas but cross administrative boundaries. As such, an understanding of housing market geographies and future housing needs across a wider area is necessary. This will be explored through a Strategic Housing Market Assessment (SHMA) which will be the evidence that determines objectively assessed housing needs (OAHN) for the housing market area in which Spelthorne sits.
- 4.9 The PPG note on Housing & Economic Needs Assessments sets out that Local Planning Authorities should assess their development needs working with the other local authorities in the relevant housing market area.
- 4.10 Spelthorne and Runnymede Borough Councils have commissioned consultants to undertake a joint SHMA on their behalf which is expected to report early 2015. The SHMA has been split into two elements of work with stage 1 looking at which housing market area or areas Spelthorne and Runnymede fall into and stage 2 the consideration of objectively assessed housing need (OAHN) and housing mix. Although the SHMA is a piece of joint work between the Boroughs it is recognised that housing need is a wider issue and as such the geographic extent of the strategic matter is fairly wide.
- 4.11 Since the agreement to work together Spelthorne and Runnymede notified a number of local authorities and bodies of the intention to begin work on the stage 1 study. Spelthorne and Runnymede along with the SHMA consultants followed this with a Duty to Cooperate stakeholder event on the 20th August 2014 to discuss the draft stage 1 report. The event was attended by a number of the local authorities and bodies who were previously notified of the study. Attendees and non-attendees alike were asked to give comment on the draft stage 1 report conclusions. The comments received were taken into account in the final stage 1 report as appropriate.
- 4.12 The authorities and selected bodies invited to the stakeholder event are shown in Sections 1 and 2 of Table 4-1. The authorities/bodies chosen reflect the wide geographic extent of the issue and included all authority areas with a common boundary to Spelthorne/Runnymede and authorities which sit within neighbouring housing market areas (HMA's).
- 4.13 A pragmatic view was taken with respect to which London Borough's to engage with given that the London HMA as defined in the London SHMA¹⁷ includes all London boroughs.

¹⁷ The 2013 London Strategic Housing Market Assessment (2014) Mayor of London. Available at: <https://www.london.gov.uk/priorities/planning/london-plan/draft-further-alterations-to-the-london-plan>

- 4.14 The Mayor of London published the Further Alterations to the London Plan (FALP) in January 2014 which proposed increasing London's housing target to 42,000 dwellings per annum. However, the evidence supporting the FALP in the London SHMA pointed to a housing need of between 49,000-62,000 dwellings per annum, a minimum of some 7,000 dwellings per annum more than the proposed target.
- 4.15 Spelthorne Borough Council along with a number of other authorities outside of London raised objections through the FALP consultation and Examination in Public (EiP) about how this shortfall would be addressed. Concerns were raised that if London could not meet all of its own housing needs then areas outside of London including Spelthorne would be expected to pick up some of the shortfall. As such, the housing shortfall in the FALP adds uncertainty to housing needs within the Spelthorne and wider area outside of London. The Inspector has since found the FALP to be sound, albeit that an early review of the London Plan will be needed in 2015 and the Mayor is currently in the process of adopting the FALP. Spelthorne will continue to engage with neighbouring London authorities and the Mayor through the GLA on this strategic issue through the early review of the London Plan.
- 4.16 The Borough Council will also need to understand the latest position on housing land supply through a Strategic Housing Land Availability Assessment (SHLAA). The PPG note on Housing and Economic Land Availability Assessment states that the assessment should be undertaken working with other local planning authorities. This area of work has not yet been commenced but engagement is likely to be with a similar set of authorities and bodies as invited to the SHMA stakeholder event.
- 4.17 Therefore the joint Spelthorne/Runnymede SHMA work, SHLAA and the FALP raise some key issues in terms of housing needs that will have to be considered through the duty to cooperate. These include: -
- How additional housing requirements within Spelthorne can be met;
 - The part that Spelthorne plays in meeting needs across the local or sub housing market area;
 - Whether Spelthorne requires assistance from or can give assistance to other authorities in meeting needs across the local or sub housing market area;
 - The dynamics for the type of housing needed within the local or sub housing market area;
 - Whether additional governance arrangements are required to ensure effective collaboration with other authorities within the local or sub housing market area.

Table 4-1: Proposed Engagement for General Housing

1. Identified Authorities	
Bracknell Forest	Richmond-upon-Thames
Elmbridge	Runnymede
Epsom & Ewell	Rushmoor
Guildford	Slough
Hart	South Bucks
Hillingdon	Surrey CC
Hounslow	Surrey Heath
Mole Valley	Tandridge
Mayor of London/GLA	Waverley
Kingston-upon-Thames	Windsor & Maidenhead
Reigate & Banstead	Woking
2. Identified Bodies	
Enterprise M3 LEP	Homes & Communities Agency
3. Mechanisms for Engagement	
SHMA Stage 1 Report: Duty to Cooperate stakeholder event held August 2014 with all authorities and selected bodies.	
SHMA Stage 2 Report: Stakeholder event(s) with all authorities and selected bodies TBA for 2015.	
SHLAA – Consultation on SHLAA methodology with all authorities and selected bodies with stakeholder events if necessary – 2015	
Local Plan housing options – Meetings/Discussions with selected authorities and bodies prior to options consultation – 2015/16	
Consultation on Local Plan options – 2016.	
Housing target – Meetings/Discussions with selected authorities at officer and member level with a view to entering into agreements prior to Pre-Publication consultation – 2017	
Consultation on Pre-Publication Local Plan – 2017 & Publication Local Plan 2018.	

Traveller Accommodation

- 4.18 Whilst Traveller accommodation is unlikely to be a major source of development in the future, the Government's Planning Policy for Traveller sites states in paragraph 8 that in setting pitch targets for gypsies and travellers and plots for travelling showpeople they should work collaboratively with neighbouring local planning authorities. As such, Traveller accommodation is a strategic matter.
- 4.19 To date Spelthorne Borough Council has collaborated with other Surrey authorities to agree a joint methodology for Traveller Accommodation Assessments (TAA). The joint methodology was published in April 2012 and ensures consistency in the approach to accommodation assessments across Surrey. Various Gypsy & Traveller groups and forums were consulted on the methodology and the wording of an associated questionnaire before the methodology was agreed. A Traveller Accommodation Assessment (TAA) for Spelthorne and Traveller SHLAA have not yet been commenced.
- 4.20 As with housing, a pragmatic approach to the geographic extent of engagement has been taken. All authorities identified to be engaged on housing matters are again identified to be engaged for Traveller accommodation along with selected bodies.
- 4.21 Although a TAA and Traveller SHLAA have not yet commenced, key issues are likely to be: -
- Future pitch/plot numbers for Spelthorne;
 - Whether Spelthorne requires assistance from or can give assistance to other authorities in meeting pitch/plot requirements;
 - Whether sufficient sites can be identified through the Traveller SHLAA and how requirements might be accommodated.

Table 4-2: Proposed Engagement for Traveller Accommodation

1. Identified Authorities	
Bracknell Forest	Richmond-upon-Thames
Elmbridge	Runnymede
Epsom & Ewell	Rushmoor
Hart	Slough
Guildford	South Bucks
Hillingdon	Surrey CC
Hounslow	Surrey Heath
Mole Valley	Tandridge
Mayor of London/GLA	Waverley
Kingston-upon-Thames	Windsor & Maidenhead
Reigate & Banstead	Woking
2. Identified Bodies	
Ashford & St Peters NHS Trust	Homes & Communities Agency
3. Mechanisms for Engagement	
Draft TAA Report: consult with all authorities and selected bodies - 2015	
Traveller SHLAA – Consultation on methodology with all authorities and selected bodies with stakeholder events if necessary – 2015/16.	
Traveller housing options – Meetings/Discussions with selected authorities and bodies prior to options consultation – 2015/16	
Consultation on Local Plan options – 2016.	
Traveller pitch/plot target – Meetings/Discussions with selected authorities at officer and member level with a view to entering into agreements prior to Pre-Publication consultation – 2017	
Consultation on Pre-Publication Local Plan – 2017 & Publication Local Plan 2018.	

Employment Land

- 4.22 Spelthorne has 11 designated Employment Areas in various locations around the Borough including several which adjoin or are close to the boundary with neighbouring authority areas. Heathrow Airport also lies to the north of the Borough boundary within the London Borough of Hillingdon.
- 4.23 The Enterprise M3 (EM3) LEP Commercial Property Market Study (2013) defines Spelthorne as being within an upper M3 market area along with Elmbridge & Runnymede with around 142,700 employees in 2011. The EM3 LEP Strategic Economic Plan also describes Staines-upon-Thames as a ‘step up’ town which is the focus for economic development and LEP growth package funding. The LEP Strategic Economic Plan identifies the creation of 52,000 new jobs by 2020 across the EM3 area.

- 4.24 A percentage of residents both live and work in Spelthorne, but a percentage of those working in Spelthorne will come from other areas and vice versa. The 2011 Census shows that 32% of Spelthorne residents work in Spelthorne and therefore the majority of residents commute out of the Borough to work. Heathrow airport employs around 8% of Spelthorne residents and large commuter flows are evident into Central and Outer London.
- 4.25 Paragraph 160 of the NPPF sets out that in understanding business needs, local planning authorities should work together with county and neighbouring authorities and Local Enterprise Partnerships (LEPs) to prepare and maintain a robust evidence base. The PPG note on Housing & Economic Needs Assessments states that economic needs should be assessed in relation to the functional economic area and that Local Planning Authorities should assess their development needs working with the other local authorities in the functional economic market area.
- 4.26 The Borough Council has yet to establish a Functional Economic Area (FEA) and therefore in the meantime it is considered appropriate to engage with all neighbouring authority areas until such time as an FEA can be established. If authorities over a wider geographic extent wish to be engaged, then they can indicate this through this scoping consultation. Engagement will also include the Mayor of London/GLA, Surrey County Council and the EM3 LEP.
- 4.27 The Borough Council's latest Local Economic Assessment¹⁸ shows the total level of business floorspace¹⁹ in the Borough at March 2012 stood at 631,000sqm (excluding retail). Vacancy levels of office and industrial/warehousing stood at 47,799sqm in March 2012 which represents 10.2% of total floorspace. The level of vacant office and industrial/warehousing floorspace has risen to 62,748sqm as at April 2013.
- 4.28 Of the 4,555 businesses in Spelthorne, the greatest number are in the 'professional, scientific and technical' category, followed by 'construction', 'information & communication' and 'transport & storage'. These categories make up 46% of all businesses in Spelthorne. In terms of Gross Value Added (GVA)²⁰ per head of population, Spelthorne was ranked 85th in the UK in 2007. When compared to neighbouring and other Surrey authorities only Elmbridge, Epsom & Ewell and Richmond show higher rankings.
- 4.29 Heathrow airport which lies just north of the Borough boundary in the London Borough of Hillingdon employs 114,000 people in the local area and contributes £16 billion of economic output. In September 2012 the Government appointed Sir Howard Davies to chair the Independent Airports Commission which was charged with considering airport expansion in the South East of England. The Commission considered a number of options

¹⁸ Local Economic Assessment (2013) Spelthorne Borough Council. Available at: <http://www.spelthorne.gov.uk/econstrat>

¹⁹ Business floorspace for the purposes of the Local Economic Assessment includes offices, industry/warehousing, retail and other business uses.

²⁰ GVA is a measure of productivity and is the difference between the value of goods and services and the cost of producing them

which have now been reduced to three including expansion at Heathrow. The Commission will set out their final report in summer 2015.

4.30 Given the issues outlined there are a number of key issues which will need to be considered under the Duty to Co-operate. Key issues are considered to be:

- Defining the Functional Economic Market Area (FEA);
- The future floorspace and land requirements arising from any additional economic or population demand or whether any existing floorspace and land could be lost to other uses both within Spelthorne and within the FEA.
- The balance between jobs and homes.
- The implications of airport expansion at Heathrow with respect to the balance between jobs and homes and whether additional employment land will be required for new business associated or attracted due to the airport.

Table 4-3: Proposed Engagement for Employment

1. Identified Authorities	
Elmbridge	Slough
Hillingdon	Surrey CC
Hounslow	Surrey Heath
Mayor of London/GLA	Windsor & Maidenhead
Richmond	Woking
Runnymede	
2. Identified Bodies	
Enterprise M3 LEP	
3. Mechanisms for Engagement	
Establish FEA: Requests for joint study with other authorities – 2015	
FEA Stage 1 Report: Consult with identified authorities/bodies on methodology for defining FEA – 2015	
FEA Stage 2 Report: Consult with identified authorities/bodies on draft Stage 2 report which includes employment floorspace demand/supply across FEA and analysis of existing employment sites – 2015/16	
Identification of employment sites through SHLAA process – 2015/16	
Employment Land Options: Discussion/Meetings with authorities/bodies within FEMA prior to options consultation - 2016	
Consultation on Local Plan Options - 2016	
Economic Policies and Employment Land/Floorspace targets – Meetings/Discussions with FEA authorities/bodies at officer and member level with a view to entering agreements or statements of common ground 2017	
Consultation on Pre-Publication Local Plan – 2017 & Publication Local Plan 2018.	

Provision of Retail, Leisure and Other Commercial Development

Retail

- 4.31 Retail catchment areas for main town centres typically extend beyond local authority boundaries. In the Spelthorne Retail Assessment 2004 the main retail centres were identified as Ashford, Shepperton, Staines-upon-Thames and Sunbury. Only Staines-upon-Thames serves more than a local need.
- 4.32 The primary catchment for the main centres in Spelthorne extend out to areas such as Egham in (Runnymede) and Englefield Green and Old Windsor & Wraysbury (Windsor & Maidenhead). The secondary catchment area extends out over a wider area to also include Feltham (London Borough of Hounslow) and Chertsey, Addlestone and Virginia Water (Runnymede).
- 4.33 The adopted Core Strategy & Policies DPD identifies additional retail floorspace for Staines Town Centre up to 32,000sqm to 2026 with the Site Allocations Document identifying the Elmsleigh Centre in Staines Town Centre for expansion in 2 phases. The first phase (phase 3) was to deliver 2,500sqm of additional retail development in the period 2009-2014 and the second (phase 4) 18,000sqm of additional retail in the period 2019-2024. To date neither of these phases of development have secured planning permission.
- 4.34 The Borough Council begun work on an updated Retail and Town Centre Uses study in July 2014 which will consider the need for additional retail floorspace in the Borough up to 2034. As part of this the Borough Council contacted all neighbouring authorities requesting comment on the study brief. One response was received from Runnymede Borough Council indicating no comment. Given the geographic extent of Spelthorne's retail catchment, future drafts of the Retail study will be sent out to all neighbouring authorities as well as Surrey County Council, the Mayor of London/GLA and Enterprise M3 LEP for comment.
- 4.35 The key issues for retailing are considered to be: -
- How much additional retail floorspace is required across the Borough;
 - The role of existing centres in meeting retail needs.

Table 4-4: Proposed Engagement for Retail

1. Identified Authorities	
Elmbridge	Runnymede
Hillingdon	Slough
Hounslow	Surrey CC
Mayor of London/GLA	Windsor & Maidenhead
Richmond	
2. Identified Bodies	
Enterprise M3 LEP	
3. Mechanisms for Engagement	
Retail & Town Centres Uses Study brief: Request comments on study brief from neighbouring authorities – March 2014	
Draft Report: Consult with identified authorities/bodies on draft report – 2015	
Retail Options & Sites: Discussion/Meetings with neighbouring authorities/bodies prior to options consultation – 2015/16	
Consultation on Local Plan Options - 2016	
Retail Floorspace Targets and Sites – Meetings/Discussions with neighbouring authorities/bodies at officer and member level if necessary – 2017.	
Consultation on Pre-Publication Local Plan – 2017 & Publication Local Plan 2018.	

Leisure & Other Commercial Uses

- 4.36 Commercial leisure uses are typically linked to retail elements of town centres and will be covered by the retail catchment. The Retail and Town Centre Uses study commissioned by the Borough Council will consider whether the existing commercial leisure facilities within the Borough are sufficient to meet demands across the catchment.
- 4.37 As such the Borough Council will engage the same authorities and bodies on this issue at the same time as retail issues. Although not a prescribed body the Borough Council will also engage with Sport England.
- 4.38 There are two leisure centres in Spelthorne at Staines-upon-Thames and at Sunbury as well as numerous sports pitches and outdoor facilities around the Borough which serve the local population. Given the local nature of facilities it is not considered that leisure centre or sports pitch provision is likely to be a strategic issue.
- 4.39 Surrey County Council are currently undertaking a study of Hotel accommodation across the county including the need for additional capacity, some of which may be required within Spelthorne. However there is no

evidence to suggest that providing hotel accommodation is a strategic issue within the local or wider area, although need could be generated by the possible expansion of Heathrow. There is also no indication that any other type of commercial development would be a strategic issue.

- 4.40 Given the limited scope for leisure and other commercial uses to raise strategic issues the only key issue to consider is:-
- Whether Spelthorne could assist in accommodating commercial leisure development or vice versa.

Table 4-5: Proposed Engagement for Leisure & Other Commercial

Identified Authorities	
Elmbridge	Runnymede
Hillingdon	Slough
Hounslow	Surrey CC
Mayor of London/GLA	Windsor & Maidenhead
Richmond	
2. Identified Bodies	
Enterprise M3 LEP	Sport England
3. Mechanisms for Engagement	
Retail & Town Centres Uses Study brief: Request comments on study brief from neighbouring authorities – March 2014	
Draft Report: Consult with identified authorities/bodies on draft report – 2015	
Commercial Leisure Options & Sites: Discussion/Meetings with neighbouring authorities/bodies prior to options consultation – 2015/16	
Consultation on Local Plan Options - 2016	
Commercial Leisure Targets/Sites – Meetings/Discussions with neighbouring authorities/bodies at officer and member level if necessary – 2017.	
Consultation on Pre-Publication Local Plan – 2017 & Publication Local Plan 2018.	

Infrastructure for Transport, Telecommunications, Waste Management, Water Supply, Wastewater, Flood Risk and the Provision of Minerals and Energy (including heat)

Transport

- 4.41 The Strategic Road Network (SRN) in Spelthorne includes the M3 and M25 motorways with junction 1 of the M3 located at Sunbury Cross and junction 13 of the M25 at Staines-upon-Thames. Local roads include the A30 which runs from Hampshire up into London and the A308 which runs from Egham, through Spelthorne and onto Hampton Court. Within Spelthorne the Highways Agency is responsible for the strategic road network and Surrey County Council as the Highways Authority is responsible for the local road network.
- 4.42 Development in one area can affect traffic flow and volume on both the strategic and local road networks within other areas and vice versa. To understand traffic flow and how this will change over time with or without development, the Borough Council will need to undertake transport assessments and studies which take account of traffic data and conditions over a wider area. The studies may reveal a need for mitigation or highway infrastructure improvements which cross authority boundaries. Cycling and walking strategies which aim to join routes across Surrey and London are also strategic in nature.
- 4.43 It is likely that Surrey County Council as the Highways Authority will undertake transport assessments/studies on behalf of the Borough Council. The PPG note *Transport Evidence Bases in Plan Making* states that the transport assessment should be produced at Local Plan level in partnership with all relevant transport and planning authorities, transport providers and key stakeholders. The PPG note also states that assessments may have to cover an area wider than the Local Plan.
- 4.44 Therefore, where highway assessments or studies are undertaken, the Borough Council and Surrey County Council will need to engage with the Highways Agency and neighbouring authorities including the Mayor of London/Transport for London (TFL). As the body responsible for local highways infrastructure funding, engagement with the EM3 LEP will need to take place.
- 4.45 Where the outcome of transport assessments identifies a need for mitigation or highways infrastructure improvements, these will need to be reflected in an Infrastructure Needs Assessment and/or an Infrastructure Delivery Plan (IDP). The Borough Council has published an IDP as part of its evidence for the Community Infrastructure Levy (CIL) which will need updating regularly.
- 4.46 Where highway matters have a wider geographic scope i.e. assessment of capacity across a stretch of motorway covering several authority areas, the Borough Council may seek to enter into wider discussions, although it is not possible to identify who this will be with at this moment in time.

- 4.47 In terms of public transport the Borough is served by a number of rail stations which lie either on the Windsor-Waterloo, Reading-Waterloo and Shepperton-Waterloo lines. The sole operator of rail services in Spelthorne is South West Trains who also own all of the stations. The track infrastructure is owned and managed by Network Rail. Several bus operators run services within the Spelthorne area including Abellio (London & Surrey), London United, First, Bear Buses, Dicksons Travel and Carlone Buses.
- 4.48 The influence of Heathrow on the wider area in terms of traffic generation is clearly a cross boundary strategic issue as is the prospect of improved surface access with the potential to extend the Cross Rail 2 project to Staines-upon-Thames and provide a southern rail access to Heathrow.
- 4.49 Therefore, for highway capacity issues the Borough Council will engage with neighbouring authorities, Surrey County Council, the Highways Agency and Mayor of London/TFL. In terms of public transport, engagement will be through the Transport for Surrey Partnership and Mayor of London/TFL and other neighbouring unitary authorities. The Borough Council will also engage with Heathrow Airport Holdings.
- 4.50 As such, the key issues which will need to be considered under the Duty are: -
- Whether local highway capacity is sufficient to meet development requirements in the wider area;
 - Whether any mitigation measures will be required on the local highway along with its funding;
 - Whether capacity at strategic highway junctions is sufficient to meet development requirements in the wider area and whether any mitigation measures are required;
 - How strategic level projects will be identified and planned;
 - Whether there is scope to link cycle networks across boundaries;
 - Whether there is scope to improve surface access to Heathrow through extending the Cross Rail 2 project to Staines-upon-Thames.

Table 4-6: Proposed Engagement for Transport Infrastructure

1. Identified Authorities	
Elmbridge	Runnymede
Hillingdon	Slough
Hounslow	Surrey CC
Mayor of London/GLA	Windsor & Maidenhead
Richmond	
2. Identified Bodies	
Civil Aviation Authority	Network Rail
Enterprise M3 LEP	Office of Rail Regulation
Heathrow Airport Holdings	Transport for London
Highways Agency	
3. Mechanisms for Engagement	
No options for development have been considered and at this moment in time it is not possible to identify where cross boundary transport impacts may lie. However the Borough Council will ensure engagement through Transport Assessments to discuss transport issues under the Duty as well as through Infrastructure Needs Assessment/Infrastructure Delivery Plans (IDP).	

Utilities Infrastructure

- 4.51 Utilities infrastructure includes water supply, wastewater treatment, energy supply and telecommunications. These services and their associated infrastructure are provided by the private sector utility companies which operate within and around the Spelthorne area.
- 4.52 An understanding of utilities capacity is necessary to understand whether developments proposed in Local Plans can be realised without the need for significant additions or whether any further capacity is required including strategic level projects. As with Transport, to understand capacity, the Borough Council will need to undertake an Infrastructure Needs Assessment and translate any projects into an Infrastructure Delivery Plan. The PPG note *Water Supply, Wastewater and Water Quality* outlines that liaison between local planning authorities, Environment Agency and water and sewerage companies should be from the outset of plan preparation.
- 4.53 As part of the work on an Infrastructure Needs Assessment the Borough Council will need to engage and work with utility providers to understand infrastructure capacity requirements and through the Infrastructure Delivery Plan project delivery. Engagement with utility providers could be facilitated through the EM3 Local Enterprise Partnership (LEP) as this could be the vehicle through which strategic projects (if any) can be identified. This will need to be confirmed.

- 4.54 There could also be issues which require joint evidence or a joint approach between utility providers and authorities/prescribed bodies i.e. Water Cycle Studies. If such evidence or a joint approach is required, the Borough Council will engage with the relevant authority areas, the appropriate prescribed bodies and Surrey County Council/Mayor of London. At this stage it is not possible to identify all parties which will be subject to engagement as this will depend on the specific issue at hand.
- 4.55 The key issues which will need to be considered under the Duty are: -
- Whether existing capacity is sufficient to meet demand in the local/wider area or whether upgrades/reinforcement is required;
 - Whether any strategic projects to deliver utility upgrades/improvements are required and how/when these will be delivered;

Table 4-7: Proposed Engagement for Utilities Infrastructure

1. Identified Authorities	
Depends on the Issue	
2. Identified Bodies	
Affinity Water	Southern Gas Networks
Enterprise M3 LEP	Telecoms Operators
Environment Agency	Thames Water
Southern Electric Power	
3. Mechanisms for Engagement	
No options for development have been considered and at this moment in time it is not possible to identify where cross boundary utility infrastructure impacts may lie. However the Borough Council will ensure engagement through an Infrastructure Needs Assessment/Infrastructure Delivery Plan (IDP) and if possible through the Local Enterprise Partnership.	

Minerals & Waste

- 4.56 Surrey County Council is the minerals and waste authority for the whole of Surrey and is responsible for the Surrey Minerals and Waste Plans. Spelthorne Borough Council is required to take account of the Surrey Minerals and Waste plans within its Local Plan by safeguarding areas identified for mineral workings or waste management.
- 4.57 There are several sites in Spelthorne identified in the Minerals Core Strategy & Primary Aggregates DPD for mineral workings or safeguarding, some of which lie on the boundary with neighbouring authorities. The current Waste Plan also includes two sites in Spelthorne for waste proposals.
- 4.58 The PPG note *Waste* states that integrated working between county and district planning authorities is critical to the preparation of Local Plans. As such, Spelthorne and the County Council will need to engage with one another. In forming its Minerals and Waste Plans Surrey County Council are also required to engage with other minerals and waste authorities to understand capacity and consider the potential import/export of waste to other

areas. As part of these discussions, Spelthorne Borough Council may be required to engage with neighbouring minerals and waste authorities along with Surrey County Council.

Flooding & Flood Risk

- 4.59 Large areas of Spelthorne lie within the floodplains of the river Thames, Colne and Ash with only limited flood defence. Over 2,800 properties lie within flood zone 3 which also covers large commercial areas and parts of Staines Town Centre. 17% of the Borough lies within the 1:100 year flood risk zone (7% of which is urban) and 33% within the 1:1000 year zone. Therefore, flooding and flood risk is a serious issue in Spelthorne as recently demonstrated during the flood events of Winter 2014 inundating and causing damage to property in areas of Staines, Shepperton and Sunbury.
- 4.60 The Environment Agency has a River Thames Strategy (RTS) in place for Datchet to Teddington which was highlighted in Section 3. The strategy recommends a mix of flood plain management and the creation of flood channels and is estimated for completion by 2027. The cost of the project is £300m.
- 4.61 Partners in the River Thames Strategy include the Environment Agency, Department for Environment Food & Rural Affairs (DEFRA), Surrey County Council and the local authorities of Spelthorne, Windsor & Maidenhead, Runnymede, Elmbridge, Kingston and Richmond. Engagement for the RTS will continue through the groups which have already been set up to deal with this issue.
- 4.62 To understand flood risk in general and account for the RTS as well as updated modelling by the Environment Agency the Borough Council will require an updated Strategic Flood Risk Assessment (SFRA) as part of its evidence for a new Local Plan.
- 4.63 Given the geographic scope of flood risk to Spelthorne and the wider area, any update to the SFRA and how this translates into Local Plan policies will involve engagement with all those partners involved in the RTS, through existing mechanisms.
- 4.64 The key issues which will need to be considered under the Duty are: -
- Exploring opportunities to align Local Plan policies, text or approaches to take account of the RTS;

Table 4-8: Proposed Engagement for Flooding & Flood Risk

1. Identified Authorities	
Elmbridge Mayor of London/GLA Kingston Richmond	Runnymede Surrey CC Windsor & Maidenhead
2. Identified Bodies	
Environment Agency	
3. Mechanisms for Engagement	
Strategic Flood Risk Assessment Study brief: Request comments on study brief from authorities within RTS area and Environment Agency – 2015	
Draft Report: Consult with identified authorities/bodies on draft report – 2015	
Options & Sites: Discussion/Meetings with neighbouring authorities/bodies prior to options consultation - 2016	
Consultation on Local Plan Options - 2016	
Policy & Sites – Meetings/Discussions with neighbouring authorities/bodies at officer and member level if necessary - 2017	
Consultation on Pre-Publication Local Plan – 2017 & Publication Local Plan 2018.	

Provision of Health, Security, Community and Cultural Infrastructure and other Local Facilities

Health

- 4.65 Major health facilities within Spelthorne include Ashford Hospital which forms part of the Ashford & St Peters Hospitals NHS Trust and the Surrey & Borders Partnership which provides mental health services within Surrey and parts of Hampshire.
- 4.66 With St Peters Hospital located in Chertsey, the Ashford and St Peters NHS Trust operates over a wider area than Spelthorne alone. Ashford Hospital serves Spelthorne and areas within Windsor & Maidenhead, the London Borough of Hounslow and the London Borough of Richmond whilst St Peters serves areas within Spelthorne, Elmbridge, Runnymede and Woking. Surrey & Borders Partnership services are partly delivered at St Peters Hospital.
- 4.67 The commissioning of health services in Spelthorne is delivered by the North West Surrey Clinical Commissioning Group (CCG). The North West Surrey CCG covers the area of Spelthorne, Runnymede and Woking as well as small areas within Elmbridge and Surrey Heath. As such, both the delivery and commissioning of services are cross boundary.
- 4.68 The PPG note *Health & Well Being* states that the first point of contact for health and well-being issues should be the Director of Public Health. This will initially be through the Surrey Public Health Team at Surrey County Council. The PPG note also identifies key groups that local planning authorities should engage with. This includes the Health & Well Being Board, local commissioning groups and NHS England.
- 4.69 Therefore, the Borough Council will engage with the prescribed bodies responsible for health delivery and commissioning within Spelthorne to understand whether additional health facilities are required to meet population growth. The Borough Council will also need to engage with the prescribed bodies and other local authorities that form part of NHS Trust catchments or commissioning areas outside of Spelthorne if a need for joint evidence or a joint approach is identified. This may need to be translated through the Infrastructure Needs Assessment and/or an Infrastructure Delivery Plan.
- 4.70 As such, the key issues which will need to be considered under the Duty are: -
- The requirement for primary health facilities in Spelthorne from additional demand as a result of population growth;
 - The requirement for expanded secondary health facilities due to wider population growth;
 - How and where additional facilities may be delivered whether within or outside of Spelthorne.

Table 4-9: Proposed Engagement for Health

1. Identified Authorities	
Elmbridge	Surrey CC
Hounslow	Surrey Heath
Richmond	Windsor & Maidenhead
Runnymede	Woking
2. Identified Bodies	
Ashford & St Peters NHS Trust	North West Surrey CCG
NHS England	Surrey & Borders Partnership
3. Mechanisms for Engagement	
No options for development have been considered and at this moment in time it is not possible to identify where cross boundary health impacts may lie. However the Borough Council will ensure engagement with health providers and other authorities as appropriate and reflect needs through an Infrastructure Needs Assessment/Infrastructure Delivery Plan (IDP).	

Security

- 4.71 Spelthorne is not aware of any security issues or requirement for land in this respect. Therefore, no strategic issues have been identified. However the Borough Council will engage with the Civil Aviation Authority with respect to safety at Heathrow and the impact of Local Plan growth aspirations.

Community & Cultural Facilities

- 4.72 Community and cultural facilities include a range of services for example libraries, community centres, museums, theatres, art galleries etc. Spelthorne Borough Council provides some community services as does Surrey County Council whilst other community and cultural facilities are run by volunteers or the private sector.
- 4.73 The catchment for some cultural facilities may extend across Spelthorne's boundaries into other areas and some community services and voluntary sectors such as adult services may be provided to Spelthorne residents outside of Spelthorne or vice versa. However the level of cross over is likely to be limited.
- 4.74 As such, the geographic scope for engagement will be narrow. The Borough Council will engage with Surrey County Council in terms of the services and facilities that it provides. Neighbouring authority areas may be engaged depending on the issues identified.
- 4.75 As such, the key issues which will need to be considered under the Duty are: -
- The degree to which facilities within Spelthorne are being used by persons from outside Spelthorne and vice versa;
 - The requirement for additional community or cultural facilities in Spelthorne as a result of population growth;

- Whether population growth in Spelthorne necessitates additional services or facilities outside of the borough or vice versa;
- How and where additional facilities may be delivered whether within or outside of Spelthorne.

2. Table 4-10: Proposed Engagement for Community & Cultural Facilities

1. Identified Authorities	
Depends on the Issue	Surrey CC
2. Identified Bodies	
None	
3. Mechanisms for Engagement	
No options for development have been considered and at this moment in time it is not possible to identify where cross boundary impacts may lie. However the Borough Council will ensure engagement through an Infrastructure Needs Assessment/Infrastructure Delivery Plan (IDP).	

Education

- 4.76 Education services in Spelthorne are provided by Surrey County Council. Pupils generated from Spelthorne may not necessarily all attend schools in Spelthorne as there may be some crossing of borders including into the London area or vice versa. As such, the provision of education and school places is a cross boundary strategic matter in Spelthorne and will need to be factored into an Infrastructure Needs Assessment and/or Infrastructure Delivery Plan.
- 4.77 As the education provider Surrey County Council will be engaged by Spelthorne to determine pupil flows, demand and how these translate into projected pupil numbers and what this means for school places. However, given the close proximity of settlements outside of Spelthorne, the Borough Council with Surrey County Council will also need to engage with neighbouring authority areas and the Mayor of London to understand cross boundary flows and the impact these may have on school places in the future.
- 4.78 The Borough Council is only aware of cross boundary flows between Spelthorne and the London Borough of Hounslow.
- 4.79 As such, the key issues which will need to be considered under the Duty are: -
- The requirement for additional education facilities in Spelthorne as a result of population growth;
 - Whether population growth in Spelthorne necessitates additional education facilities outside of the borough or vice versa;
 - How and where additional facilities may be delivered whether within or outside of Spelthorne.

Table 4-11: Proposed Engagement for Education Infrastructure

1. Identified Authorities/Bodies to be Engaged	
Hounslow	Surrey CC
2. Identified Bodies	
None	
3. Mechanisms for Engagement	
No options for development have been considered and at this moment in time it is not possible to identify where cross boundary education impacts may lie. However the Borough Council will ensure engagement with and through Surrey County Council as the Education Authority and through an Infrastructure Needs Assessment/Infrastructure Delivery Plan (IDP).	

Open Space & Recreation

- 4.80 Areas of open space and recreation are designated as Protected Areas of Open Space under Policy EN4 of the Spelthorne Core Strategy & Policies DPD. The Borough Council will need to undertake a review of these spaces and recreation/sports in general for the Local Plan.
- 4.81 Four of the open space areas lie adjacent to the borough boundary with Runnymede. The site at the Memorial Gardens in Staines-upon-Thames is a Council owned park and the three other areas are urban green spaces at Riverside Flats, Laleham Road in Staines-upon-Thames and at Penton Hall Drive and Penton Hook Road, Staines-upon-Thames. However, the four areas are all separated from the neighbouring borough of Runnymede by the river Thames which is a recreational facility in its own right.
- 4.82 There are three playing fields adjoining the borough boundary. Two are private sports grounds in the Green Belt adjacent to the boundary with the London Borough of Hounslow in Ashford/Lower Feltham and the other is Lammas Recreation Ground on the Wraysbury Road adjacent the Royal Borough of Windsor & Maidenhead. These playing fields are not covered by any policy designation/protection other than Green Belt. Bedford Lakes in the London Borough of Hounslow is also an important area of open space for Ashford residents.
- 4.83 The majority of open space, sports & recreation facilities in Spelthorne will therefore only serve a local need and any change in designation or size of facility/space as a result of a review is unlikely to have any cross boundary impacts. However, the Spelthorne Playing Pitch Strategy 2013-2018²¹ identifies that a number of sports clubs outside of the Borough use facilities within Spelthorne and sports clubs within Spelthorne have members from outside of Spelthorne and vice versa.

²¹ A Playing Pitch Strategy for Spelthorne 2013-2018 (2013) Spelthorne Borough Council. Available at: <https://www.spelthorne.gov.uk/article/2415/Playing-Pitch-Strategy>

4.84 The PPG note *Open Space, Sports and Recreation Facilities, Public Rights of Way and Local Green Space* states that in assessing need for open space local planning authorities should have regard to the duty to cooperate where open space serves a wider area. As such, open space, sport and recreation is considered to be a strategic matter but with a narrow geographic scope. The Borough Council will therefore engage with neighbouring authorities, Surrey County Council and Sport England during Local Plan preparation in this respect.

4.85 As such, the key issues which will need to be considered under the Duty are: -

- The requirement for additional open space, recreation or playing pitch facilities in Spelthorne as a result of population growth;
- Whether population growth in Spelthorne necessitates additional facilities outside of the borough or vice versa;
- How and where additional facilities may be delivered whether within or outside of Spelthorne.

Table 4-12: Proposed Engagement for Open Space & Recreation

1. Identified Authorities/Bodies to be Engaged	
Elmbridge	Runnymede
Hillingdon	Slough
Hounslow	Surrey CC
Mayor of London/GLA	Windsor & Maidenhead
Richmond	
2. Identified Bodies	
Sport England	
3. Mechanisms for Engagement	
No options for development have been considered and at this moment in time it is not possible to identify where cross boundary open space, sport & recreation impacts may lie. The Borough Council will ensure engagement through future Open Space, Sports and Recreation studies (or similar) and/or Infrastructure Needs Assessment/Infrastructure Delivery Plan (IDP).	

Climate Change Mitigation and Adaptation, Conservation and Enhancement of the Natural and Historic Environment, including Landscapes

Climate Change

- 4.86 It is generally accepted that emissions of carbon dioxide into the atmosphere are contributing to climatic impacts and is an issue which affects the whole of the UK.
- 4.87 However, targets for carbon dioxide emission reductions from built development are set through national standards and incorporated into the Building Regulations and emissions of carbon dioxide from aviation traffic are also a national and global issue. Therefore these are not issues to which it is considered the Duty applies given their national coverage.
- 4.88 Emissions reductions from traffic on the local road network is a cross boundary issue which the Borough Council can consider although this is only likely to be in relation to supporting strategies and projects which promote a modal shift away from the private car to public transport and walking/cycling.
- 4.89 In this respect Spelthorne will engage with Surrey County Council as the Highways Authority, Transport for London, Mayor of London and neighbouring authority areas. A Staines-upon-Thames/Feltham cycle link is listed in the London Borough of Hounslow's Infrastructure Delivery Plan (IDP), although at this moment no work has been undertaken and no funding has been secured.
- 4.90 Other ways of reducing carbon dioxide emissions would be through the use of renewable and low carbon technologies and opportunities for decentralised energy and heating. Spelthorne will engage with neighbouring authorities, Surrey County Council and Mayor of London/GLA to identify whether opportunities for joint studies or policy approaches exist.
- 4.91 Other climate change impacts such as flooding and flood risk have already been considered earlier in this Scoping Statement.
- 4.92 As such, the key issues which will need to be considered under the Duty are: -
- How carbon dioxide emissions reductions in Spelthorne can help to meet national targets;
 - Promoting modal shift away from the private car to other forms of transport;
 - Whether there is a requirement for new cycling/walking routes in Spelthorne and how existing or new routes can integrate with routes in neighbouring authority areas;
 - Whether there are opportunities to deliver decentralised energy and heat.

3.

Table 4-13: Proposed Engagement for Climate Change

1. Identified Authorities/Bodies to be Engaged	
Elmbridge	Runnymede
Hillingdon	Slough
Hounslow	Surrey CC
Mayor of London/GLA	Windsor & Maidenhead
Richmond	
2. Identified Bodies	
Transport for London	
3. Mechanisms for Engagement	
No options for development have been considered and at this moment in time it is not possible to identify strategies for modal shift, further opportunities for integrating cycling/walking routes or opportunities for decentralised energy & heat.	

Green Belt & Landscape

- 4.93 All land outside of settlement areas in Spelthorne is designated as Green Belt which accounts for 65% of the Borough or 3,320ha. The Green Belt continues over the borough boundary into all neighbouring local authority areas including the London Boroughs.
- 4.94 The Green Belt in Spelthorne was designated in June 1956 and has been assessed on four consecutive occasions during the preparation of previous Local Plans. Each assessment has concluded that all land outside settlement areas in Spelthorne meets the purposes of the Green Belt and its designation, should remain unaltered. This has been confirmed at Local Plan examinations.
- 4.95 Since the Council last undertook an assessment of the Green Belt in Spelthorne, the NPPF replaced Planning Policy Guidance Note 2: *Green Belts*. The five purposes that the Green Belt serves remain the same in the NPPF as were set out in PPG2 and as such national Green Belt policy has not changed in this respect.
- 4.96 As with previous Local Plans the Council will need to assess and confirm the extent of the Green Belt in Spelthorne.
- 4.97 The geographic scope for engagement on any assessment will be reasonably wide. Engagement will include all neighbouring authority areas, Surrey County Council and the Mayor of London.
- 4.98 There are no designated landscapes within Spelthorne. Surrey County Council is due to publish a County wide landscape study which will reveal areas of common landscape typologies across Surrey. If issues arise which require a strategic approach the Borough Council will engage with the relevant neighbouring authorities and Surrey County Council.

4.99 As such, the key issues which will need to be considered under the Duty are: -

- Whether a Green Belt Review is required for Spelthorne and the outcomes of such a study;
- Whether a joint approach or strategy is required for landscape typologies which cross administrative boundaries;

Table 4-14: Proposed Engagement for Green Belt/Landscape

1. Identified Authorities/Bodies to be Engaged	
Elmbridge	Runnymede
Hillingdon	Slough
Hounslow	Surrey CC
Mayor of London/GLA	Windsor & Maidenhead
Richmond	
2. Identified Bodies	
None	
3. Mechanisms for Engagement	
If a Green Belt assessment is required Spelthorne Borough Council will request comments on a study brief from neighbouring authorities 2015/16	
Draft GB assessment: Consult with identified authorities on a draft assessment 2015/16	
Discussion/Meetings with neighbouring authorities/bodies prior to options consultation 2016	
Consultation on Local Plan Options - 2016	
Meetings/Discussions with neighbouring authorities/bodies at officer and member level if necessary - 2017	
Consultation on Pre-Publication Local Plan – 2017 & Publication Local Plan 2018.	

Historic Environment

4.100 Spelthorne has 195 statutory listed buildings & structures, 159 locally listed buildings & structures, 8 conservation areas, 4 scheduled ancient monuments, 2 other sites and monuments of county archaeological importance as well as numerous areas of high archaeological potential.

4.101 The vast majority of the historic environment in Spelthorne does not cross the authority boundary or lie adjacent to it. However, five of the conservation areas lie on the Spelthorne boundary with either Runnymede or Elmbridge but separated by the river Thames. Chertsey Bridge which is a scheduled ancient

monument also lies on the Spelthorne/Runnymede boundary.

- 4.102 Other than Chertsey Bridge the Borough Council has not identified any specific cross boundary issues and it is not envisaged that there will be any strategic cross boundary matters relating to the historic environment. However Spelthorne will continue to engage with English Heritage and Surrey County Council over heritage matters.

Biodiversity

- 4.103 There are several sites in Spelthorne which are designated for their importance to wildlife and biodiversity at international, national and local level, some of which partly fall within other local authority areas.
- 4.104 International sites in Spelthorne include parts of the South West London Water Bodies Special Protection Area (SPA) and Ramsar. This site is protected under the European Birds Directive (79/409/EEC) and Ramsar Convention for its importance to support rare or vulnerable bird species and wetland habitats.
- 4.105 In Spelthorne the SPA & Ramsar includes the King George VI, Staines, Wraysbury and Kempton Park reservoirs along with the Staines Moor Site of Special Scientific Interest (SSSI). The adjoining authority areas of Windsor & Maidenhead, Runnymede, Elmbridge and the London Borough of Richmond-upon-Thames hold the rest of the SPA & Ramsar. All four of the nationally designated SSSI's in Spelthorne form part of the South West London Waterbodies SPA & Ramsar.
- 4.106 Spelthorne also has 26 locally designated Sites of Nature Conservation Importance (SNCI), some of which lie adjacent to the borough boundary with neighbouring authorities including the stretch of the river Thames from Staines-upon-Thames to Sunbury.
- 4.107 Paragraph 114 of the NPPF states that in their Local Plans, local planning authorities should set out a strategic approach to plan positively for the creation, protection, enhancement and management of networks of biodiversity. Paragraph 117 sets out that planning policies should plan for biodiversity at a landscape scale across local authority boundaries. As such, given the surrounding network of designated sites, biodiversity is a strategic cross boundary matter.
- 4.108 In considering biodiversity issues, including whether a review of SNCI boundaries is required and given the geographic extent of designated sites at international, national and local level, the Borough Council will engage with all neighbouring authorities. Engagement will also include the Surrey Local Nature Partnership (LNP) which includes a number of other stakeholders such as Surrey County Council, Natural England and Surrey Wildlife Trust. Neighbouring Nature Partnerships may also be engaged.

- 4.109 The Colne Valley Regional Park lies to the west of London and stretches north from Surrey through areas of Windsor & Maidenhead, Slough, the London Borough of Hillingdon, authority areas in Buckinghamshire and up into Hertfordshire. The area of Spelthorne within the Colne Valley Park includes Staines Moor. The Colne Valley Park is a joint initiative aimed at promoting informal recreation. The environmental enhancement of the area is an important part of the park strategy. The Park is managed by a Community Interest Company (CIC) which includes Surrey County Council.
- 4.110 Given the geographic area covered by the Park, it is a strategic cross boundary matter. However, many of the issues relating to the Park are already included within the previous matters stated in this section. Therefore for matters, such as open space/recreation which are specific to the Park, the Borough Council will seek to engage through the existing Colne Valley Park partnership which comprises a number of authorities and prescribed bodies.

Table 4-15: Proposed Engagement for Biodiversity

1. Identified Authorities/Bodies to be Engaged	
Elmbridge	Richmond
Hillingdon	Runnymede
Hounslow	Slough
Mayor of London/GLA	Windsor & Maidenhead
2. Identified Bodies	
Surrey LNP	Colne Valley Park Partnership
3. Mechanisms for Engagement	
If SNCI reviews are required Spelthorne Borough Council will request comments from neighbouring authorities and the LNP on the methodology and outcomes of the review - 2015/16.	
Discussion/Meetings with neighbouring authorities/bodies prior to options consultation on approach to biodiversity – 2015/16.	
Consultation on Local Plan Options - 2016	
Meetings/Discussions with neighbouring authorities/bodies at officer and member level if necessary – 2017.	
Consultation on Pre-Publication Local Plan – 2017 & Publication Local Plan 2018.	

Table A1 - Cross Boundary Strategic Matters Identified – Local Authorities

	Homes & Jobs			Retail & Leisure			Infrastructure											Built & Natural Environment						
	Housing	Gypsy & Traveller Accommodation	Employment Land	Retail Provision	Commercial Leisure Capacity	Open Space & Recreation	Transport (Road)	Transport (Rail)	Transport (Walking/Cycling)	Transport (Aviation)	Education	Water Supply	Wastewater Capacity	Waste Management	Energy Supply	Telecommunications	Minerals	Health	Community & Cultural Facilities	Flood Risk	Green Belt & Landscape	Historic Environment	Climate Change	Biodiversity
Local Authorities																								
Bracknell Forest	✓	✓																						
Elmbridge	✓	✓	✓	✓	✓	✓	✓		✓									✓		✓	✓		✓	✓
Epsom & Ewell	✓	✓																						
Guildford	✓	✓																						
Hart	✓	✓																						
London Borough of Hillingdon	✓	✓	✓	✓	✓	✓	✓		✓												✓		✓	✓
London Borough of Hounslow	✓	✓	✓	✓	✓	✓	✓		✓		✓								✓		✓		✓	✓
London Borough of Richmond-upon-Thames	✓	✓	✓	✓	✓	✓	✓		✓										✓		✓		✓	✓
Mole Valley	✓	✓																						
Reigate & Banstead	✓	✓																						
Royal Borough of Kingston-upon-Thames	✓	✓																		✓				
Runnymede	✓	✓	✓	✓	✓	✓	✓		✓										✓		✓	✓	✓	✓
Rushmoor	✓	✓																						
Slough	✓	✓	✓	✓	✓	✓	✓		✓												✓		✓	✓
South Bucks	✓	✓																						
Surrey Heath	✓	✓	✓																					
Tandridge	✓	✓																						
Waverley	✓	✓																						
Windsor & Maidenhead	✓	✓	✓	✓	✓	✓	✓		✓										✓		✓		✓	✓
Woking	✓	✓	✓																✓					

Table A2: Cross Boundary Strategic Matters Identified – Higher Tier Authorities & Prescribed Bodies

	Homes & Jobs			Retail & Leisure			Infrastructure											Built & Natural Environment						
	Housing	Gypsy & Traveller Accommodation	Employment Land	Retail Provision	Commercial Leisure Capacity	Open Space & Formal Recreation	Transport (Road)	Transport (Rail)	Transport (Walking/Cycling)	Transport (Aviation)	Education	Water Supply	Wastewater Capacity	Waste Management	Energy Supply	Telecommunications	Minerals	Health	Community & Cultural Facilities	Flood Risk	Green Belt & Landscape	Historic Environment	Climate Change	Biodiversity
Higher Tier Authorities & Prescribed Bodies																								
Mayor of London (GLA)	✓	✓	✓	✓	✓	✓	✓	✓	✓											✓	✓		✓	
Surrey County Council	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓	✓	✓
Environment Agency	✓											✓	✓							✓				
English Heritage																						✓		
Natural England																								✓
Civil Aviation Authority	✓									✓														
Homes & Communities Agency	✓	✓																						
North West Surrey Clinical Commissioning Group	✓	✓																✓						
NHS England	✓	✓																✓						
Office of Rail Regulation	✓							✓																
Transport for London	✓						✓	✓															✓	
Highways Agency	✓						✓																	

Table A3: Cross Boundary Strategic Matters Identified – Other Consultees

	Homes & Jobs			Retail & Leisure			Infrastructure											Built & Natural Environment						
	Housing	Gypsy & Traveller Accommodation	Employment Land	Retail Provision	Commercial Leisure Capacity	Open Space & Formal Recreation	Transport (Road)	Transport (Rail)	Transport (Walking/Cycling)	Transport (Aviation)	Education	Water Supply	Wastewater Capacity	Waste Management	Energy Supply	Telecommunications	Minerals	Health	Community & Cultural Facilities	Flood Risk	Green Belt & Landscape	Historic Environment	Climate Change	Biodiversity
Other Bodies																								
Affinity Water											✓													
Ashford & St Peter's Hospitals NHS Trust	✓	✓																✓						
Colne Valley Park Partnership																								✓
EM3 Local Enterprise Partnership (LEP)	✓		✓	✓	✓		✓	✓			✓	✓		✓	✓									
Heathrow Airport Holdings									✓															
Network Rail								✓																
Southern Electric Power Distribution															✓									
Southern Gas Networks															✓									
Sport England					✓	✓																		
Surrey & Borders Partnership	✓																	✓						
Surrey LNP																								✓
Telecommunications Operators															✓									
Thames Water											✓	✓												
Transport for Surrey							✓	✓	✓													✓		

Cabinet**24 February 2015**

Title	Draft Capital Programme report 2015-16 to 2018-19		
Purpose of the report	To make a recommendation to Council on a key decision.		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	<p>The Cabinet is asked to :</p> <p>1) Consider and approve the Capital Programme for 2015-16 to 2018-19</p> <p>2) Consider and approve the Prudential Indicators for 2015-16 to 2018-19.</p>		

1. Key issues

- 1.1 The report is to consider and approve the proposed Capital Programme for 2015/16 to 2018/19 in the light of the available resources and corporate priorities. The report covers progress on current schemes and includes future schemes for consideration
- 1.2 The Potential cost of the schemes proposed in the 2015/16 programme total £10.955m, broken down as follows,

Scheme	Capital Estimates 2015/16 - 2018/19						
	Estimated Programme						2018/19
	2014/15		2015/16	2016/17	2017/18	2018/19	
Original Estimate	Revised Estimate	2015/16					2016/17
	£	£	£	£	£	£	
Capital Programme Summary							
Housing Investment Programme	222,600	210,686	2,285,600	291,100	301,600	302,100	
Other Services Programme	586,800	895,851	8,669,700	0	0	0	
Total Capital Programme	809,400	1,106,537	10,955,300	291,100	301,600	302,100	

- 1.3 It should be noted that the Council has sufficient resources to fund the programme up to the end of 2018/19 financial year based on the current level of receipts held.
- 1.4 The use of borrowing under the prudential regime can be considered on a scheme by scheme basis where appropriate. On an invest to save or invest to generate income scheme, if the savings exceed potential borrowing costs then there may be a business case to borrow. The Council's asset base is being kept under constant review and wherever possible additional resources will be generated from the disposal of both under performing and surplus assets.
- 1.5 **Proposed Programme for 2015/16**
- 1.6 All bids to go on the capital programme for 2015/16 have been critically assessed and reviewed by Management team and Cabinet to ensure that they meet the new Criteria of Capital expenditure. The level of spend proposed has also been revised to reflect the level of capital resources now available to finance future capital expenditure:
- 1.7 Included within the 2015/16 Programme are a number of schemes that were rephrased from the 2014/15 programme. These schemes include the following,
- (a) Laleham park Upgrade -£200k
 - (b) Kenyngton Manor - £19k
 - (c) Car Park Improvements -£111k
- 1.8 There are a number of new schemes identified for the programme in 2015/16 and these are
- (a) Replacement of Spelride Vehicles: £250k
 - (b) Small scale area regeneration projects £350k
 - (c) CCTV enhancement : £150k – Upgrade to the CCTV system and provide ongoing revenue savings.
 - (d) Affordable Housing opportunities : £2m – to provide the Council with the ability to acquire housing assets to help address the shortage of affordable housing in the Borough. For example The crooked billet affordable housing scheme.
 - (e) Provision to enable acquisition of appropriate alternative office accommodation for Council if opportunity arise - £7m – as part of the Council's Towards a Sustainable Future aimed at reducing costs and generating ongoing income streams
- 1.9 The Budget also includes provision for on- going schemes and comments on specific areas including:-
- (a) Information Technology- The total budget of **£80k** reflects the purchase of new IT equipment and systems in implementation of the Council's ICT strategies, including supporting greater mobile/flexible working. Any other ICT

changes proposed, as per the revised capital strategy definition, will be classified as revenue and require funding as per paragraph 1.2.

- 1.10 A number of on-going schemes have had the basis of their funding reviewed in the new programme to ensure that the budgetary provision is in line with the expectation as to what can be achieved with the current staffing resources and prior year spends.
- 1.11 The resources set out below assume that the programme is funded from Capital Receipts.

Programme	Revised				
	Estimate	Estimate	Estimate	Estimate	Estimate
	2014/15	2015/16	2016/17	2017/18	2018/19
	£'000	£'000	£'000	£'000	£'000
Housing Investment	211	2,286	291	302	302
Other Services	1,006	8,503	0	0	0
Total Programme to be Financed	1,107	10,955	291	302	302
Resources Available					
Including ongoing stream of share of right to buy proceeds	1,598	29,461	18,676	18,555	18,423
(Surplus)/Deficit	-491	-18,506	-18,385	-18,253	-18,121

- 1.12 It is assumed in the estimates that any shortfall will be managed from other revenue reserves and that the future years start from a base position of Zero reserves.
- 1.13 The calculation for the prudential Indicators is attached as Appendix 4

2. Options analysis and proposal

- 2.1 The Housing Investment and Other Services Programmes have in the past been funded from Capital receipts as the use of any long term borrowing would have resulted in the loss of the Council's debt free status. However under the prudential regime, introduced in 2004, Councils now have much greater freedom to borrow for capital investment provided certain criteria are met as set out in the prudential code. Any borrowing would of course result in a charge to the General Fund for principal and interest.
- 2.2 The ability to borrow to finance capital investment does increase available resources, but would have to be set at a level that is prudent and affordable in the longer term. This option may be suitable for specific revenue enhancing projects following prudent appraisal. With current historically low interest rates

there may be more potential to consider specific business cases for prudential borrowing.

- 2.3 If the option of borrowing is not pursued the programme needs to be financed from additional capital receipts through the selling of assets or a revenue contribution to Capital from the services proposing the capital works.

3. Financial implications

- 3.1 As set out within the report and appendices Recommended Capital Programme for 2015/16 is estimated at £10.955m.
- 3.2 Financing the capital programme from capital receipts results in a loss of investment income. An Estimate of these costs is included on appendix 2& 3, under the column headed "Interest Lost". The loss for 2015/16 has been calculated at £56,500 for the year.

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 Schemes included in the capital programme are programmed to commence in 2015/16 and will be monitored monthly to ensure that any slippage of schemes is identified at an early date and the programme is adjusted accordingly.
- 5.2 Any schemes incomplete at the end of March 2015 may be incorporated as part of the revised programme for 2015/16.
- 5.3 Bi Monthly reports are prepared for MAT to show the current status of the schemes and presented to cabinet and Overview and Scrutiny Committee quarterly for revisions and updates to both estimates and projected outturns

Background papers: None

Appendices: 1 to 4

CAPITAL ESTIMATES 2015/16 - 2018/19					Appendix 1			
SCHEME	FYE	ACTUALS	ESTIMATED PROGRAMME					
	ACTUALS 2013/14	TO DATE 2014/15	2014/15		2015/16	2016/17	2017/18	2018/19
			ORIGINAL ESTIMATE	REVISED ESTIMATE				
	£	£	£	£	£	£	£	£
<u>CAPITAL PROGRAMME SUMMARY</u>								
Housing Investment Programme (Sheet A2)	137,164	76,766	222,600	210,686	2,285,600	291,100	301,600	302,100
Other Services Programme (Sheet A3)	1,181,848	247,305	586,800	895,851	8,669,700	-	-	-
New Schemes Fund	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROGRAMME	1,319,012	324,071	809,400	1,106,537	10,955,300	291,100	301,600	302,100
Total projected spend 2014-15 to 2018-19				12,956,637				

Appendix 2									
SCHEME	FYE	ACTUALS	ESTIMATED PROGRAMME						
	ACTUALS 2013/14	TO DATE 2014/15	2014/15		2015/16	2016/17	2017/18	2018/19	0.50%
			ORIGINAL ESTIMATE	REVISED ESTIMATE					INTEREST LOST
	£	£	£	£	£	£	£	£	£
House Renovation Grants									-
Disabled Facilities Grants									-
- Mandatory	399,797	242,827	450,000	450,000	460,000	465,000	475,000	475,000	2,300
- Discretionary	-	-	29,600	29,600	29,600	29,600	29,600	29,600	100
	399,797	242,827	479,600	479,600	489,600	494,600	504,600	504,600	2,400
Less Specified Capital Grant	(289,717)	(193,145)	(285,000)	(296,914)	(285,000)	(285,000)	(285,000)	(285,000)	
Net Cost of Disabled Facilities Grants	110,080	49,682	194,600	182,686	204,600	209,600	219,600	219,600	2,400
Home Improvement Agency grant	27,084	27,084	28,000	80,705	81,000	81,500	82,000	82,500	400
HIA Funding				(52,705)					
Total - House Renovation Grants	27,084	27,084	28,000	28,000	81,000	81,500	82,000	82,500	400
Affordable Housing opportunities					2,000,000				10,000
	-	-	-	-	2,000,000	-	-	-	10,000
TOTAL - HOUSING	137,164	76,766	222,600	210,686	2,285,600	291,100	301,600	302,100	12,800

CAPITAL ESTIMATES 2015/16 - 2018/19									
SCHEME	FYE ACTUALS 2013/14	ACTUALS TO DATE 2014/15	ESTIMATED PROGRAMME						
			2014/15		2015/16	2016/17	2017/18	2018/19	0.50% INTEREST LOST
			ORIGINAL ESTIMATE	REVISED ESTIMATE					
	£	£	£	£	£	£	£	£	£
INDEPENDENT LIVING									-
Fordbridge Day Centre	11,127	160		20,600					-
External Funding	(11,127)			(3,149)					-
Wellbeing Centre	74,008								-
External Funding	(70,583)								-
Housing Locata	-	10,036		24,000					-
STREET SCENE									-
Department for Communities & Local Govn (DCLG) Lorry	214,246								-
DCLG Bins	47,500								-
DCLG Grant	(261,746)								-
Wheelie Bins		47,068	50,000	50,000	50,000				300
Spelride Buses Replacement					250,000				1,300
Van Replacement					25,000				100
Small Scale Area Regeneration schemes					350,000				1,800
ENVIRONMENT SERVICES									-
Air Quality (Project is expected to complete by March 2016)	-			25,100	17,100				100
Heating repairs and draught proofing	21,982								-
Critical Ditches	5,000								-
Bring Site Initiative	18,500			37,000					-
Energy Saving Measures					15,000				100
Technical Equipment	26,588								-
Laleham Park Upgrade (project not progressed in current year)	-		200,000	-	200,000				1,000
Combined Heat & Power	121,572								-
M2G Boiler Controls	20,200								-
Salix funding	(20,200)								-
Insulation		3,238		5,330					-
Salix Funding		(3,238)		(5,330)					-
Car Park Improvements	-				110,600				600
Pay & Display Machines					141,000				700
Kenyngton Manor Pavilion	-		33,000	-	95,900				500
External Funding					(76,700)				(400)
Sunbury Skate Park	14,304								-
Pool Covers	14,526								-
Loan to SLM	300,000								-
SkatePark+Multi use games area	5,860								-
GENERAL PROPERTIES									-
Runnymede Estates		55,600		55,600	55,600				300
Fire Alarm Systems	26,895	(1,345)							-
Fencing	64,000	(1,623)							-
Esso Site Stanwell	-			20,000					-
Bore hole for Lammas Park	38,350								-
Parks Properties				38,500					-
Renewal of Toilet Facilities	36,656			3,300					-
Greeno Centre Re-Roofing			160,000	160,000					-
KG Reception & Other Moves	43,513	(1,652)							-
Knowle Green Heating	32,999	(3,623)							-
Housing Accommodation Moves	81,363								-
Replacement Council Accommodation					7,000,000				35,000
Plot 12 & 13 Towpath Car park					56,200				300
									-

CAPITAL ESTIMATES 2015/16 - 2018/19									
SCHEME	FYE ACTUALS 2013/14	ACTUALS TO DATE 2014/15	ESTIMATED PROGRAMME						
			2014/15		2015/16	2016/17	2017/18	2018/19	0.50% INTEREST LOST
			ORIGINAL ESTIMATE	REVISED ESTIMATE					
	£	£	£	£	£	£	£	£	£
INFORMATION TECHNOLOGY									-
New Software	37,359		20,000	20,000	20,000				100
Virtual Desktop (VDI)	-								-
Voice Over Internet (VOIP)	95,540	38,920		64,500					-
Integra Upgrade	9,605			10,000					-
Car Parks Link	2,804								-
Remote & Mobile Working, Depot	15,543								-
Server Updates	15,344								-
Virtual Desktop (VDI)	17,933								-
Other Hardware	19,575	4,709	50,000	50,000	60,000				300
ICT Security	27,380	360							-
Code of Connection Requirement		8,070	6,000	6,000					-
Mobiles & Tablets		2,282	28,800	28,800					-
Mobile Device Management			10,000	10,000					-
Disaster Recovery Requirements			16,000	16,000					-
ESIP			13,000	13,000					-
									-
HR and Payroll system	278	1,939		11,500					-
									-
Customer Relationship Management (CRM) Solution	74,647	3,800		85,400					-
Liquid Voice		28,618							-
Corporate EDMS System					150,000				800
									-
Website Upgrade	10,308	3,733		4,700					-
									-
Elections Individual Elector Registration Equipment	6,613	1,323							-
External Funding	(6,613)	(1,323)							-
									-
COMMUNITY SAFETY									-
Staisafe Radio	-	50,253		53,300					-
Funding from Car Parks	-			(8,300)					-
Law Enforcement		12,002		100,000					-
External Funding		(12,002)							-
Stanwell CCTV	78,110								-
S106 Funding	(78,110)								-
CCTV Enhancement					150,000				800
									-
TOTAL - OTHER PROJECTS	1,181,848	247,305	586,800	895,851	8,669,700	-	-	-	43,700

Prudential Indicators Statement 2015/16

The Local Government Act 2003 requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

Estimates of Capital Expenditure: The Council's planned capital expenditure may be summarised as follows. Further detail is provided in Appendix 1.

Capital Expenditure and Financing	2014/15 Revised £000's	2015/16 Estimate £000's	2016/17 Estimate £000's	2017/18 Estimate £000's
Gross Expenditure	1,107	10,955	291	302

Estimates of Capital Financing Requirement: The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

Capital Financing Requirement	31.03.15 Revised £000's	31.03.16 Estimate £000's	31.03.17 Estimate £000's	31.03.18 Estimate £000's
Total CFR	0	0	0	0

Gross Debt and the Capital Financing Requirement: In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

Debt	31.03.15 Revised £000's	31.03.16 Estimate £000's	31.03.17 Estimate £000's	31.03.18 Estimate £000's
Total Debt	0	0	0	0

Operational Boundary for External Debt: The operational boundary is based on the Council's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management

tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	2014/15 Revised £000's	2015/16 Estimate £000's	2016/17 Estimate £000's	2017/18 Estimate £000's
Total Debt	10,000	10,000	10,000	10,000

Authorised Limit for External Debt: The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit	2014/15 Revised £000's	2015/16 Estimate £000's	2016/17 Estimate £000's	2017/18 Estimate £000's
Total Debt	12,000	12,000	12,000	12,000

Ratio of Financing Costs to Net Revenue Stream: This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2014/15 Revised %	2015/16 Estimate %	2016/17 Estimate %	2017/18 Estimate %
General Fund	(2.55)	(4.65)	(4.65)	(4.65)

Adoption of the CIPFA Treasury Management Code: The Council adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2011 Edition at its meeting on 24th January 2012.

Annual Minimum Revenue Provision Statement 2015/16

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the Department for Communities and Local Government's Guidance on Minimum Revenue Provision (the CLG Guidance) most recently issued in 2012.

The broad aim of the CLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The CLG Guidance requires the Council to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance.

The Council expects that its Capital Financing Requirement will be nil on 31st March 2015 and in line with the CLG Guidance it will therefore charge no MRP in 2015/16.

Capital expenditure incurred during 2015/16 will not be subject to a MRP charge until 2016/17.

Cabinet**24 February 2015**

Title	Fees and Charges Report 2015-16		
Purpose of the report	To make a recommendation to Council on a key decision		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	Cabinet to approve the charges as set out in Appendix A.		

1. Key issues

- 1.1 In the current challenging economic climate the council has to perform a balancing act between trying to maximise the additional income that can be generated through fees and charges, but at the same time be careful in setting fee levels which are sustainable and will not adversely impact on its overall income levels. It also needs to be mindful of the impact on residents and the local business community.
- 1.2 The total potential income therefore from rents, fees and charges and grant income excluding housing benefit grant income to be incorporated into the 2015/16 budget will be approximately £9.720m.
- 1.3 More than a third of the Council's total income excluding housing benefit grant income is generated through fees and charges, rents and grants and is therefore of key importance in balancing the budget.

2. PROPOSED FEES AND CHARGES

- 2.1 The detailed schedule of proposed fees and charges to be effective from 1st April 2015 is shown in the 2015/16 fees and charges document.
- 2.2 As part of the 2013/14 and 2014/15 budget setting process Heads of service adopted a cautious approach to raising the level of fees and a number of fees were reduced in response to the downturn in economic climate which had produced lower levels of income than previously budgeted. These areas have been reassessed as part of the 2015/16 budget process in order to determine whether the change could now be reversed in light of actual incomes received.

- 2.3 All fees and charges were reviewed in 2014/15 by Heads of service to ensure that they are covering our costs and they have been assessed as to the reasonability of the fee being set.
- 2.4 For 2015/16 in common with previous years Heads of service have been asked to revisit the overall budgeted income estimates, compare them with other authorities' charges and then base them upon the income seen in 2014/15 to date in order to reassess the likely full year income position.
- 2.5 In respect of the economic climate all areas are being monitored through the 2014/15 budget monitoring process to see how the income is holding up against budgets. Management team receive a monthly report on the major income area's highlighting the current position against the previous year position.
- 2.6 Currently Building Control, Garden Waste bin and allotment income are all indicating that they will achieve more than originally budgeted and any increase seen as on-going will be incorporated into the base budget.
- 2.7 For some area's like charges for football pitches and funfairs, fees have been reduced for 2015/16 in order to stimulate demand in these two area's as income has been falling for the past few years.
- 2.8 Car parking income is one of the largest income generation areas for the council but in order to encourage economic development in the various town centres, car park charges for 2015/16 will not increase and will remain the same as for 2014/15.
- 2.9 The proposed fees and charges submitted here for the next financial year have in the majority of cases not been up rated by 5% which was part of the financial strategy agreed by Executive in November 2006, but have been amended to reflect the maximum level it is perceived that the market can currently stand.
- 2.10 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the council to the benefit of a particular community group.
- 2.11 The Authority is continuing to look at Services and ensuring that all areas make appropriate charges for all services provided in order to ensure that those users of the service are charged for it so that the rest of the Council Tax payers are not subsidising them.

3. Options analysis and proposal

- 3.1 A fixed percentage increase of all fees and charges could be implemented for all areas – but this would not reflect fully the circumstances of each service
- 3.2 Each Service aligns its fees and charges in line with market conditions, neighbouring authorities and sets a fee that covers its costs of producing the service.

4. Financial implications

4.1 As in the body of the report.

5. Other considerations

5.1 There are none.

6. Timetable for implementation

6.1 The fees and charges proposed are to be implemented from the 1st April 2015.

Background papers:

Appendices: A



Fees and Charges

2015/16

Printed Date: 24/02/2015

Last modified: 24/02/2015

Report Description:

A full schedule of the fees and charges for all Council services for the coming year

Corporate Governance

Land Charges

Land Charges

Copying Charges

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Copy Of Duplicate Search	7.20	7.20	S	Discretionary
Each Agreement - Each Following Sheet	0.75	0.75	S	Discretionary
Each Agreement - First Sheet	2.90	2.90	S	Discretionary

Service Fees

Additional Parcel	15.40	15.40	O	Discretionary
Each Additional Enquiry	20.00	20.00	O	Discretionary
Each Con 29 'O' Optional Enquiry	15.00	15.00	O	Discretionary
Personal Search Component data per question	1.70	1.70	O	Discretionary
Personal Search Service	0.00	0.00	O	Discretionary
Surrey County Council Search Fee	32.00	32.00	O	Discretionary
Whole Search	204.00	204.00	O	Discretionary

Fees and Charges

Printed Date: 24/02/2015

Last modified: 24/02/2015

Legal Fees**Legal Fees**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Commercial Organisations

Drafting a simple licence	408.00	450.00	S	Discretionary
Drafting a simple wayleave agreement/lease	969.00	1,000.00	S	Discretionary
Renewal of a simple licence	204.00	250.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	607.00	650.00	S	Discretionary

Commercial Organisations - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	196.00	200.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	164.00	175.00	S	Discretionary
Solicitor with over 8 years experience	221.00	230.00	S	Discretionary
Trainee Legal Executive / Paralegal	120.00	130.00	S	Discretionary
Trainee Solicitor	120.00	130.00	S	Discretionary

Community Groups

Drafting a simple licence	204.00	200.00	S	Discretionary
Drafting a simple wayleave agreement/lease	505.00	500.00	S	Discretionary
Renewal of a simple licence	102.00	100.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	301.00	300.00	S	Discretionary

Community Groups - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	115.00	110.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	97.00	95.00	S	Discretionary
Solicitor with over 8 years experience	131.00	130.00	S	Discretionary
Trainee Legal Executive / Paralegal	71.00	70.00	S	Discretionary
Trainee Solicitor	71.00	70.00	S	Discretionary

Fees and Charges

Printed Date: 24/02/2015

Last modified: 24/02/2015

Electoral Services**Electoral Registration****Electoral Registration****2014/15 Charge****2015/16 Charge****VAT****Statutory?****Statutory Fees**

Certificate Of Residence	25.00	25.00	O	Discretionary
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Data Copy	20.00	20.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Hard Copy	10.00	10.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Data Copy	1.50	1.50	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Hard Copy	5.00	5.00	O	Statutory
Return Of Election Expenses - Per Copy	0.20	0.20	O	Statutory

Fees and Charges

Printed Date: 24/02/2015

Last modified: 24/02/2015

Environmental Health/Bdg Cont**Building Control****Building Control****2014/15 Charge****2015/16 Charge****VAT****Statutory?****Charges For Certain Small Buildings And Extensions - Additional Charge (Non Part P Electrician)**

01 Extensions Under 10m2 (single storey)	273.00	287.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	273.00	287.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	273.00	287.00	S	Statutory
04 Two storey extension not exceeding 40m2	273.00	287.00	S	Statutory
05 Two storey extension 40m2 - 100m2	273.00	287.00	S	Statutory
06 Two storey extension 100m2 to 200m2	273.00	287.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	273.00	287.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	273.00	287.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	273.00	287.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	273.00	287.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	273.00	287.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	273.00	287.00	S	Statutory

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Building Control

Building Control

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Charges For Certain Small Buildings And Extensions - Building Notice Charge (Note 1)

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	523.00	549.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	756.00	794.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	889.00	933.00	S	Statutory
04 Two storey extension not exceeding 40m2	889.00	933.00	S	Statutory
05 Two storey extension 40m2 - 100m2	1,124.00	1,180.00	S	Statutory
06 Two storey extension 100m2 to 200m2	1,333.00	1,400.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	624.00	655.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	748.00	785.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	413.00	434.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	491.00	516.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	582.00	611.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	1,140.00	1,197.00	S	Statutory

Charges For Certain Small Buildings And Extensions - Inspection Charge

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	363.00	389.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	596.00	634.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	639.00	683.00	S	Statutory
04 Two storey extension not exceeding 40m2	639.00	683.00	S	Statutory
05 Two storey extension 40m2 - 100m2	874.00	930.00	S	Statutory
06 Two storey extension 100m2 to 200m2	1,083.00	1,150.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	464.00	495.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	588.00	625.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	253.00	274.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	331.00	356.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	422.00	451.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	890.00	947.00	S	Statutory

Fees and Charges

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Building Control

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Charges For Certain Small Buildings And Extensions - Plan Charge

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	160.00	160.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	160.00	160.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	250.00	250.00	S	Statutory
04 Two storey extension not exceeding 40m2	250.00	250.00	S	Statutory
05 Two storey extension 40m2 - 100m2	250.00	250.00	S	Statutory
06 Two storey extension 100m2 to 200m2	250.00	250.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	160.00	160.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	160.00	160.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	160.00	160.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	160.00	160.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	160.00	160.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	250.00	250.00	S	Statutory

Charges For Certain Small Buildings And Extensions - Regularisations (Note 2)

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	O	Statutory
01 Extensions Under 10m2 (single Storey)	653.00	686.00	O	Statutory
02 Extensions 10m2 - 40m2 (single Storey)	945.00	992.00	O	Statutory
03 Extensions 40m2 - 100m2 (single storey)	1,111.00	1,167.00	O	Statutory
04 Two storey extension not exceeding 40m2	1,111.00	1,167.00	O	Statutory
05 Two storey extension 40m2 - 100m2	1,405.00	1,475.00	O	Statutory
06 Two storey extension 100m2 to 200m2	1,666.00	1,749.00	O	Statutory
07 Loft conversion without dormers (max 60m2)	780.00	819.00	O	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	935.00	982.00	O	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	517.00	543.00	O	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	614.00	645.00	O	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	728.00	764.00	O	Statutory
12 Alterations to extend or create a basement up to 100m2	1,425.00	1,496.00	O	Statutory

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Building Control**Domestic Alterations to a Single Building - Building Notice Charge**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Electrical work (non competent persons scheme)

Any electrical work	314.00	330.00	S	Statutory
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	339.00	356.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	531.00	558.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	698.00	733.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	1,084.00	1,138.00	S	Statutory

Renovation of thermal element

Renovation of thermal element to a single dwelling	339.00	356.00	S	Statutory
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Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
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Window replacement (non competent persons scheme)

Per installation over 20 windows	300.00	315.00	S	Statutory
Per installation up to 20 windows	200.00	210.00	S	Statutory

Domestic Alterations to a Single Building - Inspection Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Electrical work (non competent persons scheme)

Any electrical work (Inc in Plan Charge)	0.00	0.00	S	Statutory
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Building Control

Domestic Alterations to a Single Building - Inspection Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000 (Inc in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000 (Inc in Plan Charge)	371.00	398.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	538.00	573.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	834.00	888.00	S	Statutory

Renovation of thermal element

Renovation of thermal element to a single dwelling (Inc in Plan Charge)	0.00	0.00	S	Statutory
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Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
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Window replacement (non competent persons scheme)

Per installation over 20 windows	0.00	0.00	S	Statutory
Per installation up to 20 windows (Inc in Plan Charge)	0.00	0.00	S	Statutory

Domestic Alterations to a Single Building - Plan Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Electrical work (non competent persons scheme)

Any electrical work	314.00	330.00	S	Statutory
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	339.00	356.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	160.00	160.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	160.00	160.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	250.00	250.00	S	Statutory

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Building Control**Domestic Alterations to a Single Building - Plan Charge**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Renovation of thermal element

Renovation of thermal element to a single dwelling	339.00	356.00	S	Statutory
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Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
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Window replacement (non competent persons scheme)

Per installation over 20 windows	300.00	315.00	S	Statutory
Per installation up to 20 windows	200.00	210.00	S	Statutory

Domestic Alterations to a Single Building - Regularisation Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Electrical work (non competent persons scheme)

Any electrical work	392.00	412.00	O	Statutory
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	424.00	445.00	O	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	663.00	696.00	O	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	872.00	916.00	O	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	1,355.00	1,423.00	O	Statutory

Renovation of thermal element

Renovation of thermal element to a single dwelling	424.00	445.00	O	Statutory
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Underpinning

Underpinning (POA)	0.00	0.00	O	Statutory
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Fees and Charges

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Building Control**Domestic Alterations to a Single Building - Regularisation Charge**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Window replacement (non competent persons scheme)

Per installation over 20 windows	375.00	394.00	O	Statutory
Per installation up to 20 windows	250.00	262.00	O	Statutory

Non Domestic Alterations - Inspection Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Alterations not described elsewhere including structural alterations and installation of controlled fittings

01 Estimated cost up to £5,000 (Included in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	415.00	444.00	S	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	702.00	745.00	S	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	849.00	904.00	S	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	1,005.00	1,068.00	S	Statutory
06 Installation of a Mezzanine floor up to 500m2	639.00	683.00	S	Statutory

Office / Shop fit out

01 Floor area up to 500m2	466.00	497.00	S	Statutory
02 Floor area 500m2 to1000m2	639.00	683.00	S	Statutory
03 Change of use of a Building (charged in addition to the above works)(Included in Plan Charge)	0.00	0.00	S	Statutory

Renovation of thermal element

01 Estimated cost up to £50,000 (Included in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	338.00	363.00	S	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	415.00	444.00	S	Statutory

Window replacement (non competent persons scheme).

Per installation over 20 windows (Included in Plan Charge)	0.00	0.00	S	Statutory
Per installation up to 20 windows (Included in Plan Charge)	0.00	0.00	S	Statutory

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Building Control

Non Domestic Alterations - Plan Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Alterations not described elsewhere including structural alterations and installation of controlled fittings

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Estimated cost up to £5,000	392.00	412.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	160.00	160.00	S	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	160.00	160.00	S	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	250.00	250.00	S	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	250.00	250.00	S	Statutory
06 Installation of a Mezzanine floor up to 500m2	250.00	250.00	S	Statutory

Office / Shop fit out

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor area up to 500m2	160.00	160.00	S	Statutory
02 Floor area 500m2 to 1000m2	250.00	250.00	S	Statutory
03 Change of use of a Building (charged in addition to the above works)	250.00	250.00	S	Statutory

Renovation of thermal element

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Estimated cost up to £50,000	367.00	385.00	S	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	160.00	160.00	S	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	160.00	160.00	S	Statutory

Window replacement (non competent persons scheme).

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Per installation over 20 windows	300.00	315.00	S	Statutory
Per installation up to 20 windows	200.00	210.00	S	Statutory

Non Domestic Alterations - Regularisation Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Non Domestic Alterations - Regularisation Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Alterations not described elsewhere including structural alterations and installation of controlled fittings

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Estimated cost up to £5,000	489.00	513.00	O	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	719.00	755.00	O	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	1,077.00	1,131.00	O	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	1,374.00	1,443.00	O	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	1,568.00	1,646.00	O	Statutory
06 Installation of a Mezzanine floor up to 500m2	1,111.00	1,167.00	O	Statutory

Office / Shop fit out

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor area up to 500m2	783.00	822.00	O	Statutory
02 Floor area 500m2 to 1000m2	1,111.00	1,167.00	O	Statutory
03 Change of use of a Building (charged in addition to the above works)	250.00	250.00	O	Statutory

Renovation of thermal element

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Estimated cost up to £50,000	458.00	481.00	O	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	622.00	653.00	O	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	719.00	755.00	O	Statutory

Window replacement (non competent persons scheme).

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Per installation over 20 windows	375.00	394.00	O	Statutory
Per installation up to 20 windows	250.00	262.00	O	Statutory

Non Domestic Extensions and New Build - Inspection Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Non Domestic Extensions and New Build - Inspection Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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All Other Use Classes

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	546.00	581.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	674.00	716.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	796.00	848.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,056.00	1,121.00	S	Statutory

Assembly and Recreational Use & Other Residential (Institution and Other)

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	571.00	608.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	796.00	848.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,161.00	1,232.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,428.00	1,517.00	S	Statutory

Industrial and Storage Use

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2 (Inc in Plan Charge)	0.00	0.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	415.00	444.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	624.00	663.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	729.00	773.00	S	Statutory

Non Domestic Extensions and New Build - Plan Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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All Other Use Classes

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	160.00	160.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	160.00	160.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	250.00	250.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	250.00	250.00	S	Statutory

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Building Control**Non Domestic Extensions and New Build - Plan Charge**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Assembly and Recreational Use & Other Residential (Institution and Other)

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	160.00	160.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	250.00	250.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	250.00	250.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	350.00	350.00	S	Statutory

Industrial and Storage Use

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	469.00	492.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	160.00	160.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	160.00	160.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	160.00	160.00	S	Statutory

Non Domestic Extensions and New Build - Regularisation Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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All Other Use Classes

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	883.00	927.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	1,042.00	1,094.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,307.00	1,372.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,632.00	1,714.00	O	Statutory

Assembly and Recreational Use & Other Residential (Institution and Other)

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	913.00	959.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	1,307.00	1,372.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,764.00	1,852.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	2,223.00	2,334.00	O	Statutory

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Building Control

Non Domestic Extensions and New Build - Regularisation Charge

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Industrial and Storage Use

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	587.00	616.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	719.00	755.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	980.00	1,029.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,111.00	1,167.00	O	Statutory

Planning Publications

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Photocopying Charges For Current Applications (Available At Reception)

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
A4 Per Page	0.20	0.20	S	Statutory

Small Domestic Buildings - Building Notices (New Dwellings Up To 300M2 Each)

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Number Of Dwellings

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 1	1,124.00	1,180.00	S	Statutory
b) 2	1,516.00	1,592.00	S	Statutory
c) 3	1,778.00	1,867.00	S	Statutory
d) 4	2,038.00	2,140.00	S	Statutory
e) 5	2,379.00	2,498.00	S	Statutory
f) 6	2,718.00	2,854.00	S	Statutory
g) 7	3,006.00	3,156.00	S	Statutory
h) 8	3,293.00	3,458.00	S	Statutory
i) 9	3,581.00	3,760.00	S	Statutory
j) 10	3,868.00	4,061.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Fees and Charges

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Building Control**Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)**

2014/15 Charge 2015/16 Charge VAT Statutory?

Number Of Dwellings

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 1	874.00	930.00	S	Statutory
b) 2	1,266.00	1,342.00	S	Statutory
c) 3	1,528.00	1,617.00	S	Statutory
d) 4	1,538.00	1,640.00	S	Statutory
e) 5	1,879.00	1,998.00	S	Statutory
f) 6	2,218.00	2,354.00	S	Statutory
g) 7	2,506.00	2,656.00	S	Statutory
h) 8	2,793.00	2,958.00	S	Statutory
i) 9	3,081.00	3,260.00	S	Statutory
j) 10	3,368.00	3,561.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

Small Domestic Buildings - Plan Charge (New Dwellings Up To 300M2 Each)

2014/15 Charge 2015/16 Charge VAT Statutory?

Number Of Dwellings

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 1	250.00	250.00	S	Statutory
b) 2	250.00	250.00	S	Statutory
c) 3	250.00	250.00	S	Statutory
d) 4	500.00	500.00	S	Statutory
e) 5	500.00	500.00	S	Statutory
f) 6	500.00	500.00	S	Statutory
g) 7	500.00	500.00	S	Statutory
h) 8	500.00	500.00	S	Statutory
i) 9	500.00	500.00	S	Statutory
j) 10	500.00	500.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

Fees and Charges

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Building Control

Small Domestic Buildings - Regularisation Charge (New Dwellings Up To 300M2 Each)

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Number Of Dwellings

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 1	1,405.00	1,475.00	O	Statutory
b) 2	1,895.00	1,990.00	O	Statutory
c) 3	2,223.00	2,334.00	O	Statutory
d) 4	2,547.00	2,674.00	O	Statutory
e) 5	2,974.00	3,123.00	O	Statutory
f) 6	3,398.00	3,568.00	O	Statutory
g) 7	3,758.00	3,946.00	O	Statutory
h) 8	4,116.00	4,322.00	O	Statutory
i) 9	4,476.00	4,700.00	O	Statutory
j) 10	4,835.00	5,077.00	O	Statutory
k) exceeding 10 (POA)	0.00	0.00	O	Statutory

Water Testing Charges

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Private water supply

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) Private water supply sample (each visit)	100.00	100.00	O	Statutory
b) Risk Assessment (each assessment)	500.00	500.00	O	Statutory
c) Investigation (per investigation)	100.00	100.00	O	Statutory
d) Granting an Authorisation (per authorisation)	100.00	100.00	O	Statutory
e) Analysing a Sample Taken Under Regulation 10 - at cost - max price shown	25.00	25.00	O	Statutory
f) Analysing a Sample Taken Under Check Monitoring - at cost - max price shown	100.00	100.00	O	Statutory
g) Analysing a Sample Taken Under Audit Monitoring - at cost - max price shown	500.00	500.00	O	Statutory

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Environmental Protection Act**Environmental Information Regulations 2004**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Contaminated Land Enquiries

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Commercial - Hourly rate	51.00	51.50	S	Discretionary
Domestic - Hourly rate	51.00	51.50	S	Discretionary
General Enquiries - Hourly Rate	51.00	51.50	S	Discretionary

Environmental Protection

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Environmental Protection Schedule 1 Part B Premises

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) Summary Of Register	24.00	25.20	S	Discretionary
b) First Sheet - A4	15.50	16.30	S	Discretionary
c) Each Subsequent Sheet - A4	4.20	4.40	S	Discretionary
d) First Sheet-A3	15.50	16.30	S	Discretionary
e) Each Subsequent Sheet-A3	4.20	4.40	S	Discretionary

Pollution

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Scrap Metal Dealers

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Scrap Metal collector fee	330.00	335.00	O	Discretionary
Scrap Metal dealer site license fee	520.00	530.00	O	Discretionary
Scrap Metal Licence Variation	60.00	61.00	O	Discretionary
Scrap Metal replacement of Licence	25.00	26.00	O	Discretionary

Pollution Prevention & Control Act

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Environmental Protection Act**Pollution Prevention & Control Act**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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LA-IPPC charges

a) Application	3,218.00	3,218.00	<input type="radio"/>	Statutory
b) Additional fee for operating without a permit	1,137.00	1,137.00	<input type="radio"/>	Statutory
c) Annual Subsistence (Low)	1,384.00	1,384.00	<input type="radio"/>	Statutory
d) Annual Subsistence (Medium)	1,541.00	1,541.00	<input type="radio"/>	Statutory
e) Annual Subsistence (High)	2,233.00	2,233.00	<input type="radio"/>	Statutory
f) Substantial Variation	1,309.00	1,309.00	<input type="radio"/>	Statutory
g) Transfer	225.00	225.00	<input type="radio"/>	Statutory
h) Partial transfer	668.00	668.00	<input type="radio"/>	Statutory
i) Surrender	668.00	668.00	<input type="radio"/>	Statutory

LAPPC & LAIPPC substance charges

Where paid quarterly the total amount payable will be increased by	36.00	36.00	<input type="radio"/>	Statutory
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Environmental Protection Act

Pollution Prevention & Control Act

2014/15 Charge

2015/16 Charge

VAT

Statutory?

LAPPC Annual Subsistence Charge

1.a) Standard process Low	739.00	739.00	O	Statutory
1.b) Standard process Medium	1,111.00	1,111.00	O	Statutory
1.c) Standard process High	1,672.00	1,672.00	O	Statutory
1.d) Standard process Low - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	838.00	838.00	O	Statutory
1.e) Standard process Medium - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,210.00	1,210.00	O	Statutory
1.f) Standard process High - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,771.00	1,771.00	O	Statutory
2.a) Reduced fee activities (Low)	76.00	76.00	O	Statutory
2.b) Reduced fee activities (Med)	151.00	151.00	O	Statutory
2.c) Reduced fee activities (High)	227.00	227.00	O	Statutory
2.d) Reduced fee activities (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	175.00	175.00	O	Statutory
2.e) Reduced fee activities (Med) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	250.00	250.00	O	Statutory
2.f) Reduced fee activities (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	326.00	326.00	O	Statutory
3.a) PVR I & II combined (Low)	108.00	108.00	S	Statutory
3.b) PVR I & II combined (High)	326.00	326.00	O	Statutory
3.c) PVR I & II combined (Med)	216.00	216.00	O	Statutory
3.d) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (high)	425.00	425.00	O	Statutory
3.e) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (med)	315.00	315.00	O	Statutory
3.f) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (low)	207.00	207.00	O	Statutory
4.a) Other reduced fee activities (Low)	218.00	218.00	O	Statutory
4.b) Other reduced fee activities (Med)	349.00	349.00	O	Statutory
4.c) Other reduced fee activities (High)	524.00	524.00	O	Statutory
4.d) Other reduced fee activities (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	317.00	317.00	O	Statutory
4.e) Other reduced fee activities (Med) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	448.00	448.00	O	Statutory
4.f) Other reduced fee activities (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	623.00	623.00	O	Statutory
6.a) Standard mobile plant, for first and second permits (Low)	618.00	618.00	O	Statutory
6.b) Standard mobile plant, for first and second permits (Medium)	989.00	989.00	O	Statutory
6.c) Standard mobile plant, for first and second permits (High)	1,484.00	1,484.00	O	Statutory
6.d) Standard mobile plant, for first and second permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	717.00	717.00	O	Statutory

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Environmental Protection Act**Pollution Prevention & Control Act**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
6.e) Standard mobile plant, for first and second permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,088.00	1,088.00	O	Statutory
6.f) Standard mobile plant, for first and second permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,583.00	1,583.00	O	Statutory
7.a) For the third to seventh permits (Low)	368.00	368.00	O	Statutory
7.b) For the third to seventh permits (Medium)	590.00	590.00	O	Statutory
7.c) For the third to seventh permits (High)	884.00	884.00	O	Statutory
7.d) For the third to seventh permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	467.00	467.00	O	Statutory
7.e) For the third to seventh permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	689.00	689.00	O	Statutory
7.f) For the third to seventh permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	983.00	983.00	O	Statutory
8.a) Eighth and subsequent permits (Low)	189.00	189.00	O	Statutory
8.b) Eighth and subsequent permits (Medium)	302.00	302.00	O	Statutory
8.c) Eighth and subsequent permits (High)	453.00	453.00	O	Statutory
8.d) Eighth and subsequent permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation	288.00	288.00	O	Statutory
8.e) Eighth and subsequent permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	401.00	401.00	O	Statutory
8.f) Eighth and subsequent permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	552.00	552.00	O	Statutory

LAPPC charges - Application Fee

Additional fee for operating without a permit	1,137.00	1,137.00	O	Statutory
Additional fee where a LAPPC application for any of the above is for a combined Part B and waste application	297.00	297.00	O	Statutory
Other Reduced Fee Activities	346.00	346.00	O	Statutory
PVR I & II combined	246.00	246.00	O	Statutory
PVRI, SWOBs, and Dry Cleaners Reduced Fee Activities	148.00	148.00	O	Statutory
Reduced fee activities: Additional fee for operating without a permit	68.00	68.00	O	Statutory
Standard process	1,579.00	1,579.00	O	Statutory

Fees and Charges

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Environmental Protection Act**Pollution Prevention & Control Act**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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LAPPC mobile plant charges - Application fees

Number of permits = 1	1,579.00	1,579.00	O	Statutory
Number of permits = 2	1,579.00	1,579.00	O	Statutory
Number of permits = 3 through to 8	943.00	943.00	O	Statutory
Number of permits = 8 and over	477.00	477.00	O	Statutory

LAPPC subsistence fees

Late Payment Fees	50.00	50.00	O	Statutory
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LAPPC Substantial change

Reduced fee activities	98.00	98.00	O	Statutory
Standard process	1,005.00	1,005.00	O	Statutory
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00	O	Statutory

LAPPC Temporary transfer for mobiles

First transfer	51.00	51.00	O	Statutory
Repeat following enforcement or warning	51.00	51.00	O	Statutory

LAPPC Transfer and Surrender

New operator at low risk reduced fee activity	75.00	75.00	O	Statutory
Reduced fee activities: partial transfer	45.00	45.00	O	Statutory
Reduced fee activities: transfer - Price on application	0.00	0.00	O	Statutory
Standard process partial transfer	476.00	476.00	O	Statutory
Standard process transfer	162.00	162.00	O	Statutory
Surrender: all Part B activities	0.00	0.00	O	Statutory

Pollution, Prevention And Control Act 1999

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Environmental Protection Act**Pollution, Prevention And Control Act 1999****2014/15 Charge****2015/16 Charge****VAT****Statutory?****LAPPC Annual Subsistence Charge**

1.a) Standard process Low (where permit is for a combined Part B and waste installation)	838.00	838.00	S	Statutory
1.b) Standard process Medium (where permit is for a combined Part B and waste installation)	1,260.00	1,260.00	S	Statutory
1.c) Standard process High (where permit is for a combined Part B and waste installation)	1,870.00	1,870.00	S	Statutory

Fees and Charges

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Food Safety**Food Safety**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Food Hygiene Courses

Courses Held (on Site or off site) (Per Person)	80.00	80.00	S	Discretionary
Refresher Courses	63.00	64.00	S	Discretionary
Replacement Certificate Fee	44.00	45.00	S	Discretionary
Voluntary Surrender Of Foodstuffs Certificate	68.00	69.00	S	Discretionary

Foodstuffs For Export

Per Certificate (If Visit Needed)	135.00	138.00	O	Discretionary
Per Certificate (If Visit Not Needed)	68.00	69.00	O	Discretionary

Foodstuffs for Import

Imported organic foodstuffs authentication certificate	45.00	45.00	O	Discretionary
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Fees and Charges

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Licensing

Animals

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Variation to any Animal Licence

Change of ownership during licensing period	70.00	71.00	O	Discretionary
Change to animals kept or sold from licensed premises	118.00	120.00	O	Discretionary

Zoo Licence

Initial applications	367.00	374.00	O	Discretionary
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Gambling Act 2005

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

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Licensing

Gambling Act 2005

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Gambling Act Fees

Adult Gaming Centres: a) New Applications	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: b) Annual Fees	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: c) Variations	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: d) Transfers	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: e) Reinstatements	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: f) Provisionals Statements	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: h) Copy of licence	25.00	25.00	O	Statutory
Adult Gaming Centres: i) Notification of change	50.00	50.00	O	Statutory
Betting Premises (Excluding Tracks): a) New Applications	2,700.00	2,700.00	O	Statutory
Betting Premises (Excluding Tracks): b) Annual Fees	600.00	600.00	O	Statutory
Betting Premises (Excluding Tracks): c) Variations	1,500.00	1,500.00	O	Statutory
Betting Premises (Excluding Tracks): d) Transfers	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): e) Reinstatements	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): f) Provisionals Statements	3,000.00	3,000.00	O	Statutory
Betting Premises (Excluding Tracks): g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statutory
Betting premises (Excluding Tracks): h) Copy of licence	25.00	25.00	O	Statutory
Betting premises (Excluding Tracks): i) Notification of change	50.00	50.00	O	Statutory
Bingo Clubs: a) New Applications	3,500.00	3,500.00	O	Statutory
Bingo Clubs: b) Annual Fees	1,000.00	1,000.00	O	Statutory
Bingo Clubs: c) Variations	1,750.00	1,750.00	O	Statutory
Bingo Clubs: d) Transfers	1,200.00	1,200.00	O	Statutory
Bingo Clubs: e) Reinstatements	1,200.00	1,200.00	O	Statutory
Bingo Clubs: f) Provisionals Statements	3,500.00	3,500.00	O	Statutory
Bingo Clubs: g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statutory
Bingo Clubs: h) Notification of change	50.00	50.00	O	Statutory
Bingo Clubs: i) Copy of licence	25.00	25.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): a) Application Fee (New Permit)	100.00	100.00	O	Statutory

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Licensing

Gambling Act 2005

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c) Annual Fee	50.00	50.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): d) Renewal Fee	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): e) Variation Fee	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): f) Copy Of Permit	15.00	15.00	O	Statutory
Club Gaming Permit: a) Application Fee (New Permit)	200.00	200.00	O	Statutory
Club Gaming Permit: b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	100.00	100.00	O	Statutory
Club Gaming Permit: c) Annual Fee	50.00	50.00	O	Statutory
Club Gaming Permit: d) Renewal Fee	200.00	200.00	O	Statutory
Club Gaming Permit: e) Variation Fee	100.00	100.00	O	Statutory
Club Gaming Permit: f) Copy Of Permit	15.00	15.00	O	Statutory
Family Entertainment Centre: a) New Applications	2,000.00	2,000.00	O	Statutory
Family Entertainment Centre: b) Annual Fees	750.00	750.00	O	Statutory
Family Entertainment Centre: c) Variations	1,000.00	1,000.00	O	Statutory
Family Entertainment Centre: d) Transfers	950.00	950.00	O	Statutory
Family Entertainment Centre: e) Reinstatements	950.00	950.00	O	Statutory
Family Entertainment Centre: f) Provisionals Statements	2,000.00	2,000.00	O	Statutory
Family Entertainment Centre: g) Licence Application (Provisional Statement Holders)	950.00	950.00	O	Statutory
Family Entertainment Centre: h) Copy of licence	25.00	25.00	O	Statutory
Family Entertainment Centre: i) Notification of change	50.00	50.00	O	Statutory
Licensed Premises - Notification Of Intent To Use Automatic Entitlement (1-2 Machines)	50.00	50.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): a) Application Fee (New Permit)	150.00	150.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): c) Annual Fee	50.00	50.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): d) Variation Fee	100.00	100.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): e) Transfer Fee	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): f) Change Of Name	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): g) Copy Of Permit	15.00	15.00	O	Statutory
Prize Gaming Permit: a) Application Fee (New Permit)	300.00	300.00	O	Statutory
Prize Gaming Permit: b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statutory

Fees and Charges

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Licensing

Gambling Act 2005

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Prize Gaming Permit: c) Renewal Fee	300.00	300.00	O	Statutory
Prize Gaming Permit: d) Change Of Name	25.00	25.00	O	Statutory
Prize Gaming Permit: e) Copy Of Permit	15.00	15.00	O	Statutory
Small Society Lotteries: a) New Registration	40.00	40.00	O	Statutory
Small Society Lotteries: b) Annual Fee	20.00	20.00	O	Statutory
Tracks: a) New Applications	2,500.00	2,500.00	O	Statutory
Tracks: b) Annual Fees	1,000.00	1,000.00	O	Statutory
Tracks: c) Variations	1,250.00	1,250.00	O	Statutory
Tracks: d) Transfers	950.00	950.00	O	Statutory
Tracks: e) Reinstatements	950.00	950.00	O	Statutory
Tracks: f) Provisionals Statements	2,500.00	2,500.00	O	Statutory
Tracks: g) Licence Application (Provisional Statement Holders)	950.00	950.00	O	Statutory
Tracks: h) Copy of licence	25.00	25.00	O	Statutory
Tracks: i) Notification of change	50.00	50.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: a) Application Fee (New Permit)	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: c) Renewal Fee	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: d) Change Of Name	25.00	25.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: e) Copy Of Permit	15.00	15.00	O	Statutory

Highways

Street Trading

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
New Application Submission Fee - Deducted From Licence Fee If Application Is Approved	80.00	82.00	S	Discretionary

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Licensing**Highways**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Street Trading - Per Annum

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: All Residential Areas Where Streets Are Not Classified Roads	800.00	816.00	S	Discretionary
b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: Sites In Classified Roads Which Are Not Prohibited Streets	800.00	816.00	S	Discretionary
c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites During Street Trading Hours	800.00	816.00	S	Discretionary

HMO Licensing Scheme

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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HMO's

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) Up to 6 Occupants	607.50	620.00	O	Discretionary
b) 7 to 9 occupants	753.00	768.00	O	Discretionary
c) 9 to 14 occupants	827.00	843.00	O	Discretionary
d) More than 15 occupants	926.00	944.00	O	Discretionary
e) Penalty for late or incomplete applications.	116.00	118.00	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	29.00	30.00	O	Discretionary
g) Discount for members of an approved landlords association.	29.00	30.00	O	Discretionary

HMO's Licence Renewals

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) Up to 6 Occupants	455.50	465.00	O	Discretionary
b) 7 to 9 occupants	565.00	576.00	O	Discretionary
c) 9 to 14 occupants	620.00	632.00	O	Discretionary
d) More than 15 occupants	694.50	708.00	O	Discretionary
e) Penalty for late or incomplete applications.	116.00	118.00	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	29.00	30.00	O	Discretionary
g) Discount for members of an approved landlords association.	29.00	30.00	O	Discretionary

Housing

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Licensing**Housing****Immigration Housing Inspection**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Housing Inspection	142.00	145.00	O	Discretionary

Mobile Homes Site Licences

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Annual licence for a single unit site (Plus an additional: £4.00 for each additional unit up to 101 units, £3.00 for each additional unit up to 201 units, £2.00 for each additional unit over 201 units)		25.00	O	Discretionary
Application for a new site licence (includes £25 for a single unit site) (Plus an additional: £4.00 for each additional unit up to 101 units, £3.00 for each additional unit up to 201 units, £2.00 for each additional unit over 201 units)		400.00	O	Discretionary
Application for a replacement copy of a site licence		25.00	O	Discretionary
Application to transfer or vary a site licence		200.00	O	Discretionary

Housing Act Notices**Building Control**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Sale Of Approval Notices	16.00	17.00	S	Discretionary

Building Control Research

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Additional Copies of Documents/Notices	18.00	19.00	S	Discretionary
Historical Research Per Hr (Inc 4 Copies)	56.00	59.00	S	Discretionary

Housing Act 1985 - Section 264 - Closing Order

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Hourly Rate	54.00	55.00	O	Discretionary

Housing Act 1985 - Section 264 - Demolition Order

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Hourly Rate	54.00	55.00	O	Discretionary

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Licensing

Housing Act Notices

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

Hourly Rate	54.00	55.00	<input type="radio"/>	Discretionary
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Street Numbering & Re-Numbering

a) Renaming Property Per Property	45.00	47.00	<input type="radio"/>	Discretionary
b) Single Property	75.00	79.00	<input type="radio"/>	Discretionary
c) 2-5 Properties	103.00	108.00	<input type="radio"/>	Discretionary
d) 6-10 Properties	149.00	156.00	<input type="radio"/>	Discretionary
e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	151.00	158.00	<input type="radio"/>	Discretionary

Licensing Act 2003

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

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Licensing**Licensing Act 2003**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Licensing Fees

Application For Provisional Statement Where Premises Are Being Built etc (Sec 29)	315.00	315.00	O	Statutory
Application For Transfer Of A Premises Licence (Section 42)	23.00	23.00	O	Statutory
Application To Vary Licence To Specify Individual As Premises Supervisor (Section37)	23.00	23.00	O	Statutory
Change Of Relevant Registered Address Of Club (Section 83,(1) Or (2)	10.50	10.50	O	Statutory
Duty To Notify Change Of Name Or Address (Section 127)	10.50	10.50	O	Statutory
Interim Authority Notice Following Death Etc Of Licence Holder (Section 47)	23.00	23.00	O	Statutory
Notification Of Change Of Name And Address (Section 33)	10.50	10.50	O	Statutory
Notification Of Change Of Name Or Alteration Of Rules Of The Club (Section 82)	10.50	10.50	O	Statutory
Personal Licence	37.00	37.00	O	Statutory
Personal Licence Grant Or Renewal (Section 117)	37.00	37.00	O	Statutory
Right Of Freeholder Etc To Be Notified Of Licensing Matters (Section 178)	21.00	21.00	O	Statutory
Temporary Events Notice	21.00	21.00	O	Statutory
Temporary Events Notice (Section100)	21.00	21.00	O	Statutory
Theft, Loss etc Of Certificate Or Summary (Section 79)	21.00	21.00	O	Statutory
Theft, Loss etc Of Personal Licence (Section 126)	10.50	10.50	O	Statutory
Theft, Loss etc Of Premises Licence Or Summary (Section 25)	10.50	10.50	O	Statutory
Theft, Loss etc Of Temporary Event Notice (Section 110)	10.50	10.50	O	Statutory

Licensing Register Entries

For All Entries (If Plans Are Required)	3,000.00	3,000.00	O	Statutory
For All Entries (No Plans Are Required)	1,000.00	1,000.00	O	Statutory
Per Individual Copy	26.00	26.00	O	Statutory

Premises Licence

Minor Variation	89.00	89.00	O	Statutory
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Licensing

Licensing Act 2003

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Premises Licence - Annual Fee

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
A	70.00	70.00	O	Statutory
B	180.00	180.00	O	Statutory
C	295.00	295.00	O	Statutory
D	320.00	320.00	O	Statutory
E	350.00	350.00	O	Statutory

Premises Licence - Annual Fee (For Town Centre Pubs Only)

D X 2	640.00	640.00	O	Statutory
E X 3	1,050.00	1,050.00	O	Statutory

Premises Licence - New And Full Variation Applications

A	100.00	100.00	O	Statutory
B	190.00	190.00	O	Statutory
C	315.00	315.00	O	Statutory
D	450.00	450.00	O	Statutory
D X 2	900.00	900.00	O	Statutory
E	635.00	635.00	O	Statutory
E X 3	1,905.00	1,905.00	O	Statutory

Retail

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Sex establishment licence fee

Change of licence details	150.00	150.00	O	Discretionary
New, Renewal, Intermediate, Temporary	3,000.00	3,000.00	O	Discretionary

Fees and Charges

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Licensing**Retail**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Sex Shop Registration

New, Renewal, Intermediate, Temporary	3,000.00	3,000.00	O	Discretionary
Transfer Of Licence	3,000.00	3,000.00	O	Discretionary

Tattoo Licences

Acupuncture	194.00	198.00	O	Discretionary
Acupuncture (transfer of premises)	70.00	71.00	O	Discretionary
Acupuncture, Tattooing, Skin Piercing, Electrolysis, Semi Perm skin colouring (replacement certificate fee)	44.00	45.00	O	Discretionary
Tattooing, Skin Piercing, Electrolysis, Semi Perm Skin Colouring	194.00	198.00	O	Discretionary
Tattooing, Skin Piercing, Electrolysis, Semi Perm Skin colouring (transfer of premises)	70.00	71.00	O	Discretionary

Sunday Trading Act 1996

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Sunday Trading Act 1996

Consent For Sunday Loading And Unloading	197.00	200.00	O	Discretionary
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Fees and Charges

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Public Health

Health and Safety

2014/15 Charge

2015/16 Charge

VAT Statutory?

Health And Safety At Work Act 1974

Officer Statement Of Facts

68.00

69.00

Discretionary

Fees and Charges

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Rodent & Pest Control**Animals**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Animal Boarding Establishment

Initial Application	280.00	285.00	O	Discretionary
Subsequent Applications	194.00	198.00	O	Discretionary

Breeding Of Dogs

Initial Applications	280.00	285.00	O	Discretionary
Subsequent Applications	194.00	198.00	O	Discretionary

Dangerous Wild Animals (Plus Vet Fees)

Initial Application	490.00	498.00	O	Discretionary
Renewal	280.00	285.00	O	Discretionary

Home boarding establishment

Initial Application	140.00	142.00	O	Discretionary
Subsequent Applications	97.00	99.00	O	Discretionary

Pet Shops

Initial Application	280.00	285.00	O	Discretionary
Subsequent Applications	194.00	198.00	O	Discretionary

Riding Establishments (Plus Vets Fees)

Initial Application	280.00	285.00	O	Discretionary
Subsequent Applications	194.00	198.00	O	Discretionary

Rodent and Pest Control

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Fees and Charges

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Rodent & Pest Control

Rodent and Pest Control

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Pest Control

Bedbugs	67.00	70.00	S	Discretionary
Mice Per Visit	62.00	62.00	S	Discretionary
Rat Disinfestation - Domestic Properties	36.00	38.00	S	Discretionary
Wasps, Fleas etc - Per Visit	57.00	57.00	S	Discretionary

Stray Dogs

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Stray Dogs - Collection Fee

Plus Kennelling And Vets Fees	160.00	165.00	O	Discretionary
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Taxi Licensing

Taxi Licensing

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Hackney Carriages Driver And Vehicles

Appeal cost against issue of penalty points - refundable if licensee is successful	52.00	53.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	16.00	17.00	O	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
English & Numeracy Retest Fee	28.00	29.00	O	Discretionary
Enhanced Drivers Licence Checks With DVLA	7.50	7.50	O	Discretionary
Geographic Knowledge Retest Fee	60.00	62.00	O	Discretionary
Hackney Carriage /Private Hire Vehicle Plate Brackets	15.00	16.00	O	Discretionary
Hackney Carriage Driver - New	270.50	280.50	O	Discretionary
Hackney Carriage Driver - Renewal	119.50	123.50	O	Discretionary
Hackney Carriage Vehicle	311.00	323.00	O	Discretionary
Hackney Carriage Vehicle (adapted for disabled persons)	153.00	159.00	O	Discretionary
Licence Conditions Retest	34.00	35.00	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	69.00	72.00	O	Discretionary
Re-Issue Of Licence (Change of Vehicle)	90.00	94.00	O	Discretionary
Transfer From Private Hire Fee	61.00	63.00	O	Discretionary

Fees and Charges

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Taxi Licensing

Taxi Licensing

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Private Hire Vehicles Driver Operator And Vehicle

a) Private Hire Operator - 1 Vehicle	191.00	199.00	O	Discretionary
Appeal cost against issue of penalty points - refundable if licensee is successful	52.00	53.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	16.00	17.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	233.00	242.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	333.00	346.00	O	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
d) Private hire operator - 21 to 40 vehicles	443.00	461.00	O	Discretionary
e) Private hire operator - Over 40 vehicles	634.00	659.00	O	Discretionary
English & Numeracy Retest Fee	28.00	29.00	O	Discretionary
Enhanced Drivers Licence Checks With DVLA	7.50	7.50	O	Discretionary
Geographic Knowledge retest fee	34.00	35.00	O	Discretionary
Hackney Carriage /Private hire vehicle plate replacement	16.00	17.00	O	Discretionary
Private Hire Driver Licence - New	260.50	270.50	O	Discretionary
Private Hire Driver Licence - Renewal	119.50	123.50	O	Discretionary
Private Hire Vehicle	273.00	284.00	O	Discretionary
Private Hire Vehicle (adapted for disabled persons)	137.00	142.00	O	Discretionary
Private hire vehicle plate replacement	16.00	17.00	O	Discretionary
Re-Issue Of Licence (Change of vehicle)	90.00	94.00	O	Discretionary
Re-Issue of Licence (Change of address, name or any other reason)	69.00	72.00	O	Discretionary

Fees and Charges

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Housing Options

Homelessness

Homelessness

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Bed & Breakfast

Charge Is Maximum Eligible For Housing Benefit (2 Bed Rate, Per Week, Per Individual)	288.46	288.46	<input type="radio"/>	Discretionary
Charge Is Maximum Eligible For Housing Benefit (4 Bed Rate, Per Week, Per Individual)	413.01	413.01	<input type="radio"/>	Discretionary

Fees and Charges

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Ind Living**Day Centres****Greeno & Fordbridge Centres (Commercial Use) Price on Application (POA)****2014/15 Charge****2015/16 Charge****VAT****Statutory?****Committee/Meeting Rooms**

Mon - Fri Evening (Price on Application)

E Discretionary

Saturday (Price on Application)

E Discretionary

Large Hall

Mon-Fri Evening (Price on Application)

E Discretionary

Saturday Day Time Rates before 6.00 PM (Price on Application)

E Discretionary

Saturday Evening after 6.00 PM (Price on Application)

E Discretionary

Sunday (Price on Application)

E Discretionary

Quiet Lounge

Mon-Fri Evening (Price on Application)

E Discretionary

Saturday (Price on Application)

E Discretionary

Greeno & Fordbridge Centres (Community Use)**2014/15 Charge****2015/16 Charge****VAT****Statutory?****Committee/Meeting Rooms**

Mon-Fri Evening (per hour)

12.50

13.00

E Discretionary

Saturday (per hour)

14.50

15.00

E Discretionary

Large Hall

Mon-Fri Evening (per hour)

19.00

20.00

E Discretionary

Saturday Day Time Rates before 6.00 PM (per hour)

22.50

23.00

E Discretionary

Saturday Evening after 6.00 PM (per hour)

41.00

41.00

E Discretionary

Sunday (per hour)

41.00

41.00

E Discretionary

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Day Centres**Greeno & Fordbridge Centres (Community Use)**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Quiet Lounge

Mon-Fri Evening (per hour)	12.50	13.00	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	19.50	20.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	24.50	25.00	E	Discretionary

Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Large Hall

Mon - Fri Evening (per hour)	27.50	27.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	29.50	29.50	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	53.00	53.00	E	Discretionary
Sunday (per hour)	53.00	53.00	E	Discretionary

Older Peoples Services

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Membership Fees

Joint Day Centre/Spelride	20.00	20.00	S	Discretionary
Non SBC Resident	23.00	23.00	S	Discretionary
SBC Resident	15.00	15.00	S	Discretionary

Fees and Charges

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Meals On Wheels

Luncheon Clubs

Service Fees

Charge Per Meal

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

4.00 4.00 O Discretionary

Meals On Wheels

Service Fees

Charge Per Meal

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

3.80 3.80 O Discretionary

Fees and Charges

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Span

Span

2014/15 Charge

2015/16 Charge

VAT Statutory?

Service Fees (Weekly Charge)

Individual Customers In The Spelthorne Area Who Have Lifeline Telephones	4.30	4.30	*	Discretionary
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Fees and Charges

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Leisure**Public Halls****Shepperton Hall**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Commercial Use (9am To Midnight)

Mon-Fri 9am To 5pm per hour	36.00	36.00	E	Discretionary
Mon-Fri After 5pm per hour	58.50	58.50	E	Discretionary
Sat 9am To 6pm per hour	50.50	50.50	E	Discretionary
Sat After 6pm per hour	68.00	68.00	E	Discretionary
Sunday 9am To 10.30pm per hour	68.00	68.00	E	Discretionary

Community Use (9am To Midnight) (Hire to local groups)

Mon-Fri 9am To 5pm per hour	18.50	18.50	E	Discretionary
Mon-Fri After 5pm per hour	20.00	20.00	E	Discretionary
Sat 9am To 6pm per hour	22.50	23.00	E	Discretionary
Sat After 6pm per hour	41.00	41.00	E	Discretionary
Sunday 9am To 10.30pm per hour	41.00	41.00	E	Discretionary

Semi Commercial Use (9am To Midnight) (Commercial firms providing a community benefit)

a) Mon-Fri 9am To 5pm per hour	24.50	24.50	E	Discretionary
b) Mon-Fri After 5pm per hour	27.50	27.50	E	Discretionary
c) Sat 9am To 6pm per hour	29.50	29.50	E	Discretionary
d) Sat After 6 pm per hour	52.50	52.50	E	Discretionary
e) Sunday 9am To 10.30pm per hour	52.50	52.50	E	Discretionary

Fees and Charges

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Office Services**Knowle Green****Council Offices**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Equipment

LCD Projector And Laptop	168.00	170.00	S	Discretionary
Overhead Projector	28.50	30.00	S	Discretionary
Slide Projector	35.50	40.00	S	Discretionary
TV And Video Combined	49.50	50.00	S	Discretionary
Video Camera	55.50	60.00	S	Discretionary
Visual Presenter	28.50	30.00	S	Discretionary

Other

Photocopying Charges (Per Copy)	0.20	0.20	S	Discretionary
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Refreshments

Tea/Coffee And Biscuits Per Serving	1.00	1.00	S	Discretionary
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Hire Of Knowle Green Committee Suite - Commercial Rate

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Council Chamber

2 Hours	249.50	249.50	E	Discretionary
Evenings (6pm to 10pm)	300.00	300.00	E	Discretionary
Evenings (Beyond 10pm) (per hour)	100.00	100.00	E	Discretionary
Full Day	1,000.00	1,000.00	E	Discretionary
Half Day	500.00	500.00	E	Discretionary

Fees and Charges

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Knowle Green**Hire Of Knowle Green Committee Suite - Commercial Rate**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Goddard Room

2 Hours	125.00	125.00	E	Discretionary
Evenings (6pm to 10pm)	200.00	200.00	E	Discretionary
Evenings (Beyond 10pm) (per hour)	75.00	75.00	E	Discretionary
Full Day	499.00	499.00	E	Discretionary
Half Day	249.50	249.50	E	Discretionary

Trevor Baker Room

2 Hours	76.50	76.50	E	Discretionary
Evenings (6pm to 10pm)	100.00	100.00	E	Discretionary
Evenings (Beyond 10pm) (per hour)	50.00	50.00	E	Discretionary
Full Day	306.00	306.00	E	Discretionary
Half Day	153.00	153.00	E	Discretionary

Hire Of Knowle Green Committee Suite - Standard Rate

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Council Chamber

2 Hours	91.50	91.50	E	Discretionary
Evenings (6pm to 10pm)	104.00	110.00	E	Discretionary
Full Day	366.00	370.00	E	Discretionary
Half Day	183.00	185.00	E	Discretionary

Goddard Room

2 Hours	67.50	67.50	E	Discretionary
Evenings (6pm to 10pm)	79.00	79.00	E	Discretionary
Full Day	250.00	250.00	E	Discretionary
Half Day	125.00	125.00	E	Discretionary

Fees and Charges

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Knowle Green

Hire Of Knowle Green Committee Suite - Standard Rate

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Trevor Baker Room

2 Hours	52.00	52.00	E	Discretionary
Evenings (6pm to 10pm)	68.00	70.00	E	Discretionary
Full Day	152.00	155.00	E	Discretionary
Half Day	95.00	100.00	E	Discretionary

Fees and Charges

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Planning/Housing**Planning Development Control****A) Pre-Application Charges**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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a) Householder Applications - Advice (Written)

Householder advice on acceptability of a proposal	60.00	60.00	S	Discretionary
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b) Householder Applications - Other

Site Visit and advice on historic buildings	60.00	90.00	S	Discretionary
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Site visit and advice on trees	40.00	45.00	S	Discretionary
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c) Planning Investigation/Research - Commercial Organisations Only

Investigation/ Research Requiring Both Office And Site Based Work Per Hr	100.00	100.00	S	Discretionary
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Investigation/ Research Requiring Office Based Work Only Per Hr	80.00	80.00	S	Discretionary
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d) Planning Investigation/Research - Service Fees

High Hedge Legislation	500.00	500.00	S	Discretionary
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e) Written Advice

01) Single New Dwelling/Replacement Dwelling	200.00	200.00	S	Discretionary
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02) Minor Proposals	350.00	375.00	S	Discretionary
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03) Major Proposals	500.00	525.00	S	Discretionary
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04) Strategic Proposals	800.00	825.00	S	Discretionary
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05) Dropped kerbs - confirmation whether planning permission required	0.00	40.00	S	Discretionary
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Fees and Charges

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Planning Development Control

A) Pre-Application Charges

f) Meetings (charge per meeting)

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
01) Single New Dwelling/Replacement Dwelling	275.00	275.00	S	Discretionary
02) Minor Proposal (1-9 dwellings or up to 1000 sq m commercial)	500.00	500.00	S	Discretionary
03) Major Proposal (=10 dwellings or + 1000 sq m commercial)	775.00	775.00	S	Discretionary
04) Strategic Proposals (+50 dwellings or +1000 sq m commercial)	1,200.00	1,200.00	S	Discretionary
05) Strategic Proposals (+50 dwellings or +1000 sq m commercial) where Head of Service attends	1,400.00	1,400.00	S	Discretionary

B) Planning Application Fees

a) Household Development

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Alteration/Addition To Existing Dwelling	172.00	172.00	S	Statutory
Alteration/Addition To Two Or More Existing Dwellings	339.00	339.00	S	Statutory
Erection Of Outbuildings, Fences Etc Within Curtilage Of A Dwelling	172.00	172.00	S	Statutory

b) Outline Applications

The site area does not exceed 2.5 hectares: for each 0.1 hectare of the site area	385.00	385.00	S	Statutory
The site area exceeds 2.5 hectares (and an additional £115 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000;)	9,527.00	9,527.00	S	Statutory

c) Full Applications And Reserved Matters

Erection Of Dwellings Per Dwelling Created Up To A Max of 50 Dwellings	385.00	385.00	S	Statutory
Where the number of dwellinghouses to be created by the development exceeds 50 (and an additional £115 for each dwellinghouse in excess of 50 up to a maximum total fee of £250,000)	19,049.00	19,049.00	S	Statutory

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Planning Development Control

B) Planning Application Fees

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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d) Erection Of Buildings Other Than Dwellings, Agricultural Buildings, Glasshouses Or Plant And Machinery

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
No new floor space	195.00	195.00	S	Statutory
Where floor space does not exceed 40m ²	195.00	195.00	S	Statutory
Where the floor space created is between 40m ² and 75m ²	385.00	385.00	S	Statutory
Where the floor space created is between 75m ² and 3750m ²	385.00	385.00	S	Statutory
Where the floor space created is more than 3750m ² (with £115 for each additional 75m ² in excess of 3750m ² subject to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

e) Erection Of Other Agricultural Buildings On Land Used For Purposes Of Agriculture (Other Than Glasshouses)

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Where the gross floor space does not exceed 465m ²	80.00	80.00	S	Statutory
Where the gross floor space exceeds 540m ² but does not exceed 4215m ² £385 for the first 540m ² and an additional £385 for each 75m ² in excess of 540m ²	385.00	385.00	S	Statutory
Where the gross floor space exceeds 4215m ² £19,049 (and an additional £115 for each 75m ² in excess of 4215m ² up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory
Where the gross floor space exceeds 465m ² but does not exceed 540m ²	385.00	385.00	S	Statutory

f) Erection Of Glasshouses Used For Purposes In Agriculture

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Where the gross floor space does not exceed 465m ²	80.00	80.00	S	Statutory
Where the gross floor space exceeds 465m ²	2,150.00	2,150.00	S	Statutory

g) Erection, Alteration Or Replacement Of Plant And Machinery

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Where the site area does not exceed 5 hectares, £385 for each 0.1 hectare of the site area	385.00	385.00	S	Statutory
Where the site area exceeds 5 hectares £19,049 (an additional £115 for each 0.1 hectares in excess of 5 hectares subject to a maximum of £250,000)	19,049.00	19,049.00	S	Statutory

h) Approval of reserved matters where flat rate does not apply - A fee based on floor space/ numbers of dwellinghouses involved.

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Car Parks, Service Roads Or Other Accesses (Existing Uses Only)	195.00	195.00	S	Statutory

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Planning Development Control

B) Planning Application Fees

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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i) Exploratory Drilling For Oil Or Natural Gas

where the site area does not exceed 7.5 hectares, £385 for each 0.1 hectare of site area	385.00	385.00	S	Statutory
where the site area exceeds 7.5 hectares, £28,750 (with an additional £115 for each 0.1 hectares in excess of 7.5 hectares up to a maximum fee of £250,000)	28,750.00	28,750.00	S	Statutory

j) Operations For Winning And Working Of Minerals

where the site area does not exceed 15 hectares, £195 for each 0.1 hectare of the site area	195.00	195.00	S	Statutory
where the site area exceed 15 hectares, £29,112 (and an additional £115 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000)	29,112.00	29,112.00	S	Statutory

k) The carrying out of any operations not coming within any of the above categories

£195 for each 0.1 hectare of the site area, subject to a maximum of £1,690	195.00	195.00	S	Statutory
For Non-Compliance With Conditions , Including Retention Of Temporary Building (If Not As A Revision)	195.00	195.00	S	Statutory

l) Change Of Use Of Building To Use As One Or More Separate Dwellings - change of use is from a previous use as a single dwelling house to use as two or more single dwelling houses:

Where the change of use is to use as 50 or fewer dwelling houses	385.00	385.00	S	Statutory
where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

m) Change Of Use Of Building To Use As One Or More Separate Dwellings - In all other cases:

where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000)	385.00	385.00	S	Statutory
where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

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Planning Development Control

B) Planning Application Fees

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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n) The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open

Where the site area does not exceed 15 hectares, £195 for each 0.1 hectares of the site area	195.00	195.00	S	Statutory
Where the site area exceeds 15 hectares, £29,112 (and an additional £115 for each 0.1 hectare in excess of 15 hectares, subject to a maximum fee of £65,000)	29,112.00	29,112.00	S	Statutory

o) Other Changes Of Use

Other Changes Of Use (Except Waste Or Minerals)	385.00	385.00	S	Statutory
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p) Concessionary Fees and Exemptions

01) Works To Improve The Disabled Person Access To A Public House, Or To Improve His Access, Safety, Health Or Comfort At His Dwelling House	0.00	0.00	S	Statutory
02) Applications By Parish etc. Councils (Advertisement Applications Also) - Half the normal fee	0.00	0.00	S	Statutory
03) Applications Required Because Of The Removal Of Permitted Development Rights By A Condition Or By Article 4 Direction	0.00	0.00	S	Statutory
04) Playing Fields (For Sports Clubs)	385.00	385.00	S	Statutory
05) Revised Or Fresh Application For Development Of The Same Character Or Description Within 12 Months Of Receiving Permission	0.00	0.00	S	Statutory
06) Exemptions For Applications Following A Refusal, Withdrawn Application etc., Are Available On The Same Basis As For Planning Applications	0.00	0.00	S	Statutory
07) Revised / Fresh Application For Development (Or Advertisement_ Of Same Character Or Description Within 12 Months Of Expiry Of Statutory 8 Weeks Period Where Applicant Has Appealed To Secretary Of State On The Grounds Of Non-Determination	0.00	0.00	S	Statutory
08) Duplicate Applications Made By The Same Applicant Within 28 Days - Normal fee for both applications	0.00	0.00	S	Statutory
09) Alternative Applications For One Site. Highest Of Fees Applicable For Each Alternative And A Sum Equal To Half The Rest.	0.00	0.00	S	Statutory
10) Development Crossing Planning Authority Boundaries, Requiring Several Applications - Only 1 Fee Is Paid To The Authority Having The Larger Site, But Calculated For The Whole Scheme And Subject To Special Ceiling.	0.00	0.00	S	Statutory
11) Reserved Matters Where The Applicants Earlier Reserved Matters Applications Have Incurred Total Fees Equalling That For A Full Application For Entire Scheme	385.00	385.00	S	Statutory

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Planning Development Control

B) Planning Application Fees

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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q) Renewal Of Unimplemented Planning Permission, Subject To Time Limit, Which Has Not Expired

01) Householder application	57.00	57.00	S	Statutory
02) Any other case	195.00	195.00	S	Statutory
03) Application for major development	575.00	575.00	S	Statutory

r) Advertisements

Advance Signs Directing The Public To A Business	110.00	110.00	S	Statutory
Advertisements Relating To The Business On The Premises	110.00	110.00	S	Statutory
Other Advertisements	385.00	385.00	S	Statutory

s) Fees For Applications For Certificates Of Lawful Use Or Development

For Existing Use Or Development - The Amount That Would Be Payable In Respect Of An Application For Planning Permission	0.00	0.00	S	Statutory
For Proposed Use or Development - Half The Amount That Would Be Payable In Respect Of An Application For Planning Permission	0.00	0.00	S	Statutory

t) Miscellaneous Applications

Notification of Agricultural Or Forestry Development Or Demolition Under The General Development Order	80.00	80.00	S	Statutory
Notification of Demolition under the General Development Order	80.00	80.00	S	Statutory
Notification of Telecommunication Development Under The General Development Order	385.00	385.00	S	Statutory

u) Confirmation of Compliance with planning condition attached to Planning Permission

Per Condition for a householder application	28.00	28.00	S	Statutory
Per condition for all other types of application	97.00	97.00	S	Statutory

v) Requests for Amendments

Householder	28.00	28.00	S	Discretionary
Others	195.00	195.00	S	Discretionary

Fees and Charges

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Planning Development Control**B) Planning Application Fees**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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w) Hazardous Substances Consent

Applications For Removal Of Conditions And Continuation Of An Existing Consent	200.00	200.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substance Is Not Exceeded	250.00	250.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substances Will Be Exceeded	400.00	400.00	S	Statutory

C) Planning Miscellaneous Fees

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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a) Photocopying Charges For Current Applications

01) A4 - First Sheet	3.00	3.00	S	Discretionary
02) A4 - Each Subsequent Sheet	0.80	0.80	S	Discretionary
03) A3 - First Sheet	4.00	4.00	S	Discretionary
04) A3 - Each Subsequent Sheet	1.00	1.00	S	Discretionary
05) A2 - First Sheet	6.70	6.70	S	Discretionary
06) A2 - Each Subsequent Sheet	2.80	2.80	S	Discretionary
07) A1 - First Sheet	7.00	7.00	S	Discretionary
08) A1 - Each Subsequent Sheet	3.80	3.80	S	Discretionary
09) A0 - First Sheet	7.00	10.00	S	Discretionary
10) A0 - Each Subsequent Sheet	3.90	5.00	S	Discretionary

b) Service Fees

Planning Decision Notice and copies of TPO's (Each)	15.00	18.00	S	Discretionary
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c) Publicity Schedule Of Planning Proposals

By email	0.00	0.00	S	Discretionary
Paper Copy	100.00	100.00	S	Discretionary

Fees and Charges

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Street Scene

Abandoned Vehicles

Abandoned Vehicles

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Collection Fee

Collection And Disposal From Private Property	110.00	110.00	O	Discretionary
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Miscellaneous

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley	75.00	75.00	S	Discretionary
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Fees and Charges

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Cemeteries

Interment

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Adult Grave

Adult Grave 24 Hour Burial for one only (5 foot)	1,800.00	1,800.00	O	Discretionary
Adult Grave For 1 Interment	1,300.00	1,300.00	O	Discretionary
Adult Grave For 1 Interment - Casket	1,450.00	1,450.00	O	Discretionary
Adult Grave For 2 Interments	1,350.00	1,350.00	O	Discretionary
Adult Grave For 2 Interments - Casket	1,530.00	1,530.00	O	Discretionary
Brick Vault (Inter only)	450.00	450.00	O	Discretionary

Advance Purchase

Purchase in advance of adjacent plot at time of burial only	3,000.00	3,500.00	O	Discretionary
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All

Cremated Remains	450.00	450.00	E	Discretionary
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Child Grave

Child Grave For 1 Interment	390.00	390.00	O	Discretionary
Child Grave For 2 Interment	390.00	390.00	O	Discretionary
Stillborn Grave	325.00	325.00	E	Discretionary

Non Residents/Parishioners Charge

Treble Fees For Residents out of Borough	0.00	0.00	O	Discretionary
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Memorial Garden

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Ashford

Plot Fee - Cremated remains	830.00	850.00	E	Discretionary
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Fees and Charges

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Cemeteries

Other

2014/15 Charge 2015/16 Charge VAT Statutory?

Exclusive Right - Purchase of

Child Grave	450.00	450.00	E	Discretionary
Cremated Remains	730.00	730.00	E	Discretionary
Earthen Grave	1,750.00	1,750.00	E	Discretionary
Earthen Grave within 24 hours	2,100.00	2,100.00	E	Discretionary
Issue of duplicate deed of grant	0.00	90.00	E	Discretionary

Exhumation

Exhumation of ashes	1,500.00	1,500.00	E	Discretionary
Exhumation of body (Price on Application)	1,900.00		E	Discretionary

Miscellaneous Fees

Registration Of Assignment	120.00	120.00	O	Discretionary
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Right to Erect Memorial Bench

2014/15 Charge 2015/16 Charge VAT Statutory?

Memorial Bench

Supply & Installation of Memorial Bench	1,300.00	1,300.00	S	Discretionary
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Right to Erect Memorial Plaque

2014/15 Charge 2015/16 Charge VAT Statutory?

Memorial Tower Plaque

10 Yrs	300.00	300.00	E	Discretionary
15 Yrs	450.00	450.00	E	Discretionary
25 Yrs	600.00	600.00	E	Discretionary

Right to Erect Monument

2014/15 Charge 2015/16 Charge VAT Statutory?

Fees and Charges

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Cemeteries**Right to Erect Monument**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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1. Traditional Graves

Erection of a Wooden Cross (after 12 months)	340.00	340.00	S	Discretionary
Headstone	340.00	340.00	E	Discretionary
Headstones And Kerbstones	494.00	494.00	E	Discretionary
Kerbs Only	328.00	328.00	E	Discretionary
Monument Over 91.5cm (3')	770.00	900.00	E	Discretionary
Vase Or Tablet	230.00	230.00	E	Discretionary

2. Lawn Gardens

Additional Inscription	175.00	175.00	E	Discretionary
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3. Garden Of Remembrance Tablet

Garden Of Remembrance Tablet	180.00	180.00	E	Discretionary
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Use Of Chapel

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Location

Ashford And Staines	250.00	250.00	O	Discretionary
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Fees and Charges

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Grounds Maintenance

Spelthorne In Bloom

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Spelthorne In Bloom

a) Hanging Basket - Winter	34.00	34.00	O	Discretionary
b) Window Box - Winter	53.00	53.00	O	Discretionary
c) Hanging Basket - Summer	53.50	55.00	O	Discretionary
d) Window Box - Summer	85.00	87.00	O	Discretionary

Fees and Charges

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Refuse Collection**Domestic****Bins for New Developments**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
140L	60.00	60.00	S	Discretionary
240L	60.00	60.00	S	Discretionary
660L	245.00	250.00	S	Discretionary
Large - 1100L	297.00	300.00	S	Discretionary

Concessionary

* On income Support and a Max of 1 Concessionary collection within a 12 month period	0.00	0.00	*	Discretionary
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Service Fees

Annual Charge for 240ltr Green Waste Bin	49.00	50.00	O	Discretionary
Annual Charge for 660ltr Green Waste Bin	120.00	125.00	O	Discretionary
Annual Charge for Green Waste Sack	30.00	30.00	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	110.00	150.00	O	Discretionary
Bulky Items (Maximum Of 3 Items)	45.00	47.00	O	Discretionary
Bulky Items (Maximum Of 3 Items)*Concessionary	35.00	36.00	O	Discretionary
Food Waste Liners	1.50	1.50	O	Discretionary
Provision of a waste skip	150.00	200.00	S	Discretionary
Replacement AWC Bin	60.00	60.00	O	Discretionary
Sale of 240ltr Green Waste Bin to new scheme members	23.00	25.00	O	Discretionary

Non - Domestic

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Fees and Charges

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Refuse Collection

Non - Domestic

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Non - Domestic Properties only, not commercial waste (charge for the emptying of each individual bin per occasion)

a) Rubbish 240ltr bin	10.50	11.00	O	Discretionary
b) Rubbish 660ltr bin	10.50	11.00	O	Discretionary
c) Rubbish - Large 1100ltr bin	10.50	11.00	O	Discretionary
d) Recycling 240ltr bin	2.50	2.50	O	Discretionary
e) Recycling 660ltr bin	2.50	2.50	O	Discretionary
f) Recycling - Large 1100ltr bin	2.50	2.50	O	Discretionary
g) Food Waste - up to 240ltr bin	2.50	2.50	O	Discretionary

Fees and Charges

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SAT

Spelride Accessible Transport (S A T)

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Membership

Annual	18.00	18.00	O	Discretionary
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Spelride

Per Single Trip	3.80	3.90	Z	Discretionary
Return Trip	6.70	6.90	Z	Discretionary

Fees and Charges

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Staines Market**Markets****Staines High Street**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Casual Pitch (Friday)	43.50	45.00	S	Discretionary
Casual Pitch (Saturday)	48.50	50.00	S	Discretionary
Causal Pitch (Wednesday)	43.50	45.00	S	Discretionary
Permanent Pitch (Friday)	39.50	40.00	S	Discretionary
Permanent Pitch (Saturday)	44.50	45.00	S	Discretionary
Permanent Pitch (Wednesday)	39.50	40.00	S	Discretionary

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Sustainability

Allotments

Allotments

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Rental

Gate Key Deposit	20.00	20.00	<input type="radio"/>	Discretionary
With Piped Water (Per 25.29Sq Meter Per Annum)	13.00	13.00	<input type="radio"/>	Discretionary
Without Piped Water (Per 25.29Sq Meter Per Annum)	10.00	10.00	<input type="radio"/>	Discretionary

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Car Parks

Ashford Multi-Storey

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Parking Fees

a) Up to 30Mins	0.50	0.50	S	Discretionary
b) Up to 2Hrs	1.00	1.00	S	Discretionary
c) Over 2Hrs	1.50	1.50	S	Discretionary

Season Tickets

a) Per Month	14.00	14.00	S	Discretionary
b) Quarterly	35.00	35.00	S	Discretionary
c) Six Months	67.00	67.00	S	Discretionary
d) Annual	130.00	130.00	S	Discretionary

Season Tickets (Ashford Chamber Of Commerce)

a) 12 Months - Member	20.00	20.00	S	Discretionary
b) 12 Months - Employee	30.00	30.00	S	Discretionary
c) 12 Months - Additional Employee	100.00	100.00	S	Discretionary

Blue Badges

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Blue Badge Permits

a) Up to 1 Month	10.00	10.00	S	Discretionary
b) Up to 1 Year	100.00	100.00	S	Discretionary

Dumsey Meadow,Abbey Drive,The Broadway Laleham

2014/15 Charge **2015/16 Charge** **VAT** **Statutory?**

Fees and Charges

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Car Parks**Dumsey Meadow,Abbey Drive,The Broadway Laleham**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Pay And Display

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1 - 2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

Dumsey Meadow,Laleham

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Business Season Tickets

a) 3 Months	26.00	26.00	S	Discretionary
b) 6 Months	38.50	38.50	S	Discretionary
c) 12 Months	52.00	52.00	S	Discretionary

Residents Season Tickets

a) 3 Months	10.50	10.50	S	Discretionary
b) 6 Months	15.50	15.50	S	Discretionary
c) 12 Months	21.00	21.00	S	Discretionary

Elmsleigh Car Park

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Blue Badge Holder Concession

a) 3 Months	26.00	26.00	S	Discretionary
b) 6 months	51.50	51.50	S	Discretionary
c) 9 Months	77.00	77.00	S	Discretionary
d) 12 Months	103.00	103.00	S	Discretionary

Laleham Park

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Fees and Charges

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Car Parks**Laleham Park**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Season Ticket

Camper Season Ticket	72.00	72.00	S	Discretionary
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Laleham Park/Thameside Car Parks

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Pay And Display April to September

1 Hour	0.50	0.50	S	Discretionary
2 Hours	2.00	2.00	S	Discretionary
4 Hours	4.00	4.00	S	Discretionary
Over 4 hours	10.00	10.00	S	Discretionary

Pay and Display October to March

1 Hour	0.50	0.50	S	Discretionary
2 Hours	1.60	1.60	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 hours	5.00	5.00	S	Discretionary

Lammas Park

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Pay And Display April to September

1 Hour	0.50	0.50	S	Discretionary
2 Hours	2.00	2.00	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 Hours	7.00	7.00	S	Discretionary

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Car Parks**Lammas Park**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Pay And Display October to March

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
1 Hour	0.50	0.50	S	Discretionary
2 Hours	1.60	1.60	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 Hours	5.00	5.00	S	Discretionary

Manor Park

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Pay and Display

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 1st Hour	0.00	0.00	S	Discretionary
b) 1-2 Hours	1.10	1.10	S	Discretionary
c) Over 2 hours	1.50	1.50	S	Discretionary

Permits - Business

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 3 Months	26.00	26.00	S	Discretionary
b) 6 months	38.50	38.50	S	Discretionary
c) 12 months	52.00	52.00	S	Discretionary

Permits - Residents

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 3 Months	10.50	10.50	S	Discretionary
b) 6 Months	15.50	15.50	S	Discretionary
c) 12 Months	21.00	21.00	S	Discretionary

Orchard Meadow, Green Street, Walled Garden, Thames Street, Old Bathing Station

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Car Parks**Orchard Meadow, Green Street, Walled Garden, Thames Street, Old Bathing Station**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Business Season Tickets

a) 3 Months	60.00	60.00	S	Discretionary
b) 6 Months	80.00	80.00	S	Discretionary
c) 12 Months	100.00	100.00	S	Discretionary

Pay And Display

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1 - 2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

Residents Season Tickets

a) 3 Months	30.00	30.00	S	Discretionary
b) 6 Months	40.00	40.00	S	Discretionary
c) 12 Months	50.00	50.00	S	Discretionary

Other

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Other

Film Concessions	11.00	11.00	S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	12.00	12.00	S	Discretionary
Visitor Permits (Pack of 20)	20.00	20.00	S	Discretionary

Penalties

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Dispensation

Waived For Charities And Voluntary Org	11.00	11.00	S	Discretionary
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Fees and Charges

Printed Date: 24/02/2015

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Car Parks**Penalties****Penalty Bands**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
Full Band 1	70.00	70.00	S	Discretionary
Full Band 2	50.00	50.00	S	Discretionary
Mitigated Band 1	35.00	35.00	S	Discretionary
Mitigated Band 2	25.00	25.00	S	Discretionary

Suspensions

Waived For Charities And Voluntary Org	26.00	26.00	S	Discretionary
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Shepperton Village Hall**Pay and Display**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 1st Hour	0.00	0.00	S	Discretionary
b) 1-2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

Staines Long-Stay - Monday to Sunday 8am to 7pm**Pay And Display**

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) Up To 1 Hour	1.00	1.00	S	Discretionary
b) Up To 2 Hours	2.00	2.00	S	Discretionary
c) Up To 3 Hours	2.50	2.50	S	Discretionary
d) Up To 5 Hours	3.30	3.30	S	Discretionary
e) Over 5 Hours	7.00	7.00	S	Discretionary

Staines Long-Stay - Monday to Sunday Evening Charge

Fees and Charges

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Car Parks**Staines Long-Stay - Monday to Sunday Evening Charge**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Pay and Display

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
All other car parks 7pm to 10pm	1.00	1.00	S	Discretionary
Bridge Street 7pm to 12 midnight	1.00	1.00	S	Discretionary
Sunday Charge	2.00	2.00	S	Discretionary

Staines Pay and Display

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Contract Parking

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) up to 1 Month	69.00	69.00	S	Discretionary
b) up to 2 Months	138.00	138.00	S	Discretionary
c) up to 3 Months	207.00	207.00	S	Discretionary
d) up to 4 Months	276.00	276.00	S	Discretionary
e) up to 5 Months	346.00	346.00	S	Discretionary
f) up to 6 Months	415.00	415.00	S	Discretionary
g) up to 7 Months	484.00	484.00	S	Discretionary
h) up to 8 Months	555.00	555.00	S	Discretionary
i) up to 9 Months	622.00	622.00	S	Discretionary
j) up to 10 Months	691.00	691.00	S	Discretionary
k) up to 11 Months	760.00	760.00	S	Discretionary
l) up to 12 Months	829.00	829.00	S	Discretionary

Season Tickets - Kingston Road

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) 1 Month	80.00	80.00	S	Discretionary
b) 3 Months	210.00	210.00	S	Discretionary
c) 12 Months	780.00	780.00	S	Discretionary

Fees and Charges

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Car Parks**Staines Pay And Display**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Season Tickets - Staines

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) Quarterly	205.00	205.00	S	Discretionary
b) Six Months	380.00	380.00	S	Discretionary
c) Annual	715.00	715.00	S	Discretionary

Staines Short-Stay

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Pay And Display

	2014/15 Charge	2015/16 Charge	VAT	Statutory?
a) Up To 1 Hour	1.00	1.00	S	Discretionary
b) Up To 2 Hours	2.00	2.00	S	Discretionary
c) Up To 3 Hours	2.50	2.50	S	Discretionary
d) Up To 4 Hours	3.50	3.50	S	Discretionary
e) Up To 5 Hours	6.80	6.80	S	Discretionary
f) Over 5 Hours	12.00	12.00	S	Discretionary
g) 7pm to 12 midnight (Riverside Surface only)	1.00	1.00	S	Discretionary

Fees and Charges

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Parks Strategy**All Recreation Grounds**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Bowls

Casual Play per person - Adult and OAP (2 hour Session)	5.00	5.00	S	Discretionary
Casual Play per person - Juniors (12-16 Years) (2 hour session)	3.60	3.60	S	Discretionary
Seasonal Bookings - Adult	160.00	160.00	S	Discretionary
Seasonal Bookings - Juniors (12-16 Years)	115.00	115.00	S	Discretionary

Cricket

Affiliated Youth Clubs - Day	54.00	54.00	S	Discretionary
Affiliated Youth Clubs - Day - Block booking junior cricket day (conditions apply)	40.00	40.00	E	Discretionary
Day Matches	105.00	100.00	S	Discretionary
Day Matches - Block booking (conditions apply)	87.50	85.00	E	Discretionary

Filming Rights

Still Photography Per Hour (Price on Application)	87.00		S	Discretionary
TV Or Films (Per Day Or Part Of) (Price on Application)	1,000.00		S	Discretionary

Football

Adult Pitch Block bookings (10 bookings - conditions apply)	75.00	70.00	E	Discretionary
Adult Pitch Block bookings (when booking 2 weeks or more)		78.00	E	Discretionary
Individual Bookings	95.00	90.00	S	Discretionary
Junior / Adult Training	10.00	10.00	S	Discretionary
Junior Game no pavilion	31.00	31.00	S	Discretionary
Junior Game with pavilion	46.00	46.50	S	Discretionary
Junior pitch block booking no pavilion (10 bookings - conditions apply)	26.00	26.50	E	Discretionary
Junior pitch block bookings with pavilion (10 bookings - conditions apply)	36.00	36.50	E	Discretionary

Fees and Charges

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Parks Strategy**All Recreation Grounds**

2014/15 Charge	2015/16 Charge	VAT	Statutory?
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Funfairs

Daily Hire Charge	900.00	650.00	E	Discretionary
Deposit Against Damage	1,330.00	1,330.00	O	Discretionary

Mini Pitches

Mini Pitch no pavilion	25.00	31.00	S	Discretionary
Mini Pitch no pavilion block booking (conditions apply)	21.00	22.00	E	Discretionary
Mini Pitch with pavilion	40.00	37.00	S	Discretionary
Mini Pitch with pavilion block booking (conditions apply)	33.00	28.00	E	Discretionary

Parks Bye-Laws

Sale Of Copies	10.50	12.00	S	Discretionary
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Personal Training

Personal Training per hour	12.50	12.50	S	Discretionary
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Tennis

Annual Fee for Social Tennis Clubs to book courts	72.00	72.00	S	Discretionary
Private Coaching per hour per court (The cost is negotiable depending on the numbers attending the session)	16.50	16.50	S	Discretionary

Fees and Charges

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Public Conveniences

Public Conveniences

2014/15 Charge

2015/16 Charge

VAT

Statutory?

Usage Fee

Automatic Public Conveniences

0.20

0.20

Discretionary

Fees and Charges

Printed Date: 24/02/2015

Last modified: 24/02/2015



Cabinet

24 February 2015

Title	Detailed Revenue Budget for 2015/16		
Purpose of the report	To make a recommendation to Council on a key decision		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Accountability		
Recommendations	<p>The Cabinet is asked to make the following recommendations to the Council :</p> <ol style="list-style-type: none"> 1. To consider and approve the growth and savings items as set out in the report's appendices. 2. The Council tax Base for the whole council area for 2015-16.[Item T in the formula in Section 31b(3) of the local government Finance Act 1992, as amended (the "act")] should be 37,971.10 band D equivalent dwellings and, <ol style="list-style-type: none"> 2.1 Calculate that the Council tax requirement for the Council's own purpose for 2015-2016 is £182.44 Per Band D equivalent dwelling. 3. To approve a 1.94% increase in the Spelthorne Borough Council element of the Council tax for 2015-16. Moreover: <ol style="list-style-type: none"> a) The revenue estimates as set out in Appendix 1 be approved. b) No Money, as set out in this report is appropriated from General Reserves in support of Spelthorne's local Council tax for 2015/16. c) To agree that the council tax base for the year 2015/16 is 37,971.10 band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992. 		

That the following sums be now calculated by the Council for the year 2015/16 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	69,944,239	Being the aggregate of the amount which the council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
B	63,016,715	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A(3) of the Act.
C	6,927,524	Being the amount at 3(c) above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of it's Council tax for the year (including Parish precepts)
D	£182.44	Being the amount at 3(c) above (item R), all dividend by item T(2 above) calculated by the Council in

			accordance with Section 31B(1) of the act, as the basic amount of its Council Tax for the year (including Parish precepts)
	E	0	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
	F	£182.44	Being the amount at 3(d) above less the result given by dividing the amount at 3 (e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.

All newly built commercial property completed between 1st October 2013 and 30 Sept 2016 will be exempted from empty property rates for the first 18 months, up to the state aid limit.

A discount of £1,500 for shops, pubs and restaurants (excluding banks, building societies and betting shops) with a rateable value below £50,000 for two years up to the State aid limits from 1st April 2014.

A 50 per cent business rates relief for 18 months between 1st April 2014 and 31st March 2016 for businesses that move into retail premises (excluding banks, building societies and betting shops) that have been empty for a year or more.

That the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
121.63	141.90	162.17	182.44	222.98	263.52	304.07	364.88

Being the amounts given by multiplying the amount at (e) above by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

That it be noted that for the year 2015/16 Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

Precepts issued to the Council

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
1)Surrey County Council 2439.26	813.12	948.64	1084.16	1219.68	1490.66	1761.98	2032.72	
2) Surrey Police 431.78	143.98	167.91	191.90	215.89	263.86	311.84	359.82	

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts set out in Appendix 6 as the amounts of Council tax for the year 2015/16 for each of the categories of dwellings on Appendix 3.

The Council has determined that its relevant basic amount of Council Tax for 2015/16 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2015/16 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

1. Key issues

- 1.1 Appendix 1 summarises the current draft detailed Budget proposed for 2015-16. After allowing for Housing Benefit the gross budget is financed as follows,
- Fees and Charges
 - Revenue Support Grant & Business Rates
 - Council Tax

Grant Settlement

- 1.2 The Government grant settlement confirmed that Spelthorne would provisionally receive an underlying cut of £601k in its general grant support for 2015/16.

Council Tax and Capping

- 1.3 In the December 2013 provisional grant settlement for local authorities the Government revealed a significant change of tack with respect to funding of council tax freeze grant for councils. For this reason apart from accepting freeze grant for 2011-12 council tax (which was funded for a longer 4 year period), this council has in recent years declined the freeze grant in order to protect its medium term funding position. The Council is keen to retain as much control as possible over both income and expenditure impacting on its budget.
- 1.4 It has been confirmed that the referendum limit will remain at 2%. Therefore the Council will continue its current strategy of protecting services by growing its income stream and setting a moderate council tax increase of 1.94% which provides an additional £64k per annum compared to the option of accepting council tax freeze grant.

Basis of preparation of Detailed Budget

- 1.5 Service levels – the estimates have been prepared on the basis of maintaining existing service levels except where variations have been approved by the Cabinet and or the Council. Members should be aware that considerable work has been undertaken to reduce the list down to just the absolute essentials. Appendices 2 and 3 contain a list of the major changes included.
- 1.6 Pay and price levels – the estimates have been prepared at pay and price levels ruling at October 2014 including an increase of 2.2% for salaries and wages from 1st April 2015 (award actually took effect from 1/1/15 but runs for 15 months). The Council awards the national local government employers agreement.

Inflation has been included in respect of contracts where appropriate.

Pensions

- 1.7 Following the triennial valuation of the Surrey Local Government Pension Fund as at the 31st March 2013, it is necessary for employers to increase their lump sum contributions to cover an increase in the deficit relating to benefits earned by scheme members as a result of service up to 31st March 2013 known as past service deficit contributions. For 2015/16 these contributions will rise by a £180k with a further £180k due in 2016/17.
- 1.8 In 2016/17 there will be an additional impact on employers 'national insurance contributions as a result of the end of the contracted- out arrangements. This would add a further approximate £170k to our employer costs for 2016/17 onwards.

Fees and charges

- 1.9 All fees and charges have been reviewed. See separate report on the agenda.

Income Generation

- 1.10 The budget forecasts have reflected the performance of the Council's income over the last two years during which time income levels have held up despite the general economic pressures. As part of the 2014/15 budget monitoring officers have been keeping the Council's various income streams under continuous review, particularly car parking our largest fee earning area, and this has impacted on the level of in year saving's required to balance the 2015/16 budget. Income has generally held up well, with Planning income doing particularly well and additional income has been included in the detailed estimates where it was seen to be achievable and potentially ongoing. It is estimated that the net additional income to be raised from fees and charges for 2015/16 is £420k

Contingencies

- 1.11 No provision has been made for any general contingencies. The General fund reserve exists as a source of contingency funds should a need arise which can be addressed through offsetting savings.

Interest Rates

- 1.12 The Council at present has benefited from several years of above average investment returns through a diversified range of pooled investment funds. The return on these funds ranges from 2.5 to 5% as at the 31st December 2014.
- 1.13 Returns on maturing cash deposits are currently within the range of 0.35 to 0.73% and the average overall return on investments is expected to be around 1.58%

Investment Income

- 1.14 The Cabinet has separately received on the January meeting agenda the Annual Investment Strategy and Treasury Management Report for 2015/16 indicating the current position in respect of interest rates and the proposed strategy for dealing with the lower levels of interest rates and the reduction of investment monies.
- 1.15 Leading market forecasters, including Arlingclose, the Council's treasury advisors, expect the base rate to remain at 0.5% until at least the 4th quarter of calendar year 2015.

Use of Reserves

- 1.16 The change in the financial landscape with an extended period of public sector austerity with district councils on the receiving end of the steepest growth cuts, the extended period of low interest rates and the need to

facilitate invest to save as part of towards a sustainable future and the redevelopment of Knowle green means that it will be unrealistic to eliminate the use of reserves in 2015/16. However it should be noted that at the end of both 2012-13 and 2013-14 the Council's balances on reserves rose and its reserves at start of 14-15 were £1.4m higher than two years previously.

- 1.17 It is proposed to use approximately £531k worth of general reserves to fund upfront resources required to ensure the successful delivery of *Towards a Sustainable Future* savings in future years. This is a lower level of reserve than originally planned for 2014-15. This would be funded from the New Schemes Fund reserve and would include funding the appointment of property consultants for the redevelopment of Knowle Green and acquisition of new council offices, extending the secondment of the Staines-upon-Thames Regeneration manager, extending the contracts of the corporate project office, extending the secondment of resource to Asset Management.. The council office redevelopment will allow us to receive capital receipts and a regular income stream for future years anticipated to be approximately £750k per annum. The objective of the *Towards a Sustainable Future* programme is to enable the Council to become self funding (i.e. no longer reliant on Government grant) by 2020.

Growth Items

- 1.18 Appendix 2 summarises the main budget growth and unavoidable expenditure pressures. This highlights that additional spending pressures or reduced income streams totalling £835k have been identified. Of this £205k is required for invest to save initiatives and is therefore being funded from reserves, as set out in appendix 2.
- 1.19 The evaluation of growth bids received from services have been evaluated using a number of criteria including
- Whether there is an invest to generate future income aspect
 - Whether there is an invest to achieve future savings
 - Whether it is necessary to meet statutory obligations
 - Whether it is necessary for operational reasons
 - The extent to which it supports corporate priorities
- 1.20 It can be seen that with respect to the last of the above criteria a significant proportion of the growth bids relate to corporate priorities :
- Knowle Green redevelopment relating to both the Economic Development and Assets priorities.
 - Economic Strategy resourcing relating to Economic Development
 - Temporary Accommodation and Housing options resourcing relating to Planning and Housing priority.
 - Increase cost of waste disposal relating to the delivering of quality of life services.

Savings

- 1.21 In total savings of approximately £1m have been found as part of the Council's Towards a Sustainable Future programme (TaSF) that was launched in the summer of 2014. The savings include part year savings relating to the deletion of a number of senior management posts which are not being replaced but addressed through a corporate restructuring. These savings are necessary to offset the reduced general government grant and the additional pressures identified in appendix 2. All savings proposals have been incorporated into the budget estimates and a summary of the major items proposed are listed in appendix 3.
- 1.22 The salary savings target for 2015/16 will remain the same at £300k.

Precepts

- 1.23 Surrey County Council at its meeting on the 10th February set a Band D council tax of £1,219.68 Representing a 1.99% increase and Surrey Police at its tax setting meeting on the 5th February set a band D council tax of £215.89 representing a 1.99% increase.

2. Options analysis and proposal

- 2.1 The Council is required to set a balanced budget and in the light of the detailed budget prepared, a council tax increase of 1.94% is recommended.

3. Financial implications

- 3.1 Addressed in the body of the report

4. Other considerations

- 4.1 Robustness of estimates the Local Government Act 2003 requires me, as the Council's Chief Financial Officer, to report on the robustness of the estimates made for the purposes of calculating the council tax. I am satisfied that each service budget has been prepared in the context of the council's corporate strategies, and longer term financial strategy which means that the Council is presented with robust estimates as a basis for making decisions about the level of council tax.
- 4.2 The nature and size of our revenue budget carries a degree of risk, this is particularly the case in the current economic climate.
- 4.3 Reserves and provisions – the local Government Act 2003 requires me to report on the adequacy of the council's financial reserves when consideration is given to the general fund budget requirement for the year. Under the local government finance act 1988, all revenue balances held by the council are at the direct disposal of the general fund with the exception of the collection fund and the investment reserve. Those balances are expected to total approximately £16m as at the 1st April 2015. However a number of these balances are earmarked specifically for social housing and the new scheme fund. The uncommitted funds stand at £1Million. Taken together with the council's financial strategy to reduce the reliance on revenues to support the council tax, I consider that the reserves and provisions will ensure that the council maintains a reasonably healthy financial position.

4.4 Officers are undertaking an equalities impact assessment of the budget proposals. In particular a detailed equalities impact assessment was undertaken for the proposed Local Council Tax Support Scheme.

4.5 The budget has a number of risks and these are set out below :

Outside control	Internally based
Interest rates	Failure to sufficiently resource delivery of key asset income generation projects
Severe public sector spending cuts	Collection of retained business rates
Down turn in property development market	Reliance on interest earnings to balance the budget.
Recycling Credits – falling values of recyclable materials	Ability to deliver Towards a Sustainable Future objectives in accordance with planned timetable
Increased Gate fees for disposing of waste materials	
Housing benefit subsidy/welfare reform.	
Staines town centre rents	

4.6 The risks are that the level of savings anticipated do not materialise or that there are additional spending pressures. These will be mitigated by ensuring proposals have been properly evaluated before being built into the final budget for example clarifying any contractual assumptions, and thereafter through careful budget monitoring.

5. Timetable for implementation

5.1 Council to approve the Budget on 26 February 2015

Background papers: None

Appendices: 1, 2 and 3

Revenue Budget Summary		
	14/15	15-16
	original	
	£	£
Gross Expenditure	53,571,900	55,847,100
Less: Fees and Charges and Specific Grants (excl Housing Benefits)	8,885,200	9,720,100
Less: Housing Benefit Grant	30,988,200	31,376,700
Net Service Expenditure:	13,698,500	14,750,300
Broken down over Portfolios		
Communications and Procurement	222,800	201,700
Community Safety, Young People, Leisure and Culture	283,600	231,400
Finance	3,118,700	3,286,700
Environment	4,034,000	4,451,800
Housing, Health, Wellbeing and Independent Living	2,557,600	2,711,800
Planning and Corporate Development	1,756,900	1,608,600
Economic Development and Fixed Assets	1,328,500	1,799,200
Parking Services and ICT	62,500	88,500
Leader	333,900	370,600
	13,698,500	14,750,300
Salary expenditure - vacancy monitoring	(300,000)	(300,000)
Pay award	98,000	0
Partnership Savings	0	(40,000)
Efficiencies to offset pay award	(98,000)	(100,000)
Increased employer contributions due to auto-enrolment	75,000	0
Revised Service Expenditure	13,473,500	14,310,300
NET EXPENDITURE	13,473,500	14,310,300
Interest earnings	335,300	635,000
NET EXPENDITURE AFTER INTEREST EARNINGS	13,138,200	13,675,300
Appropriation from Reserves:		
Spend to Save (Fordbridge Bowls club)	13,000	0
Staines-upon-Thames Town Development/TaSF	450,000	530,676
Elmsleigh Car Park	287,000	0
Customer Services	46,700	0
Enforcement Project	100,000	0
Spend to save (APCs)	0	0
Feasibility Study for Knowle Green Hub	0	0
Interest Equalisation reserve	0	0
BUDGET REQUIREMENT	12,241,500	13,144,624
Retained Business Rates	2,361,348	3,055,700
Revenue Support Grant (incl council tax support grant)	1,932,189	1,330,600
New Homes Bonus	1,218,600	1,564,400
DCLG Transitional LCTSS grant	0	0
NET BUDGET REQUIREMENT	6,729,363	7,193,924
Collection Fund (Surplus)/Deficit	(187,920)	(266,400)
CHARGE TO COLLECTION FUND	6,541,443	6,927,524
Tax base	36,551	37971.1
Council Tax rate	178.97	182.44
Council Tax yield	6,541,443	6,927,524
		(0)

Summary of Revenue Budget Growth Requests 2015/16			
Appendix 2			
	Amount	Requested By	Explanation
1	£2,500	Sandy Muirhead	Magna Carta 800th Anniversary celebration - One off growth item for 2015/16.
2	£40,000	Across Services areas	Increased postal costs incurred due to increased costs (50% increase in 1st class stamps since 2010). A new tracking system has been put in place to record usage, with managers being challenged to find alternative methods.
3	£10,000	Dave Phillips	Cleaning costs for Knowle Green as per agreed contract.
4	£15,000	Jackie Taylor	Retesting of the memorials in the cemeteries - health & safety requirement.
5	£9,300	Rowena Davison	Website enhancement - upgrade & ongoing maintenance - anticipated costs of £15k partially funded through savings of £5.7k expected against Borough Newspapers' budget.
6	£19,500	Cllr Watts	£500 Neighbourhood Grant increase per Council Member - a 100% increase in allocation per Councillor.
7	£32,500	Jackie Taylor	New textiles service, targeting increased recycling of materials and a reduction in contamination. The cost will decrease in future years as the service develops.
8	£75,000	Karen Sinclair	Bed and breakfast costs - an area of sustained budget pressure. A number of new measures are being implemented attempting to control this and it is proposed growth of £75k is agreed to assist with this.
9	£10,000	Keith McGroary	To stimulate and enhance economic activity and help chambers and business forums to deliver elements of the economic strategy.
10	£5,000	Keith McGroary	Key Account Management: The economic growth expert has recommended that a critical success factor is that training is made available for those people who may be involved with the process, services and interventions likely to be required.
11	£3,000	Keith McGroary	Key Account Management: External evaluation of the Key Account Management impact.
12	£5,000	Keith McGroary	Inward Investment: Improve knowledge and intelligence of the property market conditions and trends to help advise marketing and property activity.
13	£125,000	Sandy Muirhead	Increase cost of Waste Gate fees based on market expectations - outside of direct control of the Council.
14	£205,000	Heather Morgan	Redevelopment of Knowle Green - invest to save initiative funded from reserves.
15	£4,000	Jan Hunt	I Trent Consultancy Costs - ongoing support (5 days a year) not covered by Tandridge.
16	£49,000	Sandy Muirhead / Terry Collier	Lower Thames Flood Relief Scheme.
17	£65,000	Jayne McEwan	Cost of Borough elections not funded by central Government. One off growth item for 2015/16.
18	£37,000	Deanna Harris	Loss of partnership Income from Audit partnership ceasing 31/7/2015 - part year effect
19	£11,000	Jan Hunt	Loss of partnership Income from HR partnership ceasing 31/12/2015 - part year effect
20	£80,000	Karen Sinclair	Discretionary housing payment's following a 40% cut in government funding.
21	£32,000	Keith McGroary	Cost of setting up a business improvement district for Staines upon Thames
	£834,800		
	-£205,000	Funded from Reserves - invest to save	
	£629,800		

Summary of Revenue Savings 2015/16		
Appendix 3		
Area	£	Description
1 Business rates	80,000	Under the new business rates retention system, discretionary rates relief are incorporated into the Collection Fund and therefore the Council no longer requires a budget for this.
2 External Audit	16,000	Reduced fees to be charged to the Council by KPMG
3 ICT	12,000	Reduction in budget for systems upgrades, enhancements and new modules.
4 Sustainability	20,000	Staffing and miscellaneous
5 Accountancy	38,000	Reduced annual banking contract charge and staffing savings
6 Parking	40,000	Increased income due to introduction of cashless parking system
7 Planning	161,000	Increased income due to increased levels of demand
11 Streetscene	3,000	Income stream from letting of office accommodation in the Depot
12 Independent Living	65,000	New high needs service at Fordbridge likely to generate additional income
13 Communications	9,000	Reduction in costs due to review of Bulletin production.
14 Land charges	15,000	Staffing changes and increased income target due to increased demand
15 Legal	34,000	Reduction in staffing costs due to shared head of service costs with Reigate and Banstead
16 Building Control	10,000	Increased income due to increased levels of demand
17 Environment Health	11,000	Implementation of 'lean' working releasing resources for income generation from other Local Authorities.
18 Community Safety	55,500	Reduced CCTV camera costs from changed technology, offset by the CCTV contractual charge increase
	569,500	
Revenue Savings from post deletions already identified		
19 MAT	101,000	Assistant Chief Executive - from 06/04/2015
20 HR	15,600	Head of Human Resources Partnership - from 31/12/2015
21 Audit	58,600	Head of Audit Partnership - from 31/07/2015
22 Communications	32,000	Communications Manager - full year effect
23 ICT	31,500	Database Administrator - full year effect
24 Assets and Office Services	62,600	Office Services Manager (from 30/4/2015) and Caretaker (from 31/7/2015). Full approval for both of these is still to be granted but this is the expectation.
25 Committee Services	9,300	Reduction in hours of Principal Committee Manager
26 Legal	11,000	Reduction in costs from Solicitor post. Replacement appointed at lower grade than previous postholder.
	321,600	

Cabinet

24 February 2015



Title	Business Improvement District		
Purpose of the report	To make a decision		
Report Author	Keith McGroary		
Cabinet Member	Councillor Nick Gething	Confidential	No
Corporate Priority	Creating opportunity and prosperity for our borough		
Cabinet Values	Community and Self-Reliance		
Recommendations	<p>Cabinet is asked to endorse the recommendation that Spelthorne Council will support the introduction of a Business Improvement District (BID) for Staines-upon-Thames and incorporate £32k provision for the consultation and start-up costs in the Revenue Budget for 2015-16.</p>		

1. Key issues

- 1.1 Staines-upon-Thames is the most significant town centre in north Surrey, yet it lacks some of the basic ingredients one would expect to find, such as a Town Centre Manager for the High Street and a representative Forum to voice needs and concerns of retailers. As a consequence the full potential of the town is unlikely to be realised and this is against a backdrop of strong competition from neighbouring Boroughs (Kingston have a BID).

2. Options analysis and proposal

- 2.1 Spelthorne Council is a strong supporter of business, but with regards to footfall in Staines-upon-Thames it is the role of the retailers to enhance their offer to attract more people and business. SBC can help to facilitate this by encouraging the retailers to pull together collectively and become an influential and more powerful body to shape their own destiny. The proposal is that the retailers in Staines-upon-Thames form a Business Improvement District. This is where a vote is taken by retailers within the defined bid area with a view of introducing a compulsory levy of around 1½% which would realise a sum of around £130k that they could then use to make improvements of their own choosing; this could also include the staging of events in the town centre and the funding to display Christmas lights each year.
- 2.2 The BID would last for 5 years before another vote is taken to decide whether to continue or not with the BID. There are currently 180 BID's in the UK.

3. Financial implications

- 3.1 Discussions have taken place with parties who are very familiar with the Borough and are keen to take on the role of the consultation and other administrative duties that are required to take place in order to get to the position of a vote on the option; support would be provided by the Economic Development Team as well as other related Council services such as the Team responsible for Business rates collection.
- 3.2 The costs quoted to set up the BID amount to £32k which would include staffing costs and funding for communication through a dedicated website and newsletters. This will be funded as a one-off revenue growth item in the 2015-16 Budget.

4. Other considerations

- 4.1 Experience in Camberley (set up in 2011) and Guildford (2012) where BID's are already in place have shown that there would be an increase in the work required to collect the BID levy (particularly in the first year), and additional costs to set up the processes to make changes to the existing IT system (this cost can be reclaimed from the BID itself). It must be also noted that if the vote by the retailers in against setting up a BID that the investment by SBC will not achieve its goal, albeit may stimulate retailers into a more collective body.
- 4.2 BID's tend to improve the well-being of town centres and as a consequence can have a marked and positive effect on the number of empty shops, which in turn gives a better overall appearance to the shopper and increase the business rates collection for the Borough.

5. Timetable for implementation

- 5.1 In order for this scheme to be implemented in time for the 2016/17 financial year, the vote to take this forward would need to be concluded by the end of September this year; this would then allow for additional work to make the changes to the Business Rates system and to include the levy within the business rates letters.

Background papers:

None

Appendices:

None

Cabinet**24 February 2015**

Title	Annual Grants 2015/16		
Purpose of the report	To make a decision		
Report Author	Liz Borthwick		
Cabinet Member	Councillor Mrs Jean Pinkerton OBE	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community and Self-Reliance		
Recommendations	Cabinet is asked to: <ul style="list-style-type: none"> • Agree the grants awards for 2015/16. • Note all other support to the voluntary, charity sector. • Note the performance of our key partners (over £10k per annum). 		

1. Key issues

- 1.1 The grants programme for 2015/16 was publicised in October 2014 and 38 applications were received. This compares with 18 last year.
- 1.2 The Voluntary / Community Sector is seen as a key driver of services under the Localism Act 2011.
- 1.3 The Health and Social Care Act came into force in April 2013 and the Clinical Commissioning Groups (CCGs) see the voluntary sector as important providers.
- 1.4 It is likely that if the voluntary sector did not provide services there would be even more pressure on local authorities (the industry norm for every pound spent by a local authority in grant aid, that six pounds of value is received). See Appendix A - background notes.

2. Options analysis and proposal

- 2.1 To agree proposed funding to our major organisations for 2015/16 and to agree / not agree to the recommendation for the remaining funding for 2015/16. Details in Appendix B.

2.2 Following a meeting of the Grants Group - Cllr Jean Pinkerton, Cllr Friday, Cllr Harman, Liz Borthwick (ACX), Joanne Jones (Community Development Manager) and Mary West (Sport & Active Lifestyle Officer) - the following grant support is proposed. See Appendix C for review meetings notes.

Major organisations

• Age UK Runnymede & Spelthorne	£25,000
• CAB (Runnymede & Spelthorne)	£75,000
• HomeStart	£15,000
• Rentstart	£30,000
• Shopmobility	£15,000
• VAIS	£5,000
Total	£165,000

Other applicants

• Ashford Art Club	£350
• Ashford Smallholders	£100
• Civic Pride	£750
• Club for the Blind	£200
• Crossroads	£1,500
• Daybreak	£500
• Dramatize	£2,000
• Kempton Park FC	£300
• Mediation North Surrey	£500
• Mulberry Centre	£3,000
• One to One	£250
• Relate West Surrey	£3,000
• Richmond Fellowship	£200
• SCAN	£950
• Shepperton Village Fair	£1,000
• Spelthorne Nat History Society	£500
• SSAFA	£425
• Spelthorne District Schools Football	£500
• SS Thames Alliance	£300
• Stanwell Bowls Club	£350
• Shepperton Village Conservation	£300
• Talk	£1,000
• Vitalise	£1,000
Total	£18,975

Other applicants were A2Dominion Inspired Radio; Burway Rowing Club; Colne Valley Park; Crest; Staines Brass Band; Staines Regatta; St Saviour's; Surrey Welfare Rights Unit, Woodcraft Folk. Their applications did not receive a grant offer. Four of the 5 applicants have already been granted part of their requested funding, via this year's Better Neighbourhood Grants scheme. A list of eligible projects was circulated to members where the money could be released in the current year. See notes on Appendix B.

- 2.3 The residue of £10,825 would be allocated throughout the upcoming year as and when further applications are made or eligible causes brought to the panel's attention.
- 2.4 It is also proposed that any organisations receiving in excess of £5,000 enter into a service level agreement to ensure that the Council is receiving value for money and also that the receiving organisation supports the Council's priorities.

3. Financial implications

- 3.1 The grant funding awarded is £194,800 - including residual £10,825 – and is available for the organisations as detailed in paragraph 2.2 and subsequent applicants during 2015-16.
- 3.2 The funding or support in kind for 2015/16 will be as follows.

Grants	£194,800
Rate Relief	£43,200
Free facilities	£13,775
Accommodation in kind	£53,500
Sports Grants	£4,800
Neighbourhood Grants	£39,000
Total	£349,075

4. Other considerations

- 4.1 The Voluntary Sector offers services to a wide range of communities in Spelthorne. The collapse of any of them could have a profound effect on crime and disorder, health and many other aspects of Spelthorne life.

5. Timetable for implementation

- 5.1 Grants to be awarded in April 2015; residual grants thereafter until funds exhausted.

Background papers: None

Appendices:

Appendix A – Background notes

Appendix B – Applicants and proposed funding 2015-16

Appendix C – Grant panel review meetings notes

Appendix A

Spelthorne Council supports the voluntary sector in a number of ways and detailed below are some examples

1.1 **Other Support to Voluntary / Charity organisations**

- Rate / Business rate relief to charities / voluntary organisations.
- Free accommodation
- Facilities with no rent
- In kind support
- Better Neighbourhood Grants

1.2 **Rate / Business Rate Relief**

There is a range of relief on rates / business rates for charities. Many organisations are entitled to mandatory relief of 80% but the Council has the authority to offer discretionary rate relief of up to 20%. Cabinet approval is required for any organisations receiving a “top up” of over £2,000 per annum and officers may approve a “top up” of up to £2,000.

1.3 The Council also has the ability to offer discretionary rate relief (need to meet the criteria). Again, Cabinet agree discretionary awards over £2,000 and officer under £2,000

1.4 Examples of organisations who receive the following

- Top up on mandatory over £2,000 e.g. Leisure Centres / Art Galleries.
- Top up on mandatory under £2,000 e.g. Scout Hut.
- Discretionary under £2,000 e.g. Village Halls / Sports clubs.
- Discretionary under £2,000 e.g. Sailing Halls / Sports clubs.

1.5 The value of the discretionary rate relief for 2014/15 is £42,348.08

1.6 **Free Accommodation**

The following organisations receive free accommodation in Knowle Green.

- Age UK Runnymede and Spelthorne
- Alzheimer’s Society
- Carers Support
- Crest
- Crossroads
- One to One
- Rentstart

1.7 The rent value of this area (551 sq ft) is £13,775 per annum (this is significantly less than the value for the ground floor which was the original Community Link area).

1.8 **Facilities with no rent**

There are a few facilities which the Council leases to organisations at no cost. The key facilities are

- Riverside Arts Centre Sunbury
- Spelthorne Museum and archive store

1.9 The facilities above provide service for residents of the Borough. The facilities are extensively used by the community and are operated by volunteers. The rental values are as follows

- Riverside Arts Centre £44,000-per annum (under review)
- Spelthorne Museum £9,500-per annum

There is also a number of uniformed groups located on Council land for which the Council receives a ground rent.

1.10 **Leisure Grants**

Leisure Services has formerly administered grants to sports / play and arts organisations and individuals. For 2015-16 a minimum of £3,800 will be awarded to sports and arts associations and will be included in the annual grants allocation (see 1.4), while £4,800 is administered by Spelthorne Community Arts Association and Spelthorne Sport Council.

1.11 **In Kind Support**

Organisations such as Civic Pride, The Allotment Society and the Free Wades receive meeting rooms free of charge, storage and help to deliver projects.

1.12 **Better Neighbourhood Grants**

Councillors will be each allocated £1,000 per annum from 2015-2016, to make their neighbourhood better, a total of £39,000. In some cases ward councillors put their allocations together to try to make better use of the money.

1.13 The Leader allocates any residual money at the end of the financial year.

Annual Revenue Grants 2015-2016

Organisation	Area of work	Amount requested	Previous payments	Comments	Amount awarded
AgeUK Runnymede & Spelthorne	Older people	£40,000.00	2013-14 - £25,000	Information & advice; social activities	£25,000.00
CAB (Runnymede and Spelthorne)	Free independent advice	£85,000.00	2013-14 - £75,000.00	Running costs	£75,000.00
HomeStart	Support for young families	£20,000.00	2013-14 £14,900	Running costs	£15,000.00
Rentstart	Prevention of homelessness for non-priority people	£32,500.00	2013-14 - £30,000	Running costs	£30,000.00
Shopmobility	Mobility for shoppers with disabilities	£25,000.00	2013-14 - £14,300	Running costs	£15,000.00
VAIS	CVS organisation supporting the borough's voluntary, community, faith sector	£17,900.00		Running costs	£5,000.00
		£220,400.00			£165,000.00
A2Dominion Inspired Radio	Housing group; Community Investment Team	£7,800.00	£500 leisure grant 2013-14, street dance at Stanwell	Community radio project for young people; training for core delivery team *	£0.00
Ashford Art Club	Art club	£350.00	2011-12 - £350	Two exhibitions, hall hire and transport *	£350.00
Ashford Smallholders	Allotment society	£400.00	2003	Provision of shipping container and fixings, for allotment holders' use * £193 Forsbrey	£100.00
Burway Rowing Club	Rowing club 40% Spelthorne; all ages	£500.00		Toward a rowing machine	£0.00
Civic Pride	Volunteering on environmental projects throughout the borough	£1,000.00		Purchase of plants , maintenance of tools and insurance *	£750.00
Club for the blind and partially sighted	Monthly social club and entertainment	£300.00	2013-14 -£50	Running costs of monthly meetings	£200.00
Colne Valley Park	Maintaining and enhancing Colne Valley Park	£3,572.00		Annual costs, delivering core work, specific focus in 2015 to engage local people during the park's 50th anniversary.	£0.00
Crest	Cancer support - families and anyone affected by cancer	£4,000.00	2013-14 £4,000	Revenue grant for all activities - all staff are volunteers	£0.00
Crossroads	Practical and emotional support to carers	£3,000.00	2013-14 £1,500	Premises hire for Saturday club for adults 40-65 with disabilities	£1,500.00
Daybreak	Day respite care for older people	£2,000.00	2013-14 £1,000	Revenue grant - running costs	£500.00
Dramatize	Drama/theatre club for people with learning disabilities	£4,756.00		Sunday youth club running costs	£2,000.00

Annual Revenue Grants 2015-2016

Kempton Park FC	Youth Association football	£1,000.00		Running costs - pitch hire	£300.00
Mediation North Surrey	Community, neighbour and school peers mediation	£3,250.00	2012-13 - £1,000	Running costs	£500.00
Mulberry Centre	Walk in cancer support centre, counselling, relaxation therapies, information	£5,000.00		To extend outreach into Spelthorne	£3,000.00
One to One	Social activities for adults with learning disabilities	£500.00	2013-14 £320	Running costs - hall hire for weekly meetings	£250.00
Relate W Surrey	Advice, counselling	£5,000.00	2013-14 - £3,000		£3,000.00
Richmond Fellowship	Mental health support for over-18s; 1:1 or group support and activities	£1,000.00	2013-14 - £200	Assist people with mental health issues, providing art materials such as tiles for mosaics, paint, pencils and paper * £400 Forbes Forsyth	£200.00
SCAN	To improve access and access awareness of people with disabilities	£950.00	2014-15 - £1,000 (revenue grant)	Running costs to provide support for people with disabilities seeking safe and easy access also a newsletter	£950.00
Shepperton Village Fair	Provision of an annual event for the local community	£1,500.00	2013-14 - £1,000	Towards infrastructure costs	£1,000.00
Spelthorne Natural History Society	Enhancement of Nutty Wood and part of Ash Link local nature reserve	£500.00		Resurfacing footpaths in Nutty Wood *	£500.00
SSAFA	Lifelong support for our forces and their families. Set up new volunteers	£800	2013-2014 - £500	Additional printer and phone for security purposes * £375 Patterson	£425.00
Spelthorne Schools District Football Team	Schools-based district teams u-14 and u-16	£2,500		Teams get no funding at all; need funding for borough-branded kit as they currently wear school tee-shirts. *	£500.00
SS Thames Alliance	Ambassadors group to raise funds for personal GPS tracking devices	£1,000.00		Leaflets to inform the public of GPS tracking devices for people with dementia	£300.00
Staines Brass Band	Two amateur brass bands - Staines Brass and Lammas Brass	£2,500.00		Towards purchase of a secondhand Bb Bass (Tuba) and case *	£0.00
Staines Regatta	Annual amateur regatta	£1,000.00	2013-14 - £1,000	Towards running costs of the Regatta	£0.00
Stanwell Bowls Club	Bowls club	£350.00		New equipment ie: score board, pushers and mats *	£350.00
St Saviours	Christians Against Poverty Debt counselling	£2,000.00		Annual running costs	£0.00
Surrey Welfare Rights Unit	Specialist support on welfare benefits; advice line, training, publications	£3,000.00		Towards running the training programme	£0.00
Shepperton Village Conservation Group	Shepperton Conservation Group	£500.00		A storyboard for project area at end of High Street *	£300.00
TALK	Supporting people with a communication difficulty ie due to a stroke	£2,000.00	2014-15 - £700	Annual running costs of the Ashford group	£1,000.00

Annual Revenue Grants 2015-2016

Vitalise	Respite care for people with disabilities	£2,768.00		Towards respite breaks	£1,000.00
Woodcraft Folk	Young people's organisation promoting active citizenship	£300.00		Summer Camp 2015 Forsyth	* £100 Forbes- £0.00
		£65,096.00			£18,975.00
				Grant available	£194,800.00
				Allocated above	£183,975.00
14480 4881 - £2500 (Sports Development/leisure Development grants) 15002 4803 - £1300 (Arts Development grants)				Residual money	£10,825.00
£191,000 annual grants budget					
* Suitable for Better Neighbourhood Grant application if unsuccessful here					

Appendix C

Annual grant recipients' meetings, November / December 2014

24 November – Age UK

27 November – CAB, Rentstart, HomeStart & Shopmobility

15 December – VAIS

Context: All six recipients completed application forms and supplied their Annual Reports, Financial Statements and Business Plans.

The panel assessed each organisation's activities against fulfilment of the Council's priorities; not all an organisation's activities would necessarily contribute in this way – but those that did would be assessed for Value For Money according to how much of their funding was supplied by the Council.

Each organisation had different funding streams and some depended by a greater degree upon the Council's grant than others.

The applicants' financial activities were also scrutinised, with consideration given to the level of reserves. It is generally accepted that any organisation should hold a minimum of six months' worth of expenditure in reserve. Any continuously growing level of reserves would indicate an excess of grant over activity; a continued fall in reserves would indicate remedial measures should be sought.

All six organisations reported that the straitened times were causing them to look ever more carefully at their budgets and services.

All said they relied appreciably on the Council's support and were appreciative of the funding.

All indicated that the presence of elected members on their management committees was very useful as a channel of information and feedback – and would be welcome where members are currently not represented.

New trustees are always welcome

Shopmobility: Previous funding: £14,300 for 3 years. Requesting £25,000

Review meeting with scheme manager David Bisiker.

Receives grants from Clerical Medical & Two Rivers. Their contribution is unknown for 2015-16 (apart from peppercorn rent from the shopping centre). 2013-14 was the last of a three-year funding agreement with Two Rivers. Clerical Medical reviews annually. Income from members' subs, donations and fundraising – total around £61K.

Requests to Runnymede BC (whose residents use Staines Shopmobility) unsuccessful, apart from £1,598 match funding for four mobility scooters.

There are two Runnymede Councillors on the committee but Runnymede does not grant any funding.

In 2014, Shopmobility moved into new premises near the Vue Cinema, Staines, after setbacks and complications relating to the actual build. The temporary relocation to Norris Road had impacted heavily on the number of hires – down 17% compared with the same period in the old unit, with hours down by 22%.

Fundraising efforts have continued as much as ever. These range from the annual Pancake Race; summer fete at Two Rivers; Christmas draw; wrapping service; sale of Shopmobility directories and Easyfundraising (online donation through other purchases). Donations were given by Midas Plus, Metro Bank, Compass Angling and the United Church of Egham.

Spelthorne councillors gave £300 towards the purchase of four new mobility scooters.

Trustees are constantly looking for opportunities to bid for new funding opportunities.

Good relationship with two elected members (Cllrs Rough and Bannister) on the committee.

Narrative: The panel acknowledges that Shopmobility has a strong board of trustees, which it felt could be turned to better advantage in terms of profile-raising, funding generation and lobbying. The organisation could greatly benefit from opportunities such as the establishment of a new Hub for information and advice, in the nearby Clarence Street. The

panel believes the board is in a good position to promote the existence and benefits of Shopmobility across audiences – most notably the business/traders sector.
(recommended - £15,000)

CAB: Meeting with manager Pat Thompson.

CAB has received £75,000 from SBC on 3-year agreement ending this year. Requesting £85,000.

Receives £78.5k from Runnymede, a mental health grant of £46,500 to cover work at Abraham Cowley Unit. Core funds of £21,500 for running costs of the Rentstart project and £15,000 (the last year) from The Tudor Trust for the Probation Project.

Provides wide range of advice services, most particularly debt advice, working in contact and support with Housing and Benefits depts.

In December 2012 the bureau began a three year project, funded by the Tudor Trust, offering advice to offenders and working closely with the Probation Service in Staines.

Presence in Sunbury twice a week and outreach at Stanwell.

CAB needs the increased funding for extra staff costs and overheads. The main issue now is that of space at both venues. CAB has experienced a change in the demeanour of some clients over the past year or so – due to increasing financial problems and other personal issues which lead to stress and can be challenging for the staff and volunteers. There are concerns about the safety of staff at Sunbury Library, where there is only one entrance/exit. The outreach bureaux operate at Staines County Court, Staines Probation Office and Stanwell Library but staff have to return to the Addlestone office to make calls and write letters, due to space constraints. More space would be needed for CAB to help deliver some of the requirements of Universal Credit.

(recommended - £75,000)

VAIS: Has received £17,900 (3 years) with 6-month review. Requesting £17,900

Also funded by Surrey County Council (£30,570) plus around £6k in 2013-14 from other sources. VAIS failed to claim its funding of £20,044 from NWS CCG in 2013-14.

Chairman Cllr Robin Sider, Elizabeth Mackendar-Moore and vice chairman Celia Leggatt, met the panel. A set of questions had been submitted to VAIS in preparation for the meeting, specifically regarding the failure to claim CCG funds, discrepancy between the projected budget and the actual deficit of more than £50,000, and performance data.

Prior to the deficit for 2013-14, VAIS had £171,000 in reserves, which had grown as a result of excess of grant monies over expenditure for several years.

Narrative: Cllr Friday offered to assist in production of a business plan for the upcoming year. The unclaimed £20,044 2013-14 grant from NWS CCG has since been paid, in addition to the 2014-15 grant of a similar sum.

A new treasurer was being sought, as a result of the retirement of the current one.

Performance had improved since 2013-14, specifically in recruitment of new volunteers and placements. The referral to placement ratio was still the lowest in Surrey. VAIS reported an increase in new volunteers in the period since, but placements were not rising at the same rate.

The annual survey indicated that no organisations had used VAIS's governance structure – one of the pillars of a CVS service. The panel would recommend that VAIS be tasked with providing governance assistance to the flood volunteer groups currently being formed as part of the borough's emergency planning.

The rate of conversion of funding applications to successful outcomes was also subject to query; county averages would be sought.

(recommended - £5,000)

HomeStart Spelthorne: Received £14,900 / 3 yrs. Requesting £20,000 Mandy Groves and Anne Damerell.

Going 19 years. Supported 108 families with 242 children in 2013-14 and referrals have been climbing so far for 2014-15. Basic service is delivered once a week in the family home, plus a weekly Family Group. Runs the Spelthorne Toy Library at Stanwell. Work with Supporting Families team when appropriate.

Undoubted commitment from staff and volunteers.

Contract with Surrey CC guarantees main funding until April 2016 but only covers half of costs. Money worries are constant, but scheme has energetic fundraising programme and pursues grants from various sources such as Community Foundation for Surrey and Shepperton Parochial Charity.

Grant needed to continue to employ a part-time organiser – to recruit and train more volunteers. Recruiting volunteers is becoming more difficult; two training courses are held annually.

(recommended - £15,000)

Rentstart: £30,000 / 3 years. Requesting £32,500

Bryan Pilgrim and Linda Marshall.

Works very closely with Housing Options dept.

There have been 325 new clients over the year, with 73 clients housed – a drop of more than 30 compared with the previous year. This is due to the difficulty in finding suitable accommodation for rent. More flexibility with the deposit guarantee has been necessary – extending beyond the usual 12 months, which means increasing liability on the deposit fund.

New project in partnership with Elmbridge and Runnymede – Rentstart Rescue - administered by Elmbridge Rentstart, giving extra assistance and support to rough sleepers - funding via Homeless Link. The project has had many successes and exceeded targets.

Rentstart reports being “on course for where it should be”.

Rentstart is working to improve grant applications to large funders.

(recommended - £30,000)

Age UK (Runnymede and Spelthorne): Tony Docker and Di Cheeseman.

Received £25,000 / 3 years. Requesting £40,000

Funding and grants from both borough councils, Surrey PCT, Ashford and St Peter's Hospitals Trust and others.

The three-year business plan is focussed on reducing the deficit – which (2014) stands at £79k. Structural change has been implemented, including closure of the coffee shop at Stanwell health centre. AgeUK was concentrating on giving better value for money. Activity in the areas of information and advice was increasingly under pressure, given the ageing population and the growing number of people with dementia. I&A is not one of the areas AgeUK can charge for; more and better paid-for services such as Tonic Time were being introduced. The 240-strong volunteer database was being overhauled, and volunteer retention worked on. The upcoming year would see continuing financial recovery, developing the paid-for business and profit ploughed back in to the information and advice services.

(recommended - £25,000)

Cabinet**24 February 2015**

Title	Appointments to the Community Noise Forum		
Purpose of the report	To make a decision		
Report Author	Greg Halliwell		
Cabinet Member	Councillor Robert Watts	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	The Cabinet is asked to appoint (a). Councillor Marian Rough and (b). Kathleen Croft, Stanwell Moor Residents' Association, to represent the Council on the Community Noise Forum until 11 May 2015.		

1. Key issues

- 1.1 The recent airspace trials illustrated that any proposals regarding Heathrow's future airspace will be of great interest to stakeholders and residents living around Heathrow over the coming months and years.
- 1.2 They also demonstrated that these are complex issues and highlighted the many factors that will need to be considered in modernising airspace, in particular the impact on local communities around Heathrow.
- 1.3 In response to the interest in this issue, we have decided to set up a Community Noise Forum which will meet quarterly.
- 1.4 The group will be made up of representatives from local authorities, community organisations, CAA, NATS, DfT, airlines, HACAN and Heathrow.
- 1.5 The purpose of the group will be to keep residents and stakeholders informed on airspace planning including future trials; improve understanding of members on airspace issues; inform the communications approach to trials and public consultations; and build trust in the data externally.
- 1.6 Since the most recent airspace trials ended in November, there is the perception amongst some residents that there has been a change in Heathrow's operations. We have provided historic data to illustrate that this is not the case. However, it is evident that there is a lack of trust by some people in the data that is being used by the industry. It is critical that if we are to have a constructive debate about airspace planning, there must be absolute confidence trust in the data that is put out. That is why one of the first objectives of the group will be to agree a way that the data can be independently verified to the satisfaction of all involved.

2. Timetable for implementation

2.1 The appointment will take effect following Cabinet on 24 February 2015.

Appendix:

Invitation to appoint two representatives to the Community Noise Forum