



Please reply to:

Contact: Gillian Scott
Service: Committee Services
Direct line: 01784 444243
E-mail: g.scott@spelthorne.gov.uk
Date: 13 November 2018

Notice of meeting

Cabinet

Date: Wednesday, 21 November 2018

Time: 7.00 pm

Place: Goddard Room, Council Offices, Knowle Green, Staines-upon-Thames

The members of the Cabinet	Cabinet member areas of responsibility
I.T.E. Harvey (Leader)	Leader and Council Policy co-ordination
A.C. Harman (Deputy Leader)	Deputy Leader and Communications
M.M. Attewell	Community Wellbeing
C. Barnard	Planning and Economic Development
J.R. Boughtflower	Corporate Management
M.P.C. Francis	Housing
D. Patel	Environment and Compliance
O. Rybinski	Customer Service, Estates and Transport
H.R.D. Williams	Finance

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

AGENDA

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- 1. Apologies for absence**
To receive any apologies for non-attendance.
- 2. Minutes** **5 - 14**
To confirm the minutes of the meeting held on 26 September 2018 as a correct record.
- 3. Disclosures of Interest**
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Leader's announcements**
To receive any announcements from the Leader.
- 5. Recommendation from the Audit Committee on Corporate Risk Management** **15 - 28**
Councillor Williams

To consider the recommendation of the Audit Committee following its review of the Corporate Risk Register.
- 6. Authority Monitoring Report and five-year housing land supply statement** **29 - 172**
Councillor Barnard

To consider the Authority Monitoring Report together with the corrected Statement of five year housing land supply which was deferred from the meeting of 26 September 2018.

(Copies of the appendices referred to in the report are available in the Members' Room and will be made available to the public at the time the agenda is published).
- 7. Meals on Wheels contract procurement for the supply of meals - Key Decision** **173 - 178**
Councillor Attewell

To consider a report on procurement of the Meals on Wheels contract for the supply of meals.

- 8. Capital Monitoring Report** **179 - 186**
Councillor Williams
- To note the Capital spend covering the period April to September 2018.
- 9. Revenue Monitoring Report** **187 - 198**
Councillor Williams
- To note the Revenue spend covering the period April to September 2018.
- 10. Calendar of Meetings 2019-2020** **199 - 206**
Councillor Harvey
- To consider the draft Calendar of Meetings for 2019-2020 and make a recommendation to Council.
- 11. Urgent items**
- To consider any items which the Chairman considers as urgent.
- 12. Exempt Business**
- To move the exclusion of the Press/Public for the following item, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.
- 13. Exempt Report - West Wing, Council Offices, Knowle Green, Staines-upon-Thames - Key Decision** **207 - 222**
Councillor Harvey
- To consider a report requesting approval of a budget for design fees for the conversion of the West Wing, Council Offices, Knowle Green, Staines-upon-Thames and make a recommendation to Council.
- Reason for exemption**
- This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006:
- Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information). In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because disclosure to the public would prejudice the financial position of the authority in the bidding procurement of contracts by allowing other parties to know the position of the Council. This in turn prejudices the

Council by (i) distorting the procurement process and (ii) prejudicing the opportunity for the Council to place contracts for the prudent management of its financial affairs.

14. Exempt Report - Investment Acquisition (Q) - Key Decision

223 - 230

Councillor Harvey

To consider the acquisition of the development and investment asset identified in the report.

Reason for exemption

This report contains exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006): Information relating to the financial or business affairs of any particular person (including the authority holding that information).

And in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for the site by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to acquire a site through the Council for the prudent management of its financial affairs.

Minutes of Cabinet

26 September 2018

Present:

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination
Councillor A.C. Harman, Deputy Leader and Communications
Councillor C. Barnard, Planning and Economic Development
Councillor J.R. Boughtflower, Corporate Management
Councillor M.P.C. Francis, Housing
Councillor D. Patel, Environment and Compliance
Councillor O. Rybinski, Customer Service, Estates and Transport
Councillor H.R.D. Williams, Finance

Apologies:

Councillor M.M. Attewell, Community Wellbeing

Councillors in attendance:

Councillor S.C. Mooney, Chairman of Overview and Scrutiny Committee

2519 Minutes

The minutes of the Cabinet meeting held on 18 July 2018 were agreed as a correct record.

2520 Disclosures of Interest

There were none.

2521 Recommendations from the Local Plan Working Party

Cabinet received the minutes of the Local Plan Working Party (LPWP) meeting held on 18 September 2018.

Cabinet was advised that subsequent to the LPWP meeting, an error was noted in the Statement of Five-Year Housing Land Supply which required correction before further consideration by the Local Plan Working Party. Approval of this document would therefore be deferred to a later Cabinet meeting.

Resolved to:

1. publish the Issues and Options Consultation Response Document, subject to minor corrections;
2. publish the updated Local Development Scheme timetable; and
3. defer consideration of the Annual Monitoring Report together with the Statement of Five Year Housing Land Supply until a future meeting.

2522 Overview and Scrutiny Committee Work Programme 2018-19

Councillor S.C. Mooney, the Chairman of the Overview and Scrutiny Committee presented the Committee's work programme for the municipal year 2018/19.

Cabinet thanked Councillor Mooney for attending and noted the work programme.

2523 Staines Town Gigabit Project - Key Decision

Cabinet considered a report requesting a contribution of £500k for a match-funding bid as part of a project to deliver gigabit speeds to approximately 3,000 premises in Staines-upon-Thames. If successful, the bid would provide access to additional contributions of £2m (£500k match funding from EM3 and £1.5m from VX Fibre).

Alternative options considered and rejected

To not do anything.

Resolved to approve the contribution of £500k, which will enable access to an additional £2m in contributions, in order to deliver gigabit speeds to Staines-upon-Thames.

Reasons for decision

The provision of gigabit speeds to Staines-upon-Thames will put the town at the forefront of internet speeds in the country. It will also create an ongoing revenue which will generate up to £12k a month and repay the investments made by the contributing partners over 10 years.

2524 Capital Monitoring Q1

Cabinet considered a report on capital monitoring covering the period April to July 2018.

Resolved to note the current level of capital spend.

2525 Revenue Monitoring Q1

Cabinet received and considered a report on revenue spend for the period April to July 2018.

Cabinet **resolved** to note the current level of spend.

2526 Change in representation on Outside Bodies and Steering Groups for 2018-19

Cabinet considered a report proposing changes in representation on outside bodies and steering groups for the municipal year 2018/19.

As nominations for the representative and deputy to the NW Surrey Engagement Programme Stakeholder Reference Group had not been

forthcoming in time for consideration at this meeting, Cabinet agreed to delegate those appointments to the Leader, Councillor I.T.E. Harvey.

Resolved to:

1. approve the following appointments effective immediately until June 2019:

Name of representative	Outside Body / Steering Group
Councillor Patel	Spelthorne Safer, Stronger Partnership Board
Councillor Patel	Surrey Waste Partnership
Councillor Boughtflower	Members' Development Steering Group

2. delegate appointment of a representative and deputy to the NW Surrey Engagement Programme Stakeholder Reference Group to the Leader.

2527 Leader's announcements

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

At the Conservative Group Meeting on 17 September, it was unanimously agreed that Staines Park should be excluded as a potential site for a new Leisure Centre. Members acknowledged the concern expressed about the location and the value residents place on the park and will now revisit alternative options before holding a further consultation.

The Council has announced the purchase of The Charter Building in Uxbridge, The Porter Building in Slough and Thames Tower in Reading for £285m. Income from these and other similar investments are enabling the Council to maintain local services and provide homes for residents.

The Council has raised concerns regarding Heathrow's plans to significantly increase parking provision in preparation for a third runway. Heathrow is currently proposing to create new parking spaces for up to 25,000 cars in Stanwell with additional room for taxis, rental companies and HGV parking. Spelthorne is calling for the existing cap on parking to remain in force and for any new car parks to be sited away from built up areas.

As part of a long-term strategy to make the best use of its assets, the Council has submitted an application to the Local Planning Authority (LPA) for prior approval to convert part of the Council offices to residential use.

Sunbury Walled Garden and Staines Cemetery have been awarded Green Flag status. This international award is an endorsement that a public area is well maintained, has excellent visitor facilities and the highest possible environmental standards. Stanwell, Staines and Sunbury Cemeteries and the Sunbury Walled Garden also picked up awards at the South East in Bloom competition.

After liaison with Ashford North Residents' Association and the Staines Commons Steering Group, a new boardwalk has been installed at Shortwood Common, a Site of Special Scientific Interest. The replacement boardwalk is made from recycled plastic and has received praise from local residents.

This year's Junior Citizen took place at Walton Fire Station from 10 to 24 September. Over 1,000 year 6 pupils attended the event which teaches children about staying safe and being good citizens. Topics covered included fire safety, first aid, online security, stranger danger and contacting the emergency services.

Spelthorne has taken enforcement action to clear Green Belt land at Thames Meadow in Shepperton. The action marks the end of a battle which started after Council served an Enforcement Notice in September 2016 for 'the unauthorised residential use of a boat, land and mooring and storage of vehicles, white goods, building materials, and general debris on Green Belt land without planning permission.' Mr Keith Dracup appealed to the Planning Inspectorate and the High Court, but lost at both stages.

The owner of a plot of land on Chertsey Road in Shepperton has been ordered to pay more than £7,500 in fines and court costs for failing to comply with a Stop Notice preventing him from building a wall. Edward Cash appeared before Guildford Magistrates' Court on 6 August where he pleaded guilty to the charge.

The Council has prosecuted a number of individuals for fly-tipping. Samuel Watson from Stanwell has been fined £1,753 and ordered to pay costs of £2,160 after a lorry load of building waste was discovered in Oaks Road in Stanwell in January 2017. Claudia Santos from Ashford has been convicted of fly-tipping in Stanwell and ordered to pay a total of £3,616 and Charmaine Williams was fined £430 after pleading guilty to fly tipping in Stanwell Moor. A car sales firm has also been issued with a £400 Fixed Penalty Notice after a car registered to the company was captured on CCTV dumping rubbish in Sheep Walk in Shepperton.

Over 60 young people have taken part in a series of workshops in preparation for a new competition organised by the Mayor called 'what I love about Spelthorne.' The workshops showed the young people how to make their own short films, design and print their own t-shirts, and write and produce music.

Tennis courts at Cedars Park in Sunbury, Lammas Park in Staines and Bishop Duppas Park in Shepperton have been pressure washed and remarked.

2528 Urgent items

There were none.

2529 Exempt Business

Resolved to move the exclusion of the Press and Public for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

2530 Exempt Report - Knowle Green Estates Ltd - Business Plan update

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered an exempt report giving details of progress made in the development of a business plan for Knowle Green Estates Ltd.

Resolved:

1. To note progress towards the development of a Knowle Green Estates Ltd (KGE) business plan;
2. To note the advice on State Aid which has been provided by Counsel (**Confidential Appendix 1**);
3. Subject to receiving up to date valuation advice prior to transfer, to delegate authority to the Chief Executive in Consultation with the Leader, Portfolio Holder for Finance (or the Deputy Leader if he is not available) and Chief Finance Officer, to transfer the following Council properties into the ownership of Knowle Green Estates Ltd for nil cash consideration:
 - a. Former Bugle PH
 - b. Former Churchill Village Hall;
4. Subject to receiving up to date valuation advice prior to transfer, to delegate authority to the Chief Finance Officer in Consultation with the Leader, Portfolio Holder for Finance (or the Deputy Leader if he is not available) and Chief Executive, to loan to Knowle Green Estates Ltd (if necessary) the funds to enable it to purchase at full market value:
 - a. Former Bugle PH
 - b. Former Churchill Village Hall
 - c. 42 Kingston Road
 - d. Cranford Road;
5. To note in relation to 42 Kingston Road (Cabinet minute 25 April 2018) that the Chief Finance Officer has determined the most financially advantageous funding arrangement for the purchase is for it to be held in Knowle Green Estates Ltd.;
6. To note that any funding requirement will be provided under the Loan and Drawdown Agreement approved by Cabinet on 11 May 2017;
7. Subject to receiving up to date valuation advice prior to transfer, to delegate authority to the Chief Executive in consultation with the Leader to:
 - a. Move a Council property in the Municipal Portfolio to the Residential Portfolio by transferring it to KGE Ltd on such terms as he thinks fit

- b. Consent to receive a KGE Ltd property in the Residential Portfolio which is to be held by the Council in the Investment or Municipal Portfolio on such terms as he thinks fit; and
8. To delegate to the Head of Corporate Governance to enter into all documentation required to give effect to these transfers and loans.

Reasons for decision

To document the relationship between the Council and Knowle Green Estates Ltd. To allow the Council and the Company to move properties to the most advantageous holding organisation. To provide a source of funds to the Company (if it is deemed advantageous by the Chief Finance Officer) so that the properties can be held as debt rather than equity.

2531 Exempt Report - White House Hostel Design Team Fees - Key Decision

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered an exempt report seeking approval of the budget for the design phase of a proposed hostel for the homeless on the White House site.

Alternative options considered and rejected:

1. To do nothing
2. To work with other providers on other solutions

Resolved:

1. **to recommend to Council** approval of the budget for the full design design phase of a proposed new hostel for the homeless on the White House site;
2. to authorise the Head of Corporate Governance to enter into any legal documentation necessary to implement the redevelopment project; and
3. to delegate the appointment of the advisors and design team to the Group Head of Regeneration and Growth in consultation with the Portfolio Holder.

Reason for Decision

Re-development of the site will provide much needed hostel accommodation for homeless residents within the Borough. This will assist the Council in meeting its statutory obligations under the Homeless Reduction Act 2017 to meet this need.

2532 Exempt Report - Redevelopment of Harper House - Key Decision

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered an exempt report on the redevelopment of Harper House.

Alternative options considered and rejected

1. To progress with a major refurbishment of Harper House
2. To not progress with demolition and rebuild; maintaining the existing use, carrying out repair and maintenance work as required; considering the future of the building by 2020.

Resolved to:

1. **recommend to Council** to approve the supplementary capital programme provision of £2.6m for the full demolition and rebuild costs for Harper House;
2. **recommend Council** to authorise the Chief Financial Officer to make prudent financing arrangements for the transaction;
3. subject to Homes England funding being secured, approve the rebuild of Harper House as outlined in the report;
4. authorise the Head of Corporate Governance to enter into any legal documentation necessary to implement the redevelopment project, including any legal agreements required in order to receive grant funding from Homes England; and
5. authorise the Head of Corporate Governance to transfer Harper House back to Council ownership in order to satisfy Homes England grant conditions.

Reasons for decision

To take advantage of a time-limited grant funding programme. To improve the quality of emergency accommodation within the Borough for vulnerable homeless households. To minimise risk of financial losses, legal challenge or reputational damage should the condition of the current building deteriorate.

2533 Exempt Report - Acquisition of Property P - Key Decision
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered an exempt report regarding the acquisition of property 'P'.

Cabinet members asked to see the valuation survey for the property before completing acquisition of the asset and agreed that the Portfolio Holders for Housing and Corporate Management be included in the consultation on subsequent negotiations.

Alternative options considered and rejected

To not progress the purchase of the property.

Resolved to:

1. approve the acquisition of the residential property 'P' to be held in the name of its subsidiary Knowle Green Estates Ltd.;
2. authorise the Chief Financial Officer to make prudent borrowing arrangements for the transaction;
3. authorise the Chief Financial officer to determine with Knowle Green Estates Ltd the most financially prudent way of financing the transaction between the Council and the Company, noting this may include a Council loan to Knowle Green Estates for the full amount of the funds at cost;
4. formally agree the offer submitted, and authorise the Property and Development Manager to undertake any necessary subsequent negotiations (including making a further offer if required, in consultation with the Leader, Portfolio Holders for Housing and Corporate Management and the Chief Finance Officer), and complete the acquisition of the asset;
5. authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset in the name of Knowle Green Estates Ltd.; and
6. authorise officers to pursue other opportunities to acquire properties under similar circumstances for Cabinet consideration.

Reasons for decision

Acquiring the residential property will allow the Council to make a substantial revenue budget saving, whilst providing a stable home for a local family with complex needs, as well as providing an asset for future use should the family choose to move on. The acquisition will add to the Knowle Green Estates portfolio of residential properties.

NOTES:-

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, 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 five 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 five 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 4 October 2018.**

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**RECOMMENDATION FROM THE AUDIT COMMITTEE
CORPORATE RISK MANAGEMENT**

**Cabinet: 21 November 2018
Report of the Audit Committee**

- 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 as Appendix 1) at its meeting on 1 November 2018 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.

Audit Committee Recommendation

The Audit Committee recommends to the Cabinet:

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

**Contact: Punita Talwar, Internal Audit Manager
Cabinet member: Councillor Howard Williams**

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APPENDIX 1

CORPORATE RISK REGISTER

This register summarises the Council's most significant risks which align to one or more Corporate Priority. 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. The relevant Portfolio Holder for each risk category is also highlighted.

A

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

Content reviewed October 2018 by the Internal Audit Manager

PREVIOUS RAG	CURRENT RAG	RISK / IMPACT (WITH REFERENCE TO CORPORATE PRIORITY)	LIKELIHOOD OF RISK	IMPACT OF RISK	LEVEL OF RISK (to evaluate)	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	TARGET DATE	PROGRESS /REASONS WHERE NOT IMPLEMENTED
		1. If Health and Safety fails it could result in death or serious injury to staff /public and legal action against the Council, with associated reputational damage (CLEAN & SAFE ENVIRONMENT)	2	4	4	Approved Health and Safety Policy. Health and Safety Plan. Health and Safety at Work Regulations. SHE (Safety Health and Environment) system with dedicated training . Health, Safety and Insurance Risk Manager. Dedicated Health and Safety Officer in Neighbourhood Services. Managers have a legal requirement to conduct regular risk assessments. Staff Induction training. Annual reminders to complete/update health and safety risk assessments (DSE, Homeworking, and Service). From January 2018, annual health and Safety checklist , activity and compliance programme for Managers. Health and Safety Champions and meetings. Personal Safety Training and Lone Worker protection process. IOSH training provision and Champions encouraged to attend. The robustness of inspections and site monitoring is periodically discussed at the Corporate Risk Management Group.	1i. Recommendations raised in an Internal Audit review of January 2017 are being pursued . There is scope to tighten up controls relating to training, procedures and the 2017 Management activity/compliance programme 1ii. The inspection process across the authority needs to made more robust - regular inspections/site monitoring to be carried out and consistently documented to ensure evidence is available. 1iii A project is due to be undertaken to enhance the efficiency of the SHE system (health and safety management).	HSIRM/ SEHM/ MAT/ All Group Heads * Cllr Boughtflower	31 October 2018 *R Requires Monitoring	1i. Partially Implemented & Progressing. Further documentation and development of Health and Safety Procedures is ongoing. (No updates received) 1ii. Partially Implemented & Progressing . Health and Safety Committee meets monthly consisting of all senior managers in Neighbourhood Services and the Health, Safety and Insurance Risk Manager. Much work has been undertaken to address the shortfalls in the inspection process with ongoing improvements in health and safety monitoring . The restructure of the parks team is nearing completion and greater control measures for supervision and inspection of this area are currently being developed. 1iii. Commenced Some changes have been made to SHE to make it more user friendly. SHE user guidance notes are being written. (No updates received)
		2. If there was a major Disaster in the borough, e.g. flooding, this may result in significant strain on council services (CLEAN & SAFE ENVIRONMENT)	2	4	4	Performance monitoring by Commissioning and Transformation. Ongoing provision of Emergency Planning support is being reviewed. Corporate Emergency Plan in place with review underway(October 18). Multi- agency flood plan reviewed January 2018. Membership of Local Resilience Forum (LRF). Regular testing of Emergency Assistance Centre plan. Borough Emergency Centre (BEC) Plans and staff training in 2017. Staff feedback considered in updates to (BEC) plan and equipment. Incident management and Multi-Agency training. Prevent Strategy training and awareness (March 2017). Ongoing provision of Emergency Planning support has been reviewed (2018) and the procurement process completed.	2i. The Corporate Emergency Plan is currently being updated and reviewed . (NEW)	CX (DM)/ GH C & T* Cllr Harman	Completed/ Ongoing Monitoring	NEW ACTION
		3i. If performance at corporate and service level is not effectively managed then the authority could fail to deliver priorities, objectives and targets. 3ii. If there is failure to align service objectives to corporate priorities and objectives this could result in services not meeting residents /stakeholder needs. (ALL PRIORITIES)	2	3	3	Corporate Planning process incorporates a vision, priorities and targets. Monitoring by Members and Management Team. Service Planning and review process. Individual Service Plans should consider the Council's Corporate Priorities and statutory/other responsibilities (this is in the guidance). Service performance monitored by Management Team. Individual performance monitored through 1 to 1's and the appraisal process. Appraisal timetable. Priority Flagship project performance is reported regularly to Management Team and Members. Previous internal audit review of Performance Management. Corporate Annual Report for 2017/18 reported to Cabinet in July 2018.	3i. Service Planning for 2018/19 is due to be undertaken. 3ii. To initiate process for 2019/20 Service Planning in February 2019. (NEW)	MAT / DCX LO/GH C & T /Group Heads * Cllr Boughtflower	i. Completed/ Ongoing Monitoring ii. 31 March 2019 * O Requires Monitoring	3i. Implemented. The 2018/19 Service planning has taken place. 3ii. NEW ACTION

PREVIOUS RAG	CURRENT RAG	RISK / IMPACT REFERENCE TO CORPORATE PRIORITY) (WITH)	LIKELIHOOD OF RISK	IMPACT OF RISK	LEVEL OF RISK (to evaluate)	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	TARGET DATE	PROGRESS /REASONS WHERE NOT IMPLEMENTED
		4. If there are inadequate project management arrangements (including lack of resources and relevant expertise or skills), then outcomes are unlikely to meet community/ service needs or projects fail to be delivered on time/ to budget. If projects do not incorporate sufficient governance standards, then this could result in poor decision making and unclear justification for actions, resulting in potential challenge (ALL PRIORITIES)	2	3	3	Project governance framework/methodology is held including processes for project initiation, resource planning, risk assessment, and progress reporting processes. Corporate Project Register updated as necessary. Corporate Project resource is in place but ownership for ensuring that project documentation is completed, resource implications assessed and necessary control processes are applied rests with Project Managers and Sponsors. Priority Flagship project performance is reported weekly to Management Team and includes asset acquisitions and development projects. On a quarterly basis a report goes to MAT, Cabinet Briefing and Overview and Scrutiny committee outlining progress made with projects and the work of the corporate project team.	4 i Management team to consider limited capacity and revenue implications prior to approving additional / new projects. (Ongoing) 4ii . Whilst the Council has a proportionate project governance framework, consistent and proportionate application of project governance arrangements are required to contribute to the likely success of projects whilst reducing potential risks of delays and overspend. Effective governance should incorporate the necessary structures and processes to support key decisions and approvals, promote the need for robust project plans, monitor progress of the project against pre-determined plans and milestones, and include regular effective reporting to Management Team and where appropriate relevant committee.	MAT/GH C&T /Group Heads* Cllr Boughtflower	31 January 2019 * R Requires Monitoring	4i. Ongoing. Approx. 35 projects are currently being tracked through the Project Office . Resourcing of projects remains an ongoing challenge as officers are often balancing several work tasks. Through the root and branch review of Services, the Commissioning and Transformation team will continue to identify projects and resources required but also improve processes and systems to assist the organisation's capacity and resilience. (This also links in with risk categories 8 & 9 below). 4ii. In Progress - The Group Head for C & T has advised that amendments to project documentation have been completed and are to be rolled out to assist in any start up process and project monitoring. Revised Project Management Dashboard reported to Overview and Scrutiny Committee. Regular weekly reporting to Management Team on the status of projects has been introduced, enabling improved oversight and an opportunity to highlight any issues/actions required.
		5a. Information Governance risks relating to organisational measures. Non compliance with data protection legislation. Information could be processed inappropriately resulting in breaches of the DP legislation, Information Commissioner fines, reputational damage, and loss of public confidence. Potential to breach Freedom of Information (FOI) Act resulting in disclosure of personal data or commercial sensitive data, and ICO enforcement. (ALL PRIORITIES)	4	4	4	Mandatory data protection online training on a yearly basis. In house (more specific) training for staff continues as requested by services; supplemented by external training. Member training. Data Protection Officer (trained and experienced) provides ongoing guidance on the Data Protection Act (2018), and the Privacy and Electronic Communications Regulations. Information Governance structure agreed by MAT and made available on Spelnet; this identifies the Senior Information Risk Owner (SIRO) and lines of responsibility for Information Assets. Data protection compliance plan for services agreed by MAT+ and distributed to Group Heads and Managers to progress data protection compliance within service lines. FOI requests: FOI online training and guidelines, FOI process flowchart.	5i. Data Protection Officer to pursue plan to ensure information assets are identified and managed (REVISED). 5ii. Raise awareness of Information Governance and the requirements of the DP legislation amongst staff and members. Identification of detailed training requirements in services. 5a). 5iii. Information flows to be mapped and Information Asset Owners to be identified. (SEE ALSO FURTHER ACTIONS BELOW)	GH C & T */IGO * All Portfolio Holders	31 January 2019 * R Requires Monitoring	5i. Partially implemented - The Data Protection Officer has produced a detailed work plan to work towards GDPR compliance. There is considerable work to be done in many Service Lines. A temporary administrator has been employed on a 9 month contract and is currently being trained. A data protection plan for services, which identifies the work required (with associated deadlines) in order to achieve compliance with data protection legislation has been approved by MAT+ and circulated to Group Heads and Managers. 5ii. Implemented & Ongoing : The level of data protection awareness in the Council continues to increase. 5iii. In Progress - Process flows are being mapped as part of the Route & Branch review being undertaken by the Projects team which will significantly assist with mapping data flow.
		See above (Continuation of risk category 5a).				See above (Continuation of risk category 5a).	See above (Continuation of risk category) 5iv. An Internal Audit review of GDPR preparedness was undertaken in April 2018 highlighting the position and recommending improvement actions. In particular there are lessons around resource planning and application of corporate project processes, which are currently being considered by Management. 5v. Group Heads to ensure that the Data protection compliance plan for services is followed to progress compliance within service lines. This plan includes identification of information assets and data mapping (relates also to 5i & 5iii above) (NEW) 5vi. Implement mandatory FOI training and raise awareness of Public Sector Information Regulations.			5iv. In Progress - Some recommendations are being addressed and overlap to some degree with other actions in this category. 5v. New Action in Progress - Work has started on the data protection compliance plan in some services. 5vi. Implemented ; an online FOI module, a process map for FOI and templates for response text are available.

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		5b Information Governance risks relating to technological measures. If security breaches occurred this may cause system failure, non compliance with various information legislation which might lead to Information Commissioner fines/enforcement and reputational damage, with loss of public confidence. (ALL PRIORITIES)	2	4	3	Data Back up and continuity arrangements managed by ICT and tested by Managers. ICT security policies and security alerts. Personal Commitment statement required from staff on appointment. ICT security group assess ongoing risks. Series of Security Awareness updates conducted in October 2017 for all staff and a representative from the Cyber Crime Unit raised specific awareness of Cyber crime in July 2018 (mandatory session). Information Governance Group. Information Governance Officer in post. Further ICT Disaster Recovery test conducted in November 2017 (successful).	NONE	GH C & T*/DHICT * Cllr Boughtflower	Completed/Ongoing Monitoring	N/A
		6. Failure to meet the minimum security requirements of the Government's Public service Network resulting in termination of connection to any other government sites/data; unavailability of ICT systems impacts service provision; unauthorised creation & amendment of records for fraudulent purposes; inadequate measures to combat cyber security attacks or respond effectively resulting in reputational damage and financial losses (ALL PRIORITIES)	2	3	3	National Cyber Security Strategy. A review group assesses compliance with security requirements - Public Service Network (PSN). Successful certification of the Public Service Network (PSN) compliance. Security measures include firewalls, encryption, egress, black-listing of memory stick, CD's and DVD'S, and universal serial bus (USB) ports locked down. Dual factor authentication on all laptops. All Baseline Personnel Security Standard checks completed. Annual health check and security penetration test, with all risks flagged up addressed (last exercise February 2018). Mimecast e-mail filtering software in place. Disaster Recovery plan for ICT developed alongside Applied Resilience. ICT Strategy consistent with the core objectives of the Council. Network refresh undertaken. System Administrators are currently assigned for each key application system, with privileged access rights to undertake relevant duties.	6i. As System Administrators also have operational and processing roles within the associated service area, this lack of segregation of duties (between operations and administration) increases associated risks of fraud or error. This is a longstanding issue and will be considered further as part of the review of the ICT function. 6ii Management Team to acknowledge the risks highlighted above at action 6i and keep under ongoing review. (NEW)	DHICT *Cllr Boughtflower	31st January 2019 R* Requires Monitoring	6i. In Progress - The role of system administrators and where they should sit is to be reviewed as part of a "root and branch" review in early 2018-19 of ICT arrangements. It has also been considered as part of the recent independent review of the ICT function, recommending that system Administrators remain within service areas although the review does recommend closer working between ICT and system administrators. Discussions with the ICT Manager have also confirmed that anyone with Systems Admin rights has the ability to grant themselves processing functionality - regardless of whether they are part of the front end service or support the back end ICT function and therefore it is very difficult to achieve full segregation of duties. Internal Audit have highlighted the importance of applying compensating controls given that the risks set out at 6i prevail and will liaise with ICT as necessary to promote the message.
		7. Ineffective business continuity planning to cover loss of building, equipment, ICT or staff could lead to loss of service or disruption in a real scenario (CLEAN & SAFE ENVIRONMENT)	2	3	3	New contract in place from September 2018 for ongoing provision of Business Continuity Planning support . Performance monitoring by Commissioning and Transformation. Business Continuity (BC) Policy . Corporate Business Continuity Plan and Service Level plans. The BC Forum oversees progress of BC planning. Business Impact Assessments . Emergency protocols for loss of building access/loss of power/loss of ICT are being developed. Emergency messaging system for staff. Telephony resilience. Key responders - Incident Management Team and recovery team.	7i. Management Team are keen to undertake a fire evacuation procedure combined with a scenario where re-entering the building is not possible. 7ii. Management Team have highlighted that bomb awareness procedures require updating 7iii. Ongoing provision of Business Continuity Planning support is being reviewed with the Procurement Officer leading on the re-tendering process.	GH C & T*	31 January 2019 R* Requires monitoring	7i Outstanding. 7ii. In progress. 7iii. Implemented - A new contract is now in place with the previous postholder (with effect September 2018). Service level business continuity plans are being reviewed and updated.
		8. If there is over reliance on individual officers then in the event of absence or departure this may cause a gap in technical/systems knowledge and expertise, with subsequent failings in delivery of functions/ services (ALL PRIORITIES)	3	3	3	Business continuity arrangements to cover loss of key staff. Critical procedures should be documented and staff appropriately trained. Any weaknesses in resilience arrangements should be highlighted in the service planning process. In some service areas greater resilience is being built into teams with some individuals taking on a variety of roles. (An example of this is the Project Officer/Committee Manager within the Commissioning and Transformation team)	8i. Management Team to keep resilience arrangements under review. 8ii. Root and Branch service reviews are underway giving consideration to resilience, resourcing and capacity. (NEW)	MAT/ Group Heads/ GH C & T * All Portfolio Holders	Completed/Ongoing Monitoring	8. Commenced . Resilience will be one of the issues considered as part of the root and branch service reviews being undertaken in 2018/19.

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		9. If increased service demands coincide with a lack of staff resources/capacity to deliver then this may result in reduced morale, high staff stress levels, delays and errors, increased turnover, with subsequent failings in delivery of services (ALL PRIORITIES)	2	3	3	Short term reductions in capacity are accommodated by prioritisation and reallocating work . Longer term impacts and changes to demand may be more difficult to address. Employment arrangements and staff support mechanisms. Market supplements/allowances to assist with recruitment and retention. Training and development. (Recent training for Managers on Practical Workplace Mediation Skills and Mental Health Awareness for Employers) Performance management systems, (appraisals, one to one's). Regular staff meetings. Stress audits (risk assessments) can be arranged if necessary. Human Resources reporting to MAT. Significant investment was built into the 2017-18 & 2018-19 budget to address resourcing.	9. <i>Management Team to keep resourcing levels under review.</i> <i>(See action at 8ii above)</i>	MAT *Cllr Boughtflower	Completed/Ongoing monitoring	9. Partially Implemented. Additional staffing resource has been approved for some service areas (HR, Legal, Independent Living). The Council is considering a move to local arrangements for deciding pay awards and to local terms and conditions of employment rather than continuing with the current nationally agreed pay awards and conditions. This is subject to a consultation process currently underway. Root and branch review of services have commenced in order to identify efficiencies and capacity issues which can be resolved to improve organisational performance and resilience .
		10. If there are prolonged staff vacancies due to inability to recruit, then this may result in a failure in service delivery (ALL PRIORITIES)	3	4	4	Market supplements awarded to certain roles when recruiting. Recruitment and retention allowances. Posts advertised with Surrey Jobs as well as a wider network of job sites. Specialist websites are also used to advertise posts where necessary. Annual report summarising staff recruitment and turnover. National apprenticeship scheme.	10i. <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> 10ii. <i>Implementation of requirements relating to the national apprenticeship scheme.</i> 10iii. <i>Human Resources to monitor the effectiveness of measures taken to improve recruitment and retention across the authority , in collaboration with Services.</i>	MAT/Group Heads/ GH C & T/HRM * Cllr Boughtflower	31 January 2019 R * Requires monitoring	10i. Ongoing 10ii. Implemented - Management Team endorsed a decision for the Apprenticeship Levy to be spent mainly on upskilling internal employees mainly. There will be some recruitment of new apprenticeships under the levy, and progress is being made in taking on external apprenticeships. 10iii. Ongoing. This area is to be kept under review with proposed move to local pay. For appropriate areas allowances for recruitment and retentions are in place for 2018/19 and this is subject to annual review.
Page 20		11a. Procurement - If governance arrangements are weak with a lack of transparency, this could result in any of the following: financial penalties for non-compliance with legislative requirements; contractual disputes and claims through poor specifications; contractors/partners failing to deliver expected outcomes; reputational damage, challenge and poor VFM. (This section links also with section 4 above - Project Management) (ALL PRIORITIES)	3	3	3	Contract Standing Orders (April 2016). Contract guidelines with compliance checklist. Requirement for declaration of interests (Officers and Members). Corporate Procurement training last provided in October 2014. E-procurement system in place and contracts sourced with this solution. Procurement strategy and action plan to facilitate monitoring. Developing improved reporting systems. Procurement Officer in post providing support, advice and steer for procurement processes. Enhanced monitoring for key suppliers now added to the S&P Watch list to enable concerns to be picked up pro-actively	11i. <i>Full compliance with the Local Government Transparency Code is required and should be confirmed once achieved.</i> 11ii. <i>To ensure there is an ongoing reference for officers involved in procurement activity, Procurement and Contract Management guidelines need to be updated and publicised to reflect regulatory changes of 2015.</i> 11iii. <i>Implement a programme of training for contract managers where the principles of Contract Standing Orders and Contract Check list form the core element of the learning.</i> 11iv. <i>The future of the Procurement Board to be considered as part of a review of all boards across the authority.</i>	MAT DCX (TC)/ Group Head C & T *Cllr Boughtflower	31 January 2019 R * Requires monitoring	No further updates have been received in this area. 11i, 11ii & 11iii . Partially Implemented. Proposed actions are being taken forward and implemented. Compliance with the transparency code is being addressed through the purchase of a procurement and contract management system used by 27 local authorities. Documentary evidence of procurement processes followed and performance monitoring is now being addressed. The Group Head for C & T envisages further improvements with the support of the Procurement Officer and a service level monitoring officer at the Depot . 11iv. Partially implemented. A decision as to whether the board continues has been incorporated into the Action Plan and this will also be considered through the Project Governance process and liaison with service areas.

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		11b. Major Procurement - A lack of ongoing forward planning in preparation for the expiry of existing Leisure Centre arrangements in 2021 may result in delays in delivery of key project milestones and provision of leisure facilities to the community. If the project is not effectively managed, this could result in overspends, delays and significant ongoing strain on the Council's financial resources. (This section links also with section 4 above - Project Management)	3	3	3	Current Leisure centre operator contract ends 2021. "Leisure Centre Needs Analysis" submitted to MAT in 2014 and updated in 2017, which endorsed the recommendation to carry out a feasibility study. A high level discussion document was presented to Cabinet in October 2016 and a project team formed. Project Sponsors and Project Managers identified. Project related documentation. Risk Register. Councillors and staff kept informed of key progress milestones, requirements and timeframes . Feasibility study completed March 2018 by specialist Advisors, design brief signed off and public consultation undertaken in summer 2018 .	11bi. Assessment of possible sites for the new leisure centre is under consideration with further proposals for consultation to be issued in due course . (NEW) 11bii. An internal audit review has commenced.	Dcex (LO)/ Group Head CW* Cllr Attewell	31 January 2019 R * Requires monitoring	In Progress - Current completion of the project is estimated mid-2021, based on an assumption that Planning Permission will be granted late 2018. (This information was provided previously by Jayne Brownlow - please confirm this is still the case or whether estimated dates have changed ?) RM to provide updated timeframes.
		12. External factors including national housing shortage , insufficient affordable properties, London Boroughs increased use of Spelthorne properties and welfare reforms such as Universal Credit may all increase pressures on the Housing Service, resulting in staff retention issues. Ongoing uncertainty over recovery of outstanding Housing Benefit debt. (HOUSING)	3	3	3	Group Heads/ MAT/Members are aware of ongoing risks in this area. Staff recruitment and retention allowances applied in 2017. Universal Credit expected end of 2018. Housing Benefit overpayment debt being recovered, albeit repayments are often small due to Housing Benefit regulations. Discretionary housing payments Corporate Debt Group and Strategic Housing Group. Internal audit review (March 2018) considered the authority's readiness for the homelessness legislative changes of April 18 and recommendations have been implemented. Officers and A2D continue to work with families affected by the benefit cap. Close working with private landlords. Landlord guarantee scheme. Various projects underway to ensure strategies are followed. Knowle Green Estates (subsidiary) set up in May 2016 focusing on Housing Delivery.	12i. Management Team to continue to monitor the ongoing pressures facing the Housing Service (including impact of County Council cuts and statutory changes).	MAT / Joint Group Heads CW * Cllr Francis	Completed/ Ongoing Monitoring	12i. Ongoing. Management have assured that audit recommendations relating to the Homelessness Reduction legislation have been implemented.
		13a. Uncertainty over economic growth and supplier failure could impact on: • Delivery of contracts and services • Business Rate income collected/retained , thereby affecting the Council's overall finances. (ECONOMIC DEVELOPMENT & FINANCIAL SUSTAINABILITY)	2	3	3	Financial Services monitor the financial media in relation to larger companies and critical commercial partners. Enhanced Monitoring arrangements implemented as key suppliers now added to the S&P Watch list . Aim to maximise Business Rate collection/minimise losses for the Council. Additional quarterly monitoring of collection and projected outturn retention implemented . Additional counter fraud resource is available to identify and investigate potential tax avoidance and evasion cases, which can be translated into cashable savings for the authority. (Being pursued under Corporate Counter Fraud work).	13i. Impact of Business Rate arrangements on Council finances is under ongoing review. 13ii. Spelthorne are participating in the 100% retention of business rates pilot for 2018/19 providing further incentive to maximise income collection	DCX (TC)/Acting Group Head CR * Cllr Barnard & Cllr Williams	Completed/ Ongoing Monitoring	13i. Implemented and ongoing

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		13b. If the Economic Development Strategy fails to be implemented, this could impact on growth (ECONOMIC DEVELOPMENT)	2	3	3	Regular reporting to Members. A 5 year economic assessment & development strategy for 2017 - 2022 (previous audit recommendations were taken into account). Economic Development Strategy is reviewed every three years. Annual review of the strategy including targets. A Business Improvement District for Staines-upon-Thames with charges applied. Identification of Spelthorne's top 20 businesses.	<i>13bi. Economic development is a Council priority and growth will impact on business rate income - this is under ongoing review.</i> <i>13bii. Through the EDEG 5 areas have been identified as the most important areas of delivery within the strategy and will be reported on every 6 months to the group to strengthen performance monitoring.</i>	DCX (TC)*/GH R & G*/ EDM* Cllr Barnard	Completed/ Ongoing Monitoring	13bi & ii. Implemented and ongoing review. Annual review of the Economic development strategy is complete and was recently approved by the Economic Development Engagement Group. Prioritisation of projects to benefit from the business rates retention has been completed.
		14. If there was failure to comply with statutory duty / adhere to Safeguarding Policy, (including failure by County to address Spelthorne referrals), this could lead to death or injury to a child or vulnerable adult, resulting in legal action and reputational damage. (CLEAN & SAFE ENVIRONMENT)	2	4	4	Council has statutory responsibility for safeguarding children and Adults. Approved and publicised Safeguarding policies and procedures. Staff and Member training. All referrals to Surrey County Council should be reported to a nominated Spelthorne Officer. Regular liaison with the Head of the MASH team, Surrey County Council and the Surrey Safeguarding Children's Board (SSCB). Annual Section 11 audit. Escalation of any cross border referrals/ issues to the senior safeguarding managers. Liaison with Human Resources for training purposes and DBS checks. Online safeguarding training module and cascade training. Procedure to deal with the Multi Agency Safeguarding Hub (MASH) enquiries. Spelthorne is represented on the new Early Help Advisory Board by the Deputy Chief Executive.	<i>14i. Officers are currently undertaking the statutory children's Safeguarding audit which is completed annually.</i>	DCX (TC)/LSM/LM/Joint Group Heads - CW * Cllr Attewell	30 November 2018 R * Requires monitoring	14. The statutory audit is currently being undertaken, to be completed by 31 October 2018. As part of this a review of training records has been carried out and a reminder issued to Managers to check that Disclosure and Barring checks are up to date.

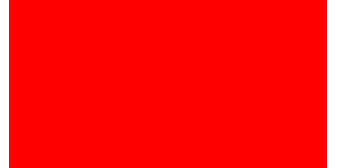
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		15. In light of ongoing reduction in Central Government funding, if opportunities for significant income generation and investments are missed, then this will impact on the Council's ability to close the budget gap and deliver vital services. If weak governance arrangements prevail, this may contribute to poor investment outcomes and increase exposure to financial risk including loss of anticipated rental income and poor investment returns. (FINANCIAL SUSTAINABILITY)	3	4	4	Long term strategic/financial plan. Corporate Plan / priorities reviewed. Member engagement. The Council is applying innovative ways to fund services and create new revenue streams through significant commercial asset acquisitions and investments. Since September 2016 an additional ongoing annual net income of £9.5m has been generated from commercial asset acquisitions. This has enabled a balance budget to be set for 2018-19 and to make revenue contributions towards capital to put capital programme financing on a more sustainable basis. Investment Asset Strategic Parameters approved by Council in December 2017. Advice is sought from the Treasury Management advisors as appropriate. Thorough due diligence undertaken with respect to leases and acquisitions and with respect to evaluating strength of covenant of tenants- now using S&P to evaluate. A second set of advisers used to independently assess the robustness and appropriateness of modelling assumptions for acquisitions. A robust governance framework is being developed and continues to support property acquisitions and investment processes, to include 1. Asset Governance framework and action plan; 2. Property Investment Strategy; 3.DIG meet weekly to track project progress plus a Councillor led Investment and Development Committee; 4. Revised regulatory investment guidance (Feb 18) requires LA'S to develop quantitative indicators to assess a local authority's total risk exposure as a result of its investment decisions, with reporting on Prudential indicators; 5. Presentation by the Portfolio Holder for Finance and DCX (TC) to O & S on the council's approach to management of risk; 6. Robust Treasury Management Strategy; 7. Weekly update to MAT on status of Priority Flagship projects(incl. commercial asset acquisitions).	15i. A robust governance framework continues to be developed to support property acquisitions and investment processes. 15ii. Robust and effective systems need to be in place to record and recover significant rental income due to SBC from it's increased property portfolio. 15iii. In view of the level of development work being undertaken as a result of property acquisitions, robust monitoring arrangements need to be in place (NEW)	MAT/GH R & G* Cllr Williams	31 January 2019 R * Requires monitoring	15i. Implemented/ Ongoing . Planned reporting of prudential indicators has taken place and went to the Development and Investment Group (DIG), with formalised reporting to take effect once the Property Management System is operational. The Council is currently developing a Capital Strategy which will have assets and property at its core. This is a new document required by the Regulations providing a single narrative explaining the long term capital expenditure needs, the authority's approach to investments and how risk is managed. This will go to Overview and Scrutiny in November as a draft before going to Council in December for approval. 15ii. Some Progress. The Property Development Managers and additional resource within the PDU are involved in setting up and implementing such systems, in close collaboration with other Services such as Corporate Governance, Customer Services and Finance. Work is underway to deliver a Property Management System that enables the Property Manager to effectively manage Spelthorne's property portfolio (investment, community, commercial and residential properties). It is intended that any such system covers asset management, recording and collection of rental income due, debt management and supplier management processes. A high level business requirements document has been prepared and a business case drafted. Process Mapping workshops have also been held and are being considered further as part of the Root and Branch review. 15iii. The Group Head for Regeneration and Growth has advised on monitoring arrangements, for example quality control undertaken by professionals. A note is being prepared for Audit Committee.
		16. If there is reduced service capacity then this may result in greater instances of error, loss, fraud, theft , irregularity, all representing a loss of internal control. (ALL PRIORITIES)	3	3	3	Management as the first line of defence in the overall assurance framework are responsible for maintaining key services and internal controls. Reduced resource levels in some areas are likely to impact on the ability to operate an adequate level of controls. For example segregation of duties is not always possible and there may be fewer management checks. In such cases compensating controls are required which is promoted by Internal Audit where deemed appropriate. In some areas additional resources have been provided and key governance roles have also now been in place for some time such as a Procurement Officer and Information Governance Officer.	16i. A recurring theme across some service areas is resourcing constraints often combined with weak resilience arrangements. These are often highlighted as reasons for controls and governance processes being compromised within functions/corporate systems and processes. Associated with this is a lower level of assurance and therefore MAT need to keep this area under review. 16ii. Effective reconciliation exercises between key financial systems represent a fundamental financial control and need to be carried out regularly to enable prompt identification and investigation of discrepancies, errors and potential fraud. Adequate staff contingency arrangements need to be built into the process.	Group Heads/ MAT All Portfolio Holders	31 January 2019 R* Requires monitoring	16. i. Some progress - Additional growth to provide additional resources in HR, Accountancy, Legal and Property was built into the 2018-19 budget and various appointments have since been made. Resilience is being considered as part of the root and branch service reviews during 2018/19 (these service reviews have commenced). 16ii. In progress - This has been acknowledged by the Accountancy team with additional resource now in place to support such tasks. (No further updates have been received in this area)

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		17. In light of the changing political landscape & Brexit, this represents many potential uncertainties of a staffing, financial and regulatory nature arising from currency devaluation/volatility, trade, investments, relocation of Partners/Suppliers, changing access to EU funds, level of compliance with EU regulations , workers rights (EU Nationals). These could all impact on existing policies, procedures, and processes. ALL PRIORITIES	3	3	3	A discussion paper setting out potential staffing implications and uncertainties associated with Brexit has been prepared by the Human Resources Manager (March 2017). A verbal update has been provided with regards the potential financial implications, risks and opportunities .	17i. MAT to periodically consider potential Brexit uncertainties for Spelthorne and have a plan in place to address.	MAT All Portfolio Holders	31 December 2018 R * Requires monitoring	17i. Some progress - The Group Head for Commissioning and Transformation prepared a summary briefing note to MAT/Cabinet/Audit Committee in August 18 on possible implications of a Brexit "no deal" on the Council which will be updated as more information appears. This note highlighted the potential indirect impact in terms of skills shortages with implications for increased costs and timings, particularly in the construction and social care sectors.
		18. If the Council receives a poor return on long term investments and/or investments become insecure in the current climate, then this will have an adverse impact on the Council's financial position. (FINANCIAL SUSTAINABILITY)	2	3	3	Treasury Management Strategy approved annually by Members. Aim to select counter parties of the highest credit quality; credit ratings monitored closely and apply criteria recommended by Arlingclose. Council's investments managed internally in consultation with Arlingclose. Roles and responsibilities assigned within Accountancy. Deputy Chief Executive and Portfolio Holder are involved in key decisions. Regular monitoring ,reporting of investment portfolio and returns achieved. CIPFA Code of Practice and Prudential Code being applied with new recommended indicators for measuring investment performance.	NONE	DCX (TC) * Cllr Williams	Ongoing monitoring	18. Completed/Ongoing review. The team continues to explore options for diversifying the portfolio.Accountancy have reported on treasury management performance for 17-18 which went to Overview and Scrutiny in September 18 and have continued to achieved good rate of return (4.98%) on pooled investments. Officers are working on producing the new Capital Strategy As well as investments the Council now has considerable debt (fixed rate) as a result of the asset acquisitions.
		19. If there is a failure to collect/recover income due, this will result in financial losses to the authority. (FINANCIAL SUSTAINABILITY)	3	3	3	Corporate Debt Group monitor the more material items on the aged debt analysis and also coordinate action to tackle debt that is unlikely to be recovered. The Chief Finance Officer reviews a monthly status report of higher value aged debts over 6 months old for reasonableness. A progress review of previous audit recommendations is discussed at each Corporate Debt Group meeting (in particular actions relating to the monitoring and recovery of outstanding aged debt and the governance of the recovery process). Corporate Recovery Policy. Recovery policies also exist for specific areas such as Council Tax, NNDR, Sundry Debts etc. Debt collection statistics produced and analysed. Budget Monitoring identifies any anticipated shortfall in income. Accountancy report to Management Team and Members on significant variances and comparisons with previous year.	19i. The sundry debt recovery policy is being reviewed with a view to speeding up the recovery timetable process. 19ii. In order to improve efficiency, there is scope for Customer Services to take greater control over the persual of all sundry debts. 19iii. The Corporate Debt Group monitor developments in recovering Community Infrastructure Levy (CIL) with particular focus on larger sums due.	MAT/ DCX, TC/AGH CR/ Group Heads Cllr Williams	31 January 2019 * R Requires Monitoring	19i. Progress/status of this area was reviewed at the September Corporate Debt Group meeting. Policy to be refreshed and reviewed at next Corporate Debt Group meeting. 19ii. In progress - Considerable ammount of analysis has been undertaken to identify and address historic debts which are not cost effective to pursue or with low probability of recovery, and therefore require write off. The progress of Customer Services lead in the persual of debts is reviewed at Corporate Debt Group. Customer Services have been liaising with services to agree write offs. 19iii. Implemented and ongoing. The enforcement process for CIL has been developed by the Planning team , taking into consideration advice from the Corporate Debt Group. Whilst amounts on CIL accounts are currently monitored, CIL is to be reviewed further in light of what has been learnt over the last 18 months to ensure quicker collection and further identification of infrastructure requirements.

PREVIOUS RAG	CURRENT RAG	RISK / IMPACT (WITH REFERENCE TO CORPORATE PRIORITY)	LIKELIHOOD OF RISK	IMPACT OF RISK	LEVEL OF RISK (to evaluate)	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	TARGET DATE	PROGRESS /REASONS WHERE NOT IMPLEMENTED
		20. If there is an Increased risk of fraud / theft due to the economic climate, this will resulting in financial losses and reputational damage. Housing tenancy fraud reduces availability of social housing impacting on the Housing register. Business Rates Avoidance and Evasion results in loss of income. (FINANCIAL SUSTAINABILITY & HOUSING)	3	3	3	Various corporate Policies including Confidential Reporting Code (Whistle blowing), Anti-fraud, Bribery and Corruption Strategy, Proceeds of Crime and Anti-Money Laundering, Code of Conduct, Financial Regulations and Contract Standing Orders. Management checks, segregation of duties, reconciliation processes for financial systems and IT Security measures. An internal fraud referral process/system has been implemented within Housing. Specialist Fraud groups with Surrey Partners enable sharing of skills, knowledge and approaches. Internal Fraud Overview Group. Fraud alerts circulated. Additional Corporate Counter Fraud resource procured from Reigate and Banstead Council, in accordance with a pre-defined specification. This contractual arrangement is monitored by the Internal Audit Manager including consideration of financial payback. Member reporting - a joint report of January 2018 issued to Overview and Scrutiny Committee highlighting measures being taken by Spelthorne to address business rates tax avoidance and evasion, along with further initiatives to explore.	20i. Monitor financial payback from Counter Fraud work. 20ii. To arrange refresher Fraud and anti-bribery and corruption training for all staff and Members. 20iii. To undertake a risk assessment for money laundering to ensure compliance with regulations (NEW)	Group Heads/ MAT/IAM/ Head of CG Cllr Williams & Cllr Francis	31 January 2019 * R Requires Monitoring	20i. Implemented/Ongoing. Counter fraud work continues with non-benefit fraud returns being collated quarterly, focusing on housing and business rates (evasion and avoidance). At 30.6.18 the cumulative return for Spelthorne (since the start of the Surrey Fraud Partnership in January 2015) exceeds £1.9m in terms of savings to the public purse, with estimated cashable savings for Spelthorne of £354k. In addition there are wider benefits being realised from this counter fraud work . Collaborative working with Reigate and Banstead's Counter Fraud team has continued to produce positive outcomes and impressive financial returns, particularly in Housing with the introduction of enhanced verification checks for new claims. 20ii. Some Progress. The possibility of introducing an online training module for Counter Fraud to form part of mandatory staff training is being pursued. In parallel, external trainers are being explored to offer refresher awareness training .

***KEY TO RAG RATING**

Actions Overdue & Outstanding



Partially Actioned



Completed/Ongoing Monitoring



Note that previous RAG ratings are included to illustrate the Direction of Travel for recommended actions

***KEY TO TARGET DATES**

* N = New Action

*R = Revised target date for assigned action

*O = Original target date for assigned action

***KEY TO OFFICERS**

- MAT - Management Team
- CX, - Daniel Mouawad
- Head of CG – Head of Corporate Governance, Michael Graham
- Deputy Head of ICT – Alistair Corkish
- DCX (TC) – Terry Collier
- HSIRM - Health and Safety, Insurance and Risk Manager – Stuart Mann
- GH C & T - Group Head - Commissioning and Transformation, Sandy Muirhead
- GH - NS - Group Head - Neighbourhood Services- Jackie Taylor
- DCX (LO) – Lee O'Neil
- SEHM - Senior Environmental Health Manager, Tracey Wilmott-French
- PS - Principal Solicitor, Victoria Statham
- AGH CR - Acting Group Head for Customer Relations, Roy Tilbury

- GH R & G - Group Head - Regeneration and Growth, Heather Morgan
- IGO - Information Governance Officer, Clare Williams
- HRM – Human Resources Manager, Debbie O'Sullivan
- CM- Contract Managers
- Joint Group Heads of CW – Joint Group Heads for Community Wellbeing, Deborah Ashman and Karen Sinclair
- LSM - Leisure Services Manager, Lisa Stonehouse
- RRO – Risk and Resilience Officer, Nick Moon
- EDM – Economic Development Manager, Keith McGroary
- IAM - Internal Audit Manager, Punita Talwar

PORTFOLIO HOLDERS - recorded under risk ownership column

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MONITORING DEVELOPMENT WORKS – CORPORATE RISK REGISTER

This briefing note has been provided by Heather Morgan, Group Head of Regeneration and Growth in response to risk category 15 on the Corporate Risk Register.

Value for Money

All works have been competitively tendered. A recent example is the soft strip at Ceaser Court where we had 4 bids and accepted one that is significantly cheaper than the other 3. We took this decision as it is low skilled work and whilst the management team are local, they have brought a team from Liverpool where labour rates are much cheaper. Also the main build works are being procured via the Newlon Framework where Tier 2 contractors have been through a pre-qualification and their rates (OH&P) have been competitively tested to get selected – it is also fully OJEU compliant.

Adherence to Work Programme

We maintain programmes, bills of quantities, schedules of work and use a tool called Earned Value to monitor spend against progress. This helps us establish at the earliest point where works are behind or at risk of delay. Where this has happened, we have looked to re-sequence works to recover time. An example of this is at the Bugle where the contractor was having problems with scaffolder attendances and the roofers could not access certain areas of the roof in order to keep up with the programme. Therefore we agreed to start internal first fix M&E works that are now 80% complete rather than the 20% anticipated. This means the roof is no longer on the critical path as we have accelerated works elsewhere in order to allow the programme to eventually catch up. If this continues then the delay should be eroded. We did a similar exercise at Churchill that enabled us to complete as scheduled.

Ensuring quality/workmanship etc

So far, we have only have two projects, the Bugle and Churchill which are small jobs. We have a QS/EA and myself that monitor quality and perform the quality control function. On larger jobs such as Ceaser Court, White House and Thameside House we will use a Clerk of Works to monitor; attendances will increase from 1st fix to PC.

Site visits during construction

These depend on the stages of construction. Through sub and superstructure phases, management will visit once or twice a month although our contract administrator/EA will attend more regularly. During the fit out process, visits to site will take place more regularly culminating in at least once weekly visits to monitor quality (even if we have a clerk of works). A client presence keeps the pressure on the contractor and his sub-contractors. We also undertake unplanned visits to monitor the contractors' approach to health and safety – this has been done with Stuart Mann as well as independently.

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Cabinet**21 November 2018**

Title	Authority Monitoring Report and Five Year Housing Supply Statements		
Purpose of the report	To make a decision		
Report Author	Geoff Dawes Principal Planning Officer		
Cabinet Member	Councillor Colin Barnard	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Recommendations	To agree to publish the Authority Monitoring Report (AMR) together with the Draft Statement of Five Year Housing Supply.		
Reason for Recommendation	<p>The AMR was considered by the Local Plan on 18 September 2018 and it was agreed to recommend that Cabinet agree to publish the AMR together with the Statement of Five-Year Housing Land Supply, which was provided to Members at the meeting, subject to appropriate changes as discussed and any minor corrections and editing requirements</p> <p>The report was not considered at the last Cabinet meeting due to the need to include and update some of the base data informing housing trajectory and five year statement. This data has now been incorporated in the documents and is ready for publication.</p>		

1. Key issues

- 1.1 The annual monitoring report covers the period from 1 April 2017 to 31 March 2018 and has been prepared in accordance with the requirements on authority monitoring reports set out in Regulation 34 of the Town and Country Planning (Local Planning)(England) Regulations 2012.
- 1.2 Authority monitoring reports are prepared annually to help residents and businesses understand the purpose and achievements of planning in the local area and are an important means to show how planning contributes to economic growth as well meeting environmental and social objectives. This

year's report continues to monitor key issues using selected indicators, relating them to the saved Local Plan policies, the policies in the adopted Core Strategy and Policies DPD and progress on the implementation of sites in the Allocations DPD. Information on the preparation of the new Local Plan for Spelthorne is also included.

- 1.3 Local authorities are required to update annually a supply of deliverable sites sufficient to provide five years' worth of housing against their housing requirements. The draft five year housing statement is based on the housing figures set out in the Government's latest draft single methodology for determining the OAN for each local authority area published in September 2017. For Spelthorne the methodology provides a provisional figure of 590 which is within the range of 552 and 757 dwellings per annum set out in the Council's SHMA 2015. This draft statement uses the Government's proposed draft figure although it is recognised that the figure may change once the Government's final version is published. However this is still subject to revision and further consultation is currently being undertaken by Government.
- 1.4 The housing supply to meet the five year requirement is based on the housing figures set out in the housing trajectory contained in the AMR. The five year statement will be published as a stand-alone statement but will also be included as an appendix within the AMR for ease of reference.
- 1.5 The statement shows that Spelthorne is currently able to demonstrate that it can meet its requirement for a five year supply of deliverable housing sites.

Background papers: There are none

Appendices:

Authority Monitoring Report 2018

Draft Statement of 5 year Housing Supply

Authority Monitoring Report 2018

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Regeneration and Growth
Spelthorne Borough Council
Council Offices
Knowle Green
Staines-upon-Thames
TW18 1XB



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List of Abbreviations

AMR	Authority Monitoring Report
CLG	Communities and Local Government
CS&P DPD	Core Strategy and Policies Development Plan Document
COI	Core Output Indicator
DPD	Development Plan Document
DPH	Dwellings Per Hectare
EA	Environment Agency
EIP	Examination in Public
GTAA	Gypsy & Traveller Accommodation Assessment
IDP	Infrastructure Delivery Plans
IMD	Index of Multiple Deprivation
LDF	Local Development Framework
LDS	Local Development Scheme
LP	Local Plan
MYE	Mid-Year Estimate
NPPF	National Planning Policy Framework
ONS	Office for National Statistics
PDL	Previously Developed Land
PMR	Planning Monitoring Report
PPG	Planning Policy Guidance
PPG	Planning Practice Guidance
PPS	Planning Policy Statement
RSL	Registered Social Landlord
SCC	Surrey County Council
SCI	Statement of Community Involvement
SFRA	Strategic Flood Risk Assessment
SPA	Special Protection Area (for birds)
SPD	Supplementary Planning Document
SNCI	Site of Nature Conservation Importance
SSSI	Site of Special Scientific Interest
TCA	Trees in Conservation Area
TPO	Tree Preservation Order

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1. Introduction

- 1.1 This monitoring report covers the period from 1 April 2017 to 31 March 2018 and has been prepared in accordance with the requirements on authority monitoring reports set out in Regulation 34 of the Town and Country Planning (Local Planning)(England) Regulations 2012.
- 1.2 Authority monitoring reports are prepared annually to help residents and businesses understand the purpose and achievements of planning in the local area and are an important means to show how planning contributes to economic growth as well meeting environmental and social objectives. This year's report continues to monitor key issues using selected indicators, relating them to the saved Local Plan policies, the policies in the adopted Core Strategy and Policies DPD and progress on the implementation of sites in the Allocations DPD. Information on the preparation of the new Local Plan for Spelthorne is also included.

Purpose and structure of the AMR

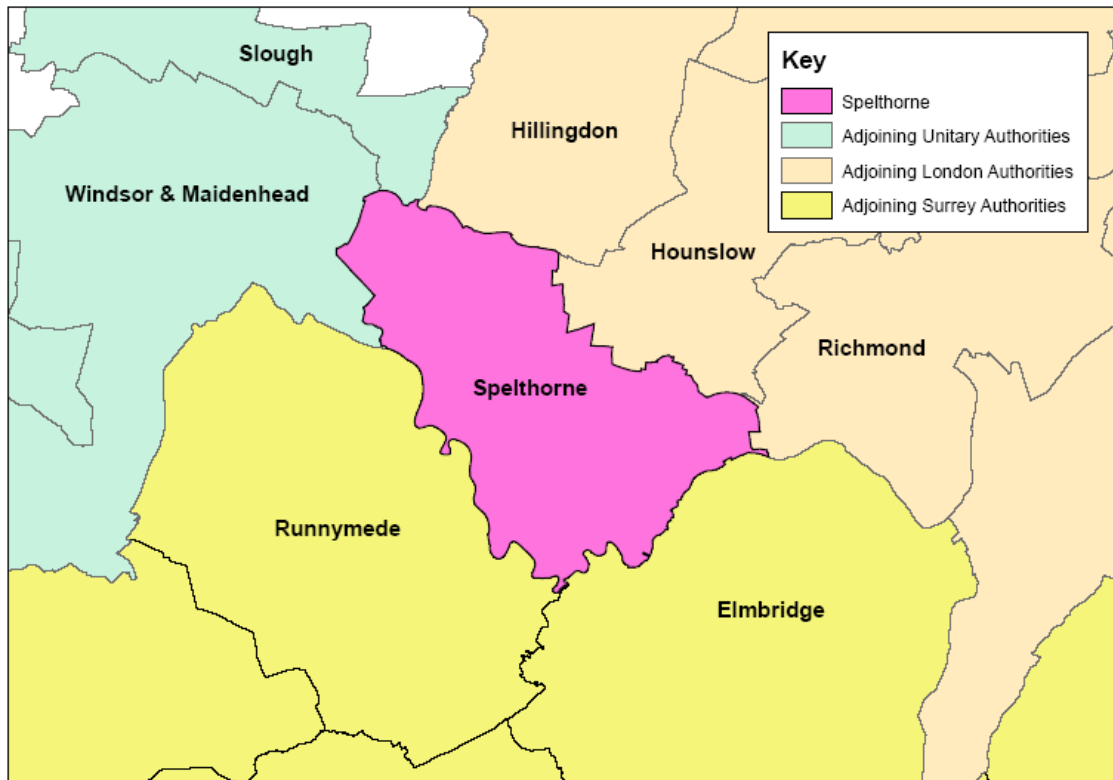
- 1.3 The report covers five key monitoring tasks:
- To review Local Plan progress against the timetable and milestones set out in the Local Development Scheme
 - To assess the extent to which policies are being implemented
 - Where policies are not being implemented, to explain why and set out what steps are required to ensure they are implemented
 - To identify the significant effects of implementing policies and whether they are as intended
 - To set out whether policies are to be amended
- 1.4 The report also reproduces, at Appendix 7, the Council's five year housing land supply statement based on the latest housing need figures in accordance with the requirements set out in the National Planning Policy Framework (NPPF). The statement can also be found as a stand-alone document on the Council's website.

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2. Description of the Borough

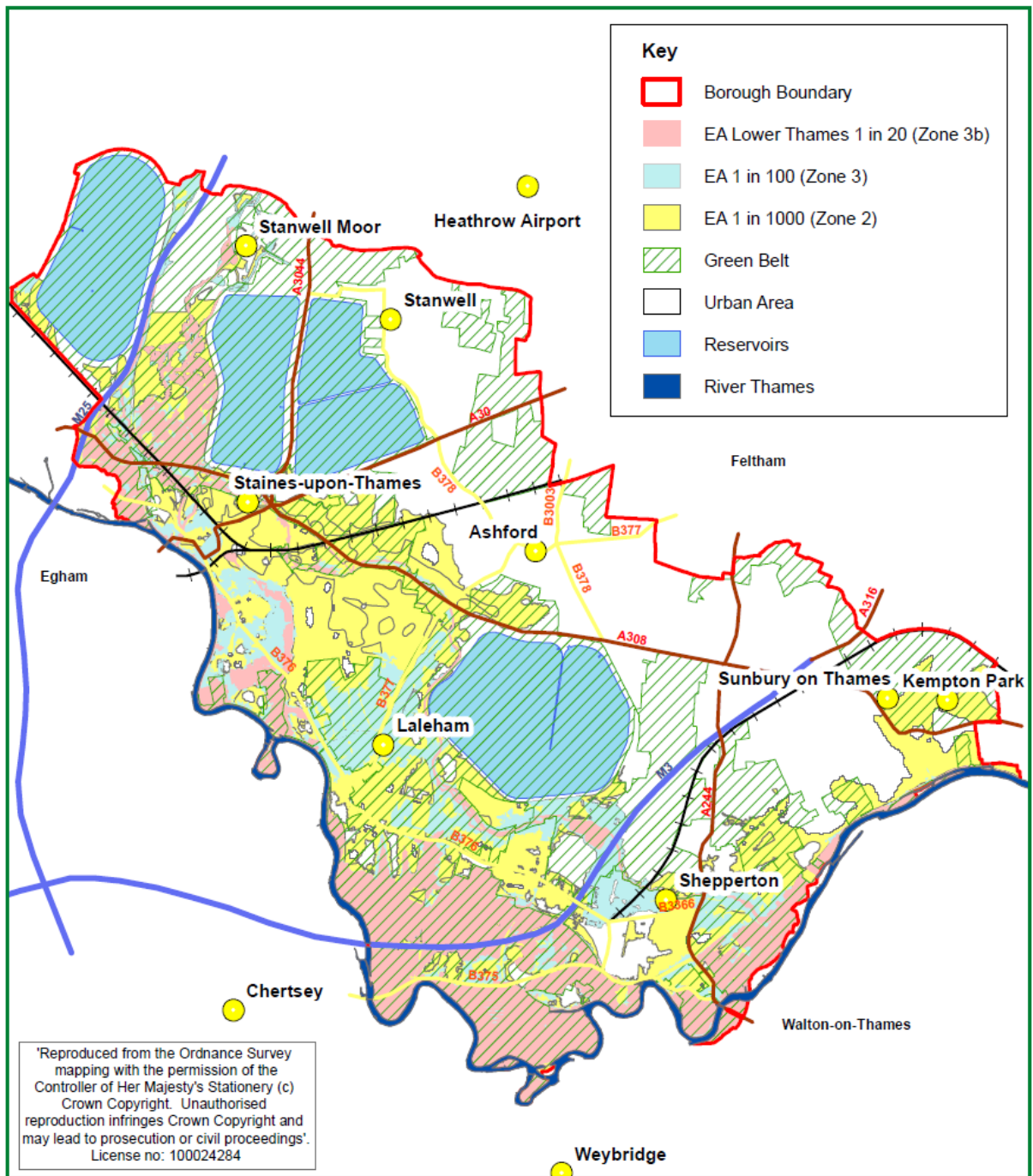
- 2.1 Spelthorne is situated approximately 15 miles south-west of Central London. It is a relatively small but quite densely populated Borough with Heathrow Airport immediately to the north and the River Thames forming its southern boundary.

Map 1 Spelthorne and adjoining local authority areas



- 2.2 Spelthorne's main towns are Ashford, Shepperton, Staines-upon-Thames, Stanwell and Sunbury-on-Thames, with Staines being the main commercial and retail centre. The proximity of Heathrow has a major influence on the Borough in terms of employment, housing and traffic. The water industry is a major user of land in the Borough with four large reservoirs and a treatment works at Ashford.
- 2.3 Spelthorne is flat and low-lying with more than half the area of the Borough designated as Green Belt. Because of its proximity to the River Thames a significant area is at risk from flooding, with Staines and Shepperton being the worst affected areas.
- 2.4 Spelthorne has an ageing population with a small ethnic minority. A relatively high proportion of the population is 'economically active' (either in work or seeking work). There is a significant need for affordable housing.
- 2.5 The local economy supports a number of industrial estates throughout the Borough. In comparison with other Surrey districts, Spelthorne still has a relatively large amount of industrial floorspace as well as a significant amount of warehousing, particularly for airport-related business close to Heathrow. Office development is concentrated in the main town centres.

Map 2 Green Belt and Flood Risk Areas in Spelthorne



(Source: EA Lower Thames Flood Risk Mapping Study, February 2008 and EA data, April 2015)

- 2.6 A distinctive feature of the Borough to the north and east of Staines is the extensive area of common land including Staines Moor. The Staines Commons, together with the adjoining reservoirs, form a substantial Site of Special Scientific Interest (SSSI). There are also a number of smaller SSSIs and Sites of Nature Conservation Importance (SNCI) within the Borough. Some of the reservoirs and other waterbodies form part of the designated South West London Waterbodies Special Protection Area and Ramsar which is of international importance.
- 2.7 The following statistics are based on information as at 31 March 2018 except where indicated.

Table 1 Spelthorne statistics at a glance

Population	
Population (2001 Census)	90,390
Population (2011 Census)	95,598
Population (2017 Mid-Year Estimate) (ONS)	99,120
Town population (2011 Census - Surrey-i):	
Ashford	26,547
Shepperton	10,992
Staines	25,156
Stanwell	10,694
Stanwell Moor	1,371
Sunbury	20,143
Unemployment Count (Jobseeker's Allowance claimants)	372 (0.6%)
Land areas	
Area of Borough	5,118 ha
Green Belt	3,324 ha (65%)
Reservoirs in Spelthorne (area) - included in the Green Belt figure	870 ha (17%)
Total area at risk of 1 in 100 flood event	896 ha (17.5%)
Urban area at risk of 1 in 100 flood event	358 ha (7.0%)
Green Belt area at risk of 1 in 100 flood event	538 ha (10.5%)
Urban development	
Dwelling Stock	42,581 dwellings
Commercial Floorspace	766,991sq metres
Environment	
Protected Urban Open Space	177 ha
Common Land	148 ha
SSSIs	732 ha (4 sites)
SNCIs	777 ha (26 sites)
Conservation Areas	115 ha (8 areas)
Listed Buildings	198
Locally Listed Buildings	153
Tree Preservation Orders	239

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3. Summary and Key Messages

Local Development Scheme (LDS) Progress

- 3.1 The Council adopted its Core Strategy and Policies Development Plan Document (CS&P DPD) and an Allocations DPD in February 2009 and December 2009 respectively. These documents are now out of date.
- 3.2 On 30 September 2014 the Council made a decision to review its existing planning documents and to produce a new Local Plan. During the monitoring year further work has been carried out on updating the evidence required to support a new Local Plan.
- 3.3 An up-dated Local Development Scheme (LDS) was published in November 2017.
- 3.4 The Council has worked with a number of adjoining local authorities through the year in order to meet the legal requirements of the duty to co-operate (full details are set out in Appendix 5). The Council must continue to demonstrate how it has engaged with other parties in the preparation of its own local plan and those of adjoining local authorities.

Planning Service Progress and Performance

- 3.5 The number of major applications has increased. However, there has been a slight decrease in the overall number of submitted applications and the number of householder applications has also fallen. The figures are a measure, not only of the administrative workload within the planning service, but also of the level of development activity taking place. The planning service has generally improved its speed of determining applications and targets for all categories of applications have all been met.

Main issues and key findings

- 3.6 This report has been prepared at a time when the Government continues to put in place reforms of the planning system, particularly by creating new categories of permitted development in order to remove what it sees as constraints to some types of residential and small scale commercial development.
- 3.7 Conclusions and key findings relating to the main topic areas are set out below. Table 2 provides a brief summary of the scope for economic activity and future growth by listing recent completions and the overall extent of development opportunities in the pipeline. The figures are cross referenced to the more detailed information contained within this report.

Housing

- 3.8 The housing policies have continued to meet the objectives of the CS&P DPD in providing new housing within the urban area to meet the overall plan target of 3,320 dwellings. However, the Plan is now considered to be out of date and future housing requirements need to be set against the Objectively Assessed Need figure of 590 dwellings set out in the Government's proposed draft single methodology published in September 2017. Based on this figure and the work carried out in preparing a Strategic Land Availability Assessment the Council is now able to demonstrate a five year housing supply as required by the NPPF.

Key Findings

- Net housing completions totalled 250 dwellings, which is above the annual average rate required by the adopted Local Plan.
- Existing commitments and identified sites demonstrate that a five year supply of deliverable sites is available to meet the need identified in the Government's proposed draft single methodology.
- 84.6% of new and converted dwellings completed during the year have been on previously developed land (PDL)¹.
- 80% of all new and converted dwellings completed during the year have been 1 and 2 bed.
- Average density for all new development completed this year was 50 dwellings per hectare, whilst 71% of all new dwellings built this year have been at densities in excess of 35 dwellings per hectare.
- Gross affordable completions this year totalled 9 dwellings. Gross completions of affordable dwellings represented 3.6% of all residential completions. The number of affordable units permitted this year was 32 which represents only 2.9% of all new dwellings permitted.

Economy

- 3.9 The local economy continues to reflect aspects of the national economy with very low levels of commercial development taking place. Overall, however, commercial vacancy rates and unemployment figures suggest that the Spelthorne economy has remained relatively buoyant. A number of major sites, particularly in Staines town centre, have been cleared but are now being redeveloped for high density housing.
- 3.10 There has been some loss of commercial floorspace to non-commercial uses, and the effect of the Government's changes to the permitted development regime has seen proposals for the conversion of a number of vacant office buildings to residential use in designated Employment Areas. Staines remains the focus for retail development and there has been a slight increase in the vacancy rate of retail units across the Borough.

Key Findings

- Unemployment has fallen since last year to 0.6%² in March 2018 compared to 0.7% the previous March.
- The low level of commercial completions noted last year has continued but the level of office vacancies has increased.
- Retail vacancy rates have increased this year with the exception of Shepperton which has remained the same at 11%.

¹ PDL – Previously developed land (excludes residential gardens).

² The 0.6% unemployment refers to those claiming Job Seekers Allowance (JSA).

Community

- 3.11 Five Section 106 Agreements have been negotiated this year with a total of £2.6m being achieved for related essential infrastructure and off-site affordable housing. Community Infrastructure Levy contributions are paid on the commencement of schemes granted planning permission and the amount of CIL collected has shown a marked increase in the third year of operation.

Key Findings

- £1,073,435 in CIL contributions has been collected this year. No CIL monies have yet been spent (although £356,000 has been committed to the Wider Staines Movement project) and the Council is still developing its governance arrangements to ensure that CIL receipts are spent appropriately.

Environment

- 3.12 The contextual indicators suggest that there are no major changes in environmental conditions which need to be highlighted this year or raise cause for concern.
- 3.13 Some information on environmental conditions is more difficult to collect and to reconcile with the effects of specific policies. Information on air quality continues to be monitored by the Council's Environmental Health Service to provide contextual information, and further work is being undertaken to review the AQMA for the Borough so that problem areas can be prioritised.

Key Findings

- No new development schemes in areas liable to flood have been permitted against the advice of the Environment Agency.
- There has been no change in the site areas or loss of habitat since the designation of the SSSIs and the majority remain in favourable condition as defined by Natural England.
- Poor air quality at specific locations around the Borough continues to be an issue.
- No Green Belt land has been lost to inappropriate development except in cases where very special circumstances have been established.

Climate Change and Transport

- 3.14 There is currently a lack of available data to allow the policies to be monitored effectively. Work on assessing the provision of sustainable homes and the installation of renewable energy is continuing. No further monitoring work on climate change and transport issues has been included in this year's AMR and the issues are being reviewed in the context of Surrey County Council's Local Transport Plan.

Table 2 Development activity

Housing		2016/17	2017/18	Report reference
Dwellings completed (net)		347	250	Table 11
Dwellings under construction		476	1,010	Table 11
Dwellings with planning permission (not started)(net)		608	947	Table 11
Dwellings awaiting completion of Section 106 Agreements		368	129	Table 11
Commercial				
Floorspace completed (net gain)	B1	-16,994	6,486	Table 25
	B2	-4,090	-377	Table 25
	B8	-658	-88	Table 25
	A1	941	234	Table 27 & A2/1
Commercial floorspace under construction (gross)	B1	27,322	21,974	Table A2/3
	B2	0	0	Table A2/3
	B8	0	0	Table A2/3
	A1	1,609	1,929	Table A2/3
Commercial floorspace with planning permission (not started)(net gain)	B1	23,420	-15,414	Table A2/4
	B2	1,186	1,327	Table A2/4
	B8	-2,517	-1504	Table A2/4
	A1	8,341	-23	Table A2/4
Commercial floorspace awaiting completion of Section 106 Agreements	B1	0	0	Table A2/4
	B2	0	0	Table A2/4
	B8	0	0	Table A2/4
	A1	4,600	4,600	Table A2/4
Available Commercial floorspace				
Offices		10,550m ²	15,312m ²	Table A2/5
Business Premises (B2-B8)		5,006m ²	5,994m ²	Table A2/5
Vacancy rates in large shopping centres				
Staines		12%	13%	Table A3/2
Ashford		7%	9%	Table A3/2
Shepperton		11%	11%	Table A3/2
Sunbury Cross		4%	9%	Table A3/2

B1: Offices & light industry; B2: Industry; B8: Storage or distribution; A1: Retail

4. Local Development Scheme Progress

Introduction

- 4.1 The Authority Monitoring Report records the progress made by the Council in preparing the various documents which previously made up the Local Development Framework but which, since the introduction of the NPPF, is now referred to generically as the Council's Local Plan.

Progress

- 4.2 On 30 September 2014 the Council made a decision to review its existing planning documents and to produce a new Local Plan. During the monitoring year further work has been carried out on updating the evidence required to support a new Local Plan and the following documents can be found on the Council website:

Table 3 Local Plan evidence base documents

Title	Published
Up-dated Local Development Scheme (LDS)	November 2017
Statement of Community Involvement (SCI)	July 2015
Sustainability Appraisal Scoping Report	March 2017
Sustainability Appraisal: Issues and Options Draft Report	May 2018
Strategic Housing Market Assessment (SHMA)	November 2015
Strategic Land Availability Assessment (SLAA)	May 2018
Functional Economic Area Analysis	March 2017
Employment Land Needs Assessment (ELNA)	March 2018
Retail and Other Town Centre Uses Study	May 2015
Retail and Town Centre Study Update	March 2018
Strategic Flood Risk Assessment (SFRA) - Draft Interim Report	February 2018
Green Belt Assessment – Stage 1	February 2018
Gypsy and Traveller Accommodation Assessment (GTAA)	April 2018

- 4.3 The current Local Plan comprises the documents set out in Table 4 together with saved Policies from the Local Plan 2001. When assessed against the requirements of the NPPF these documents are considered to be out of date and need to be replaced.

Table 4 Adopted Development Plan Documents

Title	Adopted
Core Strategy and Policies DPD	February 2009
Allocations DPD	December 2009
Proposals Map DPD	December 2009

- 4.4 No new Supplementary Planning Documents have been prepared or published during the year.

Table 5 Adopted Supplementary Planning Documents

Title	Commence preparation of document	Consultation on Draft	Adoption
Design of Residential Extensions and New Residential Development	May 2010	Feb-Mar 2011	April 2011
Housing Size and Type	Sept 2011	April-May 2012	July 2012
Flooding	Sept 2011	April-May 2012	July 2012

- 4.5 The adopted Proposals Map 2009 includes allocations arising from the adoption of the County Council’s Waste Plan in May 2008 but has not been updated to take account of the adoption of the Surrey Minerals Plan in July 2011 or the Aggregates Recycling DPD adopted 12 February 2013. Surrey CC has commenced the preparation of a replacement Waste Local Plan and in October 2017 published a draft for consultation.

Duty to Co-operate

- 4.6 Section 110 of the Localism Act 2011 places on Local Authorities a “duty to co-operate”. This provides a mechanism whereby local planning authorities take into account and plan for matters of a strategic nature which extend beyond their local area.
- 4.7 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. As it is a legal obligation, the Borough Council must be able to demonstrate how it has engaged with other parties and monitored its actions. The Council consulted on a Duty to Co-operate Scoping Statement in February and March 2015 and went on to adopt this as the Council’s Duty to Co-operate Framework on 24 June 2015. Appendix 5 lists the duty to co-operate actions that Spelthorne Borough Council has undertaken with other parties during 2017/18.

Housing Market Area

- 4.8 Together the Boroughs of Spelthorne and Runnymede form a Housing Market Area (HMA). Under the Duty to Co-operate, each authority has agreed to report on key housing monitoring information across the HMA as part of the AMR - see Appendix 5 Table A5/2 for further details.

Functional Economic Area

- 4.9 Functional Economic Areas (FEA) are less clear-cut than Housing Market Areas (HMA) for both Spelthorne and Runnymede Boroughs. However, both authorities show strong links with the other borough in their FEA Analysis. For consistency with the HMA, Table A5/3 in Appendix 5 only show Spelthorne and Runnymede Borough Council’s data.

5. Development Management Service Performance

Introduction

- 5.1 Statistics on the number and type of applications processed by the Council's Development Management Service provide a picture of how well the section is performing and the speed of decision-making. They also provide a useful indication of economic activity in relation to the overall scale of activity in the development industry.

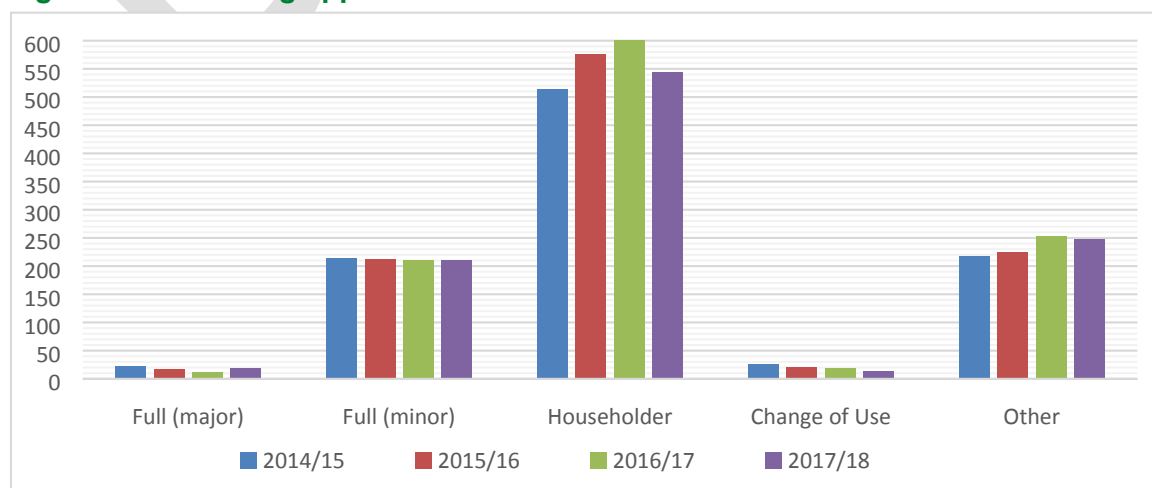
Context

- 5.2 Government statistics distinguish 'major' and 'minor' development each subdivided into five components comprising: dwellings, office/research and development/light industry, general industry/storage/warehousing, retail and other major or minor developments. One further category of "other developments" comprises change of use, householder development, advertisements and listed building consents.
- 5.3 Speed of decision-making in Development Management has been a continuing concern of Government and local authorities for many years. Targets have been differentiated by application type. The current targets for decision-making require 60% of applications to be determined within 13 weeks for 'major' residential and commercial developments; 65% within eight weeks for 'minor' developments and 80% within eight weeks for 'other' developments (including householder applications).
- 5.4 If a local authority has not determined a planning application within the prescribed statutory period of it being registered, the applicant is entitled to appeal against non-determination. Appeals may also be lodged against the Council's decision to refuse planning permission or where the Council has taken formal enforcement action.

Progress

- 5.5 Figure 1 shows the number of major, minor, householder and change of use applications received in 2017/18 with the previous three year's figures shown for comparison. The number of major applications has increased. However, there has been a slight decrease in the overall number of submitted applications and the number of householder applications has also fallen. Table A6/1 in the appendices lists all planning applications received by type. The high number of prior approval applications has been maintained.

Figure 1 Planning applications received



Source: In house monitoring

- 5.6 The number of appeals lodged and determined has fallen slightly but the proportion allowed by the Planning Inspectorate has increased to 41% of those determined in the year compared to 56% being dismissed (Table 6). Planning enforcement and development monitoring are important aspects of the section's work (Table 7). There has been a decrease in the number of cases investigated compared with last year. Whilst only a small proportion of the cases investigated result in formal action being taken, and there has been a small increase in notices served this year. The figures reflect the level of activity and resources required in dealing with complaints and potential enforcement action. Regular reports on planning appeals and enforcement matters are presented to the Planning Committee, the reports of which are available via the Council's website.
- 5.7 Some care is required in comparing year on year figures for the numbers of applications and appeals dealt with in relation to overall workloads. The flow of applications and appeals during a year is not always even and some proposals, by their nature, may have significant resource implications.

Table 6 Planning Appeals

	2014/15	2015/16	2016/17	2017/18
Total number of planning appeals lodged	38	39	43	40
Total number of planning appeals determined, of which:	35	32	44	39
appeals dismissed	24 (69%)	20 (63%)	26 (59%)	22 (56%)
appeals allowed	10 (28%)	12 (37%)	16 (36%)	16 (41%)
withdrawn	0	0	1 (2.5%)	1 (3%)
split decision (part allowed/part dismissed)	1 (3%)	0	1 (2.5%)	0

Source: In house data

Table 7 Planning Enforcement

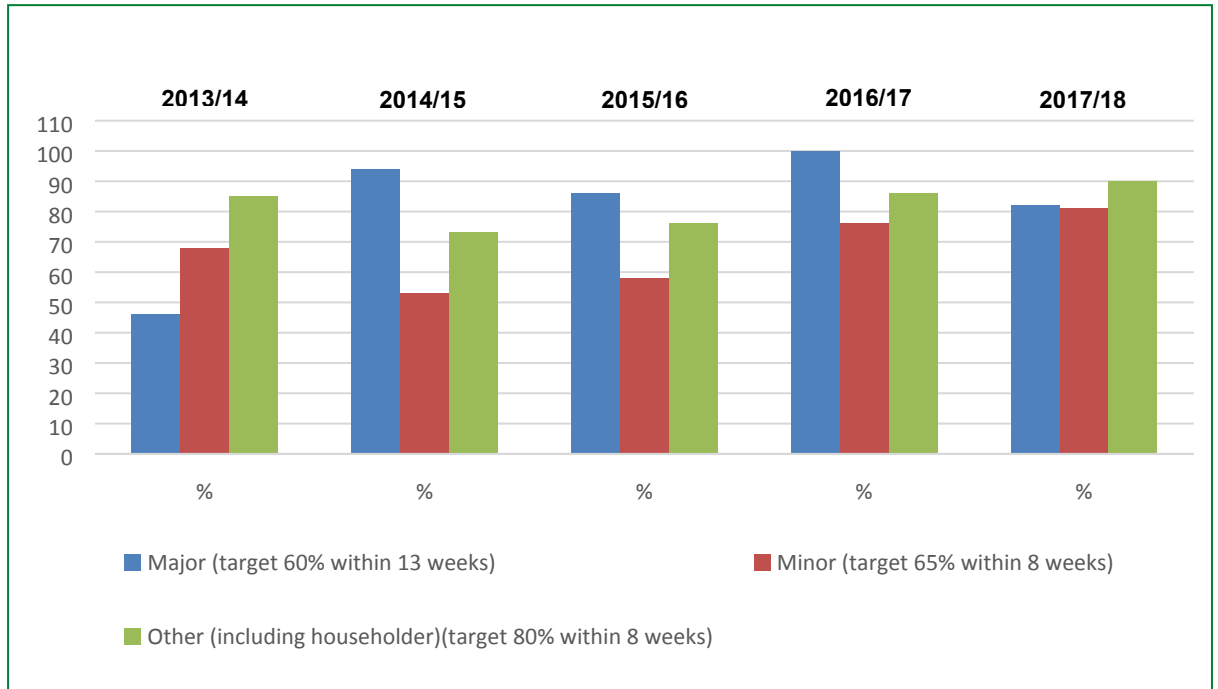
	2014/15	2015/16	2016/17	2017/18
Total number of cases investigated	217	295	407	331
Total number of notices served	21	33	20	22
Number of appeals lodged against enforcement notices	7	14	6	3
Number of appeals against enforcement notices determined, of which	1	4	6	5
appeals dismissed	1	1	4	2
appeals allowed	0	0	1	2
withdrawn	0	3	1	0
modified	0	0	0	0
Split decision	0	0	0	1

Source: In house data

- 5.8 The performance target for determining major applications has been met, with 82% of applications having been determined within 13 weeks. The performance for determining minor and householder applications compared to last year has improved again and has been above the target in both categories. The total number of minor

applications determined has increased slightly although the overall number of householder applications determined has declined again this year. See Figure 2 below and Table A6/2 in the appendix for a breakdown of the actual numbers.

Figure 2 Percentage of applications determined within statutory time periods



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6. Analysis of Performance

Introduction

- 6.1 This section of the AMR sets out progress on the application and implementation of the policies in the Local Plan under the broad headings of housing, economy, community, environment, climate change and transport. Each topic follows the same format setting out the broad strategic policy position followed by the general context and then progress on individual issues. The whole section is supplemented by Section 7 which provides an update on each individual policy and allocation from the Core Strategy and Policies DPD 2009 and the Allocations DPD 2009.

Housing

Strategic policy

- 6.2 At present the strategy continues to ensure the provision of sufficient housing to meet the former draft South East Plan requirement as set out in the adopted Core Strategy and Policies DPD and to ensure that the differing needs of all sections of the community are met. It also requires development needs to be met from within the urban area on previously developed land.

Context

- 6.3 A large proportion of the existing housing stock was built between 1920 and 1970. A very high proportion is owner-occupied and comprises mainly detached, semi-detached and terraced housing. The 2011 Census indicates that approximately 12% of the stock is social housing managed by Registered Social Landlords (RSLs) with a similar amount of private rented accommodation (Table 9). Some 3.5% of the stock is vacant.
- 6.4 House prices have continued to fluctuate. Table 10 and Figure 3 illustrate changes in annual average (median) house prices over the last ten years according to latest available data. Data on house prices is derived from actual sale prices which can show significant variation over time, particularly when the total volume of sales is small. The information should therefore be seen only as a guide to relative movement in house prices by type.
- 6.5 All affordable housing for rent is managed by RSLs and for each scheme granted planning permission the Council initially has 100% nomination rights for first lets with 75% thereafter. One important contextual indicator relating to the achievement of affordable housing policies is the size and composition of the Housing Register (Appendix 1 Tables A1/8 & A1/9). Since 2009 the Council has operated a Choice Based Lettings scheme which significantly extends the opportunities for families on the Housing Register.

Table 8 Housing Stock and Type 2011

Dwelling type	Number	Percentage
Detached houses	8,063	19.7%
Semi-detached houses	14,222	34.7%
Terraced houses	8,498	20.8%
Flats/maisonettes	9,892	24.2%
Non-permanent	270	0.7%
Total number of dwellings	40,945*	100.0%
*vacant dwellings included within total	1,433	3.5%

Source: Census 2011

Table 9 Occupied Household Tenure 2011

Tenure	Number	Percentage of total housing stock
Owned	28,671	72.5%
Shared ownership	540	1.4%
Social rented	4,911	12.4%
Private rented	5,004	12.6%
Rent free	386	1.0%

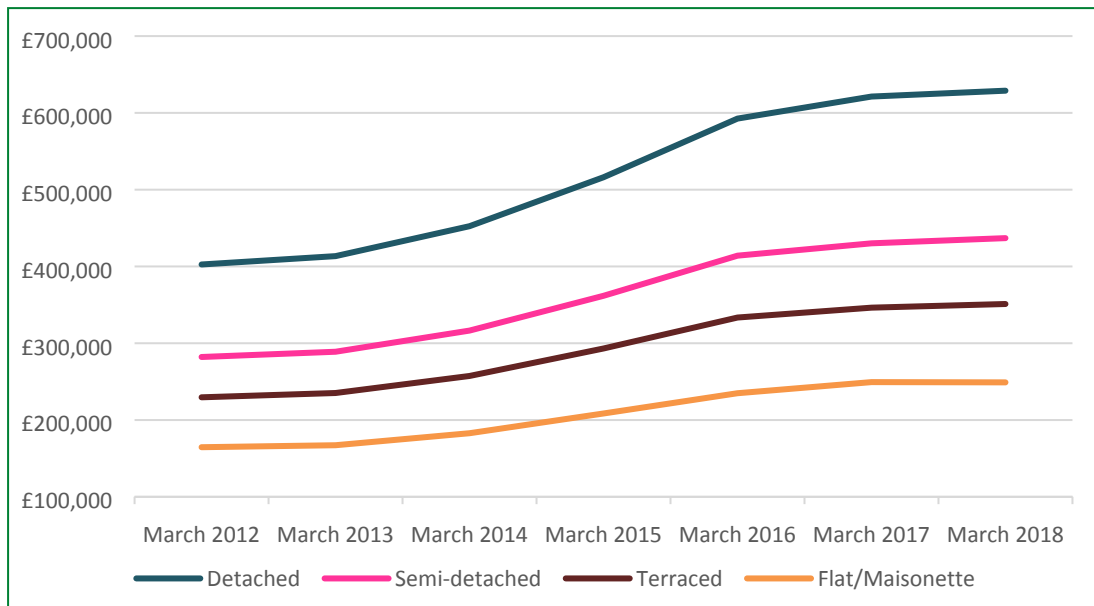
Source: Census 2011

Table 10 Average House Prices in Spelthorne by type of dwelling

Year	Type of Dwelling			
	Detached	Semi-detached	Terraced	Flat/Maisonette
March 2012	£402,564	£282,092	£229,587	£164,599
March 2013	£413,453	£288,940	£235,190	£167,183
March 2014	£452,436	£316,491	£257,380	£182,821
March 2015	£516,173	£361,784	£293,173	£208,525
March 2016	£592,566	£414,053	£333,480	£234,909
March 2017	£621,268	£430,119	£346,341	£249,377
March 2018	£628,911	£436,892	£351,105	£249,039
% change 2012-2018	56%	55%	53%	51%

Source: <http://landregistry.data.gov.uk/app/ukhpi/explore>

Figure 3 Average annual house prices in Spelthorne by type of dwelling



Source: <http://landregistry.data.gov.uk/app/ukhpi/explore>

Progress

General

- 6.6 Completion rates in Spelthorne have continued to keep ahead of the average rate of 166 dwellings required to meet the overall planned housing target of 3,320 dwellings by 2026. Net completions for 2017/18 totalled 250. However, it is clear that the current plan is now out of date and guidance in the NPPF indicates that where a plan is out of date housing needs should be considered against the figures set out in the most recent Strategic Housing Market Assessment (SHMA). Spelthorne's most recent SHMA was published in November 2015 and the need is indicated to be between 552 and 757. More recently the Government has indicated its intention to introduce a single standard methodology to replace the complexities of the SHMA process. In September 2017 it published its draft guidance for consultation. This document, using the proposed methodology provided a housing need figure for Spelthorne of 590 dwellings per annum. The Government has yet to publish a final version of the methodology and this figure could change as a result. However, in the interim the Council has used this latest figure as the basis for projecting its future housing growth.

Projecting future provision

- 6.7 The housing trajectory (Figure 4) shows housing completions for the last seven years and anticipated delivery for the next 15 years to 2034. It combines information on past completions, existing planning permissions and identified housing sites from the Strategic Land Availability Assessment to illustrate projected housing supply going forward into the new Local Plan period.
- 6.8 Net completions for the previous seven years (including the reporting year) are recorded and broken down into four categories – conversions, change of use, small sites with fewer than 5 dwellings (net) and large sites of 5 or more dwellings (net). Data for projected completions in future years is recorded on the same basis and all the figures are reproduced in Table 12 for information.

- 6.9 Anticipated completions for the current year 2018/19 are based on the assumption that 60% of the 1,010 units under construction at the start of the year (Table 11) will be completed during the year. The remaining 40% would then complete over the next two years with 30% in year 2 and 10% in year 3. This is to allow time for dwellings on large sites to be completed and to ensure that regard is had to past performance so that the likely number of completions in the current year is not overestimated.
- 6.10 For the period from 2019/20 to 2033/34 the estimated net annual completions are based on the following components:
- Dwellings under construction (those not completed in 2018/19)
 - Dwellings with planning permission (unimplemented)
 - Estimates for dwellings provided by conversions, change of use and from small sites (fewer than 5 units net)
 - Sites of 5 or more dwellings identified in the SLAA 2018.
- 6.11 Given the past trends in the Borough's implementation rates of planning permissions it has been assumed that most remaining unimplemented permissions will be completed over the next four year period from 2019. However, a small non-implementation factor of 5% has been applied on a precautionary basis to allow for permissions which expire.
- 6.12 The third component, estimates, comprises three elements. The first, dwellings from conversions, is calculated from the average annual net provision over seven years for the conversion of existing residential development to smaller units, such as a single dwelling house converted to flats. The second element derives from the change of use from non-residential property to residential, such as a shop to a dwelling. Again the estimate is based on the annual average net provision over a seven year period. Traditionally this was always a small component of the overall total. However, the significant increase in large office to residential conversions as a consequence of the Government's relaxation of planning controls has significantly increased this source of supply. It is not known how long this trend will continue, so whilst the trajectory takes account of known schemes, the longer term estimate for this source of dwelling supply remains cautious (less than 10 units per annum). Further work on this element is currently underway.
- 6.13 The third element relates to new build dwellings on sites delivering fewer than five dwellings (net). This is the threshold for sites considered to be too small to be reliably identified in the SLAA. Currently there is no evidence from completions data to suggest that this source of new housing is likely to decline over the plan period and the estimate of 20 units per annum based on the average annual net figure for the last seven years is included in the trajectory with no discount applied.
- 6.14 The fourth and final component of supply is that provided by the SLAA 2018. Every site of 5 or more dwellings listed in the study is assessed on a likely date implementation based on the criteria of whether a site is developable and deliverable over the plan period broken down into three five year periods.
- 6.15 The data is illustrated in graphical form in Figure 4 showing by means of the columns, the actual and forecast completion rates. The trajectory illustrates the effect of taking into account the latest objectively assessed housing need figures published in the Government's proposed methodology. The horizontal black line therefore shows the requirement of 590 per annum. It shows that, given the current level of completions forecast for the plan period, the overall number of dwellings for the remainder of the plan period based on the current OAN of 590 will not be achieved. The red line shows the effect of completions each year on the overall plan requirement taking account of

the dwellings completed each year to provide a residual figure. The need to review the Local Plan remains paramount. (See also Appendix 7 – Statement of Five Year Housing Supply)

- 6.16 It should be noted however that the Objectively Assessed Need (OAN) figure is untested and is not automatically a proxy for a final housing requirement in a Local Plan. The Council will have to consider the evidence carefully and take into account whether environmental and policy constraints, such as Green Belt, will have an impact on the final housing requirement. The OAN figure should not therefore be confused with a plan target.

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Table 11 Number of dwellings completed, under construction and with outstanding planning permission at 31 March 2018

	Conversion/ Change of Use	Small sites (less than 0.4ha)	Large sites (0.4ha or greater)	Total dwellings – all sites
Gross Completions (2017-2018)	111	94	82	287
Losses (2017-2018)	17	16	4	37
Net Completions	94	78	78	250
Units under construction	147	192	671	1010
Units not started on sites under construction	0	0	0	0
Units with outstanding planning permissions (net)	249	109	589	947
Units pending Section 106 agreement (net)*	0	63	124	187
Total units outstanding	396	364	1,384	2,144

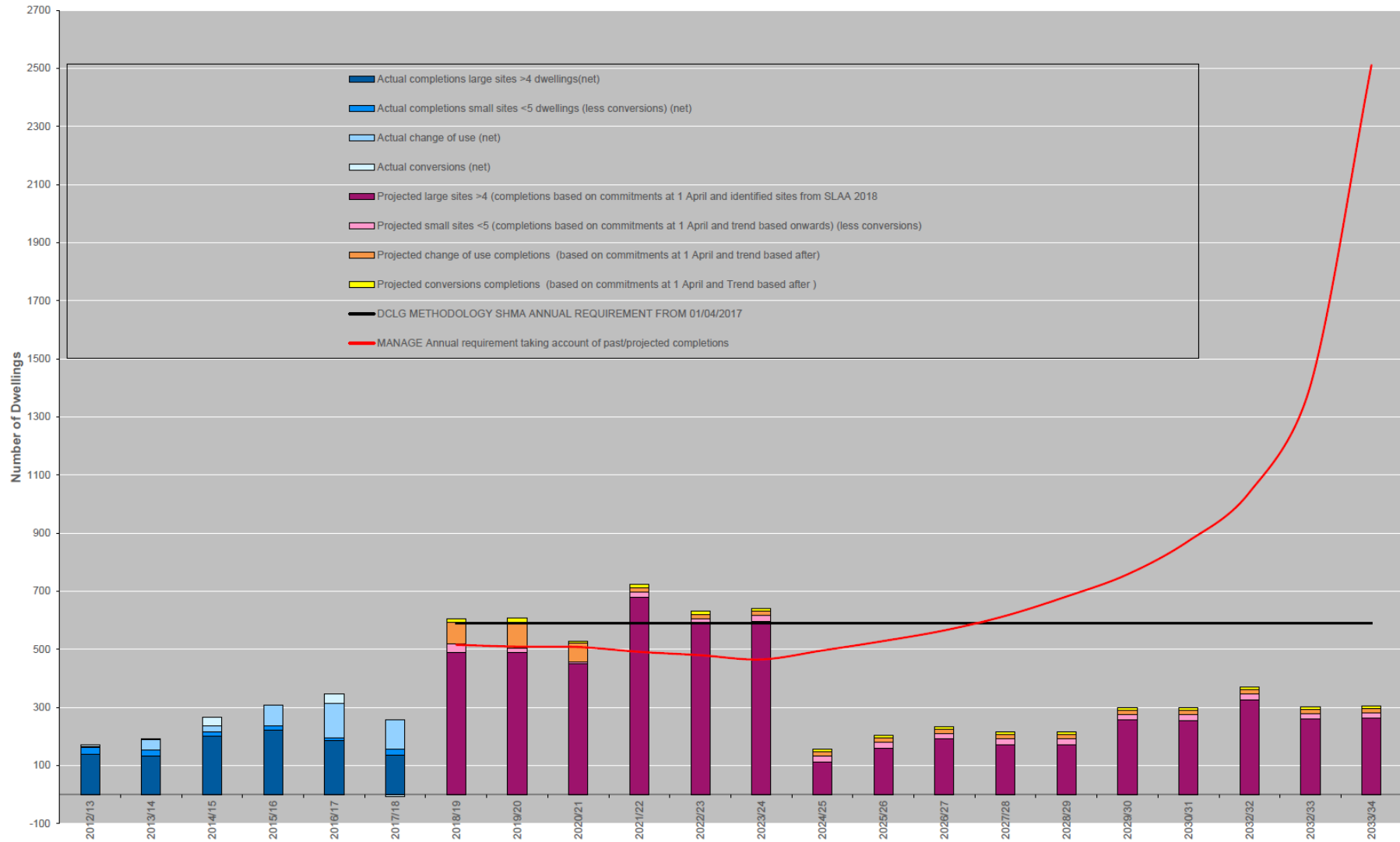
(Source: In house monitoring)

* This figure includes all sites pending S106 agreements which have not been concluded or formally withdrawn.

Table 12 Draft Housing Trajectory Data 2018-2034

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2032/32	2032/33	2033/34
Actual Total completions (gross)	222	198	333	355	374	287																
Actual Total completions (net)	170	191	265	308	347	250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Actual conversions (net)	6	2	29	1	34	-8																
Actual change of use (net)	1	37	20	71	118	102																
Actual completions small sites <5 dwellings (less conversions) (net)	24	20	14	14	8	22																
Actual completions large sites >4 dwellings(net)	139	132	202	222	187	134																
Annual Losses	52	7	68	47	27	37	49															
Under Construction at previous Year End (gross)	303	295	359	413	439	476	1010															
Difference between u/c and comps in each year	81	97	26	58	65	189																
Completions as a percentage of U/C	73.27	67.12	92.76	85.96	85.19	60.29																
Projected annual completions (net) all sources							606	607	529	722	630	640	157	203	235	215	216	300	299	370	303	306
Projected conversions completions (based on commitments at 1 April and Trend based after)							14	13	8	9	9	9	9	9	9	9	9	9	9	9	9	9
Projected change of use completions (based on commitments at 1 April and trend based after)							74	91	66	15	15	15	15	15	15	15	15	15	15	15	15	15
Projected small sites <5 (completions based on commitments at 1 April and trend based onwards) (less conversions)							29	15	5	20	20	20	20	20	20	20	20	20	20	20	20	20
Projected large sites >4 (completions based on commitments at 1 April and identified sites from SLAA 2018							488	489	450	678	586	596	113	159	191	171	172	256	255	326	259	262
DCLG METHODOLOGY SHMA ANNUAL REQUIREMENT FROM 01/04/2017							590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590
MANAGE Annual requirement taking account of past/projected completions							515	509	508	491	480	465	496	528	565	615	682	758	873	1040	1409	2511
SLAA TOTALS (Sites >4)								161	285	595	503	596	113	159	191	171	172	256	255	326	259	262

Figure 4 Draft Housing Trajectory 2018-2034



Use of urban land

6.17 The policy objective and overall strategy for ensuring that urban land is used effectively continues. The definition of previously developed land (PDL) was amended in 2010 so that residential gardens were no longer categorized as PDL. The revised definition has therefore been applied to all new permissions determined since that date. It was not the Government's intention to necessarily exclude development on land which had previously been used as residential amenity space, but rather to assist local authorities resist the inappropriate development of such land. A high proportion of residential development completed during the year continues to be on PDL consistent with Strategic Policy SP1: Location of Development.

Table 13 Percentage of new and converted dwellings built on previously developed land 2017/18

	All dwellings	On garden or otherwise not previously developed land	On previously developed land (PDL)	Percentage of dwellings on PDL
Dwellings permitted (new build and redevelopment)	829	12	817	98.5%
Conversions and change of use permitted	256	0	256	100%
Total – all new dwellings permitted (gross)	1,085	12	1,073	98.9%
Dwellings completed (new build and redevelopment)	176	27	149	84.6%
Conversions and change of use	111	0	111	100%
Total – all new dwellings completed (gross)	287	27	260	90.6%

Source: In house monitoring

Smaller dwellings

6.18 Planning permissions granted during the year have continued to ensure that the policy requirement for one and two bed dwellings has been maintained with 92.5% of all new dwellings permitted in the year being 1 or 2 bed (Table 14). Schemes currently under construction at the end of last year show a rise in the percentage of 1 and 2 bed dwellings from last year – 6% above the target. Completions in the year show a similar increase in the proportion of 1 and 2 bed dwellings, to 80%. Figure 5 shows the balance of completed dwellings by bedroom size over the period since the adoption of the Core Strategy.

Figure 5 Total dwellings (gross) completed by bedroom size 2009-2018

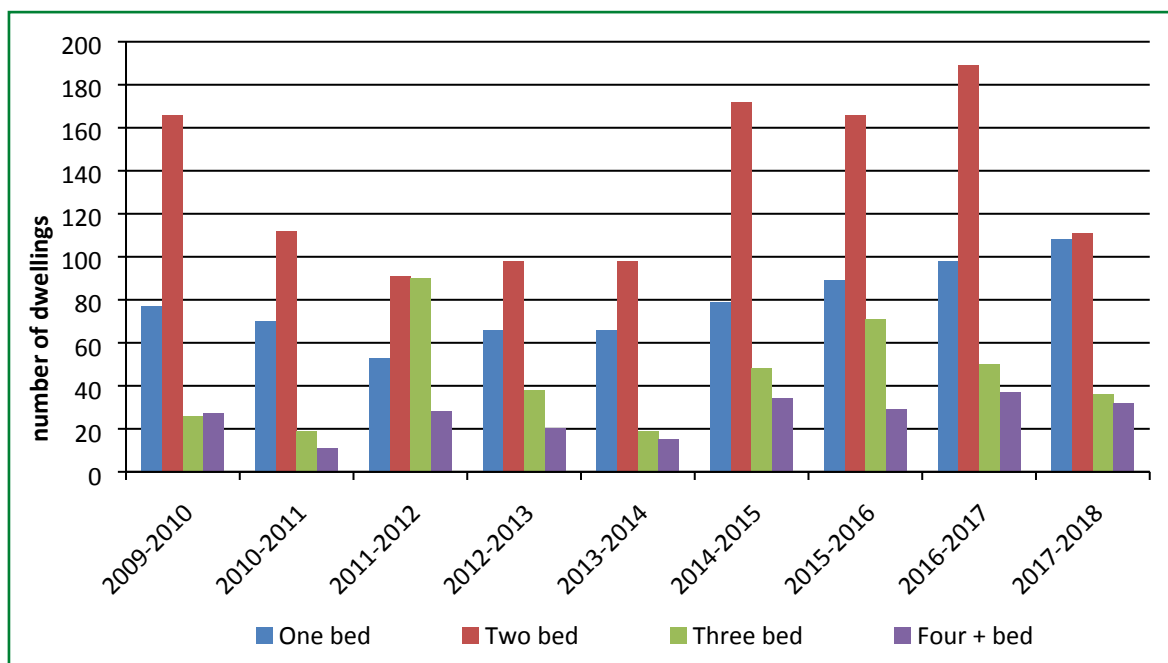


Table 14 Percentage of small units in housing schemes 2017/18

	Schemes	Dwellings (gross)	Units by bedrooms					% of 1 & 2 bed
			1	2	3	4+		
New permissions								
All schemes	90	1,085	469	535	64	17	92.5%	
Schemes of 4 or more dwellings	28	992	447	497	44	4	95%	
Completed sites								
All schemes	44	296	111	127	32	26	80%	
Schemes of 4 or more dwellings	15	258	102	114	21	21	84%	
Sites under construction								
All schemes	58	1,175	439	571	105	60	86%	
Schemes of 4 or more dwellings	20	1,116	428	545	92	51	87%	

Source: In house monitoring

Density

6.19 From 2009 to 2018 the average density for all completed schemes was 54 dwellings per hectare. It is inevitable that many small sites will fall below the preferred minimum density guideline of 35 dwellings per hectare (dph) set out in Policy HO5. However, the majority of completions have been built at more than 35dph and the number of

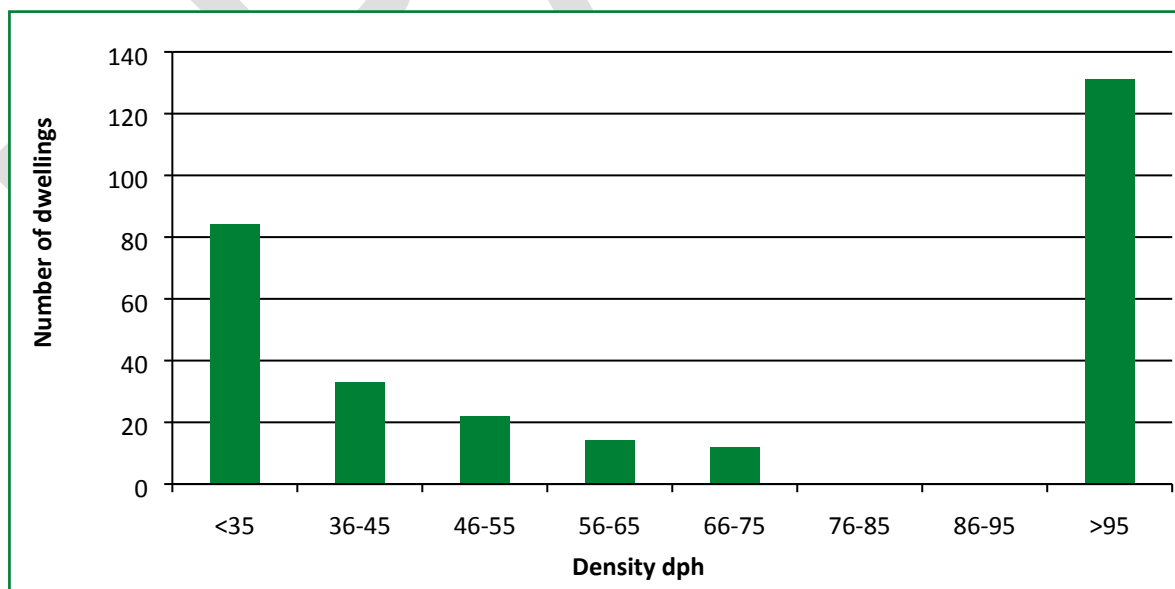
dwellings completed at densities above 75 dph represents 44% of all completions in the year, a notable increase from last year's figure.

Table 15 Percentage of new dwellings on completed sites between 2009 and 2018 at different density ranges.

Year	Sites completed in year	Number of dwellings on completed sites	Average density of completed sites	% of dwellings completed at different density ranges		
				<35	35-75	>75
2009-2010	40	235	63	3%	67%	30%
2010-2011	38	272	64	7%	52%	41%
2011-2012	33	260	39	7%	89%	4%
2012-2013	38	146	44	18%	42%	40%
2013-2014	27	242	55	6%	44%	50%
2014-2015	42	307	65	18%	11%	71%
2015-2016	28	176	76	6%	42%	52%
2016-2017	46	440	51	19%	55%	26%
2017-2018	44	296	50	29%	27%	44%
Total	336	2,374	54			

Source: In house monitoring

Figure 6 Dwellings on completed sites at different densities



Source: In house monitoring

Self-Build and Custom Housebuilding

- 6.20 The Self-build and Custom Housebuilding Act 2016 made it a legal requirement for the Council to hold a register of those individuals or associations who have expressed an interest in obtaining a serviced plot of land for the purpose of constructing a dwelling.
- 6.21 Spelthorne has held a Register since April 2016 and there are currently 47 individuals on the Register. At present there have been no consents granted for serviced plots of land to meet this need. However, it is intended to address this through the emerging Local Plan.

Brownfield Land Register

- 6.22 The Town and Country Planning (Brownfield Land Register) Regulations 2017 places a requirement on the Council to maintain a register of land which has been previously developed. The Brownfield Land Register was published on the Council's website on 31 December 2017 and is updated annually. Sites, of which there are 25 on the current Register, are included in Part 1 if:
- the land has an area of at least 0.25 hectares or is capable of supporting at least 5 dwellings;
 - the land is suitable for residential development;
 - the land is available for residential development, and
 - residential development of the land is achievable

Table 16 Sites on Brownfield Land Register

Site Ref	Site Name	Site Ref	Site Name
BL1	Depot at Feltham Hill Road, Ashford	BL14	8-12 Clarendon Road, Ashford
BL2	28-44 Feltham Road, Ashford	BL15	Land to r/o Imtech House, 33-35 Woodthorpe Road, Ashford
BL3	158-166 Feltham Road, Ashford	BL16	Majestic House to north of High Street, Staines
BL4	Works adjoining Harrow Road, Ashford	BL17	430 Staines Road West, Ashford
BL5	Steel Works & Builders Merchants, Gresham Road, Staines	BL18	7-11 Manygate Lane, Shepperton
BL6	381-385 Staines Road West, Ashford	BL19	96-104 Church Street, Staines
BL7	Builders Merchants, Moor Lane, Staines	BL20	251-253 Staines Road, West, Sunbury
BL8	Riverside Works, Fordbridge Road, Sunbury	BL21	Bridge House, Bridge Street, Staines
BL9	Bridge Street Car Park, Staines	BL22	10A Thames Street, Lower Sunbury
BL10	Renshaw Trading Estate, Mill Mead, Staines	BL23	28A Lyngrove Avenue, Ashford
BL11	Shapla Restaurant, Russell Road, Shepperton	BL24	The Bugle Returns PH, 173 Upper Halliford Road, Shepperton
BL12	Monkey Puzzle House, 69-71 Windmill Road, Sunbury	BL25	DC Hill & Son, Alexandra Road, Ashford
BL13	Headline House, Stanwell Road, Ashford		

Distribution of New Development by Ward

6.23 Table 17 provides information on the general location of housing development in the Borough broken down by ward. The figures represent the net gain on all completed sites within each ward for the last year. Figures for sites under construction and new permissions granted are also included. Map 3 and Figure 7 show the percentage net gain in stock for each ward. Table A1/11 in the appendix sets out net completions information for each of the last seven years together with a total for each ward.

Map 3 Percentage increase in dwelling stock by Ward since 2011 Census

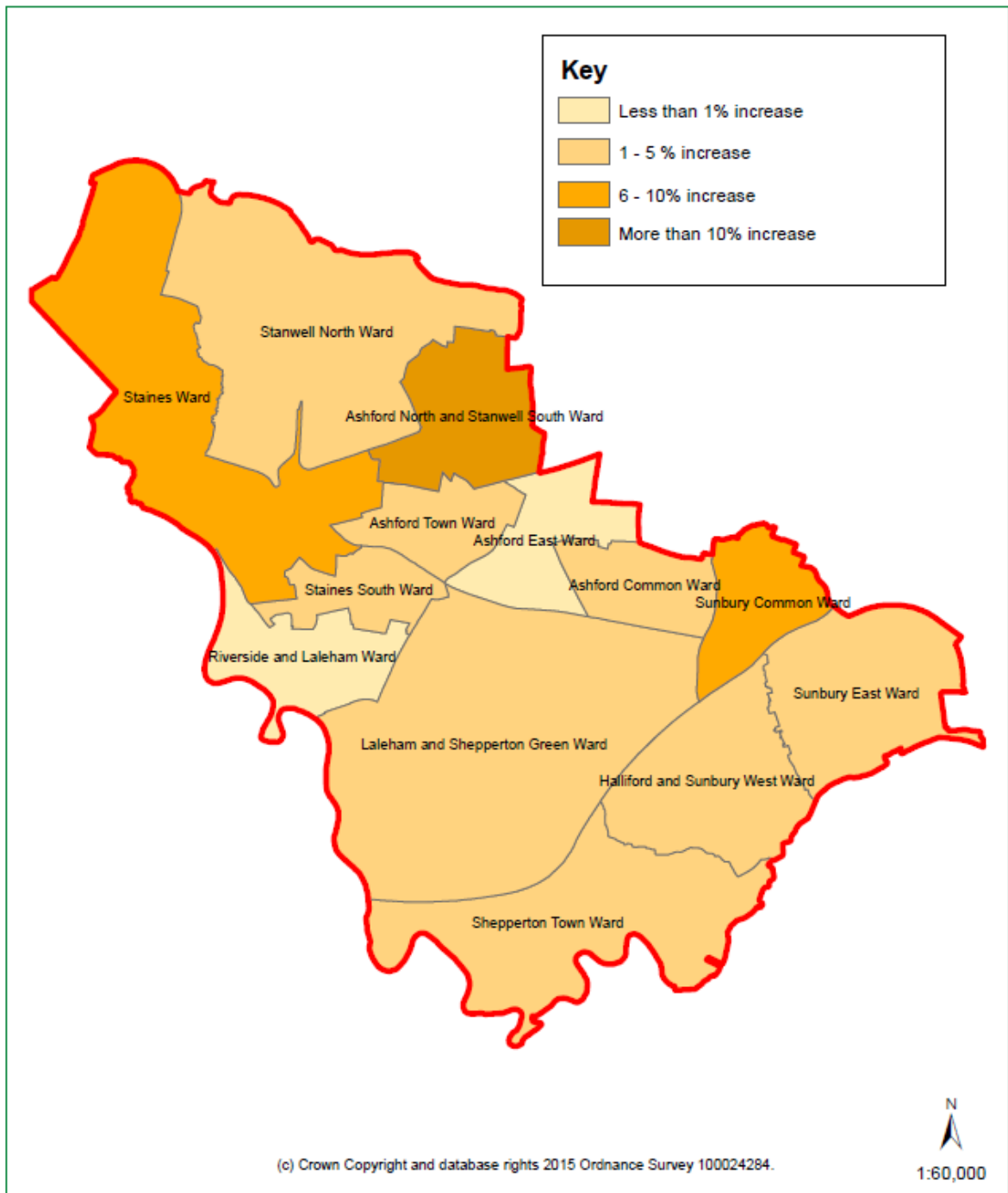
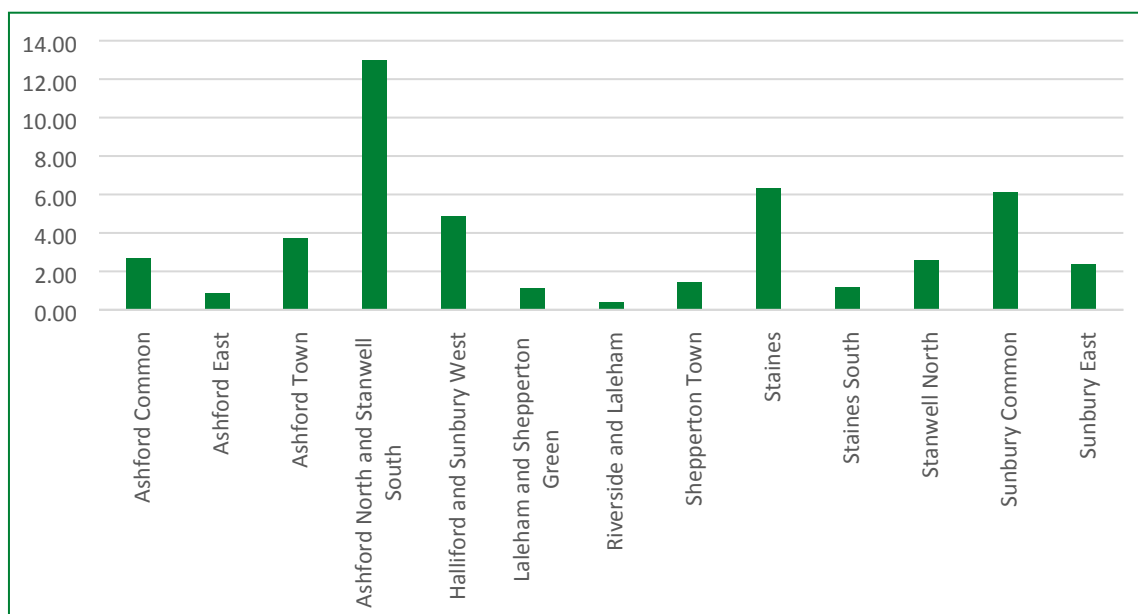


Figure 7 Percentage increase in dwelling stock by Ward since 2011 Census



Source: In house monitoring and 2011 Census data

Table 17 Distribution of housing development by Ward 2017-2018

Ward	Whole sites completed		Sites under construction		Granted Planning Permission but not started*	
	No of sites	Net dwellings	No of sites	Net dwellings	No of sites	Net dwellings
Ashford Common	5	19	3	3	9	20
Ashford East	2	2	3	9	1	0
Ashford Town	2	2	8	402	16	97
Ashford North & Stanwell South	6	47	2	3	15	14
Halliford & Sunbury West	1	33	2	8	4	9
Laleham & Shepperton Green	1	1	4	124	3	8
Riverside & Laleham	1	1	0	0	1	1
Shepperton Town	11	0	12	38	9	34
Staines	5	40	7	282	20	611
Staines South	1	1	1	1	1	0
Stanwell North	4	32	5	12	5	26
Sunbury Common	2	60	3	5	5	22
Sunbury East	3	9	7	247	8	93

*Does not include sites awaiting S106 Agreements

Affordable housing

- 6.24 The overall provision of affordable housing has declined again this year (Table 19). Gross completions of affordable units this year represent only 3% of all gross completions compared with the overall 40% target,
- 6.25 Once again schemes granted planning permission this year have included a significantly lower proportion of affordable housing (Table 20). A complete schedule of permissions which include an element of affordable housing is set out in Appendix 1 Table A1/5. This shows a reasonable supply of affordable units in the pipeline although, despite an improving economic climate, there is an increasing trend for developers to seek to reduce on-site provision of affordable housing on the grounds of viability and to promote off-site provision or an in-lieu financial contribution. A number of larger schemes have recently been granted planning permission with significantly lower proportions of on-site provision than Policy HO3 seeks to achieve. In addition, the conversion of offices to residential under the “prior approval” regime has prevented the negotiation of affordable housing in a significant number of schemes. In the year to 31 March 2018 seven applications for prior approval were granted, involving the loss of some 10,297sqm of office floorspace with the provision of 161 dwellings but with no affordable housing (Table 18).

Table 18 Prior approval applications granted April 2017-March 2018

Application No	Address	Date Approved	Number of dwellings	Commenced
17/00358/PDO	Imtech House, 33-35 Woodthorpe Road, Ashford	27/04/17	50 x 1 bed flats	
17/01530/PDO	1 st floor, 47-49 Church Road, Ashford (HSBC)	21/11/17	4 x 1 bed flats	March 2018
17/01017/PDO	7a High Street, Staines	22/08/17	2 x 1 bed flats	March 2018
17/01847/PDO	Benwell House, Green Street, Sunbury	15/01/18	14 x 1 bed and 19 x 2 bed flats	
17/01802/PDO	32 Church Road, Ashford	30/01/18	1 x 1 bed flat	
18/00008/PDO	Units 3 & 4 The Summit Business Park, Hanworth Road, Sunbury	01/03/18	29 x 1 bed, 16 x 2 bed and 12 x 3 bed flats	
18/00048/PDO	Old Police Station, 2 London Road, Staines	06/03/18	9 x 1 bed and 5 x 2 bed flats	

- 6.26 Some £3.9m has been received over the last 6 years in contributions in lieu of on-site affordable provision (Table 29). The effectiveness of financial contributions in lieu of on-site provision will need to be closely monitored in the future to ensure that opportunities to increase the supply of affordable housing are maximised (See also Table A1/5 in the Appendices). At present, information is not fully available on how the funding received has been allocated to secure additional units of affordable housing.

Table 19 Number of affordable homes provided per year since 2009

Year	Affordable dwellings completed (gross)	Affordable dwellings lost in year	Affordable dwellings completed (net)	Rent		Shared Ownership		Other/not specified	
				Gross units	%	Gross units	%	Gross units	%
2009-10	99	54	45	64	65%	35	35%	0	0
2010-11	96	44	52	84	87%	12	13%	0	0
2011-12	144	59	85	101	70%	43	30%	0	0
2012-13	63	20	43	51	81%	12	19%	0	0
2013-14	44	0	44	44	100%	0	0%	0	0
2014-15	16	43	-27	8	50%	8	50%	0	0
2015-16	138	14	124	82	59%	56	41%	0	0
2016-17	46	0	46	46	100%	0	0%	0	0
2017-18	9	0	9	5	55.5%	4	44.5%	0	0
Total	655	234	421	485	74%	170	26%	0	0

Source: In house monitoring

Table 20 Affordable dwellings granted planning permission 2017-2018

	Number of sites	Total Dwellings (gross)	Affordable dwellings granted pp	Affordable dwellings as % of all dwellings granted pp
All schemes	87	1,083	32	2.9%
Schemes above 15 unit threshold as defined in Policy HO3	9	843	32	3.8%

Source: In house monitoring

Gypsy and Travellers

- 6.27 The number of pitches required for both Gypsies and Travellers and Travelling Showpeople for the period 2017 to 2041 was established as part of the Gypsy and Traveller Accommodation Assessment (GTAA) carried out in 2018. The information from the 2018 GTAA will form part of the evidence base to support the new Local Plan.

Table 21 Current Provision for Gypsies, Travellers and Travelling Showpeople

	Existing pitches	
	Permanent	Transit
Gypsies & Travellers	23	15
Travelling Showpeople	10	0

Source: GTAA 2006

Table 22 Additional need for Gypsies, Travellers and Travelling Showpeople in Spelthorne 2017-2041

	Meeting the Planning Definition	Unknown	Do not meet the Planning Definition
Gypsies & Travellers	3	0-7	17
Travelling Showpeople	15	0-2	0

Source: GTAA 2018

Economy

Strategic Policy

- 6.28 The strategy for economy and employment is to maintain the employment capacity of Spelthorne's economy, taking into account anticipated trends in employment demands and labour supply. New employment development will be focussed in town centres and in designated Employment Areas.
- 6.29 As a vital element of the local economy, the strategy for retail is to provide for the continued development of Staines-upon-Thames as Spelthorne's principal town centre. Ashford, Shepperton and Sunbury Cross will be maintained as local centres to serve their immediate areas.
- 6.30 In early 2017 the Council published an updated Local Economic Assessment which contains a wide range of statistical information about the local economy in greater detail than the summary provided in this AMR. An updated Economic Strategy was published and adopted by the Council in February 2017 for the period up to 2022. Its 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." This strategy builds upon the 2016 Spelthorne Council Corporate Plan which identifies 4 key priorities including economic development, with a key aim 'To stimulate more investment, jobs and visitors to Spelthorne to further the overall economic wellbeing and prosperity of the Borough and its residents'.

Context

General

- 6.31 Of the 99,120* population set out in the 2017 ONS mid-year estimate, 61,500 (62.1%)+ were aged between 16 and 64, of which 54,400 (84.8%) were economically active (this includes those who were unemployed at the time of the survey but were actively seeking employment).
- 6.32 The percentage of Spelthorne's workforce involved in managerial and professional occupations is 48.4% which is lower than the average for Surrey. When measuring employment by occupation, 'professional occupations' constitute the largest group in Spelthorne. The biggest sector of employee jobs by industry in Spelthorne is the 'financial and other business services sector'. Table 23 shows the sectoral breakdown of employee jobs in the Borough‡.

*<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesanalysisstool>

+<https://www.nomisweb.co.uk>

‡<https://www.nomisweb.co.uk>

Table 23 Sectoral breakdown of employee jobs in Spelthorne (2016)

Industry	Employee Jobs	%
Primary Services (A-B: Agriculture and Mining)	40	0.1
Manufacturing (C)	1,750	4.5
Energy and Water (D-E)	510	1.3
Construction (F)	3,000	7.7
Services (G-S):		
Wholesale and Retail, inc Motor Trades (G)	6,000	15.4
Transport Storage (H)	4,500	11.5
Accommodation and Food Services (I)	3,000	7.7
Information and Communication (J)	3,500	9.0
Financial and other Business Services (K-N)	8,100	20.9
Public Admin, Education and Health O-Q)	6500	16.7
Other Services (R-S)	2150	5.5
Total for G-S*:	33,750	86.7

Source: Nomis

- 6.33 The percentage of Spelthorne's workforce with no educational qualifications is 6.4% which is higher than the Surrey average (4.3%) and the average of the adjoining authorities (4.5%). The percentage of people with first degree or higher qualifications in Spelthorne is 38%, which is lower than all adjoining authorities.
- 6.34 More people commute out of Spelthorne for work than commute in, but this is to be expected of a Borough that adjoins London (including Heathrow) which attracts the largest number of commuters out of the Borough.

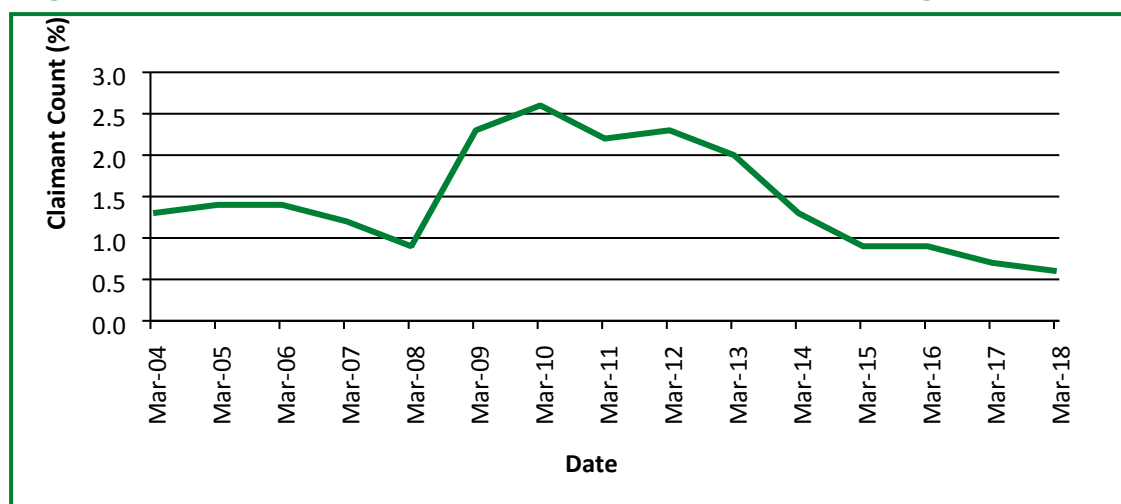
Employment levels and job vacancies

- 6.35 After a rapid rise between 2008 and 2010 unemployment rates have generally levelled off and in March 2018 the rate was 0.6%[†]. The lowest rates in Surrey were in Mole Valley, Runnymede, Tandridge and Waverley at 0.4% compared with the regional average of 0.7% and the national average of 1.1%. Data on job vacancies is not currently available from government sources.

* Figures may not sum due to rounding

† The unemployment rate refers to those claiming Job Seekers Allowance (JSA). The council regularly uses this measure because it is published more frequently at Borough and Ward level allowing relative changes to be monitored on a monthly basis. The ONS definition of 'unemployment' refers to 'people without a job who have been actively seeking work within the last 4 weeks and are available to start work within the next 2 weeks'. For Spelthorne this is 2.9% (April 2017-March 2018) and is measured as a proportion of the economically active population'.

Figure 8 Spelthorne - Claimant Count (Job Seekers Allowance figures)



Source: Office for National Statistics (Nomis)

Table 24 Surrey Districts – Unemployment - Claimant Count

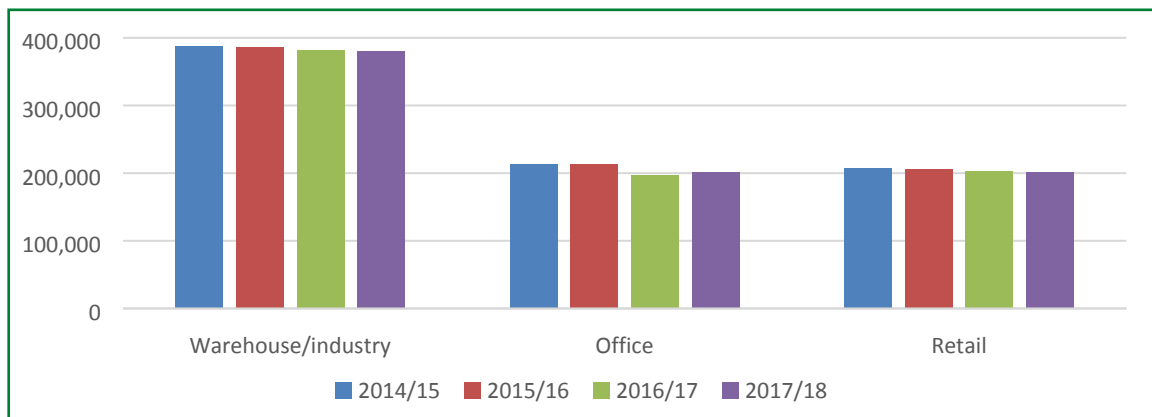
	March 2017	%	March 2018	%
Elmbridge	334	0.4	391	0.5
Epsom & Ewell	261	0.5	268	0.5
Guildford	433	0.5	465	0.5
Mole Valley	244	0.5	217	0.4
Reigate & Banstead	495	0.6	503	0.6
Runnymede	279	0.5	255	0.4
Spelthorne	421	0.7	372	0.6
Surrey Heath	254	0.5	269	0.5
Tandridge	170	0.3	188	0.4
Waverley	311	0.4	320	0.4
Woking	320	0.5	320	0.5
South East	45,296	0.8	41,434	0.7
United Kingdom	523,190	1.3	476,010	1.1

Source: Office for National Statistics (Nomis).

Commercial floorspace

6.36 Map 4 shows the location of the Employment Areas and Town Centres in Spelthorne as defined in the Core Strategy and Policies DPD. Employment floorspace is broadly spread across the Borough. Spelthorne has the third largest amount of commercial floorspace in Surrey with the second highest amount of warehousing after Guildford. This is due to the proximity of Heathrow Airport which has led to a concentration of airport related warehousing particularly in the north of the Borough.

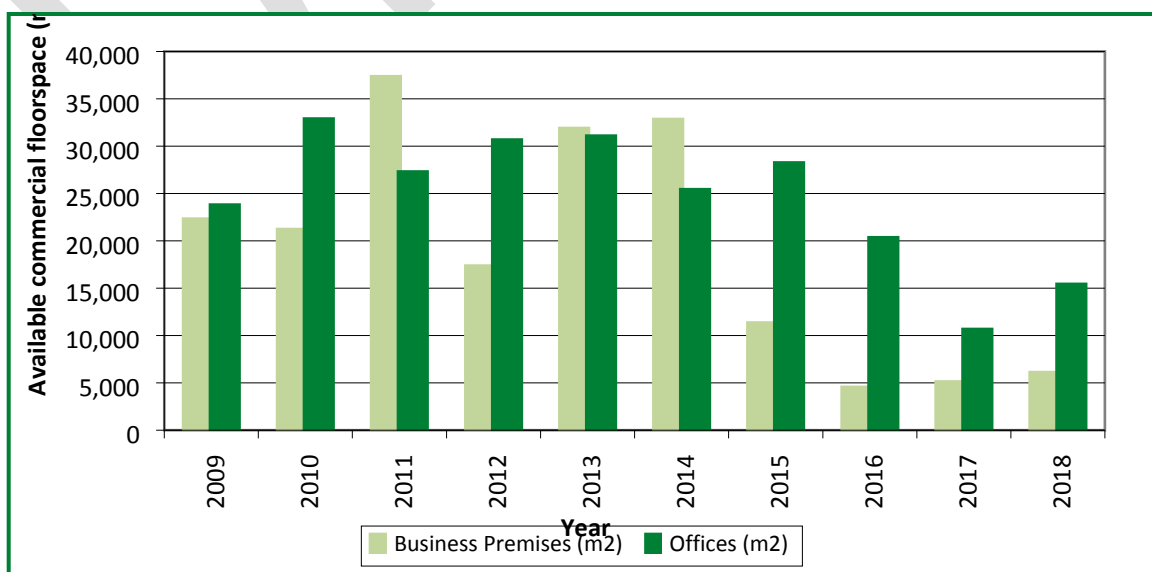
Figure 9 Business floorspace by main use type (2014/15 – 2017/18)



Source: VOA data 2012 (corrected by Spelthorne Borough Council) and in-house monitoring.

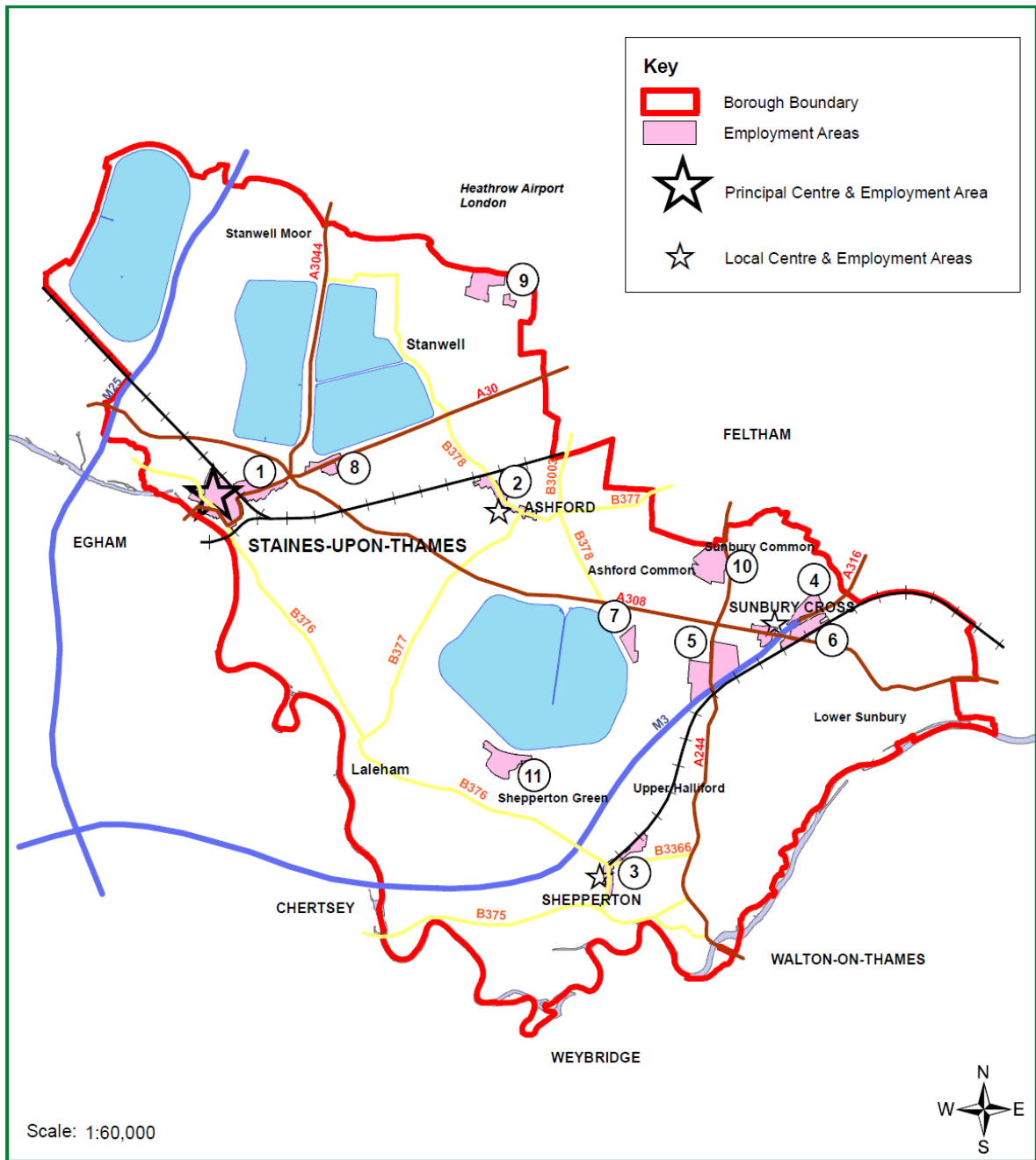
- 6.37 Figure 9 uses the 2012 Valuation Office Agency (VOA) business floorspace statistics as a baseline and applies the net change in floorspace occurring annually. Due to the potential flaws in combining datasets, these figures are to be used as an indication of the general trends in quantities of business floorspace in the Borough and should not be seen as a definitive indication of the exact floorspace present.
- 6.38 Annual surveys of available premises show a slight increase in both office vacancies and available business floorspace (Figure 10). The availability of the data relating to premises which are being marketed does not allow a clear distinction to be made between industrial and warehouse premises. For this reason the available commercial premises are broken down into just two categories, offices (B1) and business premises (industry B2 and warehousing B8). The annual survey does not record vacant premises which are not being marketed at the time of the survey.
- 6.39 Staines has been the focus of substantial office and retail development since 1999 with the addition of the Two Rivers shopping development to the north of Staines High Street, which was completed in 2002 with a gross floorspace of 2,600m². The Elmsleigh Centre, which is the only large covered shopping centre in the Borough, was refurbished in 2004-2005. It has a gross floor space of approximately 23,410m².

Figure 10 Available Commercial Floorspace in Spelthorne April 2009–April 2018



Source: In house monitoring

Map 4 Location of Employment Areas and Town Centres in Spelthorne



1	Staines Town Centre	7	Ashford Road, Littleton Road & Spelthorne Lane, Ashford
2	Ashford Town Centre	8	London Road (east of Crooked Billet roundabout), Staines
3	Shepperton Centre	9	Bedfont Road, Long Lane, Stanwell (including Northumberland Close & Camgate Estate)
4	Sunbury Cross Centre	10	BP Chertsey Road, Sunbury
5	Windmill Road, Sunbury	11	Shepperton Studios, Shepperton
6	Hanworth Road & Country Way, Sunbury		

Progress

- 6.40 The current state of the property market has brought forward more residential development on sites previously in commercial use but which are no longer suitable for that purpose. No commercial sites within the designated employment areas have been lost to non-employment uses apart from vacant offices being converted to residential under the “prior approval” regime. Three schemes completed this year, providing some 92 dwellings, have resulted in the loss of some 8,406 sqm of B1a office floorspace, whilst further schemes involving the creation of 285 dwellings and the loss of just over 16,348 sqm of office floorspace have either commenced or are outstanding.
- 6.41 The number of commercial completions has decreased this year but the market remains slow at present. The redevelopment of the former Majestic House site, now known as Charter Square, is still under construction with a larger proportion of the scheme providing residential units in place of office floorspace as originally proposed. There remain a number of other major schemes in the pipeline, including the Centrica site in London Road Staines. Details of all outstanding commercial permissions are set out in Appendix 2 Table A2/4.

Table 25 Completed floorspace (gross & net) developed by employment type – 1 April 2017 – 31 March 2018

	Gross floor space in m ²	Losses in floor space in m ²	Net gain in floor space in m ²
Offices (B1a)	9,822	5,598	4,224
Research & Development (B1b)	0	0	0
Light Industry (B1c)	0	2,028	-2,028
Industrial (B2)	88	425	-377
Warehousing/storage (B8)	0	1,122	-1,122
Mixed B1/B2/B8	0	0	0

Source: In house monitoring (Tables A2/1 & A2/3)

N.B. Losses refer to any loss of floorspace arising during the monitoring year and does not necessarily relate to the loss on a site where completed development is recorded during the year.

Table 26 Designated Employment Land which has been lost to non-employment uses within the Borough - 1 April 2017 - 31 March 2018

	Loss to residential (hectares)	Loss to residential (m ²)	Loss to other uses (hectares)
Offices (B1a)	0.42	846	0
Research & Development (B1b)	0	0	0
Light Industry (B1c)	0.39	1,937	0
Industrial (B2)	0	0	0
Warehousing/storage (B8)	0	0	0
Total	0.81	2,783	0

Source: In house monitoring

6.42 There has been very little new retail development activity throughout the Borough. The redevelopment of retail units on the north side of the High Street (at 96-106), just west of the Iron Bridge with a 155 bed hotel and over 1,435sqm of ground floor retail units commenced in March 2017. There has been no further progress on the two alternative schemes to provide additional retail floorspace for the Phase 3 extension to the Elmsleigh Centre in Staines which had previously been agreed in principle. Neither scheme looks likely to proceed in its current form. In September 2017 the large Waitrose store in Two Rivers closed down and the unit remains vacant.

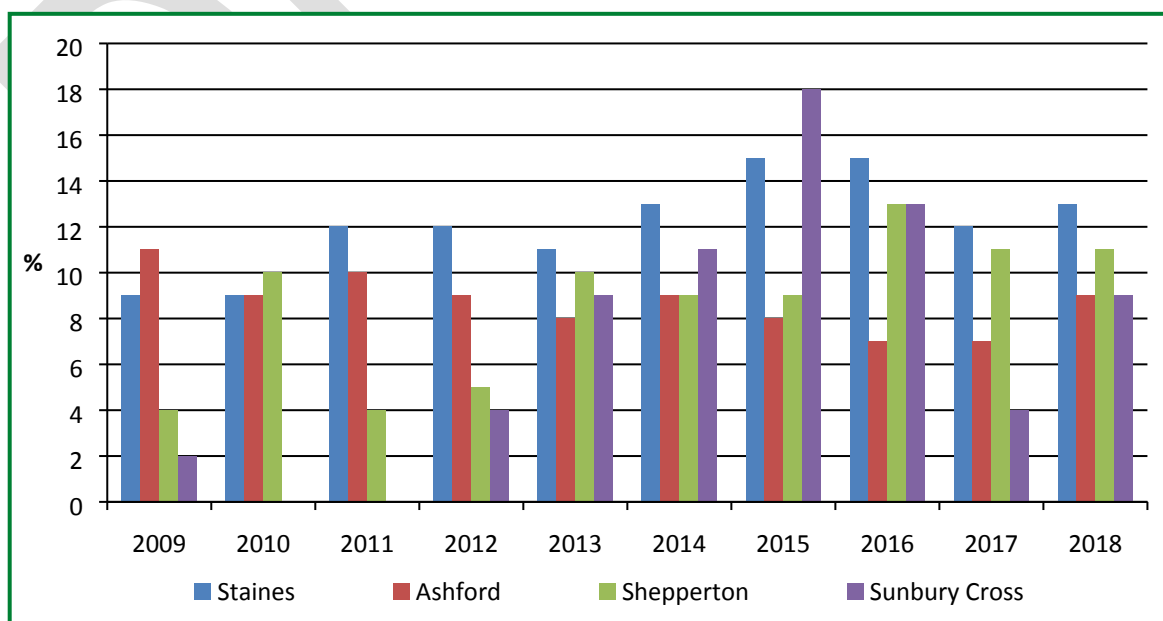
Table 27 Completed retail, office and leisure development - 1 April 2017 - 31 March 2018

	Total gross floorspace in sq m Whole Borough	Total gross floor space in sq m In town centres only
Retail (A1)	234	94
Financial & Professional Services (A2)	0	0
Restaurants, Cafes etc (A3/A4/A5)	206	0
Office (B1a)	9,822	0
Leisure (D2)	306	62

Source: In house monitoring

6.43 Whilst the level of new build activity in the retail sector has been low there has again been a slight increase in the number of vacant premises in the town centres. Only Shepperton has shown no change in vacancy rates (Figure 11 and Appendix 3 Table A3/2). It should be noted that the overall vacancy rates include, not only retail units, but also all other vacant town centre uses as set out in Table A3/1.

Figure 11 Vacancy rates in larger shopping centres



Source: In house monitoring (Appendix 3 Table A3/2)

Community

Strategic Policy

- 6.44 The strategy is to ensure that development meets the needs of all sections of the community and that new development which requires additional infrastructure and services contributes to the necessary improvements.

Context

- 6.45 New developments need to be supported, where necessary, by the provision of appropriate infrastructure which meets the needs of the community. Infrastructure covers a wide range of services and facilities and includes utilities, transport and highways, education, health services, leisure facilities, open space and natural greenspace. Contributions towards the provision of new infrastructure have, until 2015, been secured through Section 106 Agreements.
- 6.46 In April 2010 the Community Infrastructure Levy (CIL) Regulations came into force with further amendments in the years since. Following a decision to introduce CIL the Council approved its Charging Schedule in December 2014 to come into force on 1 April 2015. In accordance with the Regulations the Council is required to monitor and report on the money collected through CIL and on how the funds have been spent.

Progress

- 6.47 The Council prepared a draft Infrastructure Delivery Plan (IDP) as a necessary prerequisite of introducing the Community Infrastructure Levy. From April 2015 the scope to collect developer contributions for infrastructure projects through the mechanism of Section 106 Agreements is much more limited. They are, however, still being used to secure affordable housing and for specific project based improvements such as essential mitigation works.
- 6.48 During the course of 2017/18 five new Section 106 Agreements were signed. Details of the development schemes are set out in Table 30. The various categories for which S106 contributions have been achieved is provided in Table 29. Contributions for commuted sums in lieu of on-site affordable housing provision make up a significant proportion of the total sums negotiated. Details of the sums actually spent each year are not currently available.
- 6.49 A total of £1,073,435.08 in CIL contributions was received in the year to 31 March 2018. Table 28 sets out the details of CIL income and expenditure as required by Regulation 62 of the CIL Regulations 2010(as amended).
- 6.50 The Council is still finalising the governance arrangements to ensure that the expenditure of CIL on relevant and necessary infrastructure will be fair, transparent and equitable. Details of all expenditure will be reported in accordance with legislative requirements.

Table 28 CIL Income and Expenditure

Categories	Year		
	2015/16	2016/17	2017/18
Total receipts for the reported year	£14,482	£455,918	£1,155,129.31
Overall total received since 2015	£14,482	£470,400	£1,625,529.31
Total Expenditure for the reported year	£0	£0	£81,276.46
Summary Details of Expenditure			
Administration costs	none	none	£81,276.46
Expenditure Committed during the year for future projects			
Wider Staines Movement		£356,000	
Total		£356,000	£81,276.46

Source: In house monitoring

Table 29 Section 106 Contributions by Category secured since 2013

Categories	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Affordable Housing commuted sum	0	£1,340,500	0	0	£2,602,909
Air Quality	0	£15,032	0	0	0
Highways/highway safety	£54,853	£100,000	0	0	0
Non car modes of transport	0	£205,000	0	0	£8,000
Travel plan & monitoring	0	£10,750	0	£12,300	£18,450
Travel voucher scheme	0	0	0	0	£12,650
Transport vouchers	0	0	0	0	0
Electric Vehicle contribution	0	0	0	0	£6,000
Parking controls & traffic management	0	£107,000	0	£4,313.99	£32,000
Commissioned Art	0	0	0	0	0
Monitoring fee	£700	£1,050	0	£700	£1,400
Education	£269,000	£1,060,739	0	0	0
CCTV	£62,500		0	0	0
Play & sports facilities	0	£50,000	0	0	0
Park contribution	£30,000	0	0	0	£20,000
Open space provision	0	0	0	0	0
Community facilities	0	0	0	0	0
Legal costs of the Council	£1,000	£2,000	0	0	£6,425
Environmental Improvement	0	0	0	0	£14,000
Total	£418,053	£2,892,071	£0	£17,313.99	£2,721,834

Source: In house monitoring

Permission	Address	Legal Agreement signed	Amount
2013-14			
13/00153/FUL	Riverside Works, Fordbridge Road, Sunbury	12/08/13	£147,853
12/01695/FUL	Sunna Lodge, Spelthorne Grove, Sunbury	22/08/13	£199,850
12/1700/FUL	96-104 Church Street, Staines	15/01/14	£70,350
Sub-total			£418,053
2014-15			
13/01029/FUL	Costco, Hanworth Road, Sunbury	21/07/14	£245,382
14/00194/FUL	524-538 London Road, Ashford (Holiday Inn)	10/12/14	£54,950
13/00451/FUL	554 London Road, Ashford (McDonalds)	07/10/14	£50,000
14/01040/FUL	Lang & Gwendolen House, Victory Close, Stanwell	18/12/14	£60,739
14/00275/FUL	Former London Irish, The Avenue, Sunbury	20/01/15	£2,481,000
Sub-total			£2,892,071
2015-16			
	None		0
Sub-total			£0.00
2016-17			
15/01518/FUL	90-106 High Street, Staines	10/08/16	£10,813.99
16/00893/FUL	Page Works, Forge Lane, Sunbury	15/08/16	£6,500
Sub-total			£17,313.99
2017-18			
17/00263/FUL	Land to the North of Hanworth Road and west of Costco, Sunbury	26/09/17	£66,500
16/01158/FUL	17-51 London Road, Staines	30/10/17	£2,548,772
16/01591/FUL	Hithermoor Farm, 6 Farm Way, Stanwell Moor	06/11/17	£39,576
17/01274/FUL	Former Brooklands College, Church Road, Ashford	20/12/17	£11,500
17/01065/FUL	Halliford Studios Ltd, Manygate Lane, Shepperton	09/03/17	£16,686
Sub-total			£2,683,034
TOTAL			£6,010,471.99

Table 30 Section 106 Contributions by Development secured since 2013

Environment

Introduction

- 6.51 The strategy for the local environment is to maintain and improve the quality of the environment by safeguarding existing character and assets and seeking to improve areas of poor quality, including those areas where air quality is poor. The strategy also seeks to ensure that new development makes a positive contribution to the environment and is sustainable.
- 6.52 This section deals with the key environmental assets and issues within both the natural and built environment. It also deals with the issues relating to the location and control of development in areas liable to flood and within the Green Belt.

Context

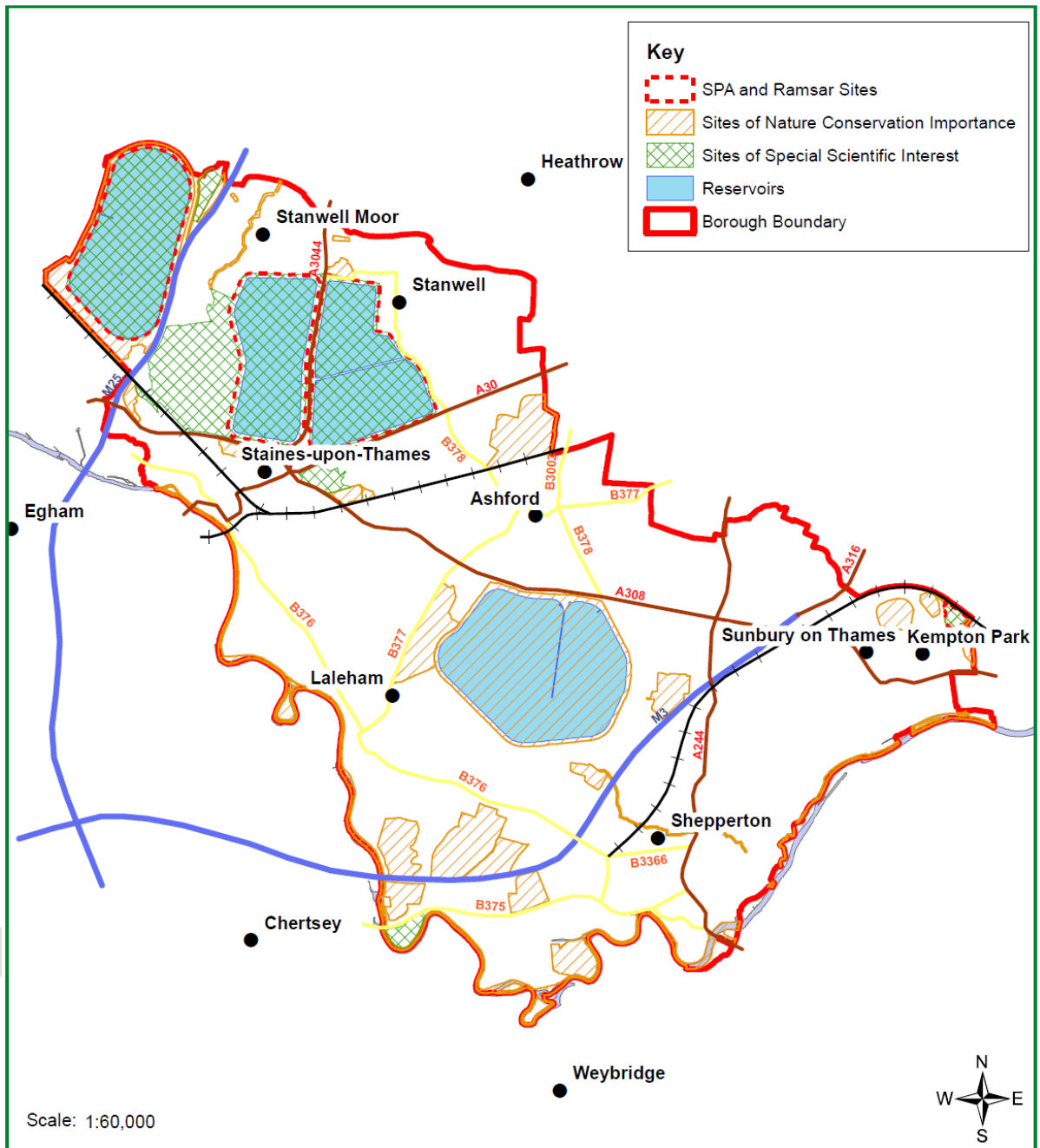
- 6.53 Spelthorne lies within the Thames Valley with the River Thames forming its southern and western boundary and the River Colne running through the northern part of the Borough down to Staines-upon-Thames. The rivers and river landscapes provide attractive areas of countryside with significant opportunities for recreation.
- 6.54 Due to the legacy of mineral working the Borough contains many lakes and wetland areas in addition to four large reservoirs. Many of the habitats associated with these areas have been designated as ecologically important at local, national and international level.
- 6.55 The majority of the open land, including the lakes and reservoirs, is included in the Green Belt (see Map 2) which covers 3,324 hectares (approximately 65%) of the Borough. The built up area contains a number of historic areas designated as Conservation Areas.
- 6.56 The whole Borough is designated as an Air Quality Management Area and there is a number of pollution 'hot spots' arising from traffic congestion.

Key environmental assets

a) Biodiversity

- 6.57 The major reservoirs in the north of Spelthorne were recognised as habitats of international significance for birds and designated as Special Protection Areas (SPAs) and Ramsar sites in 2000. A large number of smaller waterbodies across the Borough have been identified as supporting the integrity of the SPA and consequently also need to be assessed in the context of any proposals which have the potential to affect the integrity of the SPA under the requirements of the Conservation and Habitats and Species Regulations 2010.
- 6.58 The Staines Moor Site of Special Scientific Interest (SSSI) is the largest in the Borough and includes the King George VI and Staines Reservoirs, Shortwood Common and Staines Moor itself. It is important not only for the plant species associated with the Moor but also for the nationally important populations of wintering wildfowl which use the reservoirs.

Map 5 SPA and Ramsar Sites, SSSIs and SNCIs in Spelthorne



6.59 In addition to the statutorily designated SSSIs there is a wide range of sites providing different types of habitat throughout the Borough known as Sites of Nature Conservation Importance (SNCI). These were originally identified, surveyed and selected by the Surrey Nature Conservation Liaison Group in 1996.

6.60 Details of all nature conservation sites are set out in Appendix 4 Tables A4/1 to A4/3.

b) Conservation Areas

6.62 There are eight Conservation Areas in Spelthorne (Appendix 4 Table A4/4). These are 'areas of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance'.

c) Listed Buildings

6.63 There are 198 buildings in Spelthorne listed as being of special architectural or historic interest. Listed Buildings are categorised into three grades and the percentage of each grade nationally and in Spelthorne is summarised in Appendix 4 Table A4/5.

6.64 Details of every Listed Building in Spelthorne is published in the Council document 'Listed Buildings in Spelthorne', November 2009 (updated December 2016).

d) Locally Listed Buildings

6.65 In addition to the statutorily Listed Buildings there are 153 other buildings and structures in Spelthorne which are valued for their contribution to local character and local historical associations. In February 2004 (updated in December 2016) the Council published details of these in a document 'Local List of Buildings and Structures of Architectural or Historic Interest'.

Key Issues

6.66 All statutory and non-statutory sites of nature conservation value need to be positively managed to ensure that their condition remains favourable.

6.67 The major roads which pass through the Borough and its proximity to Heathrow have a negative effect on the environment in terms of noise and air pollution. The unregulated restoration of mineral sites in the past, together with former industrial sites, present a range of potential contamination issues which need to be addressed.

Progress

6.68 Although no areas of SSSI have been lost since designation some areas are currently in unfavourable condition and discussions are taking place to bring these within a positive management regime (Table 31). Of the sites currently managed by the Council all are identified by Natural England as being in "favourable" condition with the exception of Shortwood Pond which is "unfavourable but recovering". A long term plan is in place to address the issues on this site. There have been no new assessments of condition published by Natural England since the dates shown in Table 31.

Table 31 Sites of Scientific Interest (SSSIs) – Condition

Name	Status as assessed by Natural England	Date of assessment
Staines Moor – including Shortwood Common, Staines Reservoirs and King George VI Reservoir	96.16% - Favourable	22 November 2016
Shortwood Pond	2.13% - Unfavourable recovering	13 March 2009
Poyle Meadow	1.71% - Unfavourable declining	12 October 2017
Wraysbury Reservoir	100% - Favourable	7 February 2012
Dumsey Meadow, Chertsey Bridge Road	100% - Favourable	11 July 2012
Kempton Park Reservoir	100% - Unfavourable recovering	12 March 2012

6.69 The majority of SNCIs remain in private ownership although some 21% are now known to be under active management in accordance with agreed schemes. A programme to resurvey all existing sites and to identify new sites was completed in 2012 and no new sites have been surveyed recently.

6.70 There have been no particular issues relating to Listed Buildings, Locally Listed Buildings or Conservation Areas which have required any attention during the year.

Air Quality

6.71 Previous air quality assessments have concluded that concentrations of monitored pollutants are compliant with UK and European objectives. Since 2004 the annual levels of nitrogen dioxide (NO₂) have typically continued to the standard at some but not all monitoring locations around the Borough. The locations where exceedances were identified were generally along a number of major roads including the M3 and M25 and at busy junctions. The Council is currently preparing a review of the boundaries of the existing whole borough AQMA to ensure that it focuses on priority areas and is more directly relevant. The 2017 Air Quality Annual Status Report was published in July and is available on the Council's website.

6.72 The latest report has not identified any new or significantly altered road traffic, industrial, commercial or domestic sources that need to be subject to detailed assessment. However, there remains some concern that the number and scale of planned and proposed developments may have some impact on local air quality. A new Air Quality Action Plan is still being prepared and is expected to be published later in 2018/19. Further details are available on the Council's website.

Control of Development in Areas Liable to Flood

6.73 Spelthorne's location within the Thames Valley means that nearly one fifth of the Borough is within a 1 in 100 flood risk area and over 2,800 residential properties as well as commercial and retail premises, particularly in Staines town centre, are at risk from flooding.

6.74 The Council prepared a Strategic Flood Risk Assessment (SFRA) in December 2006 in accordance with PPS25 as part of its evidence base for the Local Development Framework. Since then the Environment Agency (EA) has produced further updates

of the flood risk maps (illustrated on Map 2). The EA is the statutory consultee on any development falling within the 1 in 100 flood risk area.

- 6.75 As part of preparing the new Local Plan the Council commissioned consultants AECOM to produce an updated SFRA. An interim draft document has been published on the Council's website. The preparation of SFRAs relies heavily on existing knowledge with respect to flood risk in the area.
- 6.76 At the time of preparing the SFRA the Environment Agency stated they were revising the modelling for the Lower Thames between Hurley and Teddington, and the modelling for the River Ash. This will improve the current knowledge of flood risk within the Borough, and may marginally alter predicted flood extents within parts of the Borough. The modelling is currently being finalised and therefore outputs are not available to inform this Interim Draft Report which was prepared in February 2018, ahead of the Issues and Options consultation. A number of 'Position Statements' have been included in the SFRA where the new modelling outputs will need to be referred to when they become available. It is anticipated that the revised modelling for the River Thames and River Ash will be available to inform the final version of this SFRA Report later in 2018.
- 6.77 No developments have been granted contrary to EA advice in flood risk areas. However, since April 2011 they have changed the way that they provide advice on individual planning applications in relation to flood risk assessments. Although they will still give advice it will be for the local planning authority to determine any application having regard to the level of risk and the extent to which it can be managed.

River Thames Scheme

- 6.78 The Environment Agency is currently working on the development of the River Thames Scheme between Datchet and Teddington, which is a proposed scheme to reduce flood risk in communities near Heathrow including Datchet, Wraysbury, Egham, Staines, Chertsey, Shepperton, Sunbury, Kingston and Teddington. The scheme comprises large scale engineering work to construct three new sections of flood channel totalling 17km, improvements to three of the existing Thames weirs, installation of property level products for up to 1,200 homes to improve resistance to flooding, and improved flood incident response plans.
- 6.79 The proposed scheme is estimated to cost in the region of £256 million (present value cost at 2009 prices) and is expected to qualify for a central government grant of approximately £136 million. The remaining funding of approximately £120million needs to be secured from other sources, including local enterprise partnerships and businesses. The Thames Regional Flood and Coastal Committee are currently funding much of the development stages of the scheme. This has established the delivery programme and enabled progress on several projects as part of the scheme. The River Thames Scheme can only be delivered if the full funding is secured.

Control of Development in the Green Belt

The Green Belt in the Borough was first designated in the Middlesex Development Plan 1956. The boundaries have remained largely unaltered since then apart from minor amendments in the 1991 and 2001 development plans. Government policy as set out in the NPPF remains fully committed to safeguarding the Green Belt from inappropriate development. No areas of the Green Belt have been lost in Spelthorne due to planning permission being granted for inappropriate development except in very special circumstances.

Table 32 Development in the Green Belt

Application No	Address	Development	Approved
2015-16			
15/00468/FUL	Otto, 26 Hamhaugh Island, Shepperton	Replacement dwelling	21/05/15
15/00082/FUL	Candleford, Sandhills Meadow, Shepperton	Replacement dwelling	30/06/15
14/02199/FUL	Destiny, 11 Sandhills Meadow, Shepperton	Replacement dwelling	08/07/15
14/01692/FUL	47 Lower Hampton Road, Sunbury	Replacement dwelling	12/08/15
15/00428/FUL	18 Sunbury Court Island, Sunbury	Replacement dwelling	24/08/15
15/01548/FUL	By the Way, 6 Hamhaugh Island, Shepperton	Replacement dwelling	12/01/16
16/00097/FUL	The Lemon House, 18 Hamhaugh Island, Shepperton	Replacement dwelling	18/03/16
15/01679/FUL	Bridge Marine, Thames Meadow, Shepperton	Replacement chandlery	21/03/16
2016-17			
15/01590/SCC	Grazing land opposite Ford Close, Kingston Road, Ashford	Construction of a single storey fire station	05/09/16
16/00129/FUL	Rookery Nook, Lower Ash Estate, Felix Lane, Shepperton	Replacement dwelling	06/09/16
16/01200/FUL	Happy Days, Towpath, Shepperton	Replacement dwelling	17/10/16
16/01331/FUL	Fat Al's Gym, Ferry Lane, Shepperton	COU of part of existing building (A1) to gym (D2)	01/11/16
16/00958/FUL	The Mill, Horton Road, Stanwell Moor	Replacement warehouse building	24/11/16
16/01210/FUL	Kenavon, Ferry Lane, Shepperton	Replacement dwelling	29/11/16
16/00430/FUL	Manor Farm, Charlton Road, Shepperton	Demolition of existing buildings and erection of 8 commercial units (use class B1/B8)	13/03/17

Application No	Address	Development	Approved
2017-18			
17/00015/FUL	Land to the SW of 1 Runnymede Cottages, Moor Lane, Staines	Erection of 3 detached buildings for use for the construction of TV, film & theatre scenery following demolition of existing buildings	23/08/17
Table 17/01028/FUL	The Bugle Public House, 173 Upper Halliford Road, Shepperton	Demolition of existing public house and erection of new building providing 8 residential flats.	25/08/17
17/01103/FUL	Philae, Pharaohs Island, Shepperton	Replacement dwelling	19/09/17
16/01591/FUL	Hithermoor Farm, 6 Farm Way, Stanwell Moor	Conversion of 4 buildings & farmhouse to 14 dwellings, demolition of redundant light industrial buildings and erection of 3 x 2-storey buildings to create 9 dwellings,	07/11/17
16/01941/FUL	Dockett Cottage, Towpath, Shepperton	Replacement dwelling	23/11/17
17/01753/FUL	5 Sunbury Court Island, Sunbury	Replacement dwelling	25/01/18
18/00258/FUL	The Laurels, Park Road, Shepperton	Replacement dwelling	29/03/18

Climate Change and Transport

Introduction

- 6.80 The strategy aims to reduce the impact of climate change through a range of actions. These include seeking to minimise traffic generation from new development, containing the use of energy in development, reducing waste and requiring the provision of renewable energy.

Context

- 6.81 The impact of climate change and the need to incorporate renewable energy in new development schemes is addressed in the adopted Core Strategy and Policies DPD. All developments of one dwelling or more are required to provide 10% of their energy requirements from renewable energy sources and appropriate conditions are attached to all relevant planning permissions. A number of schemes have now been completed which incorporate various means of meeting the 10% requirement. However, at present reliable and consistent methods of monitoring the installed capacity are still under consideration.
- 6.82 The Council is working in partnership with the County Council and the other Surrey Districts on climate change. The Surrey Climate Change Strategy 2011 – 2026 is one of the strategies which make up the County Council's third Local Transport Plan (LTP3) published in April 2011. The aim to reduce carbon dioxide emissions from transport and manage climate risk posed to transport infrastructure and services.
- 6.83 Traffic congestion continues to be an issue in Spelthorne. Total 'direct' on-airport employment at Heathrow was approximately 76,500 in 2017* and the airport had an annual passenger throughput of 78 million in 2017. This, combined with its significant air freight function (1.7 million tonnes in 2017) and the location of the cargo terminal on the south side of the airport, generates significant numbers of vehicle movements through the Borough.
- 6.84 Local resident and business travel also contributes significantly to the overall level of local traffic. There is a high dependency on cars as a mode of transport in Spelthorne. 65.9% of people travel to work by car or van according to the 2011 census.
- 6.85 Road traffic is a major contributor to poor air quality in parts of Spelthorne. Air Quality is poor along the M25 and M3 motorways and particularly poor at congestion hotspots like Sunbury Cross. (See para 6.70). The third Local Transport Plan (LTP3) published by Surrey County Council includes an Air Quality Strategy which seeks to balance the objectives of effective, reliable and safe transport with the objective of sustainable transport

Progress

- 6.86 The policies on climate change, use of energy and minimising traffic generation continue to be applied to all new relevant developments, although effective quantitative monitoring of these policies is still under review. Where information is currently available it is included in the following section under specific policies.

* <https://www.heathrow.com/company/company-news-and-information/company-information/facts-and-figures>

7. Monitoring Schedule

Key

- **Green:** Targets and objectives set out locally or nationally that have either been met or data indicates satisfactory progression towards targets/objectives.
- **Amber:** Data indicates that:
 - The policy needs close attention in the following monitoring year, or
 - There is more than one indicator for the policy and they are moving in different directions
- **Red:** The data indicates under-performance against targets and objectives set out locally or nationally.
- **Grey:** The progress of the policy cannot be determined because:
 - There is a lack of data available to fully assess performance
 - There is no detail available to explain the trends in data
 - Further research is required

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
SP1 – Location of development	●	Seek to achieve at least 95% of all new development on PDL local target	New and converted dwellings on PDL		Table 13	P.25
		Development not to have unacceptable flood risk	Number of planning permissions granted contrary to EA advice on flooding and water quality grounds		Para 6.76	P.48
		Maintain existing amount of employment development and increase the employment development accommodated within designated Employment Areas, particularly Staines town centre	Total amount of additional employment floorspace – by type		Table 25	P.39
			Employment land available – by type		Table A2/5	P.97
			Total amount of floorspace for 'town centre uses'		Tables 27	P.40
		Poorly sited uses in residential areas redeveloped for residential use	Losses of employment land in Employment Areas and Local Authority Area	A number of offices now being converted to residential use due to new permitted development provisions.	Table 26 Tables A2/1	P.39 P.84
			Amount of employment land lost to residential development		Table A2/2	P.86
		Residential development to be within 30 minutes public transport time of a GP, hospital, primary and secondary school, employment and a major health centre	Accessibility of residential development from public transport		Information not available in a form which enables effective monitoring	-
100% of new retail development to be located within existing town centres	Total amount of floorspace for 'town centre uses'		Tables 27	P.40		

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
LO1 – Flooding implications of development	●	To follow a sequential approach to flood risk in locating new development as set out in PPS25	Number of planning permissions granted contrary to EA advice on flooding and water quality grounds		Para 6.77	P.48
		Support comprehensive flood risk management measures within the Borough	Implementation of flood risk management schemes/measures (local output indicator)	The EA is providing flood protection measures for individual properties as part of the River Thames Scheme (Datchet to Teddington)	-	-
		Reduce the risk of flooding	a) New developments of qualifying size with SUDS installed b) Net gain in flood storage capacity	New SPD on flooding issues adopted	Data not currently available	-
SP2 – Housing provision	●	To provide an average of at least 166 dwellings per annum in the period 2006 to 2026	Plan period and housing targets	Net completions above target for reporting year	Para 6.6	P.19
			(a): Net additional dwellings – in previous years		Table 12 Figure 4	P.23 P.24
			(b): Net additional dwellings – for the reporting year		Table 12 Figure 4	P.23 P.24
			(c): Net additional dwellings – in future years		Table 12 Figure 4	P.23 P.24
			(d): Managed delivery target		Table 12 Figure 4	P.23 P.24
		40% of the total housing provision is affordable	Gross affordable housing completions	See comments under HO3	Table 19	P.32
			Net affordable housing completions	See comments under HO3	Table 19 Table A1/6	P.32 P.78
Number of people on the housing register as a measure of the extent to which housing need is being met			Table A1/8 & A1/9	P.80		

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
HO1 – Providing for new housing development	●	Production of Allocations DPDs in line with the LDS	Allocations DPDs	Adopted December 2009	Table 4	P.11
		Seek to achieve development of identified housing allocations	Planning permission granted for 'allocation' sites		Table A1/10	P.81
HO2 – Contingency for meeting housing provision	●	Provision of at least 166 dwellings per annum in the period 2006 to 2026	Plan period and housing targets	Net completions above target for reporting year	Para 6.6	P.19
			(a): Net additional dwellings – in previous years		Table 12 Figure 4	P.23 P.24
			(b): Net additional dwellings – for the report year		Table 12 Figure 4	P.23 P.24
			(c): Net additional dwellings – in future years		Table 12 Figure 4	P.23 P.24
			(d): Managed delivery target		Table 12 Figure 4	P.23 P.24
HO3 – Affordable housing	●	40% of the total housing provision is affordable	Gross affordable housing completions	Significant reduction in affordable units being achieved in some relevant schemes during reporting year although there are a number of units in the pipeline. The increasing number of "prior approvals" is affecting the Council's ability to negotiate affordable housing on some office conversion sites.	Table 19 Table A1/6	P.32 P.78
		Provision of intermediate units in any scheme not exceeding 35% of the proportion of affordable housing	Affordable housing completions by tenure		Table 19	P.32

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
HO4 – Housing size & type	●	To achieve 80% one and two bed units in schemes proposing 4 or more dwellings	Percentage of one and two bed units in schemes comprising 4 or more dwellings	The increasing number of “prior approvals” is affecting the Council’s ability to negotiate the split of housing types in office conversion schemes.	Table 14	P.26
		To provide 400 extra care units between 2006 and 2026	Completions of extra care units per annum	None completed in reporting year	.	
		A proportion of dwellings to meet the needs of people with disabilities	Provision of disabled access to new homes and other design elements to meet the needs of people with disabilities			
HO5 – Density of housing development	●	Achieve overall average density of 40dph on all completions	Percentage of new dwellings completed at <35dph, 35-75dph and >75dph	Average density over plan period to date - 55 dph	Tab 15 & Fig 6 Table A1/4	P.27 P.74
		The density of any residential scheme should be a minimum of 35 dwellings per hectare	Density of residential development		Tab 15 & Fig 6 Table A1/4	P.27 P.74
HO6 – Site for Gypsies & Travellers	●	No loss of existing authorised sites used by Gypsies and Travellers during the DPD period	Net additional pitches (Gypsy and Travellers)	No additional needs have been identified and no provision has been made for the needs identified in the 2006 GTAA	Table 22	P.33
HO7 – Sites for Travelling Showpeople	●	No loss of existing authorised sites for travelling showpeople during the DPD period	Number of travelling showpeople sites	No additional needs have been identified and no provision has been made for the needs identified in the 2006 GTAA	Table 22	P.33
SP3 – Economy & employment land provision	●	To maintain the total amount of employment floorspace in the Borough	Total amount of additional employment floorspace – by type		Table 25	P.39
			Employment land available – by type		Table A2/5	P.97
			Total amount of floorspace for ‘town centre uses’		Table 27	P.40

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
			Net change in total employment floorspace in the Borough		-	-
			Proportion of 16-19 year olds with Level 2 qualifications (5 GCSE A*-C or NVQ equivalent)(contextual)		-	-
			Percentage of working age population qualified to NVQ Level 3 or above (contextual)	Jan 2017-December 2017 (Nomis)	58.7%	-
		Increase in the number of adults with Level 2 basic skills	Number of learners achieving Level 2 basic skills (contextual)		-	-
			Number of learners on basic skills courses (contextual)		-	-
		Expand vocational options for 14-19 year olds at Spelthorne schools/colleges	Percentage increase in vocational training opportunities/places in the Borough (contextual)		-	-
			Unemployment – Claimant Counts (contextual)		Table 24 & Figure 8	P.36
			Commercial Vacancy (contextual)		Figure 10 Table A2/5	P.37 P.97
EM1 – Employment development	●	To maintain the total amount of employment floorspace in the Borough	Total amount of additional employment floorspace – by type		Table 25	P.39
			Employment land available – by type		Table A2/5	P.97
			Total amount of floorspace for 'town centre uses'		Table 27	P.40
			Net change in the total employment floorspace in the Borough		-	-
		No net loss of employment land or floorspace in the Employment Areas	Employment land available – by type		Table A2/5	P.97
			Total amount of floorspace for 'town centre uses'		Table 27	P.40

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
EM2 – Employment development on other land	●		Amount of employment development not within designated Employment Areas		-	-
SP4 – Town centres and retail development	●	100% of new retail development should be located within town and local centres	Total amount of floorspace for 'town centre uses'		Table 27	P.40
TC1 – Staines Town Centre	●	Make provision for 32,000m ² of retail dev in Staines town centre during the plan period	Total amount of floorspace for 'town centre uses'		Table 27	P.40
		Encourage sustainable forms of transport in Staines Town Centre.	Percentage of completed non-residential developments complying with car parking standards on key facilities	Policy needs close attention to assess longer term impacts		
			Percentage of new residential development within 30 mins public transport time		Information not available in a form which enables effective monitoring	
		Increase the footfall in Staines town centre	Annual Pedestrian Survey (contextual)	Survey not conducted since 2009.	Staines TC Pedestrian Survey 2009	
TC2 – Staines Town Centre shopping frontage	●	No loss of retail within primary shopping areas of Staines Town Centre.	Total amount of floorspace for 'town centre uses'			
			Loss of retail within primary shopping areas of Staines town centre	A1 retail lost to other TC uses = 2648 sqm in reporting year	-	-
		No more than 5 out of 9 consecutive units within the secondary shopping area of	Changes of use within secondary shopping areas in Staines town centre		Annual Retail Survey 2018 Table A3/1	P.98

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
		Staines town centre are in non-retail use as a result of the proposal				
TC3 – Development in Ashford, Shepperton & Sunbury Cross centres	●	No more than 2 out of 9 consecutive units within the defined shopping area of the centre are in non-retail use as a result of the proposal	Changes of use within Ashford, Shepperton and Sunbury Cross		Annual Retail Survey 2018 Table A3/1	P.98
TC4 – Local shopping centres and parades	●	No more than 4 out of 9 consecutive units are in non-retail use For parades with less than 9 units – no more than 2 units in total should be in non-retail use	Changes of use within local shopping centres and parades		Annual Retail Survey 2018 Table A3/3	P.100
TC5 – Proposals for retail development	●	All new retail development should be within Staines, Ashford, Shepperton or Sunbury town centres	Total amount of floorspace for 'town centre uses'	Need to consider scope of target	Table 27	P.40
SP5 – Meeting community needs	●	Targets are set under detailed policies below:				
CO1 – Providing community facilities	●	To ensure community facilities are provided to meet local needs	Community facilities granted or lost		-	-

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
CO2 – Provision of infrastructure for new development	●	Requires developers to provide or contribute in a timely way to the cost of infrastructure, where required, as a result of proposed development	Whether the development provided or contributed in a timely way to the cost of infrastructure required	The use of Section 106 agreements is much more limited since April 2015. Council now secures developer contributions via its CIL Charging Schedule.	Tables 28, 29 & 30	P.42 & 43
CO3 – Provision of open space for new development	●	Provide a minimum of 0.1ha (increased proportionally according to scheme size) of open space in housing developments of 30 family dwellings	Area of open space provision in schemes of 30+ family dwellings			
SP6 – Maintaining and improving the environment		Targets are set under detailed policies below:				
EN1 – Design of new development	●	Achieve a high standard in design and layout of new development	<p>Housing Quality – Building for Life Assessment Design</p> <p>Percentage of applications refused as not being in accordance with the policy</p>	<p>SPD – Design of Residential Extensions and New Residential Development – was adopted in April 2011.</p> <p>96% of all refusals for residential development and extensions quoted Policy EN1. 74% of all appeals involving EN1 dismissed.</p>		

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
EN2 – Replacement & extensions of dwellings in the Green Belt including Plotland areas	●	To ensure the replacement and extension of properties is consistent with the Green Belt and is appropriate to the setting of the River Thames	Percentage of applications refused as not being in accordance with the policy			
EN3 – Air quality	●	Reduce NO ₂ levels to below 40ug/m ³ at monitored sites	Number of monitored sites exceeding the annual air quality objective for NO ₂ (40ug/m ³)	For full details refer to “Air Quality Progress Report” published on Council’s website	Para 6.71	P.47
EN4 – Provision of open space and sport and recreation facilities	●	To maintain existing amount of public open space	Net change in amount of public open space Future updates of Open Space Study (PPG17)			
		Maintain and improve the quality of open space	Amount of eligible open spaces managed to a Green Flag award standard			
EN5 – Buildings or architectural or historic interest	●	Preserve listed buildings	Grade II and II* buildings on English Heritage Risk Register (contextual)		Table A4/5	P.102
EN6 – Conservation Areas, historic landscapes, parks and gardens	●	Review Conservation Area Enhancement Plans in accordance with the LDS	Publication of the Conservation Area Enhancement Plans	No reviews of the CA Enhancement Plans have been carried out since the adoption of the Core Strategy.		-
EN7 – Tree protection	●	To promote TPOs when required	Number of TPOs made in a year (contextual)	Some of the total of 239 TPOs are out of date and an overall review is needed to bring the records up to date.	2 TPOs served and confirmed.	

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
EN8 – Protecting and improving the landscape and biodiversity	●	Protect and improve the landscape of the Borough	Change in areas of biodiversity importance		Table A4/1 & A4/2	P.101
			Implementation of projects to enhance the landscape and create and improve habitats	A detailed Landscape Character Assessment has been completed for the Borough as part of a Surrey wide study.		
			Change in priority habitats and species – by type			
EN9 – River Thames and its tributaries	●	Use development proposals as an opportunity to enhance the setting of the River Thames and its tributaries	Percentage of applications refused as not being in accordance with the policy	No relevant applications refused but five schemes permitted where opportunities have been taken to enhance riverside setting		
EN10 – Recreational use of the River Thames	●	Safeguard facilities which support the recreational use of the River Thames	Net change in riverside facilities	Redevelopment of Bridge Marine chandlery building permitted. No losses recorded		
EN11 – Development and noise	●	Minimise the adverse impact of noise	Number of developments where sound attenuation measures were required and met	Awaiting data	.	
		No new dwellings should be permitted within the 66Leq noise contour	Net additional dwellings permitted within 66Leq noise contour		.	
EN12 – Noise from Heathrow Airport	●	Reduce the area of the Borough affected by the 66Leq noise contour	Extent of the 66Leq noise contour (contextual)	Refer to Leq Noise Contour Maps 2012.	.	
EN13 – Light pollution	●	Reduce light pollution	Schemes where a reduction in light pollution is secured	No information currently available .	.	

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
EN14 – Hazardous development	●	No increase in the numbers of people living, working and congregating in the public safety zone	Net change in total number of people living, working and congregating in the public safety zone		.	
EN15 – Development on land affected by contamination	●	Reduce the number of potentially contaminated sites	Number of contaminated sites Number of sites remediated	Information currently awaited on number of sites remediated during year.	.	
SP7 – Climate change and transport		Targets are set out under detailed policies below:				
CC1 – Renewable energy, energy conservation & sustainable construction	●	On residential developments of one or more dwellings and other development involving new building or extensions exceeding 100m ² – provide at least 10% of the energy demand of the development from on-site renewable energy sources	E3: Renewable energy generation	51 schemes reviewed in year, which provided or exceeded renewable energy requirements.		
		Support provision of renewable energy, energy efficiency and promote sustainable development	Number of homes built to 'Code for Sustainable Homes – 3 star' or BREEAM 'very good' standards	Government policy on the Code for Sustainable homes has changed	.	
		Freestanding renewable energy schemes completed	Kilowatt capacity		None	



Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
CC2 – Sustainable travel	●	Encourage more sustainable travel patterns	Percentage of new residential development within 30 mins public transport time of key facilities	Base data on public transport travel times not currently available from SCC.	Base information needs to be updated in light of LTP3 approved in April 2011.	
			Number of permissions accompanied by a site specific travel plan to promote and achieve sustainable travel choice		.	
CC3 – Parking provision	●	Schemes to comply with the Council's parking standards	Percentage of completed non-residential developments complying with car parking standards set out in adopted Parking Standards	Note Position Statement dated 20 September 2011 on Council's interpretation of policy in light of change in Government policy so that residential parking standards would no longer be applied as a maximum.	100% compliance for schemes completed in monitoring year.	
CC4 – Non-car access to Heathrow & Airtrack	●	Encourage accessibility of Heathrow from the Borough by non-car based modes	Schemes which have improved non-car access to Heathrow	Transport & Works Act application for Airtrack withdrawn in April 2011. No further work undertaken. Other options still under consideration.		

Saved Policies

Policy	Policy Progress	Target	Output Indicators	Comments	Latest data	Report page number
GB1 Development proposals within the Green Belt	●	No specific targets set	Area of Green Belt land lost to inappropriate development Number of applications granted in Green Belt due to very special circumstances.	1.20ha of Green Belt land adjoining Fordbridge Service Station at Kingston Road Staines granted planning permission for inappropriate development in the form of a new fire and ambulance station September 2016.	Area of GB – 3324 hectares Table 32	P.49
RU11 Nature Conservation and Ecology	●	No specific targets set	Implementation of projects to enhance the landscape and create and improve habitats. Change in priority habitats and species – by type	Resurveying of existing and possible new sites is continuing as part of a rolling review programme.	Table A4/3	P.101
RU14 Nature Conservation and Ecology	●	No specific targets set	Sites lost or damaged by new development. Mitigation measures implemented.	No sites lost or damaged		
BE24 Archaeology, Ancient Monuments and Historic Landscapes	●	No specific targets set		No information currently available to enable monitoring.		
BE25 Archaeology, Ancient Monuments and Historic Landscapes	●	No specific targets set		No information currently available to enable monitoring.		
BE26 Archaeology, Ancient Monuments and Historic Landscapes	●	No specific targets set		No information currently available to enable monitoring.		

Allocations

Allocation		Progress	Target	Output Indicators	Comments	Latest data	Report page number
A1	28-44 Feltham Rd, Ashford	●	To deliver the allocations within the timescale indicated	Plan period and housing targets (a): Net additional dwellings – in previous years (b): Net additional dwellings – for the reporting year (c): Net additional dwellings – in future years (d): Managed delivery target	No progress but within timescales	Table A1/10	P.81
A2	158-166 Feltham Rd, Ashford	●			No progress but within timescales	Table A1/10	P.81
A3	Land adjoining Feltham Hill Rd & Poplar Rd, Ashford	●			51 units on northern half of site completed Feb 2012.	Table A1/10	P.81
A4	Works adjoining Harrow Rd, Ashford	●			No progress but within timescales	Table A1/10	P.81
A5	Steel Works & Builders Merchants, Gresham Rd, Staines	●			No progress but within timescales	Table A1/10	P.81
A7	Builders Merchant, Moor Lane, Staines	●			Planning permission granted for a revised scheme in September 2015 for 36 dwellings.	Table A1/10	P.81
A8	Riverside Works, Fordbridge Rd, Sunbury	●			Planning application for 37 dwellings completed March 2017.	Table A1/10	P.81
A9	Bridge Street Car Park, Staines	●			Planning permission granted in March 2016 for 205 dwellings. No affordable housing on site.	Table A1/10	P.81

Allocation		Progress	Target	Output Indicators	Comments	Latest data	Report page number
A10	The Elmsleigh Centre & adjoining land, Staines		To deliver housing and retail development within the timescale indicated	Plan period and housing targets: (a): Net additional dwellings – in previous years (b): Net additional dwellings – for the reporting year (c): Net additional dwellings – in future years (d): Managed delivery target Total amount of floorspace for 'town centre uses'.	Phase 3 not on schedule due to recession and other economic factors	Table A1/10	P.81
A11	Land to the west of Edward Way, Ashford		To deliver the site within the timescale indicated	Completion of development by 2014.	Site sold at auction to a new private owner in 2012. No progress to implement scheme on site Part funding for scheme secured through S106 agreement.	Table A1/10	P.81

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Appendices

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Appendix 1: Housing

Year (Apr-Mar)	Total Dwellings (Gross)				Losses (ii)				Net Completions				Running Total
	Private	RSL	Public	Total	Private	RSL	Public	Total	Private	RSL	Public	Total	
2009-2010	197	99	0	296	29	56	0	85	168	43	0	211	211
2010-2011	116	96	0	212	29	44	0	73	87	52	0	139	350
2011-2012	118	144	0	262	43	60	0	103	75	84	0	159	509
2012-2013	159	63	0	222	32	20	0	52	127	43	0	170	679
2013-2014	154	44	0	198	7	0	0	7	147	44	0	191	870
2014-2015	317	16	0	333	25	43	0	68	292	-27	0	265	1,135
2015-2016	217	138	0	355	33	14	0	47	184	124	0	308	1,443
2016-2017	328	46	0	374	27	0	0	27	301	46	0	347	1,790
2017-2018	278	9	0	287	37	0	0	37	241	9	0	250	2,040
2009-2018(i)	1,884	655	0	2,539	262	237	0	499	1,622	418	0	2,040	

Table A1/1 Housing completions (net) by sector April 2009-March 2018

(i) Period covered by the Spelthorne Core Strategy and Policies DPD.

(ii) Losses of residential units (through redevelopment, conversion and to other uses) are accounted for in the year in which a development is commenced on the site.

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Table A1/2 Housing completions (net) by bedroom April 2009-March 2018

Year	Total Dwellings (Gross)					Losses (ii)					Net Completions					Running Total
	1 bed	2 bed	3 bed	4 bed	Total	1 bed	2 bed	3 bed	4 bed	Total	1 bed	2 bed	3 bed	4 bed	Total	
2009-2010	77	166	26	27	296	2	36	43	4	85	75	130	-17	23	211	211
2010-2011	70	112	19	11	212	3	21	43	6	73	67	91	-24	5	139	350
2011-2012	53	91	90	28	262	3	43	52	5	103	50	48	38	23	159	509
2012-2013	66	98	38	20	222	2	6	42	2	52	64	92	-4	18	170	679
2013-2014	66	98	19	15	198	2	2	1	2	7	64	96	18	13	191	870
2014-2015	79	172	48	34	333	42	8	8	10	68	37	164	40	24	265	1,135
2015-2016	89	166	71	29	355	2	6	31	8	47	87	160	40	21	308	1,443
2016-2017	98	189	50	37	374	6	11	8	2	27	92	178	42	35	347	1,790
2017-2018	108	111	36	32	287	8	12	6	11	37	100	99	30	21	250	2,040
2009-2018 (i)	706	1,203	397	233	2,539	70	145	234	50	499	636	1,058	163	183	2,040	

(i) Period covered by the Spelthorne Core Strategy and Policies DPD.

(ii) Losses of residential units (through redevelopment, conversion and to other uses) are accounted for in the year in which a development is commenced on the site.

Table A1/3 Dwelling stock position in Spelthorne

Year (Base Date: 1 April)	Sector				Total
	Local Authority	RSL ⁽ⁱ⁾	Other ⁽ⁱⁱ⁾	Private ⁽ⁱⁱⁱ⁾	
1981*	5,260	1,920		27,826	35,006
1991**	3,629	1,388		32,638	37,655
2001***	0	5,189	180	33,860	39,229
2011****	0	5,356	180	35,355	40,891
2012	0	5,440	180	35,430	41,050
2013	0	5,483	180	35,557	41,220
2014	0	5,527	180	35,704	41,411
2015	0	5,500	180	35,996	41,676
2016	0	5,624	180	36,180	41,984
2017	0	5,670	180	36,481	42,331
2018	0	5,679	180	36,722	42,581

Notes: (i) Based on figures supplied by Registered Social Landlords for permanent rented dwellings
(ii) Estimate of other public sector units (e.g. owned by Metropolitan Police, Health Service)
(ii) Includes temporary dwellings (e.g. caravans and houseboats)

* Based on 1991 Census figures
** Based on 1991 Census figures
*** Based on 2001 Census figures
**** Based on 2011 Census figures and DCLG published data (Table 100)

Net gains or losses of dwellings through boundary changes are accounted for in the total for the relevant year.

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Table A1/4 Average density of development on completed sites 2009-2018

Year	All sites				Large sites (0.4ha and above)				Sites of 10 units and above			
	Total area of development (hectares)	Total number of units (gross)	Average density (units/ha)	Total number of sites	Total area of development (hectares)	Total number of units (gross)	Average density (units/ha)	Total number of sites	Total area of development (hectares)	Total number of units (gross)	Average density (units/ha)	Total number of sites
2009-2010	3.75	235	63	40	1.42	72	51	2	2.58	161	62	9
2010-2011	4.22	272	64	38	1.45	96	66	1	2.69	206	77	7
2011-2012	6.63	260	39	33	3.69	148	40	4	3.72	203	55	8
2012-2013	3.35	146	44	38	0	0	0	0	0.79	52	66	3
2013-2014	4.38	242	55	27	2.69	125	46	2	3.34	198	59	7
2014-2015	4.74	307	65	42	1.73	180	104	2	2.09	205	98	4
2015-2016	2.33	176	76	28	0.81	49	60	1	1.28	131	102	4
2016-2017	8.65	440	51	46	5.99	258	43	5	7013	372	52	13
2017-2018	5.88	296	50	44	2.85	91	32	3	4.08	219	54	8
Totals	43.93	2,374	54	336	20.63	1,019	49	20	27.70	1,747	63	63

Table A1/5 Affordable housing sites permitted, completed and outstanding since April 2009

Application No	Date Approved	Address	Ward	Area (ha)	Total units in scheme	Affordable units at consent stage				Affordable units at completion stage (net gain on site)	% of affordable units in scheme	Committed sum in lieu of on-site provision	Status
							Rent	S/O	Other				
05/00080	05/01/06	Former Celotex Site, Hanworth Road, Sunbury	SUNE	0.92	96	48	32	16		48	50%		Completed Mar 09
07/00038	30/03/07	Gloucester Crescent, Laleham	STE	0.21	9	9	9			9	100%		Completed Feb 09
07/01088	19/06/08	Former Lex Transfleet Depot, Charlton Road, Shepperton	LASG	0.70	35	6	6	25		31	89%		Completed Mar 10
08/00703	19/09/08	75 Kingston Road, Staines	STNS	0.05	8	8	8			7	100%		Completed June 10
07/01159	06/02/08	211-215 Staines Road West, Sunbury	ASHC	0.17	14	14		14		14	100%		Completed July 10
08/00956	12/05/09	John Kaye Court, Pentland Ave, Shepperton	LASG	0.30	16	16	16			4	100%		Completed Oct 10
08/00297	17/09/08	Benwell Day Centre, Downside, Sunbury	SUNE	0.21	39	27	27	12		39	100%		Completed Oct 10
10/00146	07/03/08	162-164 Kingston Road, Staines	STAS	0.18	14	14	14			14	100%		Completed Nov 10
09/00170	14/07/09	Land at St Mary's Lodge, St Mary's Cres, Stanwell	STWN	0.09	5	5	5			5	100%		Completed Nov 10
06/00608	10/04/07	Rodd Site, Govett Avenue, Shepperton	SHET	1.45	96	34	24	10		34	35%		Completed Mar 11
09/00122	05/11/09	1-26 Hengrove Crescent, Ashford	ANSS	0.06	3	3	3			3	100%		Completed July 11
09/00127	25/01/10	101-109 Hengrove Crescent, Ashford	ANSS	0.05	2	2	2			2	100%		Completed July 11
09/00126	19/11/09	112-121 Hengrove Crescent, Ashford	ANSS	0.04	2	2	2			2	100%		Completed July 11
10/00172	28/05/10	Windmill Lodge, Windmill Road, Sunbury	LASG	0.21	10	10	10			9	100%		Completed Sept 11
07/00997	27/08/08	St Michael's Road, Ashford	ASHE	1.44	81	78	78			17	96%		Completed Sept 11

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Table A1/5 Affordable housing sites permitted, completed and outstanding since April 2009 (contd)

Application No	Date Approved	Address	Ward	Area (ha)	Total units in scheme	Affordable units at consent stage	Rent	S/O	Other	Affordable units at completion stage (net gain on site)	% of affordable units in scheme	Commuted sum in lieu of on-site provision	Status
08/00865	14/12/09	Land between Holywell Way, Long Lane, Stanwell	ANSS	1.10	52	20	20			8	38%		Completed Dec 11
08/00681	23/06/09	Part of British Telecom site, Poplar Road, Ashford	ASHC	0.76	51	51	20	31		51	100%		Completed Feb 12
10/00004	26/05/10	Dog & Partridge PH, Edinburgh Drive, Staines	STAS	0.27	12	12		12		12	100%		Completed Feb 12
09/00709	08/01/10	Garages behind 13-19 Diamedes Ave & 26-42 St Anne's Ave, Stanwell	STWN	0.30	7	7	4	3		7	100%		Completed Jul 12
10/00977	08/03/11	Exeforde House, 47 Woodthorpe Road, Ashford	ASHT	0.32	28	0				0	0%	£100,458.71 received	Completed Nov 12
11/00106	21/10/11	Park Road/Gleneagles Close, Stanwell	STWN	0.30	14	14	14			14	100%		Completed Jan 13
11/00743	11/07/12	Crossroads Public House, Laleham Road, Shepperton	SHET	0.15	20	0				0	0%	£41,359.00 received	Completed Jun 13
08/00361	07/04/11	Phase 2A Stanwell New Start, Stanwell	ANSS	0.43	44	44	44			44	100%		Completed Jul 13
08/00361	07/04/11	Phase 2B Stanwell New Start, Stanwell	ANSS	2.26	81	19	7	12		19	23%		Completed Mar 14
12/00995	15/10/12	Police Training Centre, Green Street, Sunbury	HASW	0.81	28	0				0	0%	£200,000 index linked	Completed June 14
08/01024	26/08/09	West Wing, Ashford Hospital, London Road, Ashford	ANSS	0.92	152	53	35	18		0	0%	£631,122 received	Completed Nov 14
14/00157	18/03/14	13-15 Holywell Way, Stanwell	ANSS	0.06	3	3	3			3	100%		Completed Mar 15
12/01695	29/8/13	Sunna Lodge, Spelthorne Grove, Sunbury	SUNC	0.81	49	49	12	37		6	100%		Completed Dec 15
13/01023	19/03/14	Former Crooked Billet, 163 London Road, Staines	STNS	0.26	29	16	5	4		29	100%		Completed Dec 15
08/00361	07/04/11	Phase 3 Stanwell New Start, Stanwell	ANSS	2.45	100	51	45	6		51	51%		Completed Apr 16

Table A1/5 Affordable housing sites permitted, completed and outstanding since April 2009 (contd)

Application No	Date Approved	Address	Ward	Area (ha)	Total units in scheme	Affordable units at consent stage				Affordable units at completion stage (net gain on site)	% of affordable units in scheme	Committed sum in lieu of on-site provision	Status
							Rent	S/O	Other				
13/00153	14/8/13	Riverside Works, Fordbridge Road, Sunbury	HASW	1.69	37	8		8		8	22%		Completed Mar 17
14/01040	18/12/14	Lang House & Gwendolen House, Victory Close, Stanwell	ANSS	0.48	16	8	8			8	50%		Completed Aug 16
14/02189	17/07/15	Former Tennis Court Site, The Ridings, Sunbury	SUNE	0.50	25	12	8	4		12	48%		Completed Mar 17
16/00893	15/08/16	Page Works, Forge Lane, Sunbury	HASW	0.80	33	9	5	4		9	27%		Completed Dec 17
08/00361	07/04/11	Phase 4 Stanwell New Start, Stanwell	ANSS	1.60	46	23	23			23	50%		Completed Feb 18
14/00275	26/08/14	London Irish, The Avenue, Sunbury	SUNE	6.36	194	40	27	13		40	21%		Under Construction start Oct 14
17/01274	20/12/17	Brooklands College, Church Road, Ashford	ASHT	4.04	357	32	22	10		32	9%		Under Construction Mar 18
14/01882	03/09/15	Jewsons Moor Lane, Staines	STNS	0.59	36	7	5	2			19%		Outstanding Mar 17
12/01700	27/01/14	96-104 Church Street, Staines	STNS	0.89	48	4	4				8%		Outstanding Mar 17
14/02213	09/05/16	Land to East of Churchill Way, Sunbury	SUNC	0.07	3	3	3				100%		Outstanding Mar 17
15/00187	10/05/16	Garage site at Kenyngton Drive, Sunbury	SUNC	0.09	3	3	3				100%		Outstanding Mar 17
16/01158	30/10/17	17-51 London Road, Staines	STNS	1.09	253	0	0	0	0	0		£2,548,722	Outstanding Mar 17
16/01591	07/11/17	Hithermoor Farm, 6 Farm Way, Stanwell Moor	STWN	0.86	23	0	0	0	0	0		£39,226	Outstanding Mar 17
17/01065	09/03/18	Halliford Studios Ltd, Manygate Lane, Shepperton	SHET	0.52	24	0	0	0	0	0		£14,911	Outstanding Mar 17

Table A1/6 Completions of affordable units 2009 – 2018

Year	Number of affordable units completed in year on fully completed sites ⁽ⁱ⁾		Number of individual affordable units completed in year	
	Gross	Net ⁽ⁱⁱ⁾	Gross	Net ⁽ⁱⁱ⁾
2009-10	31	31	99	45
2010-11	130	117	96	52
2011-12	117	104	144	85
2012-13	21	21	63	43
2013-14	44	44	44	44
2014-15	3	3	16	-27
2015-16	78	35	138	124
2016-17	79	59	46	46
2017-18	32	18	9	9
Total Comps	535	432	655	421

Note: (i) The first two columns only record completed units on fully completed sites and the figures are therefore consistent with the data set out in Table A5.
(ii) The net figure accounts for any affordable housing units lost as a result of the development.

Table A1/7 Housing Completions (gross) by tenure and type (bed size)

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Affordable Rent									
1 bed	28	37	18	9	37	0	17	3	1
2 bed	21	39	37	15	7	0	37	24	4
3 bed	13	8	43	26	0	8	31	13	0
4+ bed	2	0	3	1	0	0	2	2	0
Total	64	84	101	51	44	8	87	42	5
Affordable Shared Ownership									
1 bed	2	4	16	7	0	0	18	0	2
2 bed	30	8	10	5	0	8	25	4	2
3 bed	3	0	17	0	0	0	8	0	0
4+ bed	0	0	0	0	0	0	0	0	0
Total	35	12	43	12	0	8	51	4	4
Private Housing									
1 bed	47	29	19	50	29	79	59	95	105
2 bed	115	65	50	78	91	164	99	161	105
3 bed	10	11	28	12	19	40	32	37	36
4+ bed	25	11	21	19	15	34	27	35	32
Total	197	116	118	159	154	317	217	328	278
All Housing									
1 bed	77	70	53	66	66	79	94	98	108
2 bed	166	112	97	98	98	172	161	189	111
3 bed	26	19	88	38	19	48	71	50	36
4+ bed	27	11	24	20	15	34	29	37	32
Overall Total	296	212	262	222	198	333	355	374	287

Source: In house monitoring

Table A1/8 Housing register data (at 31 March)

	2012	2013	2014	2015	2016	2017	2018
Total on Spelthorne Housing Register at 31 March each year	1933	2184	1922	1224	1598	1869	2179
Net annual change to waiting list (previous year to current year)	+387	+251	-262	-1698	+374	+271	+310
Total net new lets (new build and re-lets from existing RSL stock) in year up to 31 March of which:							
re-lets from stock	+	+	+	+	+	187	182
lets into new build (excludes shared ownership)	+	+	+	+	+	10	17

* Figure for 2004 is estimated

+ Data not available due to the introduction of new systems.

Table A1/9 Housing waiting list requirements

Accommodation required	Number of households on waiting list						
	2012	2013	2014	2015	2016	2017	2018
1 bedroom	1039	1181	1034	549	721	881	1030
2 bedrooms	606	652	589	493	661	720	828
3 bedrooms	249	291	252	153	182	228	281
4+ bedrooms	39	60	47	29	34	40	40
Total	1933	2184	1922	1224	1598	1869	2179

Source: In house monitoring and HSSA return

Table A1/10 HLA A 2014 revision – identified large sites (without planning permission)

No	Site Location	1 2006 net units	2 2008 update net units	3 2014 update net units	Status at 31 March 2017
A1	28-44 Feltham Road, Ashford	23	23	23	Allocation site.
A2	158-166 Feltham Road, Ashford	60	75	75	Allocation site.
A3	Land adj Feltham Hill Road & Poplar Road, Ashford	70	90	39	Phase 1 (51 units) Completed March 2012.
A4	Works adj Harrow Road, Ashford	36	50	50	Allocation site.
A5	Steel Works & Builders Merchants, Gresham Road, Staines	100	100	100	Allocation site.
A6	Rodd Estate, Govett Avenue, Shepperton	85	-	-	Completed March 2011.
A7	Builders Merchant, Moor Lane, Staines	30	30	-	Allocation site. Planning permission granted in September 2015 for 36 dwellings.
A8	Riverside Works, Fordbridge Road, Sunbury	50	88	37	Allocation site. Planning permission for 37 houses and flats. Completed Mar 2017.
A9	Bridge Street Car Park, Staines	75	143	110	Allocation site. Planning permission granted in March 2016 for 205 dwellings. No affordable housing on site.
A10	Elmsleigh Centre (Phase 3), Staines	30	124	-	Allocation site with planning permission for 124 units subject to S106 agreement - not issued.
A10	Elmsleigh Centre (Phase 4), Staines	65	124	124	Allocation site.
HLAA 2006	Thames Water Depot, Charlton Road, Shepperton	35	35	-	35 dwellings Completed March 2010.

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No	Site Location	1 2006 net units	2 2008 update net units	3 2014 update net units	Status at 31 March 2017
HCAA 2006	Land at Ashford Hospital, Ashford	75	170	-	Scheme of 152 dwellings started in June 2013 with no affordable housing on site. Completed November 2014.
HCAA 2006	St Michael's Road, Ashford	25	-	-	17 dwellings (net gain) Completed March 2012.
HCAA 2006	Centrica Site, Fairfield Avenue, Staines	40	60	60	Identified site. Planning permission granted in October 2017 for 253 net dwellings.
HCAA 2006	Kingston Road Car Park, Staines	50	90	90	Identified site.
HCAA 2006	Holywell Way, Stanwell	170	174	-	Identified site. Planning permission granted for whole development of 134 net units. Phase 4 completed in February 2018.
HCAA 2008 update	Brooklands College (formerly Spelthorne College), Church Road, Ashford	-	34	-	Identified site. Planning permission granted in December 2017 for 357 net dwellings. Development commenced March 2018.
Total supply from identified large sites		1019	1410	708	

Source: HCAA Update 2008

1. Estimated yield from sites as set out in the HCAA 2006 (January 2007).
2. Revised estimated yield from sites as set out in the HCAA 2008 update (July 2008).
3. Estimated yield from sites based on up-dated information available in April 2015.

Appendix 1 - Housing

Table A1/11 Completed sites and dwellings by ward 2011 - 2018

Ward	2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		% gain in stock since 2011 Census
	No of sites	Net dwellings	No of sites	Net dwellings	No of sites	Net dwellings	No of sites	Net dwellings	No of sites	Net dwellings	No of sites	Net dwellings	No of sites	Net Dwellings	
Ashford Common	5	56	2	7	2	2	3	4	2	2	1	1	5	19	2.66
Ashford East	3	9	1	0	0	0	3	4	5	11	1	1	2	2	0.88
Ashford Town	3	5	5	37	8	32	4	8	8	13	4	8	2	2	3.73
Ashford North & Stanwell South	7	72	3	6	2	49	5	164	1	1	3	79	6	47	12.97
Halliford & Sunbury West	1	2	1	5	0	0	2	30	1	1	4	55	1	33	4.85
Laleham & Shepperton Green	2	15	4	16	1	1	0	0	0	0	1	5	1	1	1.11
Riverside & Laleham	2	9	0	0	1	-1	4	3	1	0	1	0	1	1	0.41
Shepperton Town	4	0	6	2	5	22	4	7	2	2	8	13	11	0	1.43
Staines	1	4	8	6	3	35	6	40	5	73	6	37	5	40	6.34
Staines South	3	15	2	1	1	1	3	7	0	0	5	9	1	1	1.15
Stanwell North	1	1	4	27	2	7	0	0	1	11	2	9	4	32	2.59
Sunbury Common	0	0	0	0	1	4	2	9	1	6	5	119	2	60	6.14
Sunbury East	1	1	2	8	1	1	6	12	1	4	5	35	3	9	2.36

Source: In house monitoring and Census data

Appendix 2: Economy

Table A2/1 Commercial completions between 1 April 2017 and 31 March 2018

App No	Date approved	Site Address	New Floorspace m ²								Main land use total m ²	Losses m ²							Total Losses m ²	Commenced	Completed	Located in Town Centre	Notes			
			Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)	Other Uses		Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)						Other Uses		
12/00863/FUL	02/10/12	7 Station Approach, Shepperton						35			35								8			8	Mar 16	Mar 18	Y	2-storey extension
13/00413/FUL	10/06/13	BP Chertsey Road, Ashford				9,822					9,822											0	May 14	Mar 18	N	Erection of 4-storey building
16/01942/FUL	02/03/17	6 Station Approach, Shepperton							59	59									9			9	Jul 16	Mar 18	Y	2-storey extension
14/00391/FUL	09/05/14	Tesco Supermarket, Escot Road, Sunbury									140											0	Apr 17	Apr 17	N	Single storey extension to existing home shot (dot.com)
14/00911/COU	28/10/14	14 Ashford Business Complex, 166 Feltham Road, Ashford	88								88				88							88	Mar 18	Mar 18	N	COU to B2
15/01196/FUL	20/11/15	Enterprise House, Ashford Road, Ashford								153					153							153	Mar 18	Mar 18	N	COU to D2
16/00373/FUL	24/05/16	Unit 19, Littleton House, Littleton Road, Ashford								91		91										91	Mar 18	Mar 18	N	COU to D2
16/00834/FUL	31/08/16	Rothley Lodge, 15 Cherry Orchard, Staines								53												0	Mar 18	Mar 18	N	COU from C3 to D1

Table A2/1 Commercial completions between 1 April 2017 and 31 March 2018 (contd)

App No	Date approved	Site Address	New Floorspace m ²									Main land use total m ²	Losses m ²							Total Losses m ²	Commenced	Completed	Located in Town Centre	Notes
			Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)	Other Uses	Industrial (B2)		Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)	Other Uses					
17/00240/FUL	20/04/17	239 Staines Road West, Sunbury								55	55								55	Mar 18	Mar 18	N	COU to D1	
16/00370/COU	02/05/17	Lookrite, 13 Broadway, Kingston Road, Staines								206	206								83	Feb 18	Mar 18	N	COU to A5	
17/01611/FUL	08/12/17	Ashford Wines, 133 Convent Road, Ashford								51	51								51	Mar 18	Mar 18	N	COU to D1	
17/01516/FUL	22/11/17	52 Hetherington Road, Shepperton								54	54								54	Mar 18	Mar 18	N	COU to D1	
17/01838/FUL	23/1/18	86 High Street, Shepperton								58	58								58	Mar 18	Mar 18	Y	COU to D1	
17/01454/PDL	23/11/17	25 Woodthorpe Road, Ashford								62	62								62	Mar 18	Mar 18	Y	COU to D2	
			88	0	0	9,822	0	175	59	783	10,927	0	91	0	208	88	325	0	0	712				

Table A2/2 Commercial losses to residential 1 April 2017 – 31 March 2018

App No	App type	Date approved	Site Address	Losses m ²								Total Losses m ²	Date of loss to residential	Notes
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)	Other Uses			
13/01661	FUL	14/04/14	46-48 Littleton Road, Ashford.	425								425	Apr 17	Loss of contractors yard, workshop & offices
14/01183	FUL	23/10/14	Shepperton House, 2-4 Green Lane, Shepperton.				525					525	Feb 18	Loss of offices
17/01212	RVC	15/09/17	8-12 Clarendon Road, Ashford.		383							383	Nov 17	Loss of industrial unit
16/00196	FUL	16/12/15	Ferry House, Thames Street, Sunbury				165					165	Mar 18	Loss of offices and storage space
16/00196	FUL	07/06/16	Land to r/o Imtech House, 33-35 Woodthorpe Road, Ashford.		1,554							1,554	Nov 17	Loss of light industrial units
15/01603	FUL	07/06/16	111 High Street, Staines.				154					154	Mar 18	Loss of offices and storage
16/01038	FUL	27/09/16	Castello Restaurant, Church Road, Shepperton.								277	277	Jan 18	Loss of restaurant
16/01302	OUT	12/10/16	94 High Street, Shepperton.							119		119	Jan 18	Loss of ancillary retail floorspace
16/01290	FUL	01/11/16	251-253 Staines Road West, Sunbury.						160			160	Mar 18	Loss of retail floorspace
16/02045	FUL	13/02/17	Churchill Hall, Churchill Way, Sunbury.								148	148	Feb 18	Loss of community hall
17/01530	PDR	21/11/17	1 st floor, 47-49 Church Road, Ashford. (HSBC)								150	150	Mar 18	Loss of offices
17/01017	PDO	22/08/17	7a High Street, Staines.				167					167	Mar 18	Loss of offices
16/01283	PDO	10/10/16	158 Chesterfield Road, Ashford.				89					89	Mar 18	Loss of office
17/01028	FUL	25/08/17	The Bugle, Upper Halliford Road, Shepperton.								364	364	Feb 18	Loss of public house
				425	1,937	0	1,100	0	160	119	939	4,680		

Table A2/3 Commercial under construction at 31 March 2018

App No	App type	Date approved	Site Address	New floorspace m ²								Main land use total m ²	Losses m ²								Total Losses m ²	Commenced	Located in Town Centre	Notes
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)	Other Uses		Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)	Other Uses				
16/01158	FUL	30/10/17	17-51 London Road, Staines				12,787					12,787								16,937		2018	Y	Redevelopment of site to provide 5 buildings comprising office space and 253 residential units.
07/01140	FUL	11/01/08	4-5 Broadway, Kingston Road, Staines						100	10		110								0		Dec 2009	N	Rear extension to existing shops
15/01518	FUL	12/08/16	90-106 High Street, Staines						1,405		5,251	6,656								858		Mar 17	Y	Demolition of existing buildings & erection of part 4/part 5 storey building with retail on GF & 155 bedroomed hotel above.
17/01714	FUL	08/01/18	Shepperton House, 2-4 Green Lane, Shepperton									332								105		Feb 18	Y	COU of 4 retail/office units to 1 large unit.
15/00114	FUL	25/09/15	143 Vicarage Road, Sunbury									82								0		Mar 18	N	Erection of attached 2-storey building with retail on GF and residential above.

Table A2/3 Commercial under construction at 31 March 2018 (contd)

App No	App type	Date approved	Site Address	New floorspace m ²									Losses m ²							Total Losses m ²	Commenced	Located in Town Centre	Notes			
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)	Other Uses	Main land use total m ²	Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace (A1)					Other Uses		
17/01274	FUL	15/11/17	Brooklands College, Church Road, Ashford								1,061	1,061									12,297	12,297	Mar 18	Y	Redevelopment of site to include flexible commercial floorspace and 357 residential units.	
16/02065	FUL	09/02/17	19 Edinburgh Drive, Laleham, TW18 1PJ								113	113					63					63	63	Feb 18	N	Erection of single storey rear extension and conversion from hairdressers (A1) to Financial Services (A2)
16/00179	RMA	07/06/16	Majestic House site, High Street, Staines				9,187				2,165	11,352				4,185	1,034					1,356	6,575	Jan 18	Y	Redevelopment of site to include mixed use commercial floorspace and 260 residential units.
				0	0	0	21,974	0	1,919	10	8,590	32,493	0	0	0	21,227	1,034	921	0	13,653	36,835					

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Table A2/4 Outstanding commercial planning permissions at 31 March 2018

App No	App type	Date approved	Site Address	New floorspace m ²									Losses m ²							Total Losses m ²	Located in Town Centre	Notes			
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses	Main land use total m ²	Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace				Other Uses		
07/01170	FUL	NOT ISSUED – subject to S106	25-27 Clarence Street, Staines									320	320					542				108	650	Y	Demolition of existing building and erection of 4-storey building with A2 use on lower floors and residential flats above
10/00494	FUL	NOT ISSUED – subject to S106	Elmsleigh Centre (south side including bus station)							4,600		16	4,616										0	Y	Extension to Elmsleigh (Phase 3) including retail, residential units and new bus station
17/00640	FUL	NOT ISSUED – subject to S106	524-538 London Road, Ashford																		1,224	108	1,332	N	Demolition of existing buildings and erection of a building for 58 residential flats
16/01591	FUL	31/05/17	Hithermoor Farm, Hithermoor Rd, Stanwell Moor										0									786	786	N	Conversion of 4 listed buildings and farmhouse to residential. Demolition of remaining redundant industrial buildings and erection of 3x2 storey buildings for residential.
14/01882	FUL	03/09/15	Jewsons, Moor Lane, Staines									0	0										2,187	N	Redevelopment of site to residential

Appendix 2 - Economy

Table A2/4 Outstanding commercial planning permissions at 31 March 2018 (contd)

App No	App type	Date approved	Site Address	New floorspace m ²									Main land use total m ²	Losses m ²							Total Losses m ²	Located in Town Centre	Notes	
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses	Industrial (B2)		Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses				
15/00690	FUL	29/07/15	Knowle Green Nursery, Staines									151	151								0	N	Erection of 2 first floor extensions to existing nursery	
17/01379	FUL	03/11/17	Windmill Stores, 96 Windmill Road, Sunbury										0								46	46	N	COU of sandwich shop to residential
15/00177	FUL	12/05/15	5 Station Road, Ashford							100			100								104	103	Y	Demolition of existing building – erection of building with shop unit at GF level with residential above.
15/00610	FUL	13/07/15	T Mobile Ltd, Sunbury One, Brooklands Cl, Sunbury				2,014						2,014								2,014	2,014	N	COU from a mobile phone switching centre to Class B1/B8
17/01376	FUL	29/01/18	79a Thames Street, Sunbury										0								86	86	N	Conversion of dwelling to form 3x3 bed flats
15/01273	COU	04/12/15	The Sunbury Clinic, 2 Burgoyne Road, Sunbury										0								80	80	N	COU from private clinic and ancillary flat to residential
15/01253	FUL	02/12/15	Costco, 41A Hanworth Road, Sunbury									53	53									0	N	COU of part of existing warehouse to provide ophthalmic service
15/00715	FUL	24/12/15	Ye Olde House, Church Square, Shepperton										0								33	33	N	COU from office to residential

Table A2/4 Outstanding commercial planning permissions at 31 March 2018 (contd)

App No	App type	Date approved	Site Address	New floorspace m ²									Main land use total m ²	Losses m ²							Total Losses m ²	Located in Town Centre	Notes		
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses	Industrial (B2)		Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses					
15/01406	FUL	18/12/15	20-22 High Street, Staines									0								79			79	Y	Retail refurbishment at GF and COU of first floor retail to residential
17/00263	FUL	28/06/17	Land off Hanworth Road, Sunbury								4,338	4,388											0	N	Development to provide a car dealership showroom, wash/valt facilities and MOT testing.
15/01481	FUL	25/01/16	29 Clarence Street, Staines									0								120			120	Y	COU from offices to residential
17/00782	FUL	20/09/17	Headline house, Stanwell Road, Ashford									0								698			698	N	Erection of a two storey building to provide residential units following demolition of commercial building
15/01527	PDO	27/01/16	61-63 High Street, Staines									0								425			425	Y	Prior approval for COU from offices to residential
15/01679	FUL	21/03/16	Bridge Marine, Thames Meadow, Shepperton	65								344								66		279	345	N	Demolition of existing chandlery building and erection of a new chandlery building, with office and workshop

Appendix 2 - Economy

Table A2/4 Outstanding commercial planning permissions at 31 March 2018 (contd)

App No	App type	Date approved	Site Address	New floorspace m ²									Main land use total m ²	Losses m ²							Total Losses m ²	Located in Town Centre	Notes
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses	Industrial (B2)		Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses			
15/00897	FUL	11/03/16	7-9 Church Street, Staines							75		75				63	113			176	Y	Erection of single storey rear extension, new shop front to create one single retail unit on GF with residential above.	
16/00912	FUL	03/08/16	2-4 The Arcade, Woodthorpe Road, Ashford									150	150						150	150	Y	COU from A3 to mixed use of A3 and A5.	
17/00366	FUL	26/09/17	Monkey Puzzle House, 69-71 Windmill Road, Sunbury									0			998					998	N	COU from offices to residential	
17/00621	FUL	04/08/17	156 Chesterfield Road, Ashford												198					198	N	COU from offices to residential	
16/01130	FUL	07/10/16	Shapla Restaurant, Russell Road, Shepperton									0							254	254	N	COU from restaurant (A3) to residential	
16/00819	FUL	15/12/16	Bridge House, Bridge Street, Staines									0			466					466	Y	Erection of additional floor and COU of existing offices into residential.	
16/00958	FUL	24/11/16	The Mill, Horton Road, Stanwell Moor				140					140			141					141	N	Demolition of existing building to rear and erection of new warehouse	
16/01900	FUL	13/02/17	381-385 Staines Road West, Ashford									0				258				258	N	Demolition of existing commercial buildings and erection of residential units.	

Table A2/4 Outstanding commercial planning permissions at 31 March 2018 (contd)

App No	App type	Date approved	Site Address	New floorspace m ²									Main land use total m ²	Losses m ²							Total Losses m ²	Located in Town Centre	Notes				
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses	Industrial (B2)		Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses							
16/01883	PDO	19/12/16	Allington House, 3 Station Approach, Ashford									0								287					287	N	COU from offices to residential.
17/00358	PDO	27/04/17	Imtech House, 33-35 Woodthorpe Rd, Ashford									0								1,913					1,913	N	COU from offices to residential
16/00430	FUL	13/03/17	Land adj to Manor Farm, 126 Charlton Rd, Shepperton	1,262	665							1,927		666											1,994	N	Demolition of existing buildings and erection of 8 new commercial units.
17/01218	FUL	01/12/17	Galower Builders Ltd, 100-102 Long Lane, Stanwell Moor									0								93					93	N	Erection of extension and conversion of office and flat into 3xterraced houses.
17/00635	FUL	13/09/17	6-8 Station Road & 2-4 Woodthorpe Road, Ashford									0											66		66	Y	COU of first floor from restaurant (A3) to residential and alterations to second floor to residential.
17/00560	FUL	23/08/17	55a Woodthorpe Road, Ashford									0											109	300	409	N	Redevelopment of site to provide 9 residential units.

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Table A2/4 Outstanding commercial planning permissions at 31 March 2018 (contd)

App No	App type	Date approved	Site Address	New floorspace m ²									Main land use total m ²	Losses m ²							Total Losses m ²	Located in Town Centre	Notes
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses	Industrial (B2)		Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses			
17/00700	FUL	26/07/17	10a Thames Street, Staines								126	126								744	744	Y	COU of second floor from leisure (D2) to 10 residential units and COU of first floor from A1/A2/B1 (retail/office) to D2/B1 (leisure/office)
17/01551	FUL	05/12/17	The Staines Centre of Dental Excellence, 35 Kingston Road, Staines								213	213								11	11	N	Erection of 2-storey side and rear extension
17/00463	FUL	22/06/17	55 Cherry Orchard, Staines									0								211	211	N	Demolition of existing building (D1) and erection of 3-storey residential block.
17/01604	FUL	30/01/18	9a Lantern House, Station Approach, Ashford																			Y	COU existing residential unit (C3) to office space
17/01634	FUL	09/02/18	42 High Street, Shepperton								763	763								450	450	Y	COU from bank to mixed use of commercial units at GF and residential flats above and erection of new second floor for residential units.
17/01143	FUL	09/02/18	Staines Town Hall, Market Square, Staines									0								996	996	N	COU from pub/restaurant (A3/A4) to residential

Table A2/4 Outstanding commercial planning permissions at 31 March 2018 (contd)

App No	App type	Date approved	Site Address	New floorspace m ²									Main land use total m ²	Losses m ²							Total Losses m ²	Located in Town Centre	Notes				
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses	Industrial (B2)		Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses							
17/01847	PDO	15/01/18	Benwell House, Green Street, Sunbury									0							1,378					1,378	N	Prior approval for COU from office to residential	
17/01802	PDO	30/01/18	32 Church Road, Ashford									0							40					40	Y	Prior approval for COU from office to residential	
18/00048	PDO	06/03/18	Old Police Station, 2 London Road, Staines									0							433					433	N	Prior approval for COU from office to residential	
18/00008	PDO	01/03/18	Units 3 & 4, The Summit Business Park, Hanworth Road, Sunbury									0							6,216					6,216	N	Prior approval for COU from office to residential	
17/01065	FUL	09/03/18	Halliford Studios Ltd, Manygate Lane, Shepperton									0		2,175										2,175	N	Demolition of existing buildings & redevelopment of site to provide 24 residential dwellings	
17/01920	FUL	23/02/18	7-9 Woodthorpe Road & 5 Station Road									196											176	44	220	Y	Erection of 2-storey rear extension at 7-9 Woodthorpe Road & 2-storey building at 5 Station Road to provide residential flats
17/01007	FUL	15/08/17	Waitrose, Unit S1, Two Rivers Retail Park, Mustard Mill Road, Staines									645														Y	Sub-division into 3 new retail units and increasing the size of the mezzanine floorspace.

Appendix 2 - Economy

Table A2/4 Outstanding commercial planning permissions at 31 March 2018 (contd)

App No	App type	Date approved	Site Address	New floorspace m ²									Losses m ²									Total Losses m ²	Located in Town Centre	Notes
				Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses	Main land use total m ²	Industrial (B2)	Industrial (B1c)	R&D (B1b)	Office (B1a)	Warehouse (B8)	Retail (A1) Net Tradable Floorspace	Other Retail Floorspace	Other Uses				
17/00015	FUL	23/08/17	Land to the SW of 1 Runnymede Cottages, Moor Lane, Staines		353							353		392							392	N	Erection of 3 detached buildings to be used for the construction of scenery and sets for TV following demolition of existing buildings.	
17/00758	FUL	14/09/17	Wardle Dental Surgery, 68 Church Road, Ashford								75	75										Y	Erection of roof extension and 2-storey extension in connection with extending the dental surgery and provision of 3x1-bed flats.	
17/00515	FUL	20/10/17	32-34 Feltham Road, Ashford									1,440		1,440								N	COU from hoist lift and skip hire and lorry maintenance depot to car sales forecourt and MOT garage	
18/00147	FUL	28/03/18	Munchies, 199 Laleham Road, Shepperton								90	90							40	40	N	Erection of single storey rear extension		
				1,327	1,018	0	2,014	140	7,305	0	11,492	23,296	0	4,673	0	13,773	1,644	2,615	113	7,159	29,977			

Appendix 2 - Economy

Table A2/5 Commercial Availability by Sector – Annual Data 2009-2018

Year	Business Premises (m ²)	(% rate)	Offices (m ²)	(% rate)
Apr 09	22,202	6.3	23,687	9.7
Apr 10	21,104	6.0	32,775	13.4
Apr 11	37,244	10.6	27,183	11.1
Apr 12	17,242	5.1	30,557	15.2
Apr 13	31,778	8.2	30,970	15.4
Apr 14	32,725	8.5	25,313	12.6
Apr 15	11,229	2.9	28,136	14.0
Apr 16	4,434	1.1	20,238	9.4
Apr 17	5,006	1.3	10,550	5.4
Apr 18	5,994	1.6	15,312	7.6

Source: Spelthorne Borough Council – Guide to Available Commercial Premises (published annually).

The indicative percentage annual average vacancy rate was calculated using the annual data in this table compared with the base floorspace data set out in Figure 9.

Appendix 3: Retail

Table A3/1 Large shopping centres in Spelthorne – Uses

Centre	Retail floorspace (m ² gross)*	Total units	Occupied A1 units	Vacant A1 units	A1 as % of total units	Occupied A2 units	Vacant A2 units	A2 % of total units	Occupied A3 units	Vacant A3 units	A3 as % of total units	Occupied A4 units	Vacant A4 units	A4 as % of total units	Occupied A5 units	Vacant A5 units	A5 as % of total units	Occupied other	Vacant other units	Other as % of total units
Staines	89,287	260	123	12	52	38	10	18	41	5	18	3	1	2	7	1	3	14	5	7
Core Area		157	95	5	64	16	1	11	28	1	18	1	0	1	1	0	1	7	2	6
(i) Elmsleigh Centre		47	39	2	87	1	0	2	2	1	6	0	0	0	0	0	0	2	0	4
(ii) Norris Road & Two Rivers		28	18	3	75	1	0	4	6	0	21	0	0	0	0	0	0	0	0	0
(iii) Tilley's Lane (inc Mustard Mill Road)		17	6	0	35	0	0	0	7	1	47	0	0	0	1	0	6	2	0	12
(iv) Remainder of core area		63	28	3	49	13	2	24	11	0	17	1	0	2	0	0	0	2	3	8
Secondary Area		105	32	4	34	23	8	30	15	3	17	2	1	3	6	1	7	8	2	10
(i) Secondary Area (West)		68	18	4	32	16	6	32	7	2	13	2	1	4	3	1	6	6	2	12
(ii) Secondary Area (East)		37	14	0	38	7	2	24	8	1	24	0	0	0	3	0	8	2	0	5
Ashford	10,239	172	82	9	53	28	5	19	18	1	11	0	0	0	7	0	4	21	1	13
Shepperton	5,359	92	38	4	46	14	4	20	9	2	12	1	0	1	2	0	2	18	0	20
Sunbury Cross	6,590	45	23	2	56	7	2	20	4	0	9	0	0	0	1	0	2	6	0	13

Note: For Staines the centre is sub-divided according to Policy Area boundaries in the Core Strategy and Policies DPD. Figures are rounded to the nearest integer.

Source: Spelthorne Borough Council Annual Retail Survey, April 2018

Key: Use Classes: A1: Retail; A2: Financial and Professional services; A3: Restaurants & cafes; A4: Drinking establishments; A5: Hot food takeaway

Appendix 3 - Retail

Table A3/2 Large shopping centres in Spelthorne – overall vacancy rates

Centre	2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		
	Total units	Vacant units	%	Vacant units	%	Vacant units	%	Vacant units	%	Vacant units	%	Vacant units	%	Vacant units	%	Vacant units	%	Vacant units	%		
Staines	260	23	9	24	9	30	11	32	12	28	10	34	13	40	15	38	14	30	12	34	13
Ashford	172	19	11	16	9	18	11	16	9	13	8	15	9	13	8	12	7	12	7	16	9
Shepperton	92	4	4	9	10	4	4	5	5	9	10	8	9	8	9	12	13	10	11	10	11
Sunbury Cross	45	1	2	0	0	0	0	2	4	4	9	5	11	8	17	6	13	2	4	4	9

Source: Spelthorne Borough Council Annual Retail Survey – April 2018

Notes: Vacancy rates expressed as a percentage of total units existing in specific year.

The Sunbury Cross figure excludes Tesco Superstore.

% figures are rounded to the nearest integer.

Table A3/3 Local shopping centres in Spelthorne – Retail/Non Retail and Vacant

Centre	Total units	Occupied A1 units	Occupied A1 as % of total	Occupied A2 units	Occupied A2 as % of total	Occupied A3 units	Occupied A3 as % of total	Occupied A4 units	Occupied A4 as % of total	Occupied A5 units	Occupied A5 as % of total	Occupied others	Occupied others as % of total	Total Vacant Units	Vacant as % of total
Lower Sunbury (The Avenue/Thames St)	28	13	46	3	11	4	14	2	7	0	0	4	14	2	7
Stainash Parade/The Broadway, Staines	25	16	64	2	8	1	4	0	0	4	16	0	0	2	8
51-121 Clare Road, Stanwell	22	10	45	1	5	1	5	0	0	5	23	4	18	1	5
Staines Road West, Ashford	20	12	60	1	5	2	10	0	0	3	15	1	5	1	5
Edinburgh Drive, Laleham	11	6	55	1	9	1	9	0	0	1	9	1	9	1	9
113-131 Feltham Road, Ashford	9	5	56	0	0	1	11	0	0	1	11	1	11	1	11
Woodlands Parade, Ashford	11	7	64	0	0	0	0	0	0	3	27	1	9	0	0
High Street, Stanwell	12	3	25	3	25	1	8	1	8	2	17	0	0	2	17

Source: Spelthorne Borough Council Annual Retail Survey – April 2018

Notes: Only centres with 10 or more units are included.
% = percentage of total units in centre. Figures are rounded to the nearest integer.

Use Classes: A1: Retail; A2: Financial & Professional Services; A3: Restaurants & Cafes; A4: Drinking establishments; A5: Hot food takeaway

Appendix 4 – Environmental background information

Appendix 4: Environment

Table A4/1 Sites of International Significance – SPA and Ramsar sites in Spelthorne

Name	Area (hectare)	Change in area
South West London Waterbodies (SPA) – (Classified September 2000) – includes:	576.8	0
<ul style="list-style-type: none"> Parts of Staines Moor SSSI (Staines and King George VI reservoirs) 	366.5	0
<ul style="list-style-type: none"> Wraysbury Reservoir SSSI 	205.2	0
<ul style="list-style-type: none"> Kempton Park Reservoir SSSI (part in London Borough of Hounslow) 	5.1	0
Wetland of International Importance (Ramsar site) – includes all the sites within the South West London Waterbodies described above. Designated September 2000.	576.8	0
Entered in Register of European Sites 31 October 2000		

Table A4/2 Sites of National Significance – Sites of Special Scientific Interest (SSSI)

Name	Notified	Area when designated (hectares)	Change in area since designation
Staines Moor – including Shortwood Common, Poyle Meadows and Staines and King George VI Reservoirs	Originally notified in 1955 and re-notified in 1984	512.4	0
Wraysbury Reservoir	October 1999	205.2	0
Dumsey Meadow, Chertsey Bridge Road	October 1994	9.6	0
Kempton Park Reservoir	October 1999	5.1	0

Table A4/3 Sites of Local Significance – Sites of Nature Conservation Importance (SNCI)

SNCI	Date of selection	Area (hectare)	Change in area since designation
26 sites in Spelthorne	1996	951	0

Table A4/4 Conservation Areas

Conservation Area	Area	Designated
Laleham	28.6 ha	December 1970
Lower Halliford	9.8 ha	December 1973
Lower Sunbury	37.1 ha	July 1969 (extended in November 1992)
Manygate Lane	1.8 ha	October 2002
Shepperton	9.1 ha	February 1970
Staines	17.5 ha	September 1975
Stanwell	5.8 ha	October 1972 (extended in January 1992)
Upper Halliford	5.6 ha	February 1993

Table A4/5 Listed Buildings

Grade	Number in Spelthorne (%)	National Stock of Listed Buildings by grade
Grade 1	3 (1.5%)	2.5%
Grade II*	12 (6.1%)	5.5%
Grade II	183 (92.4%)	92.0%

Assets of Community Value (ACV)

The Council keeps a record of applications for ACV. However, to date none have been received.

Appendix 5: Duty to Co-operate

Table A5/1 Duty to Co-operate Actions and Outcomes 1st April 2017 – 31st March 2018

Local Authority/Bodies Engaged	Action or Nature of Co-operation	Outcome	Date
Bracknell Forest Council Reading Borough Council Royal Borough of Windsor & Maidenhead Wokingham Borough Council	Consultation on Central & Eastern Berkshire Authorities- Joint Minerals & Waste Plan: Sustainability Appraisal (incorporating SEA)- Scoping Report & Baseline	Comments sent with several suggestions on further baseline information to include and additional assessment criteria for the SEA objectives.	May 2017
Epsom & Ewell Borough Council	Duty to Cooperate Scoping Statement.	Response sent noting support for approach, however SBC would wish to be engaged on wider housing issues in future given the cross boundary matters identified in the Spelthorne DtC Scoping Statement.	May 2017
Runnymede Borough Council	Additional Sites and Options Consultation	Response sent acknowledging the inclusion of various suggestions made previously by Spelthorne BC to the Runnymede Issues and Options consultation (August 2016). Still however query the deficit of industrial floorspace, despite a lack of developer interest.	June 2017
Epsom & Ewell	Epsom & Ewell Constraints Study	Comments sent to Epsom & Ewell with general agreement of methodology but with a minor point of clarification.	July 2017
LB Hounslow	DtC meeting regarding the Hounslow West of Borough plan and Great West Corridor Plan	Spelthorne officer attended and contributed to meeting. Discussion regarding various cross boundary issues and various evidence studies supporting the new plans.	July 2017
Rushmoor BC	Draft Plan Submission Plan	Response sent identifying housing as the only cross boundary issue between the authorities. Plan aims to meet OAN, therefore no further comments made.	July 2017

Appendix 5 – Duty to Co-operate

Local Authority/Bodies Engaged	Action or Nature of Co-operation	Outcome	Date
Guildford Borough Council	Proposed Submission Local Plan: Strategy & Sites	Response sent via email referring to Spelthorne's Regulation 19 response. Reiterated points about ensuring an appropriate level of infrastructure is planned for in support of housing need.	July 2017
Royal Borough of Windsor & Maidenhead	Consultation on Borough Local Plan 2013-2033 Submission Version (Reg 19)	Comments sent, acknowledging the aim of the Borough to meet its own Objectively Assessed Housing Need. Comments also made on potential further Green Belt work; the impact of Heathrow Airport on Economic Development; and the Duty to Cooperate.	September 2017
Runnymede Borough Council	Consultation on Runnymede Gypsy and Traveller Assessment	Response sent via email raising no objections to the proposed methodology. Comments also made regarding the use of shared Surrey methodology, allowing a robust approach. Cross boundary cooperation was supported where required.	October 2017
Runnymede Borough Council	Attended an Infrastructure Needs Assessment workshop on transport issues.	Spelthorne Officer attendance at the event with input into discussions.	October 2017
Epsom & Ewell	Epsom & Ewell Local Plan – Partial Review of the Core Strategy Housing Policies Issues and Options Consultation	Response given via online consultation portal. Comments made on the need to consider the impact of London housing need on the wider sub-region. Points also raised on maximising housing opportunities in the urban area.	October 2017
Elmbridge Borough Council	Elmbridge Borough Council Urban Capacity Study: Method Statement consultation	Response sent drawing parallels between Spelthorne's own officer urban site search methodology. Clarification requested on a few points and some recommendations made as to further information that could be included.	November 2017
London Borough of Hillingdon	Duty to Cooperate meeting	Discussion on various cross boundary matters including housing, employment, retail, minerals and waste and gypsy and travellers. Both authorities provided a Local Plan update.	November 2017

Local Authority/Bodies Engaged	Action or Nature of Co-operation	Outcome	Date
Runnymede Borough Council	Duty to Cooperate meeting	Discussion regarding various cross boundary issues and various evidence studies supporting the new plans. Spelthorne and Runnymede councils discussed the possibility of developing a Statement of Common Ground.	December 2017
Runnymede Borough Council	Duty to Cooperate meeting – discussion of Statement of Common Ground	Officer attendance at meeting to draft a Statement of Common Ground between the two authorities.	February 2018
Surrey County Council	Consultation on Surrey Waste Plan	Response sent seeking greater clarity on the provision of additional waste infrastructure. Protection of amenity sought, comments made on safeguarding and temporary sites, and Green Belt development.	February 2018
Runnymede Borough Council	Drafting of Statement of Common Ground	Officers at both Runnymede and Spelthorne Borough Councils have drafted an initial Statement of Common Ground, setting out the cross boundary issues which will be agreed on.	March 2018
Runnymede Borough Council Elmbridge Borough Council	Duty to Cooperate meeting – discussion of Statement of Common Ground	Officer attendance at meeting to draft a Statement of Common Ground between the authorities. Discussion of parent relationship between Spelthorne and Runnymede as authorities within the same Housing Market Area and the relationship with Elmbridge as a subsidiary party.	March 2018

Table A5/2 Residential completions for Spelthorne and Runnymede – April 2017-March 2018

	Spelthorne	Runnymede
Net completions	250	613

Table A5/3 Employment floorspace for Runnymede - April 2017-March 2018⁹

	Previous (m ²)	Proposed (m ²)	Net (m ²)
Offices (B1a)	17,123	20,117	2994
Light Industry (B1c)	3,923	3,629	-294
Industrial (B2)	3,027	3,461	434
Warehousing/storage (B8)	3,077	3,483	406

⁹ Due to the difference in the way data is monitored it is not easily compared with Spelthorne's figures.

Appendix 6: Development Management Service Performance

Table A6/1 Planning applications received

Type of planning application	2014/15	2015/16	2016/17	2017/18
Full (major)	22	16	12	18
Full (minor)	213	212	210	211
Householder	513	576	615	543
Change of Use	25	21	18	13
Advertisements	59	41	38	28
Listed Building Consent	15	15	17	16
Conservation Area Consent	3	0	0	0
Certificate of Lawful Use	9	6	6	11
Certificate of Proposed Lawful Development	132	162	191	193
Sub-total:	991	1,049	1,107	1,033
Other applications				
Telecommunications/Masts	10	10	12	1
TPO applications	64	45	51	59
TCA notifications	29	36	25	28
SCC consultations	13	18	35	25
Miscellaneous consultations	42	40	49	31
Other (including prior approvals)	136	262	246	264
Sub-total:	294	411	418	408
Overall total	1,285	1,460	1,525	1,441

Source: In house data

Appendix 6 – Development Management Service Performance

Table A6/2 Applications determined within statutory time periods

Application type	2014/15			2015/16			2016/17			2017/18		
	Determined	Determined on target	%	Determined	Determined on target	%	Determined	Determined on target	%	Determined	Determined on target	%
Major (target 60% within 13 weeks)	18	17	94	14	12	86	10	10	100	22	18	82
Minor (target 65% within 8 weeks)	170	90	53	190	111	58	195	149	76	209	170	81
Other (including householder) (target 80% within 8 weeks)	565	414	73	750	573	76	682	589	86	602	541	90
Total	753	521		954	696		887	748		833	729	

Source: In house data

Appendix 7: Draft Statement of Five Year Housing Supply

Deliverable Housing Sites as at 1 April 2019

Introduction

1. This statement is intended to meet the requirements of the National Planning Policy Framework NPPF 2012 (paragraph 47) for local authorities to assess and demonstrate the extent to which they can identify and maintain a rolling five year supply of deliverable land for housing. In July 2108 the Government published its revised NPPF which provides for the new standardised method for calculating housing need effective from January 2019. This draft statement has been prepared against the guidance in the original NPPF and the Government's draft methodology published in September 2017. It will be updated once the implications of the new household projections due to be published in September 2018 become clear and the final methodology is published.

Background

2. The NPPF confirms that local authorities should update annually a supply of deliverable sites sufficient to provide five years' worth of housing against their housing requirements. Where a Local Plan is out of date government guidance now suggests that the statement should be based on the latest objectively assessed need (OAN) in the most recently published Strategic Housing Market Assessment (SHMA). This statement is therefore no longer based on the housing figures set out in the Council's Core Strategy and Policies DPD adopted February 2009 but on the figure set out in the Government's draft single methodology for determining the OAN for each local authority area published in September 2017. For Spelthorne the methodology provides a provisional figure of 590 which is within the range of 552 and 757 dwellings per annum set out in the Council's SHMA 2015. For the purposes of this draft statement the Government's proposed figure has been used although it is recognised that the figure may change once the Government's final version is published. It is also important to note that the OAN figures in the SHMA and those provided in the Government's new single methodology represent a starting point for considering the housing requirement for the Local Plan and are not a specific target.
3. There is also a requirement to include an additional buffer of 5% to ensure choice and competition in the market for land. The NPPF (paragraph 48) also permits local planning authorities to make an allowance for windfall sites in the five year land supply if they have compelling evidence that such sites have consistently become available in the area and will continue to provide a reliable source of supply. The NPPF requires a local authority to demonstrate a full five year supply of deliverable sites at all times. For this reason the base date for this assessment is 1 April 2018 but the full five year time period runs from the end of the current year 1 April 2019 up to 31 March 2024 rather than the start of the current year.
4. There are three stages to the assessment:
 - a. Identifying the level of housing to be delivered from 1 April 2019 to the end of March 2024.
 - b. Identifying the sites that have the potential to deliver housing during the five year period.
 - c. Assessing deliverability – the guidance (NPPF paragraph 47) explains that for sites to be considered deliverable they must be:
 - i. available – the site is available now;

Appendix 7 – Interim Statement of Five Year Housing Supply

- ii. suitable – the site offers a suitable location for development now;
- iii. achievable – there is a reasonable prospect that housing will be delivered on the site within five years.

Identifying the level of housing to be delivered

5. The figures set out in the adopted Core Strategy and Policies DPD conformed to the approved South East Plan (now revoked) and required 3,320 dwellings to be provided in the period 1 April 2006 to March 2026. This equated to an annual average of 166 dwellings over the 20-year period and the Council had consistently demonstrated that it was meeting that requirement as illustrated in Table 12 of the Authority Monitoring Report and in previous housing trajectories. However, the five year requirement has now to be based on the OAN of 590 as explained above. In order to provide a five year period starting in April 2019 and to assess the extent of any under delivery in the period 2018/19 the number of net completions for the year 2018/19 has been assessed.
6. At 1 April 2018 there were 1010 dwellings under construction. It is reasonable to expect these all to be completed within the next three years and for the purpose of this assessment it has been assumed that 60% will be completed in the year ending 31 March 2019. A deduction of 49 dwellings is applied to allow for units which will be demolished in the year to provide an overall net completions figure of 557. When compared to the Government's proposed draft OAN figure of 590 there is a notional shortfall of 33 dwellings. This shortfall has been added to the overall five year requirement.
7. Table A below sets out the figures to illustrate the total requirement for the five year period from 1 April 2019 to 31 March 2024. As required by paragraph 48 of the NPPF an additional 148 units have been added to provide a 5% buffer. The total five year requirement is therefore 3131 dwellings

Table A: Five year housing requirement

	Dwellings (net)
Annual Requirement for 2018/19	590
Anticipated Completions 2018/19	557
Notional Shortfall 2018/19 (590-557)	33
Five year requirement April 2019 – March 2024 (590 x 5)	2950
5% buffer	148
Five year requirement	3131

Sites with potential to deliver housing

8. The Council has assessed the availability of housing in its Strategic Land Availability Assessment (SLAA), May 2018. The AMR 2018 contains the updated housing trajectory as at 1 April 2018 (Table 12 and Figure 4) and that has been used to inform the five year supply of sites. New housing over the next five year period (April 2019 to March 2024) will come from sites under construction, commitments – sites with planning permissions - and the sites identified in the SLAA summarised in Table B.

Appendix 7 – Interim Statement of Five Year Housing Supply

9. The remaining 40% of dwellings under construction at 1 April 2018 are assumed to be completed over the next two years and definitely during the five year period. There is no reason to include a non-completion factor for units under construction based on past performance.
10. The NPPF (footnote 11, page 12) confirms that sites with planning permission may be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented. For the purposes of this five year housing land supply statement the assumptions set out in the housing trajectory are used, whereby it is anticipated that all sites with outstanding planning permission at 31 March 2018 will be implemented and completed over the three years commencing 1 April 2019, subject to the application of a non-implementation rate. Records indicate that the level of non-implementation of planning permissions in Spelthorne is very low, on average, over the last seven years 1.75% of dwellings granted in any one year are not implemented due to the expiry of the planning permission. However, for the purpose of the housing trajectory and this statement, a precautionary 5% has been allowed to take account of permissions which may expire or which are not started for any reason. Sites still awaiting the conclusion of a Section 106 Agreement have not been included within the five year period because there are uncertainties over likely implementation.
11. A windfall or trend based figure has been included to demonstrate the continued supply which derives from small sites, either through conversion, change of use or development of small sites (fewer than 5 dwellings). The estimate is based on average provision in the various categories over the last seven years completions. In order to avoid any double counting the windfall figure has not been applied in any years where there is actual provision forecast from known planning permissions.

Assessing deliverability

12. The owners of all the identified large sites listed in Table E have confirmed the availability of their sites through the SLAA process. The broad timescales for implementation take account of the owners' views as to when the sites will come forward and also recognise the lead-in times necessary before particular developments may commence.
13. All the sites listed in Tables D and E are in suitable locations and will contribute to the creation of sustainable mixed communities by providing appropriate housing to meet identified needs.

Table B: Potential five year housing supply

	Dwellings (net)
Units under construction with anticipated completion in the two years 2019-2021	404
Dwellings (net) on large and small sites with planning permission as at 1 April 2018 (see Table D for a full list of these sites) ¹⁰	630
Dwellings on large sites without planning permission as at 1 April 2018 identified within the Council's Strategic Land Availability Assessment May 2018 (see Table E)	2140
Estimated supply from small sites (<0.4ha) through conversion, change of use and new build (avoiding double counting)	44
Total five year supply	3218

¹⁰ This figure does not include all sites listed in Table D as it is the intention of some landowners to develop an alternative scheme. These sites are included in Table D SLAA sites to avoid double counting.

Appendix 7 – Interim Statement of Five Year Housing Supply

N.B. Dwelling numbers in Table D below indicate the number of units likely to come forward within the five year period rather than the total supply from the site.

Conclusion

14. In summary the requirement and availability are:

a.	Requirement (latest proposed single draft methodology)	2950 dwellings
b.	Additional 5% requirement	148 dwellings
	Potential Shortfall 2017/18 and 18/19 carried forward	33 dwellings
c.	Total requirement	3131 dwellings
d.	Potential housing supply	3218 dwellings
	Overall surplus in five year period	87 dwellings

15. The Council is therefore able to demonstrate a deliverable five year housing supply based on the current requirement of 590 dwellings as set out in the Government's proposed draft single methodology published in September 2017.

Table C: Dwellings on sites under construction as at 1 April 2018

Application Number	PA Type	Address	Street	Town	Postcode	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL	Date Comm
05/00285	FUL	R/O 132	Green Lane	Sunbury	TW16 7PH		1							1	1	0	Feb-06
09/00802	FUL	60	Viola Avenue	Stanwell	TW19 7SB						2			2	2	0	Mar-13
10/00305	HOU	5	Doris Road	Ashford	TW15 1LS					1	1			2	2	0	Jan-14
09/00566	OUT	Land Including the former Majestic House Site to the north of High Street, Extending To Mill Mead and Fairfield Avenue	High Street	Staines	TW18 4DA					97	157	6		260	260	0	Sep-17
11/00070	REN	Land adj to Lavender Lodge	Ferry Lane	Laleham	TW18 1SP			1						1	1	0	Aug-13
13/00652	FUL	Furzecroft and land adj	Percy Avenue	Ashford	TW15 2PD			2						2	2	0	Mar-17
13/01021	FUL	R and R joinery, 103	London Road	Staines	TW18 4HN					8				8	8	0	Dec-16
13/01661	FUL	46-48	Littleton Road	Ashford	TW15 1UQ			1			10			11	11	0	Mar-17
14/00405	FUL	Lyndale & The Elders	Russell Road	Shepperton	TW17 9HQ				2					2	2	0	Mar-17
14/00275	FUL	London Irish RF Club	The Avenue	Sunbury	TW16 5EQ		12	70	51	12	49			194	154	40	Oct-14
14/01183	FUL	Shepperton House, 2-4 (First & second floors)	Green Lane	Shepperton	TW17 8DW					6	2			8	8	0	Feb-18
14/01347	FUL	Sunlink One, 1-3	Station Road	Sunbury	TW16 6SB					20	13			33	33	0	Nov-15
14/01789	FUL	Norwood	Penny Lane	Shepperton	TW17 8NF				1					1	1	0	Feb-16
14/02049	FUL	R/O 6	New Park Road	Ashford	TW15 1EG		1							1	1	0	Jan-18
14/02085	FUL	The Boathouse	Willow Way	Sunbury	TW16 6BT			1						1	1	0	May-16
14/01959	FUL	Downstream	Towpath	Shepperton	TW17 9LL			1						1	1	0	Jan-18
14/01537	FUL	44	Shortwood Avenue	Staines	TW18 4JL			1						1	1	0	Feb-17
15/00428	FUL	18	Sunbury Court Island	Sunbury	TW16 5PP		1							1	1	0	Mar-16
15/00114	FUL	143	Vicarage Road	Sunbury	TW16 7QB						1			1	1	0	Mar-18
15/01031	FUL	24	Alexandra Road	Ashford	TW15 1TP						2			2	2	0	Feb-17
15/01267	HOU	Ferry House	Thames Street	Sunbury	TW16 6AG				1					1	1	0	Mar-18
15/01268	FUL	1	Farm Way	Stanwell Moor	TW19 6AY		1	1						2	2	0	Mar-18
16/00080	FUL	3	Kenilworth Gardens	Staines	TW18 1DW		2							2	2	0	Mar-17
16/00196	FUL	Land to r/o Imtech House, 33-35	Woodthorpe Road	Ashford	TW15 2RP					7	17	2		26	26	0	Nov-17
15/01603	FUL	111	High Street	Staines	TW18 4PQ					4	5			9	9	0	Mar-18
15/00427	FUL	6	Green Lane	Shepperton	TW17 8DW					4	2			6	6	0	Feb-18
16/01283	PDO	158	Chesterfield Road	Ashford	TW15 3PT					1				1	1	0	Mar-18
16/01200	FUL	Happy Days	Towpath	Shepperton	TW17 9LL			1						1	1	0	Mar-17

Table C: Dwellings on sites under construction as at 1 April 2018 (contd)

Application Number	PA Type	Address	Street	Town	Postcode	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL	Date Comm
16/01412	RVC	64	Desford Way	Ashford	TW15 3AT					1	2			3	3	0	Mar-17
16/01570	FUL	98	Chesterfield Road	Ashford	TW15 2ND					1	1			2	2	0	Jan-17
16/01210	FUL	Kenavon	Ferry Lane	Shepperton	TW17 9LH			1						1	1	0	Jan-17
16/01670	FUL	9a	Everest Road	Stanwell	TW19 7EA		1							1	1	0	Jun-17
16/02019	PDO	Dolphin House, 140	Windmill Road	Sunbury	TW16 7HS					110				110	110	0	Mar-17
16/01429	FUL	168	Staines Road East	Sunbury	TW16 5AY			1						1	1	0	Nov-17
16/02045	FUL	Churchill Hall	Churchill Way	Sunbury	TW16 7RY		3							3	3	0	Feb-18
17/00027	OUT	Shepperton Home Care & DIY, 92-94	High Street	Shepperton	TW17 9AU					4				4	4	0	Jan-18
16/01987	FUL	75	High Street	Stanwell	TW19 7LJ					1				1	1	0	Jun-17
17/00588	FUL	Welltown Cottage	Woodlands Drive	Sunbury	TW16 5JS				1					1	1	0	Jan-18
17/00174	FUL	Land adj to Rika	Grays Lane	Ashford	TW15 1BY			2	1					3	3	0	Mar-18
17/00630	FUL	7-11	Manygate Lane	Shepperton	TW17 9EQ					13	9			22	22	0	Jan-18
17/00353	FUL	HSBC, 47-49 (2nd floor)	Church Road	Ashford	TW15 2UA					8				8	8	0	Mar-18
17/00980	FUL	Adjacent to, 3	Douglas Road	Stanwell	TW19 7HD		1							1	1	0	Mar-18
17/00641	FUL	28A	Lynegrove Avenue	Ashford	TW15 1ER						5			5	5	0	Mar-18
17/00844	FUL	66	Greenlands Road	Staines	TW18 4LR				1					1	1	0	Mar-18
17/00926	FUL	75	Woodthorpe Road	Ashford	TW15 3JT						4			4	4	0	Oct-17
17/01028	FUL	The Bugle Returns Public House, 173	Upper Halliford Road	Shepperton	TW17 8SN					2	6			8	8	0	Feb-18
17/01017	PDO	7A	High Street	Staines	TW18 4QY					2				2	2	0	Mar-18
17/01212	RVC	8-12	Clarendon Road	Ashford	TW15 2QE					4	6			10	10	0	Nov-17
17/01227	FUL	Woodcott	Church Road	Shepperton	TW17 9JT			1						1	1	0	Mar-18
17/01103	FUL	Philae	Pharaohs Island	Shepperton	TW17 9LN		1							1	1	0	Jan-18
17/01320	FUL	Sankby	Leacroft	Staines	TW18 4PB				2					2	2	0	Mar-18
17/01530	PDR	HSBC, 1st Floor, 47-49	Church Road	Ashford	TW15 2UA					4				4	4	0	Mar-18
16/01357	FUL	Former London Irish RF Club	The Avenue	Sunbury	TW16 5EQ						24			24	24	0	Jan-18
17/01274	FUL	Brooklands College	Church Road	Ashford	TW15 2XD			10		125	222			357	325	32	Mar-18
16/01302	OUT	94	High Street	Shepperton	TW17 9AU	3								3	3	0	Jan-18
17/01871	RVC	Dolphin House, 140	Windmill Road	Sunbury	TW16 7FH					1	1			2	2	0	Feb-18
17/01025	RVC	Garage and land site	Vibia Close	Stanwell	TW19 7HR						6	3		9	9	0	Mar-18

Table D: Sites with planning permission as at 1 April 2018

Application Number	PA Type	Address	Street	Town	Postcode	Date on Decision Notice	PP Expiry Date	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL
12/01700	FUL	96-104	Church Street	Staines	TW18 4DQ	27/01/2014	27/01/2019			14	2	11	19	2		48	44	4
14/01096	FUL	The Old Station	Moor Lane	Staines	TW18 4BB	31/03/2015	31/03/2018					2	2			4	4	0
15/00177	FUL	5	Station Road	Ashford	TW15 2UW	12/05/2015	12/05/2018							1		1	1	0
15/00530	FUL	39	Gresham Road	Staines	TW18 2BD	26/06/2015	26/06/2018						7			7	7	0
14/01882	FUL	Jewsons	Moor Lane	Staines	TW18 4YN	03/09/2015	03/09/2018		7	8	10	3	8			36	29	7
14/01692	FUL	47	Lower Hampton Road	Sunbury	TW16 5PR	12/08/2015	12/08/2018	1								1	1	0
15/00953	FUL	Markway House	Lower Hampton Road	Sunbury	TW16 5PN	13/10/2015	13/10/2018				1					1	1	0
15/00363	FUL	62	Kenilworth Road	Ashford	TW15 3EL	23/12/2015	23/12/2018	1	2							3	3	0
15/01420	FUL	4a	Church Street	Staines	TW18 4EP	23/12/2015	23/12/2018					2				2	2	0
15/00715	FUL	Ye Olde House	Church Square	Shepperton	TW17 9JY	24/12/2015	24/12/2018	1	1							2	2	0
15/00248	FUL	136a	Chesterfield Road	Ashford	TW15 3PD	04/01/2016	04/01/2019									0	0	0
15/01587	FUL	Land to East of	Cherry Way	Shepperton	TW17 8QG	12/01/2016	12/01/2019				1					1	1	0
15/01498	FUL	430	Staines Road West	Ashford	TW15 1RZ	04/01/2016	04/01/2019						6			6	6	0
15/01288	FUL	27	Gordon Road	Ashford	TW15 3ES	15/01/2016	15/01/2019			1						1	1	0
15/01481	FUL	29	Clarence Street	Staines	TW18 4SY	25/01/2016	25/01/2019						2			2	2	0
15/01107	FUL	r/o 32 & 32A	Harrow Road	Ashford	TW14 8RT	27/01/2016	27/01/2019	1								1	1	0
15/01707	FUL	50	Shortwood Avenue	Staines	TW18 4JL	11/02/2016	11/02/2019			1						1	1	0
15/01658	FUL	Land at r/o Elmstead	Elmsway	Ashford	TW15 2SH	12/02/2016	12/02/2019			1						1	1	0
15/01738	FUL	Land to south of	Hawley Way	Ashford		17/02/2016	17/02/2019		2							2	2	0
15/01718	FUL	Car Park & Sea Cadet Building	Bridge Street	Staines	TW18 4TG	15/03/2016	16/03/2019					72	100	33		205	205	0
15/00897	FUL	7 - 9	Church Street	Staines	TW18 4EN	11/03/2016	12/03/2019						1			1	1	0
14/02213	FUL	Land to East of	Churchill Way	Sunbury	TW16 7RY	09/05/2016	10/05/2019		3							3	0	3
15/01630	OUT	Land to r/o 6	Reedsfield Road	Ashford	TW15 2HE	28/04/2016	27/09/2018		3							3	3	0
15/00187	FUL	Garage site	Kenyngton Drive	Sunbury	TW16 7RU	10/05/2016	11/05/2019		3							3	0	3
16/00344	FUL	48	Town Lane	Stanwell	TW19 7RX	28/06/2016	29/06/2019			2						2	2	0
16/00891	FUL	23	Willowbrook Road	Stanwell	TW19 7AB	22/07/2016	23/07/2019						1	1		2	2	0
16/00842	FUL	83	Groveley Road	Sunbury	TW16 7JZ	22/08/2016	23/08/2019		1							1	1	0
16/01130	FUL	Shapla Restaurant	Russell Road	Shepperton	TW17 9HQ	07/10/2016	08/10/2019						3	2		5	5	0
16/01662	FUL	Brook Cottage, 25-27	High Street	Stanwell	TW19 7JR	30/11/2016	01/12/2019			1						1	1	0
16/01587	FUL	2	Burgoyne Road	Sunbury	TW16 7PW	22/11/2016	23/11/2019		2							2	2	0
16/01558	FUL	9	Thetford Road	Ashford	TW15 3BW	16/11/2016	17/11/2019			3						3	3	0
16/01325	FUL	498	London Road	Ashford	TW15 3AE	15/11/2016	16/11/2019		1							1	1	0
16/01525	FUL	DC Hill & Son (Textiles) Ltd, Hill House	Alexandra Road	Ashford	TW15 1TN	16/12/2016	17/12/2019		4							4	4	0
16/00819	FUL	Bridge House	Bridge Street	Staines	TW18 4TW	15/12/2016	16/12/2019					2	7			9	9	0
16/01883	PDO	Allington House, 3	Station Approach	Ashford	TW15 2QN	19/12/2016	20/12/2019					6	2			8	8	0
16/01376	FUL	2	Explorer Avenue	Stanwell	TW19 7SS	27/01/2017	28/01/2020		1	1						2	2	0
16/01900	FUL	381-385	Staines Road West	Ashford	TW15 1RH	13/02/2017	14/02/2020		1	2	1	4	4			12	12	0

Table D: Sites with planning permission as at 1 April 2018 (contd)

Application Number	PA Type	Address	Street	Town	Postcode	Date on Decision Notice	PP Expiry Date	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL
17/00121	FUL	Land at	Orchard Close	Ashford		20/03/2017	20/03/2020	1								1	1	0
17/00189	FUL	3	Glen Avenue	Ashford	TW15 2JE	16/03/2017	16/03/2020			1						1	1	0
17/00358	PDO	Imtech House, 33-35	Woodthorpe Road	Ashford	TW15 2RP	27/04/2017	27/04/2020					50				50	50	0
17/00106	FUL	87	Adelaide Road	Ashford	TW15 3LL	05/05/2017	05/05/2020						2			2	2	0
17/00541	FUL	2	Willow Way	Sunbury	TW16 6BT	30/05/2017	30/05/2020		1							1	1	0
16/01158	FUL	17 - 51	London Road	Staines	TW18	30/10/2017	30/10/2020					141	110	2		253	253	0
16/01591	FUL	Hithermoor Farm, 6	Farm Way	Stanwell Moor	TW19 6AY	07/11/2017	07/11/2020		12	3		2	2	4		23	23	0
16/00638	FUL	R & R Joinery, 103	London Road	Staines	TW18 4HN	01/06/2017	01/06/2020						1			1	1	0
17/00634	OUT	Land adj to 8/9	York Close	Staines	TW18 1GA	07/06/2017	07/06/2020			1						1	1	0
17/00540	OUT	33	Beverley Road	Sunbury	TW16 6NF	10/07/2017	10/07/2020			1						1	1	0
17/00922	FUL	10	Cecil Road	Ashford	TW15 1RJ	28/07/2017	28/07/2020		2							2	2	0
17/00700	FUL	10A	Thames Street	Staines	TW18 4SD	28/07/2017	28/07/2020					8	2			10	10	0
17/00621	FUL	156	Chesterfield Road	Ashford	TW15 3PT	04/08/2017	04/08/2020					1	2			3	3	0
17/00556	FUL	18	Greenlands Road	Staines	TW18 4LR	08/08/2017	08/08/2020				1					1	1	0
17/00560	FUL	55A	Woodthorpe Road	Ashford	TW15 2RP	29/08/2017	29/08/2020					5	4			9	9	0
16/02012	FUL	Sandmead, 5	Sandhill Meadow	Shepperton	TW17 9HY	04/09/2017	04/09/2020		1							1	1	0
17/00981	FUL	90	Kingsway	Stanwell	TW19 7QE	11/09/2017	11/09/2020						1	2		3	3	0
17/00635	FUL	6 to 8/2 to 4	Station Road/Woodthorpe Road	Ashford	TW15 2RY	13/09/2017	13/09/2020						2			2	2	0
17/00758	FUL	Wardle Dental Surgery, 68	Church Road	Ashford	TW15 2TW	14/09/2017	14/09/2020					3				3	3	0
17/00745	FUL	64	Desford Way	Ashford	TW15 3AT	13/09/2017	13/09/2020					1				1	1	0
16/01075	FUL	Jobi	Short Lane	Stanwell	TW19 7BQ	11/09/2017	11/09/2020					4				4	4	0
17/01181	FUL	19	Comet Road	Stanwell	TW19 7HP	22/09/2017	22/09/2020			1						1	1	0
17/00782	FUL	Headline House	Stanwell Road	Ashford	TW15 3QH	22/09/2017	22/09/2020					5	5			10	10	0
17/00366	FUL	Monkey Puzzle House, 69-71	Windmill Road	Sunbury	TW16 7DT	26/09/2017	26/09/2020						12	2		14	14	0
16/01811	FUL	6	Stanwell Road	Ashford	TW15 3ER	25/09/2017	25/09/2020									0	0	0
17/00190	FUL	6	Sandhill Meadow	Shepperton	TW17 9HY	09/10/2017	09/10/2020			1						1	1	0
17/01364	FUL	8	Elizabethan Close	Stanwell	TW19 7QL	19/10/2017	19/10/2020		1							1	1	0
17/01021	FUL	6-8 Station Road and 2-4	Woodthorpe Road	Ashford	TW15 2UP	20/10/2017	20/10/2020					2	2			4	4	0
17/00933	FUL	Land rear of 109	Ashgrove Road	Ashford	TW15 1NY	19/10/2017	19/10/2020			1						1	1	0
17/01379	FUL	Windmill Stores, 96	Windmill Road	Sunbury	TW16 7HB	03/11/2017	03/11/2020					1				1	1	0
17/01128	FUL	52A	Thames Meadow	Shepperton	TW17 8LT	03/11/2017	03/11/2020			1						1	1	0
17/01400	FUL	Inglewood Hall	Green Street	Sunbury	TW16 6QB	10/11/2017	10/11/2020					1	3	2		6	6	0
17/01313	FUL	Ash View,39	Church Road	Ashford	TW15 2QF	10/11/2017	10/11/2020						2			2	2	0
17/01495	FUL	Land to rear of, 43 and 45	Ashford Road	Ashford	TW15 1UE	16/11/2017	16/11/2020				1					1	1	0
17/01475	FUL	95	Desford Way	Ashford	TW15 3AS	13/11/2017	13/11/2020						2			2	2	0
17/01475	FUL	95	Desford Way	Ashford	TW15 3AS	13/11/2017	13/11/2020						2			2	2	0
17/01218	FUL	Galower Builders Limited, 100 - 102	Long Lane	Stanwell	TW19 7AE	01/12/2017	01/12/2020	1	2							3	3	0

Table D: Sites with planning permission as at 1 April 2018 (contd)

Application Number	PA Type	Address	Street	Town	Postcode	Date on Decision Notice	PP Expiry Date	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL
17/01415	FUL	19	Plover Close	Staines	TW18 4RW	07/12/2017	07/12/2020		1							1	1	0
17/01122	FUL	Brecknock	Stanwell New Road	Staines	TW18 4HY	12/12/2017	12/12/2020			2						2	2	0
17/01694	FUL	217	Staines Road West	Sunbury	TW16 7BH	22/12/2017	22/12/2020	1								1	1	0
17/01847	PDO	Benwell House	Green Street	Sunbury	TW16 6QF	15/01/2018	15/01/2021					14	19			33	33	0
17/01376	FUL	79A	Thames Street	Sunbury	TW16 6AD	29/01/2018	29/01/2021							3		3	3	0
17/01753	FUL	5	Sunbury Court Island	Sunbury	TW16 5PP	25/01/2018	25/01/2021			1						1	1	0
17/01604	FUL	9a Lantern House	Station Approach	Ashford	TW15 2QN	30/01/2018	30/01/2021									0	0	0
17/01802	PDO	32	Church Road	Ashford	TW15 2UY	30/01/2018	30/01/2021					1				1	1	0
16/01941	FUL	Dockett Cottage	Towpath	Shepperton	TW17 9LL	23/11/2017	23/11/2020				1					1	1	0
17/00581	FUL	9	Roberts Close	Stanwell	TW19 7NN	08/06/2017	08/06/2020		2							2	2	0
17/00463	FUL	55	Cherry Orchard	Staines	TW18 2DQ	05/02/2018	05/02/2021						4			4	4	0
17/01143	FUL	Staines Town Hall	Market Square	Staines	TW18 4RH	09/02/2018	09/02/2021					8	5			13	13	0
17/01925	FUL	40	Glenfield Road	Ashford	TW15 1JL	14/02/2018	14/02/2021					1	1			2	2	0
17/01795	FUL	25	Orchard Avenue	Ashford	TW15 1JB	20/02/2018	20/02/2021					2				2	2	0
17/01634	FUL	42	High Street	Shepperton	TW17 9AX	09/02/2018	09/02/2021					4	2			6	6	0
17/01920	FUL	Land to r/o 7-9 Woodthorpe Road & 5	Station Road/Woodthorpe Road	Ashford	TW15 2UW	23/02/2018	23/02/2021						5			5	5	0
17/01851	FUL	20-22	High Street	Staines	TW18 4EE	28/02/2018	28/02/2021					3				3	3	0
17/01761	FUL	Land to r/o 1	Riverfield Road	Staines	TW18 2EE	20/03/2018	20/03/2021		1							1	1	0
18/00146	FUL	47a	Chertsey Road	Ashford	TW15 1SR	27/03/2018	27/03/2021				1					1	1	0
17/01763	FUL	Land south of (north of Birkholme and Willow Cottage)	Lower Hampton Road	Sunbury	TW16 5PR	14/03/2018	14/03/2021				1					1	1	0
18/00048	PDO	Old Police Station, 2	London Road	Staines	TW18 4BP	06/03/2018	06/03/2021					9	5			14	14	0
18/00008	PDO	Units 3 & 4, The Summit Business Park	Hanworth Road	Sunbury	TW16 5DB	01/03/2018	01/03/2021					29	16	12		57	57	0
17/01065	FUL	Hallford Studios Ltd	Manygate Lane	Shepperton	TW17 9EG	09/03/2018	09/03/2021		6	6	4	5	3			24	24	0
17/01878	RVC	19	Clockhouse Lane	Ashford	TW15 2EP	21/03/2018	21/03/2021				1					1	1	0
17/00485	FUL	4	Ethel Road	Ashford	TW15 3RB	28/03/2018	28/03/2021		2							2	2	0
17/01927	FUL	Land west of 1	Ford Close	Shepperton	TW17 0EA	28/03/2018	28/03/2021	1								1	1	0
18/00258	FUL	The Laurels	Park Road	Shepperton	TW17 9LL	29/03/2018	29/03/2021			1						1	1	0
18/00165	FUL	Loyola Centre	Green Street	Sunbury	TW16 6QE	29/03/2018	29/03/2021			1						1	1	0
15/01527	PDO	61-63	High Street	Staines	TW18 4QW	27/01/2016	27/01/2019					3	2			5	5	0
17/01546	FUL	33	Kempton Court	Sunbury	TW16 5PA	21/12/2017	21/12/2020					1	1			2	2	0

Table E: Large sites without planning permission identified as deliverable in next five years – 2018-2023

Site ID	Address	Street	Area (ha)	Yield (net dwellings 2018-2024)	Comments
AC1/001	Land adjoining	Feltham Hill Road and Poplar Road	0.72	36	Existing allocation A3 – northern part of site already developed. Planning permission sought for southern part of site.
AS1/001	Tesco Extra	Town Lane	3.6	50	Potential mixed use scheme – in addition to existing use. Submitted to call for sites.
AS1/004	Happy Landing PH	Clare Road	0.21	30	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
AS1/005	524-538	London Road	0.39	56	Planning permission sought on site – currently pending consideration.
AS1/008	Ashford Hospital (East Yard)	Town Lane	0.8	108	Landowner confirmed site surplus to needs. Relocate existing uses on site.
AT1/001	Hitchcock and King	Stanwell Road	1.14	200	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
AT1/010	Harper House	Fordbridge Road	0.15	15	Potential residential redevelopment.
AT2/001	145-149	Stanwell Road	0.08	5	Potential residential redevelopment. Owner confirmed availability subject to provision of new site for existing use.
AT3/007	Ashford Multi-storey car park	Church Road	0.27	50	Potential residential development. Sustainable urban location.
AT3/008	The Old Post Office, 1	Knapp Road	0.12	12	Landowner expressed interest in redeveloping site.
AT3/013	6-8	Wolsey Road	0.04	9	Permission sought for redevelopment of site.
LS3/001	r/o 151-153	Charlton Road	0.13	6	Potential residential development to rear of existing dwellings. Owners confirmed site availability. Subject to access arrangements.
RL1/001	Staines Ex Servicemen Club, 6	Laleham Road	0.13	10	Potential mixed use development in addition to existing use. Owner shown interest in redeveloping site in past 3 years.
SC1/002	115	Staines Road West	0.11	20	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
SC1/003	147	Staines Road West	0.08	20	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
SC1/004	Sunbury Fire Station	Staines Road West	0.31	25	Potential residential development. Owner confirmed availability subject to re-provision of existing use within Borough.
SC1/006	Tesco Extra	Escot Road	3.6	50	Potential mixed use scheme – in addition to existing use. Submitted to call for sites

Appendix 7 – Interim Statement of Five Year Housing Supply

Site ID	Address	Street	Area (ha)	Yield (net dwellings 2018-2024)	Comments
SC1/015	Dolphin House, 140	Windmill Road	0.1	7	Permission already implemented for 112 units on site – permission sought for a further 7 units.
SE1/002	69-71	Staines Road East	0.12	10	Potential residential development. Owner confirmed availability. Existing old Sunbury Police Station vacant.
SE1/005	Benwell House	Green Street	0.79	77	Planning permission granted on part of the site. Potential for further development within grounds.
SE1/007	St Pauls Catholic College	Green Street	0.41	7	Surplus land (2 parcels) submitted to call for sites.
SE1/021	1-3	Station Road Sunbury	0.18	27	Planning permission granted 2014 however potential to extend for additional units.
SE1/023	41	Orchard Road	0.05	6	Site deliverable, subject to overcoming employment area designation. Potential mixed use.
SN2/001	Minerva House	Minerva Close	0.21	11	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
SS1/002	White House	Kingston Road	0.19	55	Potential flatted residential redevelopment.
ST1/021	Majestic House	High Street	0.42	104	Site under construction - planning permission sought for additional 104 units.
ST1/029	Surrey CC Buildings	Burges Way	0.5	29	Subject to re-provision of existing use. Surrey CC service review underway.
ST1/030	Fairways Day Centre	Knowle Green	0.63	36	Subject to re-provision of existing use. Surrey CC service review underway.
ST1/036	Universal Tyre Co Ltd	Laleham Road	0.07	12	Site currently in commercial use. Landowner confirmed site's availability.
ST1/037	Thameside House	South Street	0.23	120	Potential flatted residential redevelopment.
ST2/001	Glenthorne, 33	Rookery Road	0.25	19	Planning permission sought on site – currently pending consideration.
ST2/021	Drake House	Drake Avenue	0.08	14	Planning permission sought on site – currently pending consideration.
ST3/001	62	Kingston Road	0.05	6	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
ST3/004	34-36 (OAST House) /Car park	Kingston Road	0.93	180	Potential residential/ mixed use scheme on site. Buildings on site currently vacant.

Appendix 7 – Interim Statement of Five Year Housing Supply

Site ID	Address	Street	Area (ha)	Yield (net dwellings 2018-2024)	Comments
ST3/006	Renshaw Trading Estate	Mill Mead	0.86	275	Planning permission sought on site – currently pending consideration.
ST3/008	Burma House	Station Path	0.14	14	Currently in office use. Owners confirmed availability.
ST3/009	Heliting House, 4	London Road	0.17	35	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
ST3/010	15	London Road	0.02	8	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
ST4/001	Jewsons	Moor Lane	0.59	45	Existing allocation A7 - Availability of site confirmed and submitted to call for sites – residential use proposed by developer.
ST4/002	Car Park, Hanover House & Sea Cadet Building	Bridge Street	0.90	300	Potential mixed use scheme on site – sustainable town centre location.
ST4/005	20	Bridge Street	0.02	9	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
ST4/011	Thames Lodge	Thames Street	0.32	65	Submitted to call for sites – residential use proposed by developer.

Reference Documents

Available on Spelthorne Council's website: www.spelthorne.gov.uk

1. Core Strategy and Policies Development Plan Document (DPD), adopted February 2009
2. Allocations DPD, adopted December 2009
3. Design of Residential Extensions and New Residential Development Supplementary Planning Document (SPD), adopted April 2011
4. Housing Size and Type SPD, July 2012
5. Flooding SPD, July 2012
6. Sustainability Appraisal Report, April 2007
7. Sustainability Appraisal Appendices, April 2007
8. Non-Technical Summary, April 2007
9. Appropriate Assessment, April 2007
10. Population and Social Characteristics of Spelthorne, February 2005
11. Spelthorne Population Projections Update April 2007
12. Strategic Flood Risk Assessment, December 2006
13. Strategic Flood Risk Assessment Part II, February 2007
14. Strategic Flood Risk Assessment (SFRA) Draft Interim Report, February 2018
15. Housing Land Availability Assessment, January 2007
16. Housing Land Availability Assessment: Update Report, July 2008
17. Strategic Land Availability Assessment (SLAA) Methodology December 2015
18. Strategic Land Availability Assessment (SLAA) 2018
19. Strategic Housing Market Assessment (SHMA) November 2015
20. Spelthorne Housing Needs Survey, 2006
21. Provision of Affordable Housing, April 2007
22. Gypsy & Traveller Accommodation Assessment (GTAA) April 2018
23. Spelthorne Retail and Other Town Centre Uses Study, May 2015
24. Spelthorne Retail and Town Centre Study Update 2018
25. Report on Non Retail Uses in Shopping Areas, April 2007

References

26. Economy and Employment Land Study, May 2006
27. Economy and Employment Land Study Update, April 2007
28. Employment Land Needs Assessment (ELNA) 2018
29. Open Space, Sport and Recreation Study, September 2005
30. Transport Statement, January 2007
31. Detailed Air Quality Assessment for Spelthorne, April 2006
32. Air Quality Progress Report 2014
33. Air Quality Review, 2017
34. Air Quality Annual Status Report (ASR) June 2018
35. Spelthorne 2015 Updating and Screening Assessment
36. Local Development Scheme 2017-2020, November 2017
37. Statement of Community Involvement, July 2015
38. Spelthorne Borough Local Plan, April 2001 (Saved Policies only)
39. Spelthorne Community Plan 2005-2015, updated 2010
40. Parking Standards, June 2001
41. Spelthorne Economic Assessment, 2016
42. Spelthorne Economic Strategy, 2017-2022
43. Spelthorne Functional Economic Area Analysis (draft) August 2016
44. Spelthorne Functional Economic Area Analysis (FEA) 2017

Available on Surrey County Council website: www.surreycc.gov.uk

1. Surrey Hotel Futures Study, 2015
2. The Surrey Local Transport Plan 3, February 2016
3. Surrey Waste Plan, May 2008
4. The Surrey Minerals Plan Core Strategy DPD, July 2011
5. The Surrey Minerals Plan Aggregates DPD, July 2011
6. Minerals Sites Restoration SPD, July 2011
7. Aggregates Recycling Joint DPD, February 2013

South East England Partnership Board (abolished - website no longer available)

1. Regional Spatial Strategy, The South East Plan, May 2009 revoked 2012 except for Policy NRM6

Available on the Government website: www.gov.uk

1. National Planning Policy Framework (NPPF), July 2018
2. Planning Practice Guidance (only available online)
3. Planning for Traveller Sites, March 2012

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Draft Statement of Five Year Housing Supply

Deliverable Housing Sites as at 1 April 2019

Introduction

1. This statement is intended to meet the requirements of the National Planning Policy Framework NPPF 2012 (paragraph 47) for local authorities to assess and demonstrate the extent to which they can identify and maintain a rolling five year supply of deliverable land for housing. In July 2018 the Government published its revised NPPF which provides for the new standardised method for calculating housing need effective from January 2019. This draft statement has been prepared against the guidance in the original NPPF and the Government's draft methodology published in September 2017. It will be updated once the implications of the new household projections due to be published in September 2018 become clear and the final methodology is published.

Background

2. The NPPF confirms that local authorities should update annually a supply of deliverable sites sufficient to provide five years' worth of housing against their housing requirements. Where a Local Plan is out of date government guidance now suggests that the statement should be based on the latest objectively assessed need (OAN) in the most recently published Strategic Housing Market Assessment (SHMA). This statement is therefore no longer based on the housing figures set out in the Council's Core Strategy and Policies DPD adopted February 2009 but on the figure set out in the Government's latest draft single methodology for determining the OAN for each local authority area published in September 2017. For Spelthorne the methodology provides a provisional figure of 590 which is within the range of 552 and 757 dwellings per annum set out in the Council's SHMA 2015. For the purposes of this draft statement the Government's proposed figure has been used although it is recognised that the figure may change once the Government's final version is published. It is also important to note that the OAN figures in the SHMA and those provided in the Government's new single methodology represent a starting point for considering the housing requirement for the Local Plan and are not a specific target.
3. There is also a requirement to include an additional buffer of 5% to ensure choice and competition in the market for land. The NPPF (paragraph 48) also permits local planning authorities to make an allowance for windfall sites in the five year land supply if they have compelling evidence that such sites have consistently become available in the area and will continue to provide a reliable source of supply. The NPPF requires a local authority to demonstrate a full five year supply of deliverable sites at all times. For this reason the base date for this assessment is 1 April 2018 but the full five year time period runs from the end of the current year 1 April 2019 up to 31 March 2024 rather than the start of the current year.
4. There are three stages to the assessment:
 - a. Identifying the level of housing to be delivered from 1 April 2019 to the end of March 2024.
 - b. Identifying the sites that have the potential to deliver housing during the five year period.
 - c. Assessing deliverability – the guidance (NPPF paragraph 47) explains that for sites to be considered deliverable they must be:
 - i. available – the site is available now;
 - ii. suitable – the site offers a suitable location for development now;

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- iii. achievable – there is a reasonable prospect that housing will be delivered on the site within five years.

Identifying the level of housing to be delivered

5. The figures set out in the adopted Core Strategy and Policies DPD conformed to the approved South East Plan (now revoked) and required 3320 dwellings to be provided in the period 1 April 2006 to March 2026. This equated to an annual average of 166 dwellings over the 20-year period and the Council had consistently demonstrated that it was meeting that requirement as illustrated in Table 12 of the Authority Monitoring Report and in previous housing trajectories. However the five year requirement is now to be based on the OAN of 590 as explained above. In order to provide a five year period starting in April 2019 and to assess the extent of any under delivery in the period 2018/19 the number of net completions for the year 2018/19 has been assessed.
6. At 1 April 2018 there were 1010 dwellings under construction. It is reasonable to expect these all to be completed within the next three years and for the purpose of this assessment it has been assumed that 60% will be completed in the year ending 31 March 2019. A deduction of 49 dwellings is applied to allow for units which will be demolished in the year to provide an overall net completions figure of 557. When compared to the Government's proposed draft OAN figure of 590 there is a notional shortfall of 33 dwellings. This shortfall has been added to the overall five year requirement.
7. Table A below sets out the figures to illustrate the total requirement for the five year period from 1 April 2019 to 31 March 2024. As required by paragraph 48 of the NPPF an additional 148 units have been added to provide a 5% buffer. The total five year requirement is therefore 3131 dwellings

Table A: Five year housing requirement

	Dwellings (net)
Annual Requirement for 2018/19	590
Anticipated Completions 2018/19	557
Notional Shortfall 2018/19 (590-557)	33
Five year requirement April 2019 – March 2024 (590 x 5)	2950
5% buffer	148
Five year requirement	3131

Sites with potential to deliver housing

8. The Council has assessed the availability of housing in its Strategic Land Availability Assessment (SLAA), May 2018. The AMR 2018 contains the updated housing trajectory as at 1 April 2018 (Table 12 and Figure 4) and that has been used to inform the five year supply of sites. New housing over the next five year period (April 2019 to March 2024) will come from sites under construction, commitments – sites with planning permissions - and the sites identified in the SLAA summarised in Table B.
9. The remaining 40% of dwellings under construction at 1 April 2018 are assumed to be completed over the next two years and definitely during the five year period. There is no reason to include a non-completion factor for units under construction based on past performance.

10. The NPPF (footnote 11, page 12) confirms that sites with planning permission may be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented. For the purposes of this five year housing land supply statement the assumptions set out in the housing trajectory are used, whereby it is anticipated that all sites with outstanding planning permission at 31 March 2018 will be implemented and completed over the three years commencing 1 April 2019, subject to the application of a non-implementation rate. Records indicate that the level of non-implementation of planning permissions in Spelthorne is very low, on average, over the last seven years 1.75% of dwellings granted in any one year are not implemented due to the expiry of the planning permission. However, for the purpose of the housing trajectory and this statement, a precautionary 5% has been allowed to take account of permissions which may expire or which are not started for any reason. Sites still awaiting the conclusion of a Section 106 Agreement have not been included within the five year period because there are uncertainties over likely implementation.
11. A windfall or trend based figure has been included to demonstrate the continued supply which derives from small sites, either through conversion, change of use or development of small sites (fewer than 5 dwellings). The estimate is based on average provision in the various categories over the last seven years completions. In order to avoid any double counting the windfall figure has not been applied in any years where there is actual provision forecast from known planning permissions.

Assessing deliverability

12. The owners of all the identified large sites listed in Table E have confirmed the availability of their sites through the SLAA process. The broad timescales for implementation take account of the owners' views as to when the sites will come forward and also recognise the lead-in times necessary before particular developments may commence.
13. All the sites listed in Tables D and E are in suitable locations and will contribute to the creation of sustainable mixed communities by providing appropriate housing to meet identified needs.

Table B: Potential five year housing supply

	Dwellings (net)
Units under construction with anticipated completion in the two years 2019-2021	404
Dwellings (net) on large and small sites with planning permission as at 1 April 2018 (see Table D for a full list of these sites) ¹	630
Dwellings on large sites without planning permission as at 1 April 2018 identified within the Council's Strategic Land Availability Assessment May 2018 (see Table E)	2140
Estimated supply from small sites (<0.4ha) through conversion, change of use and new build (avoiding double counting)	44
Total five year supply	3218

N.B. Dwelling numbers in Table D below indicate the number of units likely to come forward within the five year period rather than the total supply from the site.

¹ This figure does not include all sites listed in Table D as it is the intention of some landowners to develop an alternative scheme. These sites are included in Table D SLAA sites to avoid double counting.

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Conclusion

14. In summary the requirement and availability are:

a.	Requirement (latest proposed single draft methodology)	2950 dwellings
b.	Additional 5% requirement	148 dwellings
	Potential Shortfall 2017/18 and 18/19 carried forward	33 dwellings
c.	Total requirement	3131 dwellings
d.	Potential housing supply	3218 dwellings
	Overall surplus in five year period	87 dwellings

15. The Council is therefore able to demonstrate a deliverable five year housing supply based on the current requirement of 590 dwellings as set out in the Government's proposed draft single methodology published in September 2017.

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Table C: Dwellings on sites under construction as at 1 April 2018

Application Number	PA Type	Address	Street	Town	Postcode	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL	Date Comm
05/00285	FUL	R/O 132	Green Lane	Sunbury	TW16 7PH		1							1	1	0	Feb-06
09/00802	FUL	60	Viola Avenue	Stanwell	TW19 7SB						2			2	2	0	Mar-13
10/00305	HOU	5	Doris Road	Ashford	TW15 1LS					1	1			2	2	0	Jan-14
09/00566	OUT	Land Including the former Majestic House Site to the north of High Street, Extending To Mill Mead and Fairfield Avenue	High Street	Staines	TW18 4DA					97	157	6		260	260	0	Sep-17
11/00070	REN	Land adj to Lavender Lodge	Ferry Lane	Laleham	TW18 1SP			1						1	1	0	Aug-13
13/00652	FUL	Furzecroft and land adj	Percy Avenue	Ashford	TW15 2PD			2						2	2	0	Mar-17
13/01021	FUL	R and R joinery, 103	London Road	Staines	TW18 4HN					8				8	8	0	Dec-16
13/01661	FUL	46-48	Littleton Road	Ashford	TW15 1UQ			1			10			11	11	0	Mar-17
14/00405	FUL	Lyndale & The Elders	Russell Road	Shepperton	TW17 9HQ				2					2	2	0	Mar-17
14/00275	FUL	London Irish RF Club	The Avenue	Sunbury	TW16 5EQ		12	70	51	12	49			194	154	40	Oct-14
14/01183	FUL	Shepperton House, 2-4 (First & second floors)	Green Lane	Shepperton	TW17 8DW					6	2			8	8	0	Feb-18
14/01347	FUL	Sunlink One, 1-3	Station Road	Sunbury	TW16 6SB					20	13			33	33	0	Nov-15
14/01789	FUL	Norwood	Penny Lane	Shepperton	TW17 8NF				1					1	1	0	Feb-16
14/02049	FUL	R/O 6	New Park Road	Ashford	TW15 1EG		1							1	1	0	Jan-18
14/02085	FUL	The Boathouse	Willow Way	Sunbury	TW16 6BT			1						1	1	0	May-16
14/01959	FUL	Downstream	Towpath	Shepperton	TW17 9LL			1						1	1	0	Jan-18
14/01537	FUL	44	Shortwood Avenue	Staines	TW18 4JL			1						1	1	0	Feb-17
15/00428	FUL	18	Sunbury Court Island	Sunbury	TW16 5PP		1							1	1	0	Mar-16
15/00114	FUL	143	Vicarage Road	Sunbury	TW16 7QB						1			1	1	0	Mar-18
15/01031	FUL	24	Alexandra Road	Ashford	TW15 1TP						2			2	2	0	Feb-17
15/01267	HOU	Ferry House	Thames Street	Sunbury	TW16 6AG				1					1	1	0	Mar-18
15/01268	FUL	1	Farm Way	Stanwell Moor	TW19 6AY		1	1						2	2	0	Mar-18
16/00080	FUL	3	Kenilworth Gardens	Staines	TW18 1DW		2							2	2	0	Mar-17
16/00196	FUL	Land to r/o Imtech House, 33-35	Woodthorpe Road	Ashford	TW15 2RP					7	17	2		26	26	0	Nov-17
15/01603	FUL	111	High Street	Staines	TW18 4PQ					4	5			9	9	0	Mar-18
15/00427	FUL	6	Green Lane	Shepperton	TW17 8DW					4	2			6	6	0	Feb-18
16/01283	PDO	158	Chesterfield Road	Ashford	TW15 3PT					1				1	1	0	Mar-18
16/01200	FUL	Happy Days	Towpath	Shepperton	TW17 9LL			1						1	1	0	Mar-17

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Table C: Dwellings on sites under construction as at 1 April 2018 (contd)

Application Number	PA Type	Address	Street	Town	Postcode	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL	Date Comm
16/01412	RVC	64	Desford Way	Ashford	TW15 3AT					1	2			3	3	0	Mar-17
16/01570	FUL	98	Chesterfield Road	Ashford	TW15 2ND					1	1			2	2	0	Jan-17
16/01210	FUL	Kenavon	Ferry Lane	Shepperton	TW17 9LH			1						1	1	0	Jan-17
16/01670	FUL	9a	Everest Road	Stanwell	TW19 7EA		1							1	1	0	Jun-17
16/02019	PDO	Dolphin House, 140	Windmill Road	Sunbury	TW16 7HS					110				110	110	0	Mar-17
16/01429	FUL	168	Staines Road East	Sunbury	TW16 5AY			1						1	1	0	Nov-17
16/02045	FUL	Churchill Hall	Churchill Way	Sunbury	TW16 7RY		3							3	3	0	Feb-18
17/00027	OUT	Shepperton Home Care & DIY, 92-94	High Street	Shepperton	TW17 9AU					4				4	4	0	Jan-18
16/01987	FUL	75	High Street	Stanwell	TW19 7LJ					1				1	1	0	Jun-17
17/00588	FUL	Welltown Cottage	Woodlands Drive	Sunbury	TW16 5JS				1					1	1	0	Jan-18
17/00174	FUL	Land adj to Rika	Grays Lane	Ashford	TW15 1BY			2	1					3	3	0	Mar-18
17/00630	FUL	7-11	Manygate Lane	Shepperton	TW17 9EQ					13	9			22	22	0	Jan-18
17/00353	FUL	HSBC, 47-49 (2nd floor)	Church Road	Ashford	TW15 2UA					8				8	8	0	Mar-18
17/00980	FUL	Adjacent to, 3	Douglas Road	Stanwell	TW19 7HD		1							1	1	0	Mar-18
17/00641	FUL	28A	Lynegrove Avenue	Ashford	TW15 1ER						5			5	5	0	Mar-18
17/00844	FUL	66	Greenlands Road	Staines	TW18 4LR				1					1	1	0	Mar-18
17/00926	FUL	75	Woodthorpe Road	Ashford	TW15 3JT						4			4	4	0	Oct-17
17/01028	FUL	The Bugle Returns Public House, 173	Upper Halliford Road	Shepperton	TW17 8SN					2	6			8	8	0	Feb-18
17/01017	PDO	7A	High Street	Staines	TW18 4QY					2				2	2	0	Mar-18
17/01212	RVC	8-12	Clarendon Road	Ashford	TW15 2QE					4	6			10	10	0	Nov-17
17/01227	FUL	Woodcott	Church Road	Shepperton	TW17 9JT			1						1	1	0	Mar-18
17/01103	FUL	Philae	Pharaohs Island	Shepperton	TW17 9LN		1							1	1	0	Jan-18
17/01320	FUL	Sankby	Leacroft	Staines	TW18 4PB				2					2	2	0	Mar-18
17/01530	PDR	HSBC, 1st Floor, 47-49	Church Road	Ashford	TW15 2UA					4				4	4	0	Mar-18
16/01357	FUL	Former London Irish RF Club	The Avenue	Sunbury	TW16 5EQ						24			24	24	0	Jan-18
17/01274	FUL	Brooklands College	Church Road	Ashford	TW15 2XD			10		125	222			357	325	32	Mar-18
16/01302	OUT	94	High Street	Shepperton	TW17 9AU	3								3	3	0	Jan-18
17/01871	RVC	Dolphin House, 140	Windmill Road	Sunbury	TW16 7FH					1	1			2	2	0	Feb-18
17/01025	RVC	Garage and land site	Vibia Close	Stanwell	TW19 7HR						6	3		9	9	0	Mar-18

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Table D: Sites with planning permission as at 1 April 2018

Application Number	PA Type	Address	Street	Town	Postcode	Date on Decision Notice	PP Expiry Date	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL
12/01700	FUL	96-104	Church Street	Staines	TW18 4DQ	27/01/2014	27/01/2019			14	2	11	19	2		48	44	4
14/01096	FUL	The Old Station	Moor Lane	Staines	TW18 4BB	31/03/2015	31/03/2018					2	2			4	4	0
15/00177	FUL	5	Station Road	Ashford	TW15 2UW	12/05/2015	12/05/2018							1		1	1	0
15/00530	FUL	39	Gresham Road	Staines	TW18 2BD	26/06/2015	26/06/2018						7			7	7	0
14/01882	FUL	Jewsons	Moor Lane	Staines	TW18 4YN	03/09/2015	03/09/2018		7	8	10	3	8			36	29	7
14/01692	FUL	47	Lower Hampton Road	Sunbury	TW16 5PR	12/08/2015	12/08/2018	1								1	1	0
15/00953	FUL	Markway House	Lower Hampton Road	Sunbury	TW16 5PN	13/10/2015	13/10/2018				1					1	1	0
15/00363	FUL	62	Kenilworth Road	Ashford	TW15 3EL	23/12/2015	23/12/2018	1	2							3	3	0
15/01420	FUL	4a	Church Street	Staines	TW18 4EP	23/12/2015	23/12/2018					2				2	2	0
15/00715	FUL	Ye Olde House	Church Square	Shepperton	TW17 9JY	24/12/2015	24/12/2018	1	1							2	2	0
15/00248	FUL	136a	Chesterfield Road	Ashford	TW15 3PD	04/01/2016	04/01/2019									0	0	0
15/01587	FUL	Land to East of	Cherry Way	Shepperton	TW17 8QG	12/01/2016	12/01/2019				1					1	1	0
15/01498	FUL	430	Staines Road West	Ashford	TW15 1RZ	04/01/2016	04/01/2019						6			6	6	0
15/01288	FUL	27	Gordon Road	Ashford	TW15 3ES	15/01/2016	15/01/2019			1						1	1	0
15/01481	FUL	29	Clarence Street	Staines	TW18 4SY	25/01/2016	25/01/2019						2			2	2	0
15/01107	FUL	r/o 32 & 32A	Harrow Road	Ashford	TW14 8RT	27/01/2016	27/01/2019	1								1	1	0
15/01707	FUL	50	Shortwood Avenue	Staines	TW18 4JL	11/02/2016	11/02/2019			1						1	1	0
15/01658	FUL	Land at r/o Elmstead	Elmsway	Ashford	TW15 2SH	12/02/2016	12/02/2019			1						1	1	0
15/01738	FUL	Land to south of	Hawley Way	Ashford		17/02/2016	17/02/2019		2							2	2	0
15/01718	FUL	Car Park & Sea Cadet Building	Bridge Street	Staines	TW18 4TG	15/03/2016	16/03/2019					72	100	33		205	205	0
15/00897	FUL	7 - 9	Church Street	Staines	TW18 4EN	11/03/2016	12/03/2019						1			1	1	0
14/02213	FUL	Land to East of	Churchill Way	Sunbury	TW16 7RY	09/05/2016	10/05/2019		3							3	0	3
15/01630	OUT	Land to r/o 6	Reedsfield Road	Ashford	TW15 2HE	28/04/2016	27/09/2018		3							3	3	0
15/00187	FUL	Garage site	Kenyngton Drive	Sunbury	TW16 7RU	10/05/2016	11/05/2019		3							3	0	3
16/00344	FUL	48	Town Lane	Stanwell	TW19 7RX	28/06/2016	29/06/2019			2						2	2	0
16/00891	FUL	23	Willowbrook Road	Stanwell	TW19 7AB	22/07/2016	23/07/2019						1	1		2	2	0
16/00842	FUL	83	Groveley Road	Sunbury	TW16 7JZ	22/08/2016	23/08/2019		1							1	1	0
16/01130	FUL	Shapla Restaurant	Russell Road	Shepperton	TW17 9HQ	07/10/2016	08/10/2019						3	2		5	5	0
16/01662	FUL	Brook Cottage, 25-27	High Street	Stanwell	TW19 7JR	30/11/2016	01/12/2019			1						1	1	0
16/01587	FUL	2	Burgoyne Road	Sunbury	TW16 7PW	22/11/2016	23/11/2019		2							2	2	0
16/01558	FUL	9	Thetford Road	Ashford	TW15 3BW	16/11/2016	17/11/2019			3						3	3	0
16/01325	FUL	498	London Road	Ashford	TW15 3AE	15/11/2016	16/11/2019		1							1	1	0
16/01525	FUL	DC Hill & Son (Textiles) Ltd, Hill House	Alexandra Road	Ashford	TW15 1TN	16/12/2016	17/12/2019		4							4	4	0
16/00819	FUL	Bridge House	Bridge Street	Staines	TW18 4TW	15/12/2016	16/12/2019					2	7			9	9	0
16/01883	PDO	Allington House, 3	Station Approach	Ashford	TW15 2QN	19/12/2016	20/12/2019					6	2			8	8	0
16/01376	FUL	2	Explorer Avenue	Stanwell	TW19 7SS	27/01/2017	28/01/2020		1	1						2	2	0
16/01900	FUL	381-385	Staines Road West	Ashford	TW15 1RH	13/02/2017	14/02/2020		1	2	1	4	4			12	12	0

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Table D: Sites with planning permission as at 1 April 2018 (contd)

Application Number	PA Type	Address	Street	Town	Postcode	Date on Decision Notice	PP Expiry Date	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL
17/00121	FUL	Land at	Orchard Close	Ashford		20/03/2017	20/03/2020	1								1	1	0
17/00189	FUL	3	Glen Avenue	Ashford	TW15 2JE	16/03/2017	16/03/2020			1						1	1	0
17/00358	PDO	Imtech House, 33-35	Woodthorpe Road	Ashford	TW15 2RP	27/04/2017	27/04/2020					50				50	50	0
17/00106	FUL	87	Adelaide Road	Ashford	TW15 3LL	05/05/2017	05/05/2020						2			2	2	0
17/00541	FUL	2	Willow Way	Sunbury	TW16 6BT	30/05/2017	30/05/2020		1							1	1	0
16/01158	FUL	17 - 51	London Road	Staines	TW18	30/10/2017	30/10/2020					141	110	2		253	253	0
16/01591	FUL	Hithermoor Farm, 6	Farm Way	Stanwell Moor	TW19 6AY	07/11/2017	07/11/2020		12	3		2	2	4		23	23	0
16/00638	FUL	R & R Joinery, 103	London Road	Staines	TW18 4HN	01/06/2017	01/06/2020						1			1	1	0
17/00634	OUT	Land adj to 8/9	York Close	Staines	TW18 1GA	07/06/2017	07/06/2020			1						1	1	0
17/00540	OUT	33	Beverley Road	Sunbury	TW16 6NF	10/07/2017	10/07/2020			1						1	1	0
17/00922	FUL	10	Cecil Road	Ashford	TW15 1RJ	28/07/2017	28/07/2020		2							2	2	0
17/00700	FUL	10A	Thames Street	Staines	TW18 4SD	28/07/2017	28/07/2020					8	2			10	10	0
17/00621	FUL	156	Chesterfield Road	Ashford	TW15 3PT	04/08/2017	04/08/2020					1	2			3	3	0
17/00556	FUL	18	Greenlands Road	Staines	TW18 4LR	08/08/2017	08/08/2020				1					1	1	0
17/00560	FUL	55A	Woodthorpe Road	Ashford	TW15 2RP	29/08/2017	29/08/2020					5	4			9	9	0
16/02012	FUL	Sandmead, 5	Sandhill Meadow	Shepperton	TW17 9HY	04/09/2017	04/09/2020		1							1	1	0
17/00981	FUL	90	Kingsway	Stanwell	TW19 7QE	11/09/2017	11/09/2020						1	2		3	3	0
17/00635	FUL	6 to 8/2 to 4	Station Road/Woodthorpe Road	Ashford	TW15 2RY	13/09/2017	13/09/2020						2			2	2	0
17/00758	FUL	Wardle Dental Surgery, 68	Church Road	Ashford	TW15 2TW	14/09/2017	14/09/2020					3				3	3	0
17/00745	FUL	64	Desford Way	Ashford	TW15 3AT	13/09/2017	13/09/2020					1				1	1	0
16/01075	FUL	Jobi	Short Lane	Stanwell	TW19 7BQ	11/09/2017	11/09/2020					4				4	4	0
17/01181	FUL	19	Comet Road	Stanwell	TW19 7HP	22/09/2017	22/09/2020			1						1	1	0
17/00782	FUL	Headline House	Stanwell Road	Ashford	TW15 3QH	22/09/2017	22/09/2020					5	5			10	10	0
17/00366	FUL	Monkey Puzzle House, 69-71	Windmill Road	Sunbury	TW16 7DT	26/09/2017	26/09/2020						12	2		14	14	0
16/01811	FUL	6	Stanwell Road	Ashford	TW15 3ER	25/09/2017	25/09/2020									0	0	0
17/00190	FUL	6	Sandhill Meadow	Shepperton	TW17 9HY	09/10/2017	09/10/2020			1						1	1	0
17/01364	FUL	8	Elizabethan Close	Stanwell	TW19 7QL	19/10/2017	19/10/2020		1							1	1	0
17/01021	FUL	6-8 Station Road and 2-4	Woodthorpe Road	Ashford	TW15 2UP	20/10/2017	20/10/2020					2	2			4	4	0
17/00933	FUL	Land rear of 109	Ashgrove Road	Ashford	TW15 1NY	19/10/2017	19/10/2020			1						1	1	0
17/01379	FUL	Windmill Stores, 96	Windmill Road	Sunbury	TW16 7HB	03/11/2017	03/11/2020					1				1	1	0
17/01128	FUL	52A	Thames Meadow	Shepperton	TW17 8LT	03/11/2017	03/11/2020			1						1	1	0
17/01400	FUL	Inglewood Hall	Green Street	Sunbury	TW16 6QB	10/11/2017	10/11/2020					1	3	2		6	6	0
17/01313	FUL	Ash View,39	Church Road	Ashford	TW15 2QF	10/11/2017	10/11/2020						2			2	2	0
17/01495	FUL	Land to rear of, 43 and 45	Ashford Road	Ashford	TW15 1UE	16/11/2017	16/11/2020				1					1	1	0
17/01475	FUL	95	Desford Way	Ashford	TW15 3AS	13/11/2017	13/11/2020						2			2	2	0
17/01475	FUL	95	Desford Way	Ashford	TW15 3AS	13/11/2017	13/11/2020						2			2	2	0
17/01218	FUL	Galower Builders Limited, 100 - 102	Long Lane	Stanwell	TW19 7AE	01/12/2017	01/12/2020	1	2							3	3	0

Draft Statement of Five Year Housing Supply

Table D: Sites with planning permission as at 1 April 2018 (contd)

Application Number	PA Type	Address	Street	Town	Postcode	Date on Decision Notice	PP Expiry Date	House 1 Bed	House 2 Bed	House 3 Bed	House 4+ Bed	Flat 1 Bed	Flat 2 Bed	Flat 3 Bed	Flat 4+ Bed	SCHEME GROSS TOTAL	PRIVATE UNITS GROSS TOTAL	AFFORDABLE UNITS GROSS TOTAL
17/01415	FUL	19	Plover Close	Staines	TW18 4RW	07/12/2017	07/12/2020		1							1	1	0
17/01122	FUL	Brecknock	Stanwell New Road	Staines	TW18 4HY	12/12/2017	12/12/2020			2						2	2	0
17/01694	FUL	217	Staines Road West	Sunbury	TW16 7BH	22/12/2017	22/12/2020	1								1	1	0
17/01847	PDO	Benwell House	Green Street	Sunbury	TW16 6QF	15/01/2018	15/01/2021					14	19			33	33	0
17/01376	FUL	79A	Thames Street	Sunbury	TW16 6AD	29/01/2018	29/01/2021							3		3	3	0
17/01753	FUL	5	Sunbury Court Island	Sunbury	TW16 5PP	25/01/2018	25/01/2021			1						1	1	0
17/01604	FUL	9a Lantern House	Station Approach	Ashford	TW15 2QN	30/01/2018	30/01/2021									0	0	0
17/01802	PDO	32	Church Road	Ashford	TW15 2UY	30/01/2018	30/01/2021					1				1	1	0
16/01941	FUL	Dockett Cottage	Towpath	Shepperton	TW17 9LL	23/11/2017	23/11/2020				1					1	1	0
17/00581	FUL	9	Roberts Close	Stanwell	TW19 7NN	08/06/2017	08/06/2020		2							2	2	0
17/00463	FUL	55	Cherry Orchard	Staines	TW18 2DQ	05/02/2018	05/02/2021						4			4	4	0
17/01143	FUL	Staines Town Hall	Market Square	Staines	TW18 4RH	09/02/2018	09/02/2021					8	5			13	13	0
17/01925	FUL	40	Glenfield Road	Ashford	TW15 1JL	14/02/2018	14/02/2021					1	1			2	2	0
17/01795	FUL	25	Orchard Avenue	Ashford	TW15 1JB	20/02/2018	20/02/2021					2				2	2	0
17/01634	FUL	42	High Street	Shepperton	TW17 9AX	09/02/2018	09/02/2021					4	2			6	6	0
17/01920	FUL	Land to r/o 7-9 Woodthorpe Road & 5	Station Road/Woodthorpe Road	Ashford	TW15 2UW	23/02/2018	23/02/2021						5			5	5	0
17/01851	FUL	20-22	High Street	Staines	TW18 4EE	28/02/2018	28/02/2021					3				3	3	0
17/01761	FUL	Land to r/o 1	Riverfield Road	Staines	TW18 2EE	20/03/2018	20/03/2021		1							1	1	0
18/00146	FUL	47a	Chertsey Road	Ashford	TW15 1SR	27/03/2018	27/03/2021				1					1	1	0
17/01763	FUL	Land south of (north of Birkholme and Willow Cottage)	Lower Hampton Road	Sunbury	TW16 5PR	14/03/2018	14/03/2021				1					1	1	0
18/00048	PDO	Old Police Station, 2	London Road	Staines	TW18 4BP	06/03/2018	06/03/2021					9	5			14	14	0
18/00008	PDO	Units 3 & 4, The Summit Business Park	Hanworth Road	Sunbury	TW16 5DB	01/03/2018	01/03/2021					29	16	12		57	57	0
17/01065	FUL	Hallford Studios Ltd	Manygate Lane	Shepperton	TW17 9EG	09/03/2018	09/03/2021		6	6	4	5	3			24	24	0
17/01878	RVC	19	Clockhouse Lane	Ashford	TW15 2EP	21/03/2018	21/03/2021				1					1	1	0
17/00485	FUL	4	Ethel Road	Ashford	TW15 3RB	28/03/2018	28/03/2021		2							2	2	0
17/01927	FUL	Land west of 1	Ford Close	Shepperton	TW17 0EA	28/03/2018	28/03/2021	1								1	1	0
18/00258	FUL	The Laurels	Park Road	Shepperton	TW17 9LL	29/03/2018	29/03/2021			1						1	1	0
18/00165	FUL	Loyola Centre	Green Street	Sunbury	TW16 6QE	29/03/2018	29/03/2021			1						1	1	0
15/01527	PDO	61-63	High Street	Staines	TW18 4QW	27/01/2016	27/01/2019					3	2			5	5	0
17/01546	FUL	33	Kempton Court	Sunbury	TW16 5PA	21/12/2017	21/12/2020					1	1			2	2	0

Draft Statement of Five Year Housing Supply

Table E Large sites without planning permission identified as deliverable in next five Years 2018 – 2023					
Site ID	Address	Street	Area (ha)	Yield (net dwellings 2018-2024)	Comments
AC1/001	Land adjoining	Feltham Hill Road and Poplar Road	0.72	36	Existing allocation A3 – northern part of site already developed. Planning permission sought for southern part of site.
AS1/001	Tesco Extra	Town Lane	3.6	50	Potential mixed use scheme – in addition to existing use. Submitted to call for sites.
AS1/004	Happy Landing PH	Clare Road	0.21	30	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
AS1/005	524-538	London Road	0.39	56	Planning permission sought on site – currently pending consideration.
AS1/008	Ashford Hospital (East Yard)	Town Lane	0.8	108	Landowner confirmed site surplus to needs. Relocate existing uses on site.
AT1/001	Hitchcock and King	Stanwell Road	1.14	200	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
AT1/010	Harper House	Fordbridge Road	0.15	15	Potential residential redevelopment.
AT2/001	145-149	Stanwell Road	0.08	5	Potential residential redevelopment. Owner confirmed availability subject to provision of new site for existing use.
AT3/007	Ashford Multi-storey car park	Church Road	0.27	50	Potential residential development. Sustainable urban location.
AT3/008	The Old Post Office, 1	Knapp Road	0.12	12	Landowner expressed interest in redeveloping site.
AT3/013	6-8	Wolsey Road	0.04	9	Permission sought for redevelopment of site.
LS3/001	r/o 151-153	Charlton Road	0.13	6	Potential residential development to rear of existing dwellings. Owners confirmed site availability. Subject to access arrangements.
RL1/001	Staines Ex Servicemen Club, 6	Laleham Road	0.13	10	Potential mixed use development in addition to existing use. Owner shown interest in redeveloping site in past 3 years.
SC1/002	115	Staines Road West	0.11	20	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
SC1/003	147	Staines Road West	0.08	20	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
SC1/004	Sunbury Fire Station	Staines Road West	0.31	25	Potential residential development. Owner confirmed availability subject to re-provision of existing use within Borough.

Draft Statement of Five Year Housing Supply

Table E Large sites without planning permission identified as deliverable in next five Years 2018 – 2023					
Site ID	Address	Street	Area (ha)	Yield (net dwellings 2018-2024)	Comments
SC1/006	Tesco Extra	Escot Road	3.6	50	Potential mixed use scheme – in addition to existing use. Submitted to call for sites
SC1/015	Dolphin House, 140	Windmill Road	0.1	7	Permission already implemented for 112 units on site – permission sought for a further 7 units.
SE1/002	69-71	Staines Road East	0.12	10	Potential residential development. Owner confirmed availability. Existing old Sunbury Police Station vacant.
SE1/005	Benwell House	Green Street	0.79	77	Planning permission granted on part of the site (see Table D). Potential for further development within grounds and extension.
SE1/007	St Pauls Catholic College	Green Street	0.41	7	Surplus land (2 parcels) submitted to call for sites.
SE1/021	1-3	Station Road Sunbury	0.18	27	Planning permission granted 2014 however potential to extend for additional units.
SE1/023	41	Orchard Road	0.05	6	Site deliverable, subject to overcoming employment area designation. Potential mixed use.
SN2/001	Minerva House	Minerva Close	0.21	11	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
SS1/002	White House	Kingston Road	0.19	55	Potential flatted residential redevelopment.
ST1/021	Majestic House	High Street	0.42	104	Site under construction - planning permission sought for additional 104 units.
ST1/029	Surrey CC Buildings	Burges Way	0.5	29	Subject to re-provision of existing use. Surrey CC service review underway.
ST1/030	Fairways Day Centre	Knowle Green	0.63	36	Subject to re-provision of existing use. Surrey CC service review underway.
ST1/036	Universal Tyre Co Ltd	Laleham Road	0.07	12	Site currently in commercial use. Landowner confirmed site's availability.
ST1/037	Thameside House	South Street	0.23	120	Potential flatted residential redevelopment.
ST2/001	Glenthorne, 33	Rookery Road	0.25	19	Planning permission sought on site – currently pending consideration.
ST2/021	Drake House	Drake Avenue	0.08	14	Planning permission sought on site – currently pending consideration.

Draft Statement of Five Year Housing Supply

Table E Large sites without planning permission identified as deliverable in next five Years 2018 – 2023					
Site ID	Address	Street	Area (ha)	Yield (net dwellings 2018-2024)	Comments
ST3/001	62	Kingston Road	0.05	6	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
ST3/004	34-36 (OAST House) /Car park	Kingston Road	0.93	180	Potential residential/ mixed use scheme on site. Buildings on site currently vacant.
ST3/006	Renshaw Trading Estate	Mill Mead	0.86	275	Planning permission sought on site – currently pending consideration.
ST3/008	Burma House	Station Path	0.14	14	Currently in office use. Owners confirmed availability.
ST3/009	Heliting House, 4	London Road	0.17	35	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
ST3/010	15	London Road	0.02	8	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
ST4/001	Jewsons	Moor Lane	0.59	45	Existing allocation A7 - Availability of site confirmed and submitted to call for sites – residential use proposed by developer.
ST4/002	Car Park, Hanover House & Sea Cadet Building	Bridge Street	0.90	300	Potential mixed use scheme on site – sustainable town centre location.
ST4/005	20	Bridge Street	0.02	9	Potential residential development. Owner shown interest in redeveloping site in past 3 years.
ST4/011	Thames Lodge	Thames Street	0.32	65	Submitted to call for sites – residential use proposed by developer.

Cabinet**21 November 2018**

Title	Meals on Wheels contract procurement for the supply of meals.		
Purpose of the report	To make a Key Decision		
Report Author	Jayne Brownlow and Niky Rentall		
Cabinet Member	Councillor Maureen Attewell	Confidential	Yes
Corporate Priority	Clean and Safe Environment		
Recommendations	<ul style="list-style-type: none"> • Approve the award of a new contract to Apetito for a 5 year period for the supply of meals for use by the Meals on Wheels service. Procurement will be through the ESPO (Eastern Shires Purchasing Organisation) framework 58. The cost is estimated to be £349,920 over the 5 year period. • In tandem with the meals, approve final costs for the 5 year lease of 4 bespoke vans fitted with 'cook on board' oven facilities. Original delegated authority to proceed with the purchase was given in July 2018. The cost of the 5 year lease hire is £126,134 		
Reason for Recommendation	Due to the overall value, Cabinet is asked to agree that the contract to provide food and vans for the Meals on Wheels service is awarded to Apetito.		

1. Key issues

- 1.1 Spelthorne Borough Council continues to operate a Meal on Wheels service for vulnerable people who have no alternative means of getting a daily hot meal. This service not only supplies the meals but ensures clients are visited once a day, providing reassurance as far as possible and next of kin can be notified of any apparent concerns. Meals are delivered every day of the year covering Christmas, Boxing and New Year's Day.
- 1.2 The current service comprises of four rounds with approximately 140 clients. Over the last quarter of 2017/18 they received 7,494 meals. Meals are delivered on a daily basis Monday – Friday. We also offer a service at weekends comprising of 2 rounds. 412 meals were delivered for the similar period over weekends. In addition to the above we also delivered 1,562 sandwiches for clients to have for their tea.
- 1.3 Meals cost £3.90 for a hot dinner and pudding. This cost has remained the same for at least the last 2 years. The charges will be reviewed again this year in consultation with the portfolio holder.

- 1.4 At present the Council has 2 contracts with Apetito relating to the supply of Meals on Wheels. One for the supply of the food itself and the other for the vehicles used to deliver the food. Historically these contracts have not run concurrently but getting them aligned will make contract and supplier management more straightforward.
- 1.5 The current contract for the supply of ready-made and cooked meals to our clients expired on the 31 July 2018, whilst the vehicle lease period ends on the 14 January 2019. As both contracts are currently held with Apetito, the Council and Apetito have agreed that the contract for the supply of meals be extended to terminate at the same time as the vehicle leasing arrangements.
- 1.6 An initial desktop exercise was carried out to review market options. This included looking at the provision by neighbouring boroughs, considering the use of volunteers and their cars, contractor leased or Council owned vans and also providing the service in house. The review concluded that best value for money taking into account resources, quality of service and cost implication was to continue with the current arrangement and lease the vehicles and directly purchase the food.
- 1.7 The cost, service, choice and food quality provided by Apetito appeared to be the best option available. Apetito have a wide menu range which includes soft pureed, gluten free, pescatarian, halal meat, kosher and diabetic meals. To back this up, a visit took place to the Apetito factory in September 2018 to review the food production process and observe quality assurance, stock management and food hygiene/testing procedures.
- 1.8 Spelthorne Council have been using Apetito for over 10 years under tendered contracts. Within this time we have surveyed our residents who receive the meals to make sure that they are happy with the menu and the quality of food. Predominantly there have been good reports back both directly from clients and through the drivers. Any concerns that have been raised with Apetito have been responded to quickly and thoroughly.
- 1.9 Apetito currently have over 80% of the current market for the provision of food into the public sector, including hospitals, care homes and the local government market. They are the largest supplier amongst the Surrey Boroughs for Meals on Wheels. They also have a private arm, Wiltshire Farm Foods.
- 1.10 Apetito are currently on the ESPO framework 58 for the supply of meals. It is proposed that Spelthorne procure the meals contract off this framework. This framework allows for the direct award of the contract to Apetito and is compliant with the provisions of the Public Contracts Regulations 2015. Under contract standing orders, where a procurement of this value proceeds under a framework, it is the Cabinet who has the authority to select the supplier
- 1.11 The supply of vehicles is not currently on a framework so the lease arrangement will need to be procured directly. A report was agreed by Cabinet in July 2018 providing delegated authority to proceed with the direct award for the vehicles. A firm quote has now been received and the cost for the 5 year hire of the vehicles is £126,134. Lease costs for each of the 4 vehicles is £525.56 per month which includes maintenance and services but not consumables.

2. Options analysis and proposal

2.1 Don't renew the contract & cease to provide Meals on Wheels for clients.

Although this is an option it would not be preferred as our more vulnerable residents in the borough would suffer. The uptake of the service is healthy.

The provision of weekend and Christmas holiday meals to 50 of our most vulnerable clients was introduced through an incentive launched and funded by Surrey a number of years ago. Although this funding has ceased, the service has continued to run within the budget allocated, at no additional cost to the Council.

In an attempt to cut costs, the option to cease weekend meal deliveries could be considered although, as this is provided within the overall budget, this would not be recommended on financial grounds.

2.2 Source the meals and vehicles from separate suppliers.

This would require the meals to be cooked/heated at the Fordbridge Centre and delivered in 'Hot Boxes'. Additional diesel costs for the delivery rounds would be incurred as storage in the vans would not be as efficient. Also, the meals would not remain as hot, opening up the risk of food poisoning.

The vehicles provided by Apetito are bespoke with built in ovens which can cook the meals en route as they are being delivered. This ensures all meals are freshly cooked and at the optimum temperature. The ovens are constructed such that the dimensions of the meal containers fit exactly in the ovens. No other supplier's meals can be used so there are no options to decouple the meals and the vehicle contracts if the 'cook on board' option is preferred.

2.3 Cook all meals fresh from scratch at the Fordbridge centre

This option has not been fully explored as the staffing, kitchen capacity and food sourcing requirements would make this immediately cost prohibitive.

2.4 Award a 5 year contract to Apetito for the supply of meals.

Apetito are our incumbent supplier and have been so for the past 10 years plus. They are able to supply a wide range of meals to suit our client group as well as the option to cook the meals in the ovens fitted in the delivery vehicles. The quality and cost of their meals is comparable with if not better than their competitors.

2.5 The recommended option is Option 2.4, to award the contract for meals and the lease of the vehicles to Apetito. This is based on the information provided in this report and our experiences of them to date

3. Financial implications

3.1 The projected costs for awarding the contract to Apetito is contained in the table below

	Annual costs		Costs over 5 year contract	
	Food annual (estimate)	Vehicles annual 4 vans	Food over 5 years (estimate)	Vehicles 4 vans over 5 years
2013 – 2018	£67,000	£22,080	£335,000	£110,400

Proposed 2019- 2024	£69,980	£25,227	£349,900	£126,134
Cost increase	£2,980	£3,147	£14,900	£15,734
Total increase	£6,127		£30,184	

- 3.2 Overall cost of the Apetito meals and vehicle contract over 5 years would be £476,034, an increase of £30,184 over the previous 5 year contract.
- 3.3 The cost of Apetito meals went up by 2.4% on 1 October 2018. This cost is reflected in the above figures. For the last 2 years we have not passed any cost increase on to our clients however, as always, this will need to be considered. In addition, the number of specialist dietary requirements we are delivering are increasing. These are generally more costly to source.
- 3.4 The method of managing costs to date has been solely down to balancing the budget available against the value of the meals purchased. Staff have juggled the more expensive meals with the less expensive ones and as such provided a balanced choice to the clients in order to keep the costs the same.
- 3.5 In 2017/18 income received for the supply of Meals on Wheels was £47.5K
- 3.6 The funding for the Meals on Wheels service is currently subsidised by a grant from Surrey County Council. The funding for 2018/19 was £47,516. As with many areas, Surrey's intention is to reduce this funding in 2019/20 to £23,758 and indications are that in 2020/21 we will receive no funding from County. Budget provision has been made by Spelthorne to cover this shortfall and allow the service to continue as is.

4. Other considerations

- 4.1 The contract will start as soon as a date is provided for the delivery of the vehicles. This is expected to be around the 14 January 2019.
- 4.2 The diversity of meals available from Apetito will cater for the increased requests for non-standard dietary requirements such as religious and medical. Over recent years we have seen an increase in these types of requests.
- 4.3 The use of the 'cook on board' ovens reduces the risk of food poisoning as food is held at the correct temperature. For this reason it is the preferred option for food preparation and delivery.
- 4.4 Electric powered vans were considered however this is not currently feasible as the van engine needs to be powerful enough to keep the battery topped up. This battery powers the ovens on board during the cooking process. The Ford Transit Connect 200 LI Diesel 1.5 Tdci Ecoblue vans are the suggested choice.
- 4.5 There are no significant risks with the provider. Apetito are a major provider in the industry with an evidenced track record both at Spelthorne and across the country of providing a quality service. The Council have used and worked with Apetito for over 10 years.

- 4.6 Spelthorne hold copies of Apetito procedures and their commitments for delivery of meals in case of bad weather or vehicle breakdowns. This is an assurance to us for consistency of food supplies.
- 4.7 Consideration was given to exploring potential economies of scale by working more closely with the other Surrey Boroughs who use Apetito. Unfortunately all boroughs are mid-term with their contracts with Apetito and are not looking at present to review this. In the future, however, there are opportunities for this to be explored further through the Surrey Procurement Officers group.
- 4.8 There is an identified risk around the number of vans we lease as part of the agreement. As we operate with 4 rounds on a daily basis, there is no contingency for a vehicle being off the road long term. Over the short term, this can be accommodated by condensing into 3 rounds, however over a longer term this will present a problem. An option considered is to procure a 5th van as a stand by. Pricing supplied is on the basis of 4 vehicles. Adding another vehicle is a costly option, adding another £31,500 to the cost of the contract. A 5th van will also present problems with the parking at the Fordbridge centre. Apetito were asked and are unable to source a temporary van in this eventuality. Our only option would be to cook the meals at the Fordbridge Centre and deliver using Hot Boxes.

5. Timetable for implementation

- 5.1 The proposed timetable for the procurement, contract negotiations and delivery of the vehicles and food contract can be seen in the table below.

Task	Timeframe
Cabinet approval given	Mid November
Order for food contract to be placed (ESPO framework)	end November
Order for the vehicles to be placed	end November
Lead time for sourcing and customisation of the vans.	mid-January
Contract negotiations and clarifications	end November
Contract start date (estimate)	mid-January 2019

Background papers: None

Appendices: None

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Cabinet**21 November 2018**

Title	Capital Monitoring Report		
Purpose of the report	To note		
Report Author	Laurence Woolven (Chief Accountant)		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	Cabinet to note the current level of spend.		
Reason for Recommendation	Not applicable		

1. Expenditure to date and Estimated Outturn

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to September 2018.
- 1.2 By its nature the provision for acquisition of assets is variable depending on opportunities arising, due to the scale of this item the analysis is split to show the variance of the remaining capital items separately.
- 1.3 For the period ending September 2018, capital expenditure including commitments on all other items was £3.3m, the projected outturn shows an expected underspend of £11.8m.
- 1.4 For the acquisition of assets scheme, £322m had been spent as at the end of September with £497m still available to be invested.
- 1.5 Overall, the projected outturn shows that we are anticipating to spend £329.8m which would be £508.7m under the revised budget of £838.5m.

Councillor Francis – Housing

- 1.6 The level of activity relating to disability facilities grants is higher than budget, this is partly offset by increased funding from MHCLG and A2 Dominion, however an overspend of £191.6k is currently predicted.

Councillor Patel – Environment and Compliance

- 1.7 There is a small in year underspend of £14k anticipated on the Air Quality scheme, this would need to be carried forward for spending in 2019/20.

- 1.8 To date £434.3k has been committed in this portfolio (50.9% of budget).

Councillor Barnard – Planning and Economic Development

- 1.9 It is projected that this area could underspend by £12m, primarily as a result of slippage of some of the works on Ceaser Court, Thameside House and the Leisure Centre.
- 1.10 Small Scale Area Regeneration is forecast to be £239k underspent, Edinburgh Drive Parade has been completed with 3 more parades still to be upgraded. Surrey County Council funding has ceased for future projects of this type.
- 1.11 To date committed expenditure in this area is £2.3m (14.5% of budget).

Councillor Harvey – Leader

- 1.12 No variance currently expected in this area.

Councillor Boughtflower – Corporate Management

- 1.13 This area is forecasting an net overspend of £24k, this is as a result of overspends on the Customer Services contact centre (£50k) and the Canon Printer (£57k) schemes being partially offset by underspends on the VDI project (£40k), Sharepoint upgrade (£35k) and the Customer Portal (£10k).
- 1.14 All other projects are expected to be completed in this financial year. It should be noted that committed expenditure to date on this area is £908.8k out of a budget of £1.474m including carry forwards (61.7%).

Acquisition of Assets

- 1.15 The spend on the Acquisition of Assets scheme is forecast to be £497m under the revised budget. This could alter if further asset opportunities are identified.
- 1.16 To date committed expenditure in this area is £322.8m (39.4% of budget).

2. Financial implications

- 2.1 Any underspend on the approved Capital Programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes.

3. Timetable for implementation

- 3.1 Bi monthly monitoring reports are prepared for Management team and incorporate revised actual figures.

Background papers: None

Appendices: A&B

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2018

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Francis - Housing	73,100	206,100	-	279,200	(348,668)	501	470,800	191,600
Cllr Patel - Environment & Compliance	562,500	161,900	(29,800)	694,600	44,505	308,979	681,600	(13,000)
Cllr Barnard - Planning and Economic Development	13,625,500	-	2,882,200	16,507,700	1,114,400	1,276,586	4,516,600	(11,991,100)
Cllr Harvey - Leader	-	44,200	28,900	73,100	20,000	-	73,100	-
Cllr Boughtflower - Corporate Management	1,462,300	11,500	-	1,473,800	230,188	678,581	1,498,200	24,400
	15,723,400	423,700	2,881,300	19,028,400	1,060,424	2,264,647	7,240,300	(11,788,100)
Acquisition of Assets Scheme	203,500,000	21,140,500	594,859,000	819,499,500	322,819,513	401	322,520,210	(496,979,290)
Acquisition of Assets Scheme	203,500,000	21,140,500	594,859,000	819,499,500	322,819,513	401	322,520,210	(496,979,290)
Grand Total	219,223,400	21,564,200	597,740,300	838,527,900	323,879,937	2,265,048	329,760,510	(508,767,390)

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CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2018

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Adjustments	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Housing Investment Programme											
Cllr Francis - Housing											
Deborah Ashman & K Sinclair	40203	Disabled Facilities Mandatory	707,400	138,000	-	845,400	414,232	-	1,100,000	254,600	Potential commitments due to 6 month lag
Deborah Ashman & K Sinclair	40204	Disabled Facilities Discretion	29,600	-	-	29,600	5,000	501	29,600	-	Expenditure expected in the latter part of the financial year
		Less Specified Capital Grant	(707,400)	-	-	(707,400)	(770,400)	-	(770,400)	(63,000)	Increased grant
		Net Cost of Disabled Facilities Grants	29,600	138,000	-	167,600	(351,168)	501	359,200	191,600	
Deborah Ashman & K Sinclair	40209	Home Improvement Agency grant	83,000	-	-	83,000	-	-	83,000	-	Expenditure expected in the latter part of the financial year
		HIA Funding	(39,500)	-	-	(39,500)	-	-	(39,500)	-	
		Total	43,500	-	-	43,500	-	-	43,500	-	
Total For HIP			73,100	138,000	-	211,100	(351,168)	501	402,700	191,600	
Other Capital Programme											
Cllr Francis - Housing											
Deborah Ashman & K Sinclair	42044	CommunityBuildingsGrantScheme	-	3,100	-	3,100	2,500	-	3,100	-	
		Total	-	3,100	-	3,100	2,500	-	3,100	-	
Sandy Muirhead	42015	Landlord Guarantee Scheme	-	65,000	-	65,000	-	-	65,000	-	This project is expected to be completed by end of this financial year
		Total	-	65,000	-	65,000	-	-	65,000	-	
Cllr Patel - Environment & Compliance											
Jackie Taylor	41025	Tennis Court Refurbishment	27,500	-	-	27,500	9,400	4,600	27,500	-	This project is underway and expected to be completed by end of this financial year
Jackie Taylor	41026	Laleham Park Upgrade	200,000	-	-	200,000	-	-	200,000	-	A way forward has been agreed by ward members, and officers are proceeding with build options. Build is expected to start late spring 2019.
Jackie Taylor	41030	Hengrove Park Improvement	-	11,900	-	11,900	-	-	11,900	-	Park's upgrade of equipment is expected during this financial year
Jackie Taylor	41505	GroundsMaintenanceProject	-	55,900	-	55,900	-	55,930	55,900	-	Delivery of Tractor is delayed and expected during this financial year.
Jackie Taylor	41609	Replacement Multi Use Vehicle	-	80,000	-	80,000	-	80,000	80,000	-	Delivery of Vehicle is expected by November 2018
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	50,000	22,169	16,529	50,000	-	Bins will be ordered throughout the financial year depending on need as & when identified
Jackie Taylor	41624	InstallElecVehicleChargePoints	-	1,900	-	1,900	1,320	-	1,900	-	Electric Vehicle charging point is expected to be installed by end of October 2018
Jackie Taylor	41627	Solar PV For Staines Comm Cent	25,000	12,200	(29,800)	7,400	6,454	-	7,400	-	Currently work is in progress on the specifications. Project is expected to be completed by end of the financial year
Jackie Taylor	42027	Domestic Home Energy	30,000	-	-	30,000	417	4,920	30,000	-	Project is underway and expected to be completed by end of this financial year
Jackie Taylor	42043	Renewal of Toilet Facilities	60,000	-	-	60,000	4,745	-	60,000	-	Project is underway and expected to be completed by end of this financial year
Jackie Taylor	41621	CCTV Enhancement	145,500	-	-	145,500	-	147,000	147,000	1,500	Contract has been awarded to Runnymede BC and expected to be completed by end of this financial year. Overspent against this project is to be funded through other projects within Neighbourhood Services
		Total	538,000	161,900	(29,800)	670,100	44,505	308,979	671,600	1,500	
Lee O'Neil	41314	Air Quality	24,500	-	-	24,500	-	-	10,000	(14,500)	The project is in progress and Air quality data is expected by end of December 2018. Some work is expected in this financial year and remainder to be completed in next financial year.
		Total	24,500	-	-	24,500	-	-	10,000	(14,500)	
								50.9%			
Cllr Barnard - Planning and Economic Development											
Heather Morgan	41007	Stanwell Skate Park	-	-	-	-	(1,249)	-	-	-	Retention payment is expected to be paid in this financial year

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2018

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Adjustments	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Heather Morgan	41015	Runnymede Estates	55,600	-	-	55,600	-	-	55,600	-	Capitalised Planned Maintenance expenditure to be moved here at the end of the financial year.
Heather Morgan	41024	SpelthorneLeisurCenDevelopment	1,800,000	-	-	1,800,000	61,431	-	250,000	(1,550,000)	Development work is currently on hold until 2019. Current costs relating to consultancy services.
Heather Morgan	41622	Affordable Housing Opportunity	966,000	-	(622,800)	343,200	(0)	-	-	(343,200)	We will continue to look for the other opportunities and in touch with Registered Social landlords Partners
Heather Morgan	42010	KG Car Park Improvements	100,000	-	-	100,000	50,371	-	100,000	-	Anticipated to use the full budget in 2018/19. Phase one works to rear have been completed. Phase two work out to tender.
Heather Morgan	42017	Memorial Gardens	-	-	-	-	(2,256)	-	-	-	There are some retention payments are still due to Runnymede Borough Council
Heather Morgan	42034	Community Centre projects	100,000	-	-	100,000	462	-	100,000	-	Completion due end of March 2019 using full budget allocation. Project currently out to tender for construction.
Heather Morgan	42036	Plot 12&13 Towpath Car Park	41,200	-	15,000	56,200	-	-	15,000	(41,200)	Anticipated underspend
Heather Morgan	41328	Ashford MSCP Improvements	-	-	-	-	13,100	-	-	-	MAT has agreed this project to go ahead.
Heather Morgan	42039	Bugle	1,450,000	-	-	1,450,000	373,516	-	1,457,000	7,000	Project is under development and expected to be completed by end of the financial year (likely completion date Jan 2019).
Heather Morgan	42041	Churchill	570,000	-	-	570,000	387,908	-	630,000	60,000	Construction project completed.
Heather Morgan	42042	Ceaser Court	8,000,000	-	-	8,000,000	146,787	675,566	900,000	(7,100,000)	Planning permission & designing are underway. Project is expected to be completed by end of the 2019/20 financial year.
Heather Morgan		Thameside House	-	-	2,600,000	2,600,000	3,500	601,020	605,000	(1,995,000)	Preliminary design underway for residential development
Heather Morgan	42052	Whitehouse - Affordable Housing	175,000	-	680,000	855,000	-	-	175,000	(680,000)	Demolition work has been completed. Planning permission & designing work are underway. Cabinet approval of design fees for Affordable Housing and Hostel approved in July & September. Project due to be complete in 2020/21.
Heather Morgan		Whitehouse - Hostel	-	-	210,000	210,000	-	-	100,000	(110,000)	
Keith McGroary	41619	Small Scale Area Regeneration	605,800	-	-	605,800	80,830	-	230,000	(375,800)	Contract was awarded in spring 2017. 1 shopping parade has been completed and 3 are still outstanding. 5% surcharge to be applied by contractor due to over 12 months elapsing since contract awarded due to inflation. Each of the remaining 3 shopping parades required full S278 licences from SCC. The delay in the project has been solely due to the lack of licence to proceed. As of W/C 20 August the final licence for the parades was granted. Work is already well under way at Groveley Road. The remaining 2 parades will be completed at the very latest during the course of this financial year, probably earlier subject to weather conditions. Surrey's contribution to the projects is £101k; no further funding will be available for similar projects due to the cut backs made by SCC
		External Funding	(238,100)	-	-	(238,100)	-	-	(101,000)	137,100	
		Total	13,625,500	-	2,882,200	16,507,700	1,114,400	1,276,586	4,516,600	(11,991,100)	
										14.5%	
Cllr Harvey - Leader											
Deborah Ashman & K Sinclair	42045	Ward Grants	-	44,200	28,900	73,100	20,000	-	73,100	-	Project is expected to be completed by end of this financial year
		Total	-	44,200	28,900	73,100	20,000	-	73,100	-	
											27.4%
Cllr Boughtflower - Corporate Management											
Alistair Corkish	43003	New Software	20,000	-	-	20,000	667	5,000	20,000	-	Expenditure on various software enhancements throughout the financial year.
Alistair Corkish	43608	Other Hardware	38,000	-	-	38,000	5,068	7,018	38,000	-	Expenditure on various hardware enhancements throughout the financial year
Alistair Corkish	43611	Mobiles and Tablets	15,000	-	-	15,000	1,248	-	15,000	-	Expenditure expected later during this financial year
Alistair Corkish	43612	Mobile Device Management	10,000	-	-	10,000	-	-	10,000	-	The System requires upgrading which is expected to be completed by end of this financial year
Alistair Corkish	43621	VDI	90,000	-	-	90,000	12,515	-	50,000	(40,000)	Project is in progress and expected to be completed by end of this financial year
Alistair Corkish	43622	ICT Network	30,000	-	-	30,000	28,605	-	30,000	-	Project is in progress and expected to be completed by end of this financial year
Alistair Corkish	43624	Council Chamber Audio	-	-	-	-	1,186	-	1,500	1,500	Project has already been approved by MAT to go ahead and the initial installation of equipment has been completed. Additional Expenditure for goosenecks and lapel mic to be incurred which can be funded through other ICT projects.
Alistair Corkish	43625	Customer Portal	10,000	-	-	10,000	-	-	-	(10,000)	Currently in touch with Suppliers about possible options
Alistair Corkish	43626	Customer Services Contact Cent	40,000	-	-	40,000	-	-	90,000	50,000	Various quotes have been invited which will be looked at and the decision will be taken based on specific requirements. Overspends can be funded through other projects within ICT. Project is expected to be completed by end of this financial year
Alistair Corkish	43627	Oracle Upgrade	10,000	-	-	10,000	6,360	2,375	10,000	-	Project is in progress and expected to be completed by end of this financial year

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2018

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Adjustments	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Alistair Corkish	43628	Reception Terminals	8,000	-	-	8,000	-	-	8,000	-	This is part of Lima project which is expected to start later in the year and expected to be completed by end of this financial year
Alistair Corkish	43629	Sharepoint Upgrade	35,000	-	-	35,000	-	-	-	(35,000)	It's doubtful if this project happens in this financial year. New Business case has to be completed which has to be approved in order to progress further.
Alistair Corkish	43630	SQL Server	30,000	-	-	30,000	2,940	-	30,000	-	This project is in progress and expected to be completed by end of this financial year
Alistair Corkish	43631	Canon Printer						57,947	57,900	57,900	Project is approved by MAT and expected to be completed by this financial year
		Total	336,000	-	-	336,000	58,590	72,340	360,400	24,400	
Sandy Muirhead	42008	Project Lima	885,000	-	-	885,000	170,927	606,241	885,000	-	This project is in progress and expected to be completed by end of the financial year
Sandy Muirhead	43503	Agile Working	27,000	-	-	27,000	671	-	27,000	-	This project is interlinked with Project Lima which is to deliver office space reorganisation and consolidation, new modern furniture and storage functions. Project Lima is incorporating the roll-out of Virtual Desktop infrastructure which will create more flexible hotdesking opportunities. The Agile Working Project is therefore running alongside Lima particularly in relation to creating collaborative working spaces and providing technology to support group working.
Sandy Muirhead	43511	ScannersCorporateEDMS Roll out	31,000	-	-	31,000	-	-	31,000	-	This project will also be subsumed into an assessment of data capture and requirements for new scanners and is linked to corporate EDMS
Sandy Muirhead	43512	Sharepoint redesign & Relaunch	90,000	-	-	90,000	-	-	90,000	-	This project is under review and will be integrated with other ICT projects. This work with the go-ahead on project lima provides more opportunities for successful implementation.
Sandy Muirhead	43515	Corporate EDMS Project	93,300	11,500	-	104,800	-	-	104,800	-	Work on Phase II is being undertaken. Currently the full analysis is being undertaken to find out Licence requirements & software set up. This project is also linked with 'Project Lima' and expected to be completed by end of the financial year.
		Total	1,126,300	11,500	-	1,137,800	171,598	606,241	1,137,800	-	
								61.7%			
Total For Other			15,650,300	285,700	2,881,300	18,817,300	1,411,592	2,264,146	6,837,600	(11,979,700) #	
Acquisition of Assets Scheme											
Heather Morgan	42038	Acquisition of Assets	203,500,000	21,140,500	594,859,000	819,499,500	322,819,513	401	322,520,210	(496,979,290)	Forecast showing if no more acquisitions are made in the current financial year.
		Total	203,500,000	21,140,500	594,859,000	819,499,500	322,819,513	401	322,520,210	(496,979,290)	
Total For Acquisition of Assets			203,500,000	21,140,500	594,859,000	819,499,500	322,819,513	401	322,520,210	(496,979,290) #	
Total Expenditure			220,208,400	21,564,200	597,740,300	839,512,900	324,650,337	2,265,048	330,671,410	(508,841,490)	
Total Funding			(985,000)	-	-	(985,000)	(770,400)	-	(910,900)	74,100	
GRAND TOTAL			219,223,400	21,564,200	597,740,300	838,527,900	323,879,937	2,265,048	329,760,510	(508,767,390)	

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Cabinet**21 November 2018**

Title	Revenue Monitoring Report		
Purpose of the report	To note		
Report Author	Laurence Woolven (Chief Accountant)		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	To note the current level of spend		
Reason for Recommendation	Not applicable		

1. Key issues

1.1 This report provides a summary of the forecast outturn position for the 2018-19 financial year, based on income and expenditure up to the end of September 2018.

1.2 The forecast outturn below shows a positive variance of £1.147m.

	Revised Budget £'000	Forecast Outturn £'000	Variance £'000
Service level Expenditure	63,032	62,618	(414)
Housing Benefit Income	(31,221)	(31,171)	50
Service level Income	(9,664)	(10,523)	(859)
Salary budget saving (<i>actual vacancy savings are reflected in services expenditure outturn</i>)	(300)	-	300
Net Acquisition Income	(7,866)	(8,090)	(224)
Other Income	(209)	(209)	-
External Financing	(5,257)	(5,257)	-
Revenue Carry forward	(711)	(711)	-
Council Tax Income	(7,804)	(7,804)	-
Net	-	(1,147)	(1,147)

2. Options analysis and proposal

2.1 The following highlights variances greater than 5% or £5k of the spend area.

Leader

Spend Area	Variance £'000	Comment
Elections	(10)	No further expenditure expected provided there is no by election
Electoral Registration	(5)	Vacancy saving
Legal	(16)	Higher income due to more activity
Total	(31)	

Deputy Leader

Spend Area	Variance £'000	Comment
Corporate Publicity	15	Additional staffing hours for Web related work
Total	15	

Corporate Management

Spend Area	Variance £'000	Comment
ICT	(18)	Vacancy and software savings offset by loss of shared partnership funding
Corporate Management	(80)	Retention allowance payments lower than anticipated
Total	(98)	

Housing

Spend Area	Variance £'000	Comment
Homelessness	60	Floating support service contribution and other Homelessness initiatives
Housing Benefits Admin	(15)	Vacancy saving
Total	45	

Finance

Spend Area	Variance £'000	Comment
Audit	(24)	Savings expected due to vacancy (£23k) and counter fraud budget (£14k), although partly offset by £13k deficit on partnership income
Total	(24)	

Planning and Economic Development

Spend Area	Variance £'000	Comment
Economic Development	(673)	Gigabit project (£500k) and electric car charging (£175k) not happening in 18/19. Budget will need to rolled forward to next year
Asset Management Administration	267	Thameside House costs partly offset by saving on Elmsleigh Lifts and by additional investment income from new acquisitions
Planning Policy	10	Training and Subscriptions
Planning Development Control	(311)	Additional resource in salary budget plus sharp increase in income from planning application fees and performance agreement
Building Control	(15)	Increased activity
Staines Town Centre Mgmt	20	Lower income from Elmsleigh Centre
Total	(702)	

Environment & Compliance

Spend Area	Variance £'000	Comment
DS Management and Support	(21)	Additional income from shared services
Refuse Collection	(173)	Higher income expected due to increased take up on garden waste service
Waste Recycling	(194)	Contract fees no longer paid due to changes to the recycling credit system
Public Conveniences	(20)	Savings expected due to the closure of public convenience
Parks Strategy	(24)	Additional income through ward grants and use of recreation grounds
Grounds Maintenance	(36)	Additional income due to more activity
Car Parks	(100)	Higher income from increased usage of major car parks expected
Licensing	(46)	License income higher than budgeted
Community Safety	12	Higher CCTV, Telephone maintenance payments to BT
Total	(602)	

Community Well Being

Spend Area	Variance £'000	Comment
SPAN	31	Temporary staffing
Com Care Admin	35	No capital recharge of DFG work partly offset by vacancy saving
Day Centres	65	Higher cleaning, tutor and equipment expenses plus high needs income lower than anticipated
Meals on Wheels	25	Lower number of meals invoiced to date
Spelthorne Troubled Families	34	Family support funding from SCC lower, will seek additional funding from partners

SAT	(30)	Additional funding from SCC only confirmed in July 2018 and additional Spelride recharges for Fordbridge Day Centre
Leisure Administration	17	Community Care expenses
Spelthorne Leisure Centre	(15)	Increase in profit share forecast
Cemeteries	(60)	Income expected to exceed budget as a result of an increase in burials
Total	102	

Customer Services, Estates and Transport

Spend Area	Variance £'000	Comment
Facilities Management	66	Reduced levels of income from Knowle Green
Total	66	

2.2 Asset Acquisitions

The table below shows the latest monitoring position for the acquired assets, the net income is used to meet additional expenditure resulting from reduced government grant, Surrey County Council funding and other pressures.

	Revised Budget £'000	Forecast Outturn £'000	Variance £'000
Rental Income	(31,306)	(39,831)	(8,525)
Loan Interest Payable	14,395	18,819	4,424
Minimum Revenue Provision	7,345	7,345	0
Sinking Funds	1,700	5,577	3,877
Set Aside for specific revenue purposes	335	559	(224)
Net Income (used to fund Revenue budget)	(7,531)	(7,529)	0

- 2.3 The increase in rental income is as a result of additional in year acquisitions, primarily three buildings in Reading, Slough and Uxbridge. These new acquisitions mean that the amount of loan interest payable also increases.
- 2.4 As the 2018/19 budget was already balanced, the bulk of this year's net income from these properties is able to be placed in sinking funds to cover future changes in circumstance, such as capital refurbishments or rent free periods. The sinking funds will be built up over a number of years in anticipation of when required. The sinking fund positions for the various acquisitions are as follows:

	Balance 31/03/18 £'000	Movements 2018/19 £'000	Balance 31/03/19 £'000
BP Main Site	2,690	500	3,190
BP SW Corner	505	150	655
Elmbrook House	173	50	223
12 Hammersmith Grove	1,308	900	2,208
Stockley Park	350	100	450
Communications House	0	536	536
Thames Tower	0	1,121	1,121
Charter Building	0	1,543	1,543
Porter Building	0	677	677
Total	5,026	5,577	10,603

- 2.5 £224k from the new acquisitions will be used to support the 2018/19 revenue budget and if necessary meet any additional asset management resources required to support the growing portfolio. Any unapplied resources would be carried forward and earmarked for asset management resources or the supplementing of sinking funds.
- 2.6 A review of the Council's approach to bad debt provision is under way, any impacts on the revenue budget will be reported in future monitoring reports.
- 2.7 The Outline Budget report will be presented to Cabinet in December, this report will take into account the impact of the acquisitions on future year's budgets.

3. Financial implications

- 3.1 Financial implications are as set out within the report and appendices.

4. Other considerations

- 4.1 There are none

5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team

Background papers: None

Appendices:

A and B

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APPENDIX A

2018/19 Net Revenue Budget Monitoring As at end of 30 SEPTEMBER 2018

	18/19	18/19	18/19	18/19
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	63,189,300	63,031,700	62,618,077	(413,623)
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	63,189,300	63,031,700	62,618,077	(413,623)
Less Housing Benefit grant	(32,021,000)	(31,221,000)	(31,171,000)	50,000
Less Specific fees and charges income	(9,733,400)	(9,664,400)	(10,522,766)	(858,366)
Net Expenditure - broken down as below	21,434,900	22,146,300	20,924,311	(1,221,989)
Leader of the Council	1,404,000	1,408,300	1,380,210	(28,090)
Deputy Leader	563,400	573,100	588,500	15,400
Corporate Management	2,155,700	2,335,800	2,239,700	(96,100)
Housing	2,103,900	2,103,900	2,146,900	43,000
Finance and Customer Service	2,660,500	2,690,800	2,665,800	(25,000)
Planning and Economic Development	4,446,500	4,891,800	4,186,600	(705,200)
Environment and Compliance	5,691,200	5,730,700	5,137,091	(593,609)
Community Wellbeing	393,300	393,300	498,900	105,600
Transport	2,016,400	2,018,600	2,080,610	62,010
NET EXPENDITURE AT SERVICE LEVEL	21,434,900	22,146,300	20,924,311	(1,221,989)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
NET EXPENDITURE	21,134,900	21,846,300	20,924,311	(921,989)
NET EXPENDITURE	21,134,900	21,846,300	20,924,311	(921,989)
Asset Acquisition Income	(31,305,500)	(31,305,500)	(39,831,480)	(8,525,980)
Debt Interest Payable	14,395,300	14,395,300	18,819,005	4,423,705
Minimum Revenue Provision	7,344,700	7,344,700	7,344,700	-
Refurbishments Reserve Contributions	1,700,000	1,700,000	5,577,300	3,877,300
Interest earnings	(900,000)	(900,000)	(900,000)	-
Set aside for Independent Living	(56,000)	(56,000)	(56,000)	-
Revenue Contributions to Capital Outlay	747,000	747,000	747,000	-
BUDGET REQUIREMENT	13,060,400	13,771,800	12,624,836	(1,146,964)
Baseline NNDR Funding	(3,300,000)	(3,300,000)	(3,300,000)	-
Business Rates - Economic Development Set Aside	(1,000,000)	(1,000,000)	(1,000,000)	-
New Homes Bonus	(956,900)	(956,900)	(956,900)	-
NET BUDGET REQUIREMENT	7,803,500	8,514,900	7,367,936	(1,146,964)
2017/18 Revenue carry forward	0	(711,400)	(711,400)	-
Collection Fund Surplus/(deficit)	(48,100)	(48,100)	(48,100)	-
Income from Council Tax	(7,755,400)	(7,755,400)	(7,755,400)	-
Net Position	-	-	(1,146,964)	(1,146,964)

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Appendix B				
REVENUE MONITORING 2018/19				
EXPENDITURE AND INCOME SUMMARY 30 SEPTEMBER 2018				
Results to 30-Sep-18	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Leader of the Council				
Employees	982,800	982,800	976,380	(6,420)
Other Expenditure	619,700	624,000	634,520	10,520
Income	(198,500)	(198,500)	(230,690)	(32,190)
	1,404,000	1,408,300	1,380,210	(28,090)
Deputy Leader				
Employees	137,600	137,600	153,600	16,000
Other Expenditure	431,800	441,500	451,500	10,000
Income	(6,000)	(6,000)	(16,600)	(10,600)
	563,400	573,100	588,500	15,400
Corporate Management				
Employees	1,604,000	1,612,300	1,513,100	(99,200)
Other Expenditure	596,000	767,800	736,000	(31,800)
Income	(44,300)	(44,300)	(9,400)	34,900
	2,155,700	2,335,800	2,239,700	(96,100)
Housing				
Employees	1,630,500	1,630,500	1,620,000	(10,500)
Other Expenditure	34,291,400	33,491,400	33,766,800	275,400
Housing Benefit grant income	(32,021,000)	(31,221,000)	(31,171,000)	50,000
Income	(1,797,000)	(1,797,000)	(2,068,900)	(271,900)
	2,103,900	2,103,900	2,146,900	43,000
Finance and Customer Service				
Employees	2,502,300	2,502,300	2,482,600	(19,700)
Other Expenditure	171,100	201,400	183,400	(18,000)
Income	(12,900)	(12,900)	(200)	12,700
	2,660,500	2,690,800	2,665,800	(25,000)
Planning and Economic Development				
Employees	2,062,300	2,062,300	2,006,340	(55,960)
Other Expenditure	3,712,700	4,158,000	3,778,000	(380,000)
Income	(1,328,500)	(1,328,500)	(1,597,740)	(269,240)
	4,446,500	4,891,800	4,186,600	(705,200)
Environment and Compliance				
Employees	5,308,500	5,314,500	5,471,100	156,600
Other Expenditure	4,272,700	4,237,200	3,888,247	(348,953)
Income	(3,890,000)	(3,821,000)	(4,222,256)	(401,256)
	5,691,200	5,730,700	5,137,091	(593,609)
Community Wellbeing				
Employees	1,747,500	1,747,500	1,763,600	16,100
Other Expenditure	681,400	681,400	742,300	60,900
Income	(2,035,600)	(2,035,600)	(2,007,000)	28,600
	393,300	393,300	498,900	105,600
Transport				
Employees	1,046,200	1,046,200	1,002,580	(43,620)
Other Expenditure	1,390,800	1,393,000	1,448,010	55,010
Income	(420,600)	(420,600)	(369,980)	50,620
	2,016,400	2,018,600	2,080,610	62,010
NET EXPENDITURE AT SERVICE LEVEL	21,434,900	22,146,300	20,924,311	(1,221,989)

REVENUE MONITORING 2018/19				
EXPENDITURE AND INCOME SUMMARY 30 SEPTEMBER 2018				
	Budget		Forecast	Variance
<i>Results to</i>	Original	Revised	Outturn	to Revised
<i>30-Sep-18</i>	£	£	£	£
Total Employees	17,021,700	17,036,000	16,989,300	(46,700)
Total Other Expenditure	46,167,600	45,995,700	45,628,777	(366,923)
Housing Benefit grant income	(32,021,000)	(31,221,000)	(31,171,000)	50,000
Total Income	(9,733,400)	(9,664,400)	(10,522,766)	(858,366)
	21,434,900	22,146,300	20,924,311	(1,221,989)
Total Expenditure	63,189,300	63,031,700	62,618,077	(413,623)
Total Income	(41,754,400)	(40,885,400)	(41,693,766)	(808,366)
Net	21,434,900	22,146,300	20,924,311	(1,221,989)

Cabinet**21 November 2018**

Title	Calendar of Meetings for 2019-2020		
Purpose of the report	To make a recommendation to Council		
Report Author	Gillian Scott		
Cabinet Member	Councillor Ian Harvey	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Recommendations	Cabinet is asked to recommend the Calendar of Meetings for 2019-2020 to Council for approval.		
Reason for Recommendation	The Calendar of Meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council key priorities.		

1. Key issues

- 1.1 The proposed Calendar of meetings for 2019-2020 (Appendix 1) has been compiled to enable the consideration of Council business and covers the period from May 2019 to May 2020.
- 1.2 Council meetings have been scheduled to enable effective decision-making whilst making the best use of resources available. The meetings have been programmed to ensure that the Council makes decisions in a timely way to help with the implementation of its priorities and strategies, as well as fulfilling its constitutional and legal obligations.
- 1.3 The Chief Finance Officer has been consulted on the suitability of dates to enable end-of-year financial reports to be ready for consideration at Cabinet and Overview and Scrutiny Committee.
- 1.4 The Leader of the Council and the Committee Chairmen have the power to call additional or extraordinary meetings, when required, to accommodate urgent or unscheduled matters of business.
- 1.5 Potential dates for the new councillor induction and the first Planning Committee training session following the Borough Elections have been identified in the Calendar for May 2019. Dates for further training sessions will be identified by the Members' Development Steering Group and communicated to the Political Groups ahead of the Election.

2. Options analysis and proposal

- 2.1 The Calendar of meetings provides a framework for the democratic and decision making processes that will underpin the delivery of the Council's key priorities. It is proposed to agree the dates as set out in Appendix 1.

3. Financial implications

- 3.1 The cost of administering the proposed meetings will be met from within existing budgets.

4. Other considerations

- 4.1 Council, Cabinet and Committee meetings are held in venues that meet the requirement of the Equality Act in terms of accessibility and hearing loops etc. in order to ensure access to meetings for all.

5. Timetable for implementation

- 5.1 Once agreed at the Council meeting on 14 December 2017, the Calendar of Meetings will be published on the Council's website and implemented from May 2018.

Background papers: There are none

Appendices:

Appendix 1 – proposed Calendar of meetings (A3 x 2)

Appendix 1a – proposed Calendar of Meetings (A4)

2019 Year Planner

2019	M	T	W	T	F	W	M	T	W	T	F	W	M	T	W	T	F	W	M	T	W	T	F	W	M	T						
January		1	2	3	4	5 6	7	8	9 Planning	10	11	12 13	14 Cabinet Briefing	15 O&S	16	17	18	19 20	21 Group	22	23 Licensing	24 Cabinet BB	25	26 27	28	29	30 Cabinet	31				
February					1	2 3	4 Cabinet Briefing	5	6 Planning	7	8	9 10	11 Group	12	13 MCCC	14	15	16 17	18	19	20 Cabinet	21 Council	22	23 24	25	26	27 Licensing	28				
March					1	2 3	4	5	6 Planning	7	8	9 10	11 Cabinet Briefing	12	13	14 Licensing	15	16 17	18 Group	19 O&S	20	21	22	23 24	25	26	27 Cabinet	28 Audit	29	30 31		
April	1	2	3 Planning	4	5	6 7	8 Cabinet Briefing	9	10 MCCC	11	12	13 14	15 Group	16	17 Licensing	18	19 Good Friday	20 21	22 Easter Monday	23	24 Cabinet	25 Council	26	27 28	29	30						
May			1 Planning	2 Borough Council Election	3	4 5	6 Bank Holiday (TBC)	7	8	9	10	11 12	13 Group	14	15	16	17	18 19	20	21	22	23 Council (ACM)	24	25 26	27 Bank Holiday (TBC)	28	29 Planning	30	31			
June						1 2	3 Cabinet Briefing	4	5 MCCC	6	7	8 9	10 Group	11	12 Licensing	13	14	15 16	17	18	19 Cabinet	20	21	22 23	24	25	26 Planning	27	28	29 30		
July	1 Cabinet Briefing	2 LGA Conf	3 LGA Conf Licensing	4 LGA Conf.	5	6 7	8 Group	9 Overview & Scrutiny	10 Cabinet Budget Briefing	11	12	13 14	15 SJC?	16	17 Cabinet	18 Council	19	20 21	22	23	24 Planning	25 Audit	26	27 28	29	30	31					
August				1	2	3 4	5	6	7	8	9	10 11	12 Group	13	14	15	16	17 18	19	20	21 Planning	22	23	24 25	26 Bank Holiday	27	28	29	30	31		
September						1	2	3	4 Licensing	5	6	7 8	9 Cabinet Briefing	10	11 Overview & Scrutiny	12	13	14 15	16 Group	17	18 Planning	19	20	21 22	23	24 MCCC	25 Cabinet	26	27	28 29	30 SJC?	
October		1 Likely	2 Cons.	3 Conf.	4	5 6	7	8	9 Licensing	10	11	12 13	14	15 Cabinet Budget Briefing	16 Planning	17	18	19 20	20 Cabinet Briefing	22	23	24 Council	25	26 27	28 Group	29	30	31				
November					1	2 3	4	5	6 Cabinet	7 Audit	8	9 10	11	12	13 Planning	14	15	16 17	18 Cabinet Briefing	19	20 Licensing	21	22	23 24	25 Group	26 Overview & Scrutiny	27 MCCC	28	29	30		
December						1	2	3	4 Cabinet	5	6	7 8	9	10	11 Planning	12 Council	13	14 15	16 SJC?	17	18	19	20	21 22	23	24	25 Bank Holiday	26 Bank Holiday	27	28 29	30	31

Council	
Cabinet	
Cabinet Briefing	
Cabinet Budget Briefing	
Overview and Scrutiny Committee	
Planning Committee	
Licensing Committee	
Audit Committee	
Members' Code of Conduct Cttee (MCCC)	
SJC (Spelthorne Joint Committee)	
Surrey Schools Holidays	
Group	
2019 Councillor Induction sessions	

2020 Year Planner

2020	M	T	W	T	F	W	M	T	W	T	F	W	M	T	W	T	F	W	M	T	W	T	F	W	M	T	W	M	T						
January			1 Bank Holiday	2	3	4 5	6 Group (Provs nl)	7	8 Planning	9	10	11 12	13 Cabinet Briefing	14	15 Licensing	16	17	18 19	20 Group	21 O&S	22	23 Cabinet Budget Briefing	24	25 26	27	28	29 Cabinet	30	31						
February						1 2	3	4	5 Planning	6 Code of Conduct	7	8 9	10 Cabinet Briefing	11	12 Licensing	13	14	15 16	17 Group	18	19	20	21	22 23	24	25	26 Cabinet	27 Council	28	29					
March							2	3	4 Planning	5	6	7 8	9 Cabinet Briefing	10	11 Licensing	12	13	14 15	16 Group	17 O&S	18	19 Audit	20	21 22	23 SJC?	24	25 Cabinet	26	27	28 29	30	31			
April			1 Planning	2	3	4 5	6	7	8 Code of Conduct	9	10	11 12	13	14	15	16	17	18 19	20 Group	21	22 Licensing	23	24	25 26	27	28	29 Planning	30 Council							
May					1	2 3	4	5 Cabinet Briefing	6	7 Election?	8	9 10	11 Group	12	13 Licensing	14	15	16 17	18	19	20 Cabinet	21 Council ACM	22	23 24	25	26	27 Planning	28	29	30 31					
June	1	2	3	4	5	6 7	8	9	10	11	12	13 14	15	16	17	18	19	20 21	22	23	24 Planning	25	26	27 28	29	30									
July			1	2	3	4 5	6	7	8	9	10	11 12	13	14	15	16 Council	17	18 19	20	21	22 Planning	23	24	25 26	27	28	29	30	31						
August						1 2	3	4	5	6	7	8 9	10	11	12	13	14	15 16	17	18	19 Planning	20	21	22 23	24	25	26	27	28	29 30	31				
September		1	2	3	4	5 6	7	8	9	10	11	12 13	14	15	16 Planning	17	18	19 20	21	22	23	24	25	26 27	28	29	30								
October				1	2	3 4	5	6	7	8	9	10 11	12	13	14 Planning	15	16	17 18	19	20	21	22	23	24 25	26	27	28	29 Council	30	31					
November						1	2	3	4	5	6	7 8	9	10	11 Planning	12	13	14 15	16	17	18	19	20	21 22	23	24	25	26	27	28 29	30				
December		1	2	3	4	5 6	7	8	9 Planning	10	11	12 13	14	15	16	17 Council	18	19 20	21	22	23	24	25	26 27	28	29	30	31							

Council	
Cabinet	
Cabinet Briefing	
Cabinet Budget Briefing	
Overview and Scrutiny Committee	
Planning Committee	
Licensing Committee	
Audit Committee	
Members' Code of Conduct Cttee (MCCC)	
SJC (Spelthorne Joint Committee)	
Surrey Schools Holidays	
Group	
2019 Councillor Induction sessions	

Calendar of Meetings May 2019 to May 2020

Appendix 2

Meeting	2019 May	June	July	Aug	Sept	Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May
Cabinet Briefing		3	1		9	20	18		13	10	9		5
Group	13	10	8	12	16	28	25		6, 20	17	16	20	11
Cabinet		19	17		25		6	4	29	26	25		20
Council	23 (ACM)		18			24		12		27		30	21 (ACM)
Cabinet Budget Briefings			10			15			23				
O&S Committee			9		11		26		21		17		
Audit			25				7				19		
Planning	1, 29	26	24	21	18	16	13	11	8	5	4	1, 29	27
Licensing		12	3		4	9	20		15	12	11	22	13
Members' CoC		5			24		27			6		8	
Spelthorne Joint Committee			15		30			16			23		
Borough Election	2												
Inductions	17, 21												
Bank Holidays Council Offices closed	6, 27			26				25,26	1			10, 13	

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