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Date: 16 June 2015

Notice of meeting

Cabinet

Date: Wednesday, 24 June 2015

Time: 7.00 pm

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

The members of the Cabinet	Cabinet member areas of responsibility
R.L. Watts (Chairman)	
P.C. Forbes-Forsyth	
C.A. Davis	
T.J.M. Evans	
N.J. Gething	
V.J. Leighton	
A.J. Mitchell	
J.M. Pinkerton OBE	
J.R. Sexton	

Spelthorne Borough Council, Council Offices, Knowle Green

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AGENDA

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1. Apologies for absence	
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To confirm the minutes of the meeting held on 28 April 2015.	
3. Disclosures of Interest	
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.	
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Councillor Sexton	
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Councillor Watts	
10. Leader's announcements	
To receive any announcements from the Leader.	
11. Issues for future meetings	
Councillors are requested to identify any issues to be considered at future meetings.	
12. Urgent items	
To consider any items which the Chairman considers as urgent.	
13. 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.

14. Exempt report - Bridge Street car park

265 - 286

Councillor Watts

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Minutes of Cabinet

28 April 2015

Present:

Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety,
Young People, Leisure and Culture
Councillor C. A. Davis, Cabinet Member for Economic Development
Councillor T. Evans, Cabinet Member for Finance
Councillor N. Gething, Cabinet Member for Asset Management
Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development
Councillor T. Mitchell, Cabinet Member for Environment
Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and
Independent Living
Councillor J. Sexton, Cabinet Member for Communications, ICT and Procurement

Apologies: Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and
Cabinet Member for Strategy, Human Resources and Emergency Planning

2173. Minutes

The minutes of the Cabinet meeting held on 24 March 2015 were agreed as a correct record.

2174. Disclosures of Interest

There were none.

2175. Hackney Carriage and Private Hire Licence fees 2015-16

Cabinet considered a report on the proposed set of fees for the Hackney Carriage and
Private Hire Licences for 2015-16.

RESOLVED that Cabinet approves the proposed set of fees for the Hackney Carriage and
Private Hire Licences for 2015-16.

Reason for the decision:

Under section 53 of the Local Government (Miscellaneous Provisions) Act 1976 (the 1976
Act), the Council may demand and recover the costs of the administration and compliance of
the HC and PH licensing system.

2176. Leader's Announcements

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

Spelthorne Borough Council has successfully prosecuted Shanghai Village Limited and its directors for numerous food hygiene offences at the Shanghai restaurant, 141-147 High Street, Staines-upon-Thames. Mr Yeoh and Mr Fang appeared before Redhill Magistrates Court and pleaded guilty to 18 charges brought under the Food Safety and Hygiene Regulations 2013. They were convicted and ordered to pay total fine of £25,800 plus a victim surcharge of £180 and £1,527 in costs to the Council.

Following reports from residents, a large trailer of tyres which had been dumped in a lay-by on the Staines-by-pass has been removed by the Streetscene team.

The 2015 Spelthorne in Bloom competition launch was held at Notcutts Garden Centre in Staines-upon-Thames on 14 April. There are eleven competition categories and residents have until 19 June to register to take part. The competition to design this year's Spelthorne in Bloom poster was won by Louie Jennings, age 11, from Town Farm Primary School.

The Council Tax collection rates (cumulative) up to end March were:-

- Council Tax: 98.5% (target 98.5%)
- Business Rates: 99% (target 99%)
- Council Tax Support: 80.9% (76.1% sply)

Phase 1 of the implementation of a new Customer Relationship Management system to improve efficiency and improve customer care has been completed by Customer Services.

Six of Spelthorne's key grant-funded organisations gave presentations to the Council's Overview and Scrutiny Committee on 17 March. This followed the Council's decision to ring-fence more than £200,000 from the 2015/16 budget for 29 organisations working to support Spelthorne residents in a wide variety of ways. Each organisation answered questions and gave an insight into their work and the issues they face.

The Communications and Environmental Health teams have been working together to publicise businesses which receive the top '5' rating (very good) in their food hygiene inspections using Twitter. This has been well received by residents.

The Council has announced plans to invest £1m to secure rights to a new 29 unit housing scheme being developed by Bellway Homes on the Crooked Billet roundabout in Staines-upon-Thames. All 29 units are being bought by Thames Valley Housing Association (TVHA), one of the Council's preferred partner Housing Associations. The Council will hold nomination rights for all the homes for applicants currently on the Council's Housing Register, reducing the need for B&B accommodation.

A new website has been launched with the aim of promoting the town as a major hub for businesses. The Council and the Spelthorne Business Forum anticipate the new 'Invest in Staines-upon-Thames' website will be key a tool in attracting businesses to the area; whether they be brand new start-ups or established businesses looking to relocate. As well

as highlighting the town's assets, it features a business directory, news area, chat forum and location maps.

Town Farm Primary School and Stanwell Fields C of E Primary have received a new football kit and picnic bench thanks to local residents recycling more plastic. The Council delivered leaflets and held road shows in Stanwell and Sunbury Common to help residents identify which plastics can be recycled.

Working in conjunction with Funding Circle, the Council has announced the launch of the Local Business Lending Partnership, a pioneering new scheme to stimulate local economic growth and employment through improved access to business finance. As part of the scheme, the Council will lend up to £300,000 directly to businesses based in Spelthorne. This pilot scheme will help realise the growth potential of businesses currently being stifled by poor access to finance.

The decision by the Council's Planning Committee to agree an application by Brooklands College to create a two-storey building and sports facility on the Thomas Knyvett College site in Stanwell Road, Ashford, has been referred to the Secretary of State as a 'departure application.'

The Fordbridge Centre celebrated its 25th anniversary on 23 May with a special lunch event attended by the Chief Executive, Cllr Jean Pinkerton and the Mayor.

Environmental Health has launched a new service called AirAlert which sends text, voicemail or email alerts to residents when air pollution levels increase to a moderate level or above. The service is free to subscribe and aimed at people affected by asthma and other respiratory illnesses.

Preparations are underway for the Staines 10K road race which will take place at 9am on Sunday 17 May, starting outside the Leisure Centre in Knowle Green. The race is already full but residents are being encouraged to come along and support the runners.

594 young people have signed up for the Surrey Youth Games coaching sessions which began last week. Team Spelthorne are looking for more participants for the basketball events - the boys' event is open to year 7 and 8 students; and the girls' event is open to year 7, 8 and 9 students. If you are interested in participating, please register online at www.spelthorne.gov.uk/surreyyouthgames

The Council has launched a consultation on its health and wellbeing strategy. The consultation can be found on the Council's website and the deadline for comments is 30 April.

The Council's Penalty Points Scheme for Taxi and Private Hire drivers and Operators has been updated and was approved by the Council's Licensing Committee on 22 April. The revised scheme is set to go out for a six week consultation.

The age limit on licensing taxi and private hire vehicles is set to be relaxed following approval from the Council's Licensing Committee on 22 April. Vehicles must currently be a maximum of seven years old to be eligible for licensing. The proposal is that the upper limit should be ten years, subject to the cars remaining in very good condition. The proposal will undergo a six week consultation.

A bee awareness event held at the Spelthorne Community Garden in Sunbury-on-Thames was attended by 100 local residents. Local beekeepers Tim and Sally Hutchinson gave an interactive talk on bee keeping and the vital role bees play in pollinating our seeds, nuts, berries and fruits.

Accreditation courses have taken place for the recently appointed Law Enforcement Officers. The final member of the Enforcement Team, who is currently working as a PCSO in Spelthorne, is due to start on 28 April.

A project is underway to convert the Borough's CCTV cameras from digital to a wireless network. The conversion is expected to cost up to £150k but will produce annual savings of at least £35k per annum. Work is expected to commence in the autumn.

Following the departure of Brian Kingston and Steve Appleby, the Community Safety team has recruited Paul Smith, an experienced ex-Surrey Police Officer. Interviews for the second post take place on 20 May.

A project is taking place around Ashford Train Station to landscape an overgrown piece of land. This work will be carried out by women from Bronzefield Prison with support from South West Trains, local volunteers and a local DIY store. This will be completed this spring.

50 new small businesses started trading in Spelthorne in January 2015, down 5 from December 2014. In terms of the rate of growth, Spelthorne is down -12.3% on the corresponding period last year. This growth rate ranked Spelthorne 203rd out of the 326 English local authorities and below the average of -5.9%.

The first of the new Spelthorne Business Forum networking events took place at the Bulldog in conjunction with Hounslow and Surrey Chambers of commerce on 19 March with over 40 businesses present. The event started at 9am to cater for those who are unable to attend early morning or evening events due to child care commitments.

2177. Issues for Future Meetings

There were none.

2178. Urgent items

There were none.

NOTES:-

- (1) **Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.**
- (2) **Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.**

- (3) *Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;*
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;*
- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-*
Outline their reasons for requiring a review;
- *Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;*
 - *Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and*
 - *Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.*
- (6) *The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 1 May 2015*

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Local Plan Working Party

Minutes

Monday 1 June 2015

Present:

Cllr I J Beardsmore
Cllr A Friday
Cllr V Leighton
Cllr A Mitchell
Cllr R A Smith-Ainsley
Cllr R L Watts

1 Apologies

None

2 Election of Chairman

- 2.1 Cllr R Smith-Ainsley was elected as Chairman

3 Minutes of Previous Meeting

- 3.1 The Minutes of the meeting held on 28 January 2015 were agreed.

4 Report of the Assistant Chief Executive

- 4.1 The Head of Planning introduced the agenda and reminded members of the role of the working party, the purpose of the meeting and the background to the current work being undertaken as set out in his report. There were a number of documents which needed to be agreed by Cabinet following consultation. Draft Cabinet Reports had been prepared for each item.

5 Duty to Cooperate Framework

- 5.1 The Duty to Cooperate Statement had been the subject of consultation with those bodies with which we needed to cooperate. There had only been limited comment and a tracked changes version of the document had been prepared together with a summary of the comments received and recommended responses. Members discussed the consultation responses and the proposed changes to the draft document which would now become the Duty to Cooperate Framework. A further amendment to reflect an update to the River Thames Strategy (para 4.60) was agreed.

Resolved

It was agreed that Cabinet be recommended to agree the Duty to Cooperate Framework subject to the changes proposed.

6 Statement of Community Involvement (SCI)

- 6.1 The Statement of Community Involvement had been subject to public consultation over a four week period and a wide range of comments had been received. These were set out in the Table of Response & Comments table attached to the draft Cabinet Report and proposed changes were included in a tracked changes version of the document.
- 6.2 It was noted that some further minor changes to the document were needed to reflect that the Deregulation Bill had now been enacted. The statutory duty to prepare a Sustainable Community Strategy had also been repealed and a new Development Management Procedure Order had been released. Further minor amendments were discussed and it was agreed that these would be shown as new tracked changes in the document to be recommended to Cabinet.

Resolved:

It was agreed, subject to the further amendments discussed, to recommend Cabinet to recommend to Council that the Statement of Community Involvement be adopted subject to the changes proposed.

7 Spelthorne Town Centres Study 2014

- 7.1 The draft study document, prepared by consultants GVA, had now been consulted on and a table of comments received and responses was attached to the draft Cabinet Report. The study follows a standard methodology for such work and involved the assessment of existing shopping patterns, availability of other town centre uses and the likely changes required to meet future need. The full report also sets out in appendices detailed maps as well as the survey results of shoppers in the four main centres and those living in the catchment areas. Public responses to the consultation were limited but a number of amendments arising from stakeholder involvement have been incorporated into the final report, a copy of which is available to view in the Members' Room.
- 7.2 Various aspects of the study were discussed and points made by consultees were noted. It was agreed that the base date of the study should be clarified.

Resolved:

It was agreed to recommend Cabinet to agree the Town Centres Study 2014 subject to the changes proposed.

8 Joint Strategic Housing Market Assessment with Runnymede BC

- 8.1 Following the decision of Cabinet on 30 September 2014, work on a joint Strategic Housing Market Assessment (SHMA) with Runnymede Borough Council had progressed. As part of this exercise a joint Member Liaison Group had been established with agreed Terms of Reference and with this Council being represented by Cllrs Leighton and Smith-Ainsley.
- 8.2 Consultants G L Hearn have now completed a draft of the SHMA. The work has followed the methodology set out by Government including the use of specific population projections. Members noted the assumptions and the sensitivity of the “trend data” used in the study and understood the caution which needs to be applied in considering some of the findings. A number of points of clarification were discussed and it was agreed that the report should now be the subject of public involvement.

Resolved:

It was agreed, to request Cabinet to agree the draft Strategic Housing Market Assessment for public involvement.

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Cabinet Report

24 June 2015



Title	Duty to Cooperate		
Purpose of the report	To make a decision		
Report Author	John Devonshire		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Accountability		
Recommendations	To agree the amended Duty to Cooperate Scoping Statement as the Duty to Cooperate Framework as set out in Appendix B.		

1. Key issues

- 1.1 Local Authorities have a statutory 'duty to cooperate' with other authorities and relevant bodies in dealing with strategic planning issues. These are any issue extending beyond the boundary of a single authority. The duty was introduced in the Localism Act in 2011.
- 1.2 The Council has previously prepared a Duty to Cooperate Scoping Statement which outlined the strategic planning issues relevant to Spelthorne and the stakeholders the Council would need to engage with on each of these issues. The Scoping Statement was agreed for consultation by Cabinet in February 2015.
- 1.3 Comments on the Scoping Statement have now been received from several respondents. These are set out in Appendix A along with the Officer's response and any changes considered necessary as a result of comments raised. Appendix B contains the Scoping Statement with the amendments as set out in Appendix A as well as other amendments necessary and as discussed at Local Plans Working Party (LPWP). For ease of reference, the amendments as presented to LPWP are shown as tracked changes in red in Appendix B and the changes arising from the LPWP are shown in blue.

2. Options analysis and proposal

- 2.1 There are no alternatives but to meet the statutory requirement and to clearly set out how the Council will meet it. It is considered that this will best be achieved by setting out a clear Framework for cooperation with other authorities and relevant bodies.
- 2.2 The options for Cabinet to consider are:

- (i) To **AGREE** the amended Duty to Cooperate Scoping Statement as the Duty to Cooperate Framework, as set out in Appendix B.
- (ii) To **AGREE** the amended Duty to Cooperate Scoping Statement as the Duty to Cooperate Framework, as set out in Appendix B with any further changes proposed by Cabinet.
- (iii) To **NOT AGREE** the amended Duty to Cooperate Scoping Statement as the Duty to Cooperate Framework;

2.3 It is proposed that Option (i) be agreed by Cabinet.

3. Financial implications

- 3.1 There are no direct implications from the agreement and publication of the Framework. Indeed its benefit is in reducing the risk and associated cost of failing to meet the 'duty'.
- 3.2 There are staff resource implications of meeting the duty but that is a separate matter and this has been taken on board in the growth bid for 2015/16 onward to expand the Planning Policy team.

4. Other considerations

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

5. Timetable for implementation

- 5.1 It is proposed that the Framework, including the comments, Officer responses and intended changes are placed on the Council's web site as the Duty to Cooperate Framework.

Background papers: None

Appendices:

Appendix A – Comments and Responses to the Duty to Cooperate Scoping Statement.

Appendix B – Duty to Cooperate Framework document.

Table of Responses and Comments

Document Section or Question	Name	Comment	Response	Amendment Required?
Whole Statement				
Whole	GLA	<p>Thank you for inviting the Mayor of London to respond to the Spelthorne Local Plan Duty to Co-operate Scoping Statement.</p> <p>We welcome the inclusion of the Mayor and Transport for London as relevant 'Duty to Co-operate' bodies. Please can you add Transport for London to the identified bodies in Table 4-1 on page 19?</p> <p>I would like to draw your attention to our officer-level Strategic Spatial Planning Liaison Group, in which representatives from across the wider South East and London are meeting quarterly to discuss DTC issues. This group considers a range of high-level strategic issues to complement the DTC obligations of individual authorities. Further information on this group and cross-boundary strategic planning co-operation can be found at: https://www.london.gov.uk/priorities/planning/london-plan/cross-boundary-strategic-planning-co-operation</p> <p>The Mayor is also working with South East</p>	<p>Noted.</p> <p>The Borough Council is aware of the Strategic Spatial Planning Liaison Group (SSPOLG) and all Surrey Districts/Boroughs are represented by Officer's from Surrey County Council and Mole Valley DC. Reference to this group can be made in the DtC Statement.</p>	<p>TfL to be added to the identified bodies in Table 4-1.</p> <p>Add reference to SSPOLG in the DtC Statement.</p>

Document Section or Question	Name	Comment	Response	Amendment Required?
		England Councils / South East Strategic Leaders, the East of England Local Government Association and other agencies to explore further arrangements to more effectively coordinate strategic policy and investment across the wider South East of England.	Noted. Spelthorne attended the Wider South East Summit held at the GLA in March 2015 which considered further arrangements for coordinating policy and infrastructure across the wider south east.	
Whole	The Royal Borough Of Windsor And Maidenhead	<p>RBWM welcomes the consultation and the opportunity this offers to agree on the scope of future engagement between our authorities. RBWM agrees that it is necessary to undertake a scoping exercise and considers that the general structure and extent of the document is appropriate.</p> <p>You may wish to note that RBWM is undertaking its own Duty to Cooperate Scoping Exercise and we will shortly consult you and other stakeholders on this. In doing this we have sought to reflect the issues and linkages identified in your own scoping statement. If you consider that there is anything that has been missed or should be presented differently in our work, please feel free to respond accordingly.</p> <p>RBWM looks forward to ongoing and effective engagement with Spelthorne Borough Council and other partners under the Duty to Cooperate.</p>	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
Whole	Elmbridge Borough Council	The issues you have identified as requiring consultation between our authorities are correct, and that they may potentially require further joint working depending on the outcomes of any studies.	Noted.	
Whole	Slough Borough Council	<p>We took a report to our Planning Committee last night about your Scoping Statement.</p> <p>The Section on Spelthorne stated:</p> <p>Spelthorne</p> <p>5.16 As the first stage in the review of its Local Plan Spelthorne Borough Council has prepared a Duty to Cooperate Scoping Statement to help ensure that it has identified all relevant cross boundary issues, the authorities/bodies that it will need to engage with and the mechanisms for that engagement.</p> <p>5.17 Spelthorne has joined with Runnymede to prepare a Strategic Housing Market Assessment which this Council has already been involved in. The key issues identified for the Local Plan are how additional housing requirements within Spelthorne can be met and whether Spelthorne requires assistance from or can</p>		

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>give assistance to other authorities in meeting needs across the local or sub housing market area?</p> <p>5.18 It is considered that the starting point for the Local Plan is that it should seek to meet its housing needs within its boundaries but it is recognised that a range of options need to be tested.</p> <p>5.19 One of the other key issues that has been identified is what the balance between housing and jobs should be in the Borough and how this could be affected by the expansion of Heathrow.</p> <p>5.20 It is considered that it is vitally important that the Spelthorne Local Plan takes full account of the possible expansion of Heathrow.</p> <p>5.21 The Scoping statement for the Local Plan has identified a number of other topics including retail, leisure, transport, open space & recreation, climate change, Green Belt and biodiversity. Slough Borough Council has been identified as an authority</p>	<p>Noted. Agreed that the starting point will be for Spelthorne & Runnymede to meet objectively assessed needs within their HMA as far as is possible in the first instance. However, if this is not possible when balancing need/supply and constraints then assistance may be required from areas outside of Runnymede/Spelthorne.</p> <p>Point regarding Heathrow is noted. This will need to be addressed once a decision regarding airport expansion in the South East has been made.</p>	

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>to be engaged in discussion about all of these topics.</p> <p>It was resolved that:</p> <p>b) That Spelthorne Borough Council be thanked for Consulting the Council about its Duty to Cooperate Scoping Statement and the comments set out in paragraphs 5.18 and 5.20 of this report be forwarded on to them.</p>	Noted.	
Whole	NHS NW Surrey Clinical Commissioning Group	<p>Thank you for inviting NHS North West Surrey CCG, as a prescribed body, to comment on the Duty to Cooperate Scoping Statement.</p> <p>I recognise that the document necessarily has a broad remit and therefore covers multiple areas such as employment, retail, leisure, transport, utilities and flooding. Whilst noting these areas, you will appreciate that I have restricted my comments principally to those areas most directly relating the provision of health services for the population of Spelthorne. I have also set out how the CCG wishes to engage with Spelthorne Borough Council in these matters.</p>	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
Whole	Enterprise M3 Local Enterprise Partnership	<p>We have reviewed the documentation and engaging Enterprise M3 is entirely appropriate as you develop your Local Plan and we welcome the recognition of Enterprise M3 in the document. Enterprise M3's Strategic Economic Plan recognises Staines-upon-Thames as a Step-up Town and therefore we believe it is vital that we work with you on your homes and jobs; retail and leisure and infrastructure themes.</p> <p>Having reviewed the document, there are a few specific points that Enterprise M3 would like to address which I hope will be useful to you as you develop your Local Plan.</p>	Noted.	
Whole	Surrey County Council	<p>Thank you for consulting Surrey County Council on the Spelthorne Borough Council Duty to Cooperate Statement and draft SCI Consultations.</p> <p>We welcome the involvement of the County Council as a consultee in strategic matters as proposed in the Duty to Cooperate Statement. We have just two minor observations to make relating to education and aviation.</p>	Noted.	
Whole	South Bucks District Council	Thank you for the opportunity to comment on Spelthorne Borough Council's Duty to	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>Co-operate Scoping Statement. The following comments have been endorsed by South Bucks District Council's Portfolio Holder for Sustainable Development.</p> <p>South Bucks District Council welcomes the preparation of the Scoping Statement. We note that the Scoping Statement lists all those matters which are considered to be strategic in the Spelthorne context and identifies which other authorities and bodies may be affected having regard to the National Planning Policy Framework and the advice in the National Planning Policy Guidance on matters including the likely geographic extent or area of influence.</p> <p>The Scoping Statement identifies two issues on which it proposes to engage with South Bucks District Council: (i) general housing and (ii) traveller accommodation.</p>		
Whole	Environment Agency	<p>Thank you for consulting us on the above document. We look forward to working with you on your review of your Local Plan.</p> <p>Your DtC Scoping Statement is very comprehensive and we only have a few points to raise.</p>	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
Whole	Surrey Heath Borough Council	<p>Thank you for consulting Surrey Heath Borough Council on the Spelthorne Local Plan Duty to Cooperate Scoping Statement. Surrey Heath Borough Council has now had the opportunity to review the document and considers that all relevant cross boundary strategic matters have been appropriately addressed and that the proposed stakeholders and mechanisms for engagement for each topic area have been identified in a suitably pragmatic manner.</p> <p>We note that Spelthorne will be undertaking work to define its Functional Economic Area over the course of the coming year. In doing so, Spelthorne should be aware that the FEA's for some areas have already been defined and established through consultation.</p> <p>I hope this information is of assistance to you. Surrey Heath would welcome the opportunity to comment on future work prepared as part of the Spelthorne Local Plan.</p>	<p>Noted.</p> <p>Spelthorne will review the extent of other FEAs as part of the work on determining which FEA that Spelthorne forms part of. Surrey Heath will continue to be engaged in this process.</p>	
Whole	Hart District Council	<p>Many thanks for consulting Hart DC on the above document, with which fundamentally we have no problems. A couple of issues merit further comment:</p> <p>HOUSING GROWTH</p>		

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>Hart agrees with your identification that our two HMAs (Spelthorne-Runnymede and Hart-Rushmoor-Surrey Heath) will need to keep communicating with each other given that there is a common boundary. It is my understanding from past correspondence that each HMAs will be seeking to accommodate objectively assessed housing need within respective Areas.</p> <p>TRAVELLERS</p> <p>I am less sure about Hart being identified for potential joint work under this theme. Records suggest that we tend to have strongest relationships on this theme northwards towards neighbours in Berkshire and westwards towards Basingstoke. Post-2010 strategic planning does not appear to demonstrate a common relationship over travellers' needs with Spelthorne - unless of course the evidence base reveals otherwise.</p> <p>We look forward to further clarity in this respect.</p>	<p>Noted. However, should evidence show that Spelthorne/Runnymede are not in a position to meet needs in their HMA, this does not preclude further discussion with HMAs outside of Spelthorne/Runnymede.</p> <p>Noted. It is agreed that links between Spelthorne and Hart in terms of Traveller accommodation are unlikely, although this will be subject to the findings of a TAA which Spelthorne has yet to commence. Spelthorne will continue to engage with the authorities/bodies identified in the Duty to Cooperate Scoping Statement once it has commenced its TAA.</p>	
Whole	Waverley Borough Council	Thank you for consulting Waverley on the above documents. We have no comments to make.	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
Whole	Transport For London	<p>Thank you for consulting TfL. In response to the consultation request letter, dated 27th February 2015, TfL have the following initial comments.</p> <p>TfL is unclear as to the appropriateness of setting out the limited selection of general and more specific 'key issues' set out at paragraph 4.50. The list appears to be overly focussed on highway capacity, with less regard to the full range of public transport modes.</p> <p>It is noted at Table A2 that Transport for London is not identified as an appropriate party in regard to the assessment of Transport (Walking / Cycling) Infrastructure. This should be corrected to have reflect TfL's function in this area.</p>	<p>Paragraph 4.50 places emphasis on highway capacity as this will be one of the fundamental issues for the Local Plan to deal with in terms of both the local and strategic network. Paragraph 4.50 does also consider links to cycle networks and improved rail access to Heathrow as other key issues although it is agreed that public transport should be considered as a key issue and will be added to the list.</p> <p>Noted.</p>	<p>Public transport to be added to the list of key issues.</p> <p>TfL to be added to Table A2 for Walking/Cycling.</p>
Whole	Tandridge District Council	<p>Thank you for inviting Tandridge District Council to comment on the Duty to Cooperate Scoping Statement.</p> <p>We have no specific comments to make on the scoping statement but would like to take</p>	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
		this opportunity to ensure that we continue to work on strategic issues with Spelthorne in regard to the duty.		
Whole	Rushmoor Borough Council	<p>Thank you for consulting Rushmoor Borough Council on the Duty to Cooperate Scoping Statement.</p> <p>In terms of general observations, we are supportive of the approach Spelthorne has taken in terms of the scope of the consultation document. In particular, we welcome the setting out of approaches to engage with each of the relevant authorities/bodies on each of the strategic matters identified.</p>	Noted.	
Whole	Office Of Rail Regulation	<p>Thanks for your e-mail of 26.02.15 in regard to the Spelthorne Borough Council Duty to Co-operate scoping statement & Draft Statement of Community Involvement. We have reviewed your proposals & note that your proposals do not affect the current or (future) operation of the mainline network in Great Britain.</p> <p>It might be helpful if I explain that the office has a number of key functions and duties in our role as the independent regulator of Britain's Railways. If your plans relate to the</p>	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>development of the current railway network including the operation of passenger and freight services, stations, stabling and freight sites (including the granting of track and station access rights and safety approvals) within your administrative area, we would be happy to discuss these with you once they become more developed so we can explain any regulatory and statutory issues that may arise.</p> <p>I have attached a copy of our localism guidance for reference, which can be found at: http://www.rail-reg.gov.uk/upload/pdf/localism-guidance.pdf</p>		
Whole	Woking Borough Council	<p>Thank you for consulting Woking Borough Council on the Duty to Cooperate Scoping Statement. I have nothing further to add to the issues that have been identified. They are sufficiently comprehensive. However, I am yet to gain a full understanding of why you felt that matters such as housing provision are relevant strategic issues between Spelthorne and Woking as we are in different Housing Market Areas.</p> <p>Obviously the discussions will clarify that and we look forward to engage with you to define in detail the relevant strategic matters between the two authorities and how we can work together to address that.</p>	<p>The draft Spelthorne & Runnymede SHMA identifies potential overlaps with other housing market areas. The SHMA highlights that although Spelthorne/Runnymede can be viewed as a single local HMA, overlaps do exist specifically with Elmbridge, Hounslow and Woking and that the authorities should work together to explore this. As such we welcome Woking's intent to discuss and engage with Spelthorne/Runnymede on this strategic issue.</p> <p>The draft Stage 2 SHMA will be circulated to all DtC partners and as such Woking will have the opportunity</p>	No change.

Document Section or Question	Name	Comment	Response	Amendment Required?
			to comment on this document and hold further detailed discussions with Spelthorne/Runnymede as appropriate.	
Section 3				
Section 3	Enterprise M3 Local Enterprise Partnership	In Section 3 (Existing Mechanisms of Engagement and Identification of New Mechanisms), it would be helpful if this list acknowledged the relevant structures within Enterprise M3 and the role that they could play, in particular the Enterprise M3 Joint Leaders Board and the Enterprise M3 Action Groups (notably Transport and Land and Property).	Noted.	Scoping Statement to be updated to refer to EM3 LEP structures and the role they could play.
Section 3	Environment Agency	We support the existing mechanisms outlined in section 3.16 to 3.18 regarding flooding, flood risk and the River Thames Scheme (RTS). The RTS is a partnership project and these mechanisms for working together are important to ensure that all parties are involved and communicating the same messages. The Lower Thames Planning Officers Group provides a platform for discussion and sharing of best practice across a wider planning remit.	Noted.	
Section 4				
Section 4	Reigate And	- We have no evidence to suggest that both	Noted. It would appear that Reigate &	No change.

Document Section or Question	Name	Comment	Response	Amendment Required?
	Banstead Borough Council	<p>Reigate and Banstead BC, and Spelthorne BC are in the same housing market, and therefore we do not consider that there are any cross boundary issues to engage on regarding General Housing. However, RBBC recognises that authorities across Surrey as a whole have a duty to engage with the Greater London Authority on this issue.</p> <p>- We have identified potential cross-boundary issues relating to Gypsy and Traveller Accommodation with yourselves and other Surrey Authorities, and therefore we agree with your identification of engagement with our Borough on this issue.</p> <p>- We are in agreement that there are no other strategic matters to engage on with Spelthorne Borough Council.</p>	<p>Banstead and Spelthorne are not within the same or within neighbouring HMAs. However, as stated authorities across Surrey have a duty to engage with the GLA on this issue which may require a joint approach from all Surrey authorities.</p> <p>Whilst it is highly unlikely that there will be a functional link between Spelthorne and Reigate & Banstead in terms of Gypsies & Travellers, Spelthorne has not yet commenced its TAA work. Until such time as survey work discounts a functional link, Spelthorne will continue to engage on this issue.</p> <p>Noted.</p>	
Section 4	Enterprise M3 Local Enterprise Partnership	In Section 4 (Transport) it would be helpful for Enterprise M3 to be included on the list of people to be engaged on the highway capacity issues mentioned in paragraph 4.49.	Noted.	EM3 LEP to be added to the list in paragraph 4.49.

Document Section or Question	Name	Comment	Response	Amendment Required?
Section 4	Enterprise M3 Local Enterprise Partnership	<p>At section 4.53, you propose that Enterprise M3 could play a role in facilitating engagement with the utility providers. This isn't something that Enterprise M3 in the past but would be happy to discuss this opportunity with you in further detail at the appropriate time.</p>	<p>Noted. Spelthorne to discuss infrastructure with EM3 LEP at the appropriate time although this may partly be through the Surrey Planning & Infrastructure Framework (SPIF).</p>	
Section 4	Surrey County Council	<p>Education</p> <p>Paragraph 4.76 states that "Education services in Spelthorne are provided by Surrey County Council." The county council's role is however rather more complex in terms of its service delivery role and we are not the sole provider of education. Something along the lines of the following extract from the Schools Organisation Plan might be helpfully incorporated into the education section:</p> <p>Surrey County Council has a statutory duty to ensure there are sufficient school places in the county to meet the present and future demand for school places. It is the role of the County Council to plan, organise and commission places for all maintained schools in Surrey in a way that raises standards, manages rising and declining pupil numbers and creates a diverse school</p>	<p>Noted.</p>	<p>Scoping Statement to be amended to reflect the Schools Organisation Plan.</p>

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>community. The County Council seeks to exercise this function in partnership with Dioceses, governing bodies of schools, head teachers, local communities and other key stakeholders.</p> <p>Aviation</p> <p>We note that in Table A3, Heathrow Airport is included as a consultee for cross boundary strategic matters. We would suggest that the County Council could also usefully be involved in joint liaison with the airport, particularly as the implications of airport expansion is likely to directly impact on transport and other county council provided strategic infrastructure and it is important that we work together to resolve potential impacts.</p>	<p>Noted. Spelthorne welcomes Surrey County Council's commitment to be involved in joint discussions with Heathrow Airport in the event of expansion.</p>	SCC to be identified for Aviation in Table A2.
Section 4	South Bucks District Council	<p>General Housing:</p> <p>The Scoping Statement explains that the local authorities identified for co-operation on general housing (listed in Table 4-1) have been selected based on housing market area geography. Specifically, they share a common administrative boundary with Spelthorne/Runnymede (who are undertaking a joint SHMA) and/or are authorities that are within neighbouring</p>		

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>housing market areas.</p> <p>As you are aware, in 2014 the Buckinghamshire district councils commissioned ORS and Atkins to identify the housing market areas (and functional economic areas) that the four authorities fall within, both at a strategic and more local level. ORS/Atkins were also asked to identify other authorities that fall within those areas. The study is currently being finalised, but is likely to conclude that South Bucks forms part of a Berkshire SHMA/FEMA. South Bucks DC understands that the Berkshire authorities have appointed consultants (GL Hearn) to undertake a SHMA. An early stage of that work involves determining the SHMA geography for Berkshire. Although not a commissioning authority, South Bucks is currently awaiting the recommendations of GL Hearn to see whether their conclusions are aligned with those of the ORS work on Buckinghamshire. If the Berkshire commission concludes that South Bucks does form part of the Berkshire SHMA, South Bucks will be seeking to arrange a discussion on how the SHMA will be taken forward and what role, if any, the Berkshire authorities see for South Bucks as part of the remaining stages of G L Hearn's work. It is also understood that the G L Hearn work</p>	<p>Spelthorne are aware of the SHMA work that ORS has been undertaking on behalf of the Buckinghamshire authorities and the provisional conclusions from that study. Spelthorne is also aware that the Berkshire authorities have commissioned GL Hearn to undertake a Berkshire wide SHMA and Spelthorne/Runnymede will be attending the SHMA event on 19th May and will continue to engage in the process.</p> <p>From the early work undertaken by ORS on behalf of the Buckinghamshire authorities it is Spelthorne's understanding that part of South Bucks is likely to fall within an HMA with other Berkshire authorities which could include the Borough of Slough which neighbours Spelthorne. It is noted that the study is still being finalised but that South Bucks is likely to form part of a Berks HMA. However, Spelthorne also notes that the GL Hearn study for Berkshire may not find South Bucks in a neighbouring HMA to Spelthorne/Runnymede but other areas of Berkshire.</p>	

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>will be testing whether there should be one or two SHMAs based on Berkshire; if two is the conclusion South Bucks may not be in an adjoining SHMA with Spelthorne.</p> <p>Given this emerging context, the identification of South Bucks within Table 4-1 should be considered provisional and subject to review once the outcome of the SHMA geography for Berkshire is confirmed.</p> <p>Traveller Accommodation:</p> <p>The Scoping Statement explains that the local authorities identified for co-operation for traveller accommodation (listed in Table 4-2) are the same as those identified to be engaged on housing matters. In other words, the list compiled for Table 4-1 is simply replicated in Table 4-2, and the reason why South Bucks has been included in Table 4-2 is because it may form part of a Berkshire SHMA. Whilst this may be 'pragmatic', the housing market geography which is emerging based on robust, tailored methodologies and using specific, up-to-date technical evidence, does not in our opinion provide an appropriate basis for the selection of authorities for engagement for traveller accommodation. The list of</p>	<p>As such, until such time as HMA boundaries are confirmed between Berks/South Bucks, South Bucks will remain as an identified DtC partner in Table 4-1, although it is agreed that this should be reviewed if South Bucks does not fall within a neighbouring HMA to Spelthorne/Runnymede.</p> <p>Whilst it is agreed that DtC partners should be identified based on evidence relating to Travellers, the approach to using the same authorities as for general housing is a pragmatic way forward until such time as evidence has been collated. This ensures that Spelthorne engages with as wide an area as possible at the early stages of plan preparation even though subsequently links may not be seen between the two borough's (which is a likely outcome). In any event this position can be reviewed once TAA and survey evidence is in place.</p>	<p>No change.</p> <p>No change.</p>

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>authorities in Table 4-2 should be based on evidence that relates specifically to travellers rather than assuming the same geographic extent of coverage as for general housing. South Bucks DC is not aware of any evidence that would suggest a firm and justifiable basis for its inclusion in Table 4-2.</p> <p>Other Matters</p> <p>Although we agree that South Bucks should not be included in other tables in your document, given that both of our authorities (and those around us) are at early planning stages we suggest that the tables are kept under review as evidence base work emerges in case the circumstances change. Although unlikely, there could be changes. For example South Bucks is currently scoping a potential water cycle study with the Environment Agency which may have to cover a significant area as yet undefined.</p>	<p>Noted. Tables will be reviewed as evidence is updated. Spelthorne would wish to be kept informed of the potential for a water cycle study as will other authorities within the lower Thames area.</p>	
Section 4	English Heritage	As you are aware the Historic Buildings and Monuments Commission (English Heritage) is a "prescribed body" by virtue of Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012, and	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>is therefore required to co-operate in relation to planning of sustainable development with local planning authorities and other prescribed bodies by Section 33A of Part 2 of the Planning and Compulsory Act (as inserted by Section 110 of the Localism Act 2011).</p> <p>The activities on which the prescribed bodies are required to co-operate include the preparation of a development plan and other local development documents so far as they relate to a strategic matter; i.e. sustainable development or use of land that has or would have a significant impact on at least two planning areas.</p> <p>English Heritage confines its involvement in planning issues to matters that involve or otherwise affect the historic environment. English Heritage's duty to co-operate is therefore appropriate in respect of strategic matters that would involve or otherwise affect a heritage asset.</p> <p>According to our records, there is just one heritage asset, Chertsey Bridge scheduled monument, that straddles the Borough boundary and therefore might potentially be a strategic matter. There are also a number of listed buildings located in close proximity to the Borough boundary which could</p>		

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>potentially be affected by strategic matters, but you have identified these as not requiring strategic cooperation.</p> <p>I also note that cross-boundary housing sites are identified as a major issue. If any of these would involve or otherwise affect a heritage asset, then again English Heritage should be involved.</p>		
Section 4	Guildford Borough Council	<p>Thank you for consulting us on your Duty to Cooperate scoping statement. We agree with your assessment that the only two shared cross boundary strategic issues pertain to meeting wider housing and traveller need.</p> <p>Housing: whilst Guildford do not form part of the Spelthorne's housing market area, housing need and provision is a sub-regional issue. Through our respective local plans it will be important that we all maximise opportunities to sustainably meet identified needs in order to minimise pressure on remaining areas.</p> <p>Travellers: we share a common Surrey-wide methodology which our Traveller Accommodation Assessment (2012) has been prepared in accordance with. Whilst meeting traveller need is a strategic issue</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>	

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>we envisage meeting our own traveller need within our borough.</p> <p>We look forward to continuing to work with Spelthorne where relevant as we progress our local plans.</p>		
Section 4	Environment Agency	<p>Section 4 of your Scoping Statement identifies the proposed engagement for strategic cross boundary issues. We have the following comments on specific sections.</p> <p>Utilities Infrastructure</p> <p>With regard to the section on Utilities Infrastructure we are happy with the key issues in paragraph 4.55 and are pleased we are included as an identified body in Table 4-7: Proposed Engagement for Utilities Infrastructure. The issues we would want to be addressed under this heading are foul drainage infrastructure and water supply.</p> <p>Flooding and Flood Risk</p> <p>We support the section on flooding and flood risk in particular the need to update the Strategic Flood Risk Assessment as part of the evidence base for the Local Plan.</p>	<p>Noted.</p> <p>Noted.</p>	

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>We also support the opportunity outlined in paragraph 4.64 to explore the possibilities to align local plan policies or text approaches regarding the RTS.</p> <p>Climate Change</p> <p>The section in your statement on Climate Change, page 38, appears to be only looking at carbon emissions, transport and energy. Climate Change adaptation covers a wide range of issues many of which are mentioned elsewhere within the scoping statement such as flood risk, biodiversity and water supply. We are not suggesting that work is duplicated if it is being progressed through other mechanisms but are concerned that climate change is considered too narrowly. Perhaps through the Duty to Cooperate there is an opportunity to look at the issues associated with climate change in a more overarching way.</p> <p>Biodiversity</p> <p>With regard to biodiversity our remit involves the biodiversity relating to the main rivers within your borough. Depending on the direction that this strategic work takes as you progress we may wish to be involved or we may rely on our engagement with the</p>	<p>Noted.</p> <p>Noted.</p>	<p>Wider consideration to be given to climate change issues including adaptation if not already set out elsewhere in the Scoping Statement.</p>

Document Section or Question	Name	Comment	Response	Amendment Required?
		Surrey Local Nature Partnership.		
Q1 – Has the Council identified all relevant cross boundary strategic matters and those which could have a significant impact on at least two planning areas?				
Q1	The Royal Borough Of Windsor And Maidenhead	All matters identified by RBWM are addressed in the document.	Noted.	
Q1	NHS NW Surrey Clinical Commissioning Group	The Scoping Statement appears to have identified relevant strategic matters. I was pleased to note that (Paragraph 4.6) the Borough Council will continue to respond to and engage with other authorities and bodies where they request this, including those which might cover a wider geographic area, and respond positively where joint working between Spelthorne and other authorities would facilitate agreement or joint approaches. An example of this joint working would be the development of the CCG's planned Locality Hubs, providing integrated services for frail older people - an initiative involving Surrey County Council and the four Borough Councils spanned by the CCG, as well as local health providers and the voluntary sector.	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
Q1	Runnymede Borough Council	RBC does not wish to add to the specified list of relevant cross boundary strategic matters and those that could have a significant impact on at least two planning areas.	Noted.	
Q1	Natural England	<p>The document should address that part of the Borough lies in the 5-7km avoidance and mitigation zone for the Thames Basin Heaths Special Protection Area (TBHSPA) and that a strategic cross boundary approach / solution and strategic policy NRM6 is in place for large developments over 50 units in this zone - n.b. the closest point of the Borough is 6.3km from Chobham Common Sites of Special Scientific Interest (SSSIs) which is also part of the TBHSPA and Thursley, Ash, Pirbright, and Chobham Special Area of Conservation (SAC).</p> <p>The document should address the fact that any activity with potential harm to SSSIs, or likely significant effect if a Natura 2000 site, will be assessed even if the designated site lies outside of Spelthorne BC's administrative boundary.</p>	<p>Only a small part of Spelthorne lies within the 5-7km zone of influence for the TBH SPA and the whole of the Borough lies outside of the 5km zone where avoidance in the form of SANG and SAMM is required as a matter of course. The number of development opportunities for 50 or more dwellings within the area of Spelthorne in the 5-7km zone is also likely to be limited. However, reference will be made to the TBH SPA, Policy NRM6 and the TBH Joint Strategic Planning Board in this respect. It should be noted that Spelthorne is not an authority which sits on or has been invited onto the JSPB.</p> <p>Reference to activity affecting Natura 2000 sites or SSSIs sites outside of Spelthorne to be added although this would (for Natura 2000) normally be undertaken as part of a Habitats Regulations Assessment (HRA)</p>	Add reference to TBHSPA Policy NRM6 and JSPB. Reference to activity affecting Natura 2000 sites or SSSIs to be added.

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>The same point as above applies to Local Wildlife Sites, although this tier of site falls below NE's statutory remit for comment.</p> <p>Ancient Woodland as defined as irreplaceable by the NPPF should be considered in the biodiversity section and should be added in for consideration, as should Best and Most Versatile (BMV) soils as a finite resource and cross boundary issue.</p>	<p>Noted.</p> <p>Noted.</p>	<p>Reference to Local Wildlife Sites to be added.</p> <p>Reference to Ancient Woodland and BMV soils to be added.</p>
Q1	London Borough Of Richmond Upon Thames	<p>Yes, we believe that Spelthorne has identified all relevant cross-boundary strategic matters and those which could have a significant impact on at least two planning areas.</p> <p>LBRuT looks forward to working with Spelthorne on the following strategic matters, as identified in the scoping statement: Housing; Traveller Accommodation; Employment; Retail; Leisure and other commercial; Transport infrastructure (road + walking / cycling); Flooding and flood risk; Health; Open space and recreation; Climate change; Green belt / Landscape; and Biodiversity.</p>	Noted.	
Q1	Transport For London	In regard to strategic matters, in relation to transport, yes, although comment is offered	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
		below in terms of what 'key issues' are noted to arise from these matters.		
Q1	Rushmoor Borough Council	In terms of the strategic matters that are shared across Rushmoor and Spelthorne, we would support the view that this extends only to Housing related matters (including Gypsy & Traveller accommodation) given the fact that both authorities are located within neighbouring Housing Market Areas. In respect of other strategic matters, given the extent of the distance between our respective authorities, we do not feel we can comment with certainty on whether all of these have been addressed.	Noted.	
Q2 – Has the Council identified all relevant authorities, prescribed bodies and other consultees that it needs to engage and work with to maximise the effectiveness of planning policies in regards to each strategic matter?				
Q2	The Royal Borough Of Windsor And Maidenhead	Given the evolving and iterative nature of engagement, RBWM considers that a pragmatic list of stakeholders has been identified. RBWM considers that the list of stakeholders should be kept under review and revised if necessary as engagement on particular issues develops.	Noted.	The list of stakeholders will be kept under review during plan preparation and will be set out within the Framework Statement.
Q2	NHS NW Surrey Clinical Commissioning	Looking first at matters relating directly to health services, paragraph 1.18 refers to the list of prescribed bodies to which the duty		

Document Section or Question	Name	Comment	Response	Amendment Required?
	Group	<p>applies, among which, for Health, are:</p> <ul style="list-style-type: none"> - Clinical Commissioning Groups; - National Health Service Commissioning Board (now NHS England); <p>Although these are the statutory requirements, I would strongly recommend that for your local plan, you include reference to NHS Property Services, or any equivalent successor body, in ensuring meaningful engagement over health infrastructure, particularly in relation to Primary Care services. This should be added to Section 2 (Identified Bodies) in Table 4.9.</p> <p>In the same section (Para 4.65), I suggest acknowledging that the majority of the population's health service contacts take place in Primary Care - which is not currently mentioned in Para 4.65. (Primary Care includes GP services and dentists.) You may also consider adding Community Health Services - currently provided by Virgin Care Services Limited.</p> <p>Para 4.67: I suggest amending to read "The commissioning of the majority of health services..." as currently NHS England and, to a small extent, Surrey County Council (public health team) also commission some</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>	<p>Reference to NHS Property Services to be added to Table 4.9.</p> <p>Reference to Primary Care to be added along with Community Health Services.</p> <p>Reference to NHS England and Surrey County Council commissioning some health services to be added to paragraph 4.67.</p>

Document Section or Question	Name	Comment	Response	Amendment Required?
		<p>health services.</p> <p>My key concern is to make clear the link between housing growth and capacity of health service infrastructure. It is essential that planning takes into account both underlying and planned population growth. The increase in housing (acknowledged in para 4.8 to be the largest type of development in the Spelthorne Plan) can put overwhelming pressure in very localised areas in terms of access to health service infrastructure, particularly in primary care.</p> <p>I note that the CCG is not included as an Identified body in Table 4-1 (or indeed in Table 4-2, in respect of Traveller communities), but is identified in table A2 for both Housing and Gypsy and Traveller communities.</p>	<p>Noted. Spelthorne (either individually or with other authorities) will engage further with the CCG as part of the work to determine housing needs and health provision in the wider area. This will be acknowledged in the general housing & Gypsy & Traveller sections.</p> <p>Noted.</p>	<p>Add CCG to stakeholders for General Housing and Gypsies and Travellers.</p> <p>CCG to be added to Tables 4-1 and 4-2.</p>
Q2	Runnymede Borough Council	RBC does not wish to see any amendments made to the list of consultees identified.	Noted.	
Q2	Natural England	Additional suggestions of consultees: RSPB, and Local Records Centre (could be useful for information / records). I note that the Surrey Wildlife Trust will be engaged through the Surrey LNP.	Neither the RSPB or Local Records Centre are prescribed bodies under the Duty to Cooperate. However it is considered that the RSPB could be engaged with respect to biodiversity matters given the presence of SPA	Add RSPB to list of stakeholders for biodiversity issues.

Document Section or Question	Name	Comment	Response	Amendment Required?
			and Ramsar in Spelthorne.	
Q2	London Borough Of Richmond Upon Thames	Yes, we believe that Spelthorne has identified all relevant authorities, prescribed bodies and other consultees that it needs to engage with in regards to each strategic matter.	Noted.	
Q2	Transport For London	In regard to Transport matters, largely. In regard to public transport engagement, it should be made clear that the input from the full range of public transport service operators, such as those listed at paragraph 4.47, will be fully available if coordinated by or channelled through those bodies set out in paragraph 4.49.	Noted.	Statement will be amended to clarify that engagement with the full range of public transport providers will be coordinated/channelled through the bodies set out in para 4.49.
Q2	Rushmoor Borough Council	The document offers a comprehensive approach in respect of meeting the Duty to Cooperate requirements and appears to address all of the relevant authorities and bodies as prescribed in legislation.	Noted.	
Q3 – Has the Council identified all relevant processes and mechanisms to ensure effective engagement to address strategic matters?				
Q3	The Royal Borough Of Windsor And Maidenhead	RBWM notes that a mix of mechanisms is being considered to ensure effective engagement. RBWM considers this to be an appropriate way forward.	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
Q3	NHS NW Surrey Clinical Commissioning Group	<p>We welcome the approach the Borough Council takes to collaboration, including the various working groups and partnerships which have been in operation prior to the duty to cooperate and have been in operation for some time.</p> <p>I recognise (Para 3.9) that the Surrey Leaders Group, formed from the Leaders of the 11 Surrey Boroughs and Districts and the Leader of Surrey County Council provides a forum to discuss strategic issues and to give Surrey a stronger voice in Local Government. I question where equivalent discussion takes place around planning decisions at Borough level, such as health service infrastructure and would welcome this gap being addressed.</p>	<p>Noted.</p> <p>Comments regarding planning decisions at Borough level are noted. The purpose of the Duty to Cooperate is to ensure that local authorities and other prescribed bodies are engaging with one another during the preparation of Local Plans.</p>	
Q3	Runnymede Borough Council	RBC considers that SBC has identified the relevant processes and mechanisms to ensure effective engagement to address strategic matters.	Noted.	
Q3	Natural England	<p>NRM6 - good to note.</p> <p>In line with para. 118 of the NPPF, net biodiversity enhancements and gain should</p>	<p>Noted.</p> <p>Noted.</p>	Reference to paragraphs 118 & 119 of the NPPF to

Document Section or Question	Name	Comment	Response	Amendment Required?
		be sought and this para. could be reference, and we advise that enhancements are considered in a holistic and joined-up strategic way. Para. 119 could also be referenced which refers to Natura 2000 sites and the presumption of sustainable development not applying where development requiring appropriate assessment under the Habs Regs is being considered or determined.		be added.
Q3	London Borough Of Richmond Upon Thames	<p>Yes, we believe that Spelthorne has identified all relevant processes and mechanisms to ensure effective engagement - both existing and proposed new mechanisms.</p> <p>LBRuT looks forward to continuing to work together on the River Thames Scheme (RTS) as part of the Lower Thames Planning Officers Group to address strategic flooding issues across the lower Thames area. We agree with Spelthorne's statement that 'the groups already set up within the lower Thames area to deal with flooding, flood risk and the RTS are suitable vehicles for engagement under the duty to co-operate' and LBRuT will continue working together with Spelthorne and the other partners towards implementation of the Scheme.</p>	<p>Noted.</p> <p>Spelthorne confirms its commitment to working with the Lower Thames Planning Officers Group on strategic flood risk issues in the lower Thames area.</p>	

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		In respect of any potential future planning application for development at Kempton Park Racecourse which lies on the boundary of the two authorities, liaison between Richmond and Spelthorne will be necessary given the potential cross-boundary issues, as already identified in the Statement, in particular related to housing, transport and infrastructure.	Noted. Should an application come forward Spelthorne will engage with the London Borough of Richmond given the proximity of the site to the two authority areas. However, the Kempton Park site is within the Green Belt and unless any proposal conforms with paragraphs 89 and/or 90 of the NPPF, development would be inappropriate and require the demonstration of very special circumstances.	
Q3	Transport For London	No 'options for development' (of mechanisms for engagement) have been proposed in this area.	Noted.	Methods of engagement for transport issues will be developed.
Q3	Rushmoor Borough Council	Rushmoor Borough Council can only comment in respect of the Housing matters. It is considered that the mechanisms proposed provide a sufficient basis upon which to ensure these matters can be addressed as our respective Local Plans progress.	Noted.	

Q4 – Do you support the Council's intended approach and timetable for engaging with identified authorities, prescribed bodies and other consultees?

Document Section or Question	Name	Comment	Response	Amendment Required?
Q4	NHS NW Surrey Clinical Commissioning Group	<p>The approach and timetable seems appropriate, subject to the comments above. I would encourage the Borough Council to continue to engage with the CCG, as at present, through existing forums such as</p> <ul style="list-style-type: none"> - Local Joint Commissioning Group - NWS Transformation Board - Spelthorne Together - Spelthorne Health and Wellbeing Group - CCG Locality Stakeholder meetings <p>as well as engaging with us on any specific areas of planning, such as health centre development/redevelopment and the impact of housing developments on Primary Care infrastructure.</p>	Noted.	Groups identified by CCG to be referenced in the Statement.
Q4	The Royal Borough Of Windsor And Maidenhead	<p>Given the evolving and iterative nature of engagement, RBWM considers that the approach and timetable identified is pragmatic. RBWM considers that these matters should be kept under review and revised if necessary as engagement on particular issues develops.</p>	Noted. The matters identified in the Scoping Statement will be kept under review and this can be referenced in the Statement.	List of matters to be kept under review during plan preparation. This will be set out within the Framework Statement.
Q4	Runnymede Borough Council	RBC has no objections to the Council's intended approach and timetable for engaging with consultees.	Noted.	

Document Section or Question	Name	Comment	Response	Amendment Required?
Q4	Natural England	No specific comments to make.	Noted.	
Q4	London Borough Of Richmond Upon Thames	Yes, we support Spelthorne's intended approach and timetable for engaging with identified authorities, prescribed bodies and other consultees.	Noted.	
Q4	Transport For London	No specific timetables have been set out in this area.	Noted. Timetables will be developed when the Council begins to consider transport issues.	
Q4	Rushmoor Borough Council	Again, Rushmoor Borough Council can only comment in respect of Housing matters. We are satisfied that the methods and timetable set out within the Scoping Statement are appropriate. Please note that our own Local Plan timetable may give rise to a need for engagement sooner than is outlined within the Scoping Statement	Noted.	

Spelthorne Local Plan

Duty to Cooperate FrameworkScoping Statement

| JuneFebruary 2015



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Table A1: Cross Boundary Strategic Matters – Local Authorities

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

Table A3: Cross Boundary Strategic Matters – Other Consultees

[Appendix A – Table of Responses & Comments – See separate
document](#)

1. Introduction & Consultation Arrangements

The Duty to Cooperate

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

¹ The South East Plan (2009). Available at:

<http://webarchive.nationalarchives.gov.uk/20100528142817/http://www.gos.gov.uk/gose/planning/regionalplanning/815640/>

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

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

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

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

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

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

⁷ Paragraph 011 of PPG Note *Duty to Cooperate*

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

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

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

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

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

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

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

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

The Role of this ~~Framework Scoping Statement~~

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

Who does the duty to cooperate apply to?

- 1.18 In terms of who the duty applies to, this includes all local planning authorities, county councils and a list of prescribed bodies. Regulation 4 of the Town & County Planning (Local Planning)(England) Regulations 2012¹⁰ lists those bodies which are prescribed bodies for the purposes of the duty. This includes: -
- The Environment Agency;
 - English Heritage;
 - Natural England;
 - Mayor of London;
 - Civil Aviation Authority;
 - Homes & Communities Agency;
 - Clinical Commissioning Groups;
 - National Health Service Commissioning Board (now NHS England);
 - Office of Rail Regulation;
 - Transport for London;
 - Integrated Transport Authorities (no ITA covers Spelthorne);
 - Highway Authorities
 - Highways Agency;
 - Marine Management Organisation (not relevant to Spelthorne);
- 1.19 Although not listed as prescribed bodies, paragraph 180 of the NPPF also states that local planning authorities should have regard to Local Enterprise Partnerships (LEPs) and Local Nature Partnerships as well as private sector bodies, utility and infrastructure providers.

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

Consultation Arrangements

- 1.20 ~~To ensure that Spelthorne Borough Council consulted on a Duty to Cooperate Scoping Statement from 27th February to 30th March 2015. The role of the Scoping Statement was to ensure that the Council were taking the correct approach to its duty to cooperate obligations during Local Plan preparation and that all strategic issues and relevant authorities/bodies were identified, comments on this Scoping Statement are invited.~~ To ensure a good response a reminder email was sent to all authorities/bodies who had not responded by the deadline, to give them an extension to the 17th April 2015 to return any comments.
- 1.21 In responding to the consultation there were a number of general questions which respondents were asked to answer. These are set out in the box below. ~~it would be appreciated if the following questions could be addressed:~~

Consultation Questions

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

- 1.22 Responses were received from a number of authorities and bodies and these are listed below. The comments raised and how the Council has taken them into account is set out in Appendix A to this Framework.

Local Authorities

Elmbridge Borough Council
Greater London Authority/Mayor of London
Guildford Borough Council
Hart District Council
London Borough of Richmond
Reigate & Banstead Borough Council
Royal Borough of Windsor & Maidenhead
Runnymede Borough Council

[Rushmoor Borough Council](#)
[Surrey County Council](#)
[Slough Borough Council](#)
[South Bucks District Council](#)
[Surrey Heath Borough Council](#)
[Tandridge District Council](#)
[Waverley Borough Council](#)
[Woking Borough Council](#)

Other Bodies

[Environment Agency](#)
[English Heritage](#)
[Enterprise M3 Local Enterprise Partnership](#)
[Natural England](#)
[North West Surrey Clinical Commissioning Group](#)
[Office of Rail Regulation](#)
[Transport for London](#)

- 1.23 A number of other authorities and relevant bodies were consulted, but a response was not received. Nevertheless, the Council will continue to seek engagement with these authorities and bodies under the Duty to Cooperate through the Local Plan process especially where evidence suggests a functional link.

[Affinity Water](#)
[Ashford & St Peters Hospital Trust](#)
[Bracknell Forest Council](#)
[Colne Valley Park Partnership](#)
[Epsom & Ewell Borough Council](#)
[Heathrow Airport Ltd](#)
[Highways Agency](#)
[Homes & Communities Agency](#)
[London Borough of Hillingdon](#)
[London Borough of Hounslow](#)
[Mole Valley District Council](#)
[Mono Consultants Ltd](#)
[National Grid](#)
[Network Rail](#)
[NHS England](#)
[Royal Borough of Kingston upon Thames](#)
[Southern Electric Power](#)
[Southern Gas Networks](#)
[Sport England](#)
[Surrey & Borders Partnership NHS Trust](#)
[Surrey Local Nature Partnership](#)
[Surrey Police & Crime Commissioner](#)
[Thames Water](#)

~~If you consider that the Council has not identified a strategic matter, a relevant authority/body or that other processes/mechanisms for engagement would be more suitable, then justification for an alternative approach should be provided e.g. evidence should be provided as to why the Council should engage with another authority/body on a strategic matter.~~

~~1.23 Responses to this consultation should be received no later than **Monday 30th March 2015** and e-mailed to planning.policy@spelthorne.gov.uk or alternatively posted to:~~

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

2. The Spelthorne Context

Geographic Context

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

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

Town Centre.

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

3. Existing Mechanisms of Engagement & Identification of New Mechanisms

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

Existing Mechanisms

- 3.7 The Borough Council has a history of collaborative working and engaging with other local authorities and bodies both at officer and member level. Collaborative working which Spelthorne is currently involved with includes various working groups and partnerships, some of which were set up prior to the duty to cooperate and have been in operation for some time.

- 3.8 The working groups and partnerships that Spelthorne officers or members attend provide a vehicle to discuss strategic matters and duty to cooperate issues, although not all of these will necessarily offer the most suitable or effective mechanism depending on the strategic issue at hand. The existing mechanisms include the following:-

Surrey Leaders

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

- Integrating strategic spatial, economic and infrastructure priorities for Surrey with a clear set of (agreed) objectives for delivering ‘sustainable’ prosperity in Surrey. This should build on the priorities in Surrey Future, the Strategic Economic Plans and local plans and collaboration with the LEPs and Surrey Local Nature Partnership.
 - Providing a positive voice for Surrey, setting out its case for investment and why it is important to the national economy.
 - Helping to align business/investment priorities of other key bodies, e.g. Environment Agency, transport operators and utility companies.
- 3.13 The work endorsed by Surrey Leaders is the first step towards a Local Strategic Statement (LSS) for Surrey. The aim of the LSS is to set out common priorities, objectives and a broad strategic direction across Surrey so that boroughs and districts can reflect these in Local Plans and demonstrate that they have worked constructively, actively and on an on-going basis. This is to build on the work and investment priorities agreed by Surrey Future and Strategic Economic Plans. It is envisaged that a Surrey Local Strategic Statement could be finalised in 2015.

Strategic Spatial Planning Liaison Group (SSPOLG)

- 3.14 The Strategic Spatial Planning Liaison Group (SSPOLG) brings together an informal group of Officers from the wider south east and London. The group meets quarterly to discuss a range of high level strategic issues and is facilitated by a consultant engaged by the Mayor of London.
- 3.15 Since SSPOLG was formed a number of workshop events and working groups have been established dating back to October 2013. The group is the first step in considering how strategic planning issues can be coordinated across the wider south east and how engagement between the Mayor of London and authorities in the wider south east will move forward.
- 3.16 A wider south east summit was facilitated by the Mayor of London in March 2015 which brought together at Member level authorities from across the wider south east. The purpose of the summit was to explore options for cooperation and engagement between the Mayor and wider south east.

Enterprise M3 Local Enterprise Partnership (EM3 LEP)

- 3.17 Local Enterprise Partnerships are partnerships between local authorities and businesses. LEP's decide what the priorities should be for investment in an area through their Strategic Economic Plans. Spelthorne is located within the Enterprise M3 LEP area which stretches 75 miles from the boundary of London to the New Forest in Hampshire and covers 14 local authority areas.

3.18 The EM3 LEP has a number of action groups which support the EM3 Board and cover issues such as Transport and Land & Property. These action groups could play a role either in coordinating or facilitating engagement on a number of issues.

Transport for Surrey (TfS)

- | 3.19⁴ The Transport for Surrey Partnership comprises a board which meets quarterly and includes all of Surrey's Boroughs/Districts, Surrey County Council, transport providers and transport agencies. The board is a mechanism to share emerging transport policy and enables collaborative working across Surrey boundaries.
- | 3.20⁴⁵ The TfS Partnership aims to provide a cohesive communications and consultation channel and includes the objective of improving coordination and partnership working. The TfS Partnership is supported by Terms of Reference.

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

- | 3.21⁴⁶ The River Thames Scheme (RTS) is a project promoted by the Environment Agency aimed at reducing flood risk across the lower Thames area from Datchet to Teddington. The scheme consists of engineering works to construct three new flood channels within Runnymede, Spelthorne and Windsor & Maidenhead, improving three existing weirs at Molsey, Sunbury and Teddington and installing property level products to 1,200 homes.
- | 3.22⁴⁷ In response to flooding, flood risk and the RTS a number of groups have been set up. These comprise Officers from the local authorities of Elmbridge, Kingston, Richmond, Runnymede, Spelthorne, Windsor & Maidenhead as well as Surrey County Council and the Environment Agency. The main groups are the Lower Thames Planning Officers Group, the Programme Board and a Consents & Authorisations Project Board.
- | 3.23⁴⁸ The Programme Board has recently considered the preferred mechanism to gain planning consent for all aspects of the scheme and how local authorities across the Lower Thames can consistently reflect the RTS in their Local Plans. It is considered that the groups already set up within the lower Thames area to deal with flooding, flood risk and the RTS are suitable vehicles for engagement under the duty to co-operate, although Member level agreement may be required at some point.

New Mechanisms

- | 3.24⁴⁹ Whilst some existing mechanisms are in place to facilitate engagement and collaborative working on strategic issues, these may not be sufficient or suitable to meet duty to cooperate requirements for all strategic issues. As such new mechanisms are likely to be required, especially where functional

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

areas cross into other county areas or London.

- | 3.250 There are a number of examples of mechanisms which demonstrate effective engagement and cooperation over wider geographical areas which have been developed in other parts of the country. Whilst not all of these mechanisms may be suitable for Spelthorne they do indicate that there are other mechanisms that could be employed to meet the duty.

Coastal West Sussex & Greater Brighton Local Strategic Statement¹²

- | 3.264 The Coastal West Sussex and Greater Brighton (CWS&GB) partnership includes six local authorities, one county council and one national park authority. The authorities have come together to form a Strategic Planning Board made up of lead Members from each authority which works in an advisory capacity and is supported by a memorandum of understanding and terms of reference signed by each of the authorities.
- | 3.272 The Strategic Board's remit is to identify and manage spatial planning issues which impact on more than one local planning area and to support the better integration and alignment of strategic spatial and investment priorities across the area.
- | 3.283 The CWS&GB group agreed a Local Strategic Statement (LSS) in October 2013 which sets out a series of long term strategic objectives and spatial priorities between 2013 and 2031. The LSS focuses on strategic issues shared across the CWS&GB area or those which impact on long term sustainability and includes a vision, four strategic objectives and five spatial priorities.
- | 3.294 Although the LSS is not a statutory document, it is envisaged that the priorities expressed in the LSS will be progressed through relevant plans and strategies, especially within the Local Plans of those authorities within the CWS&GB area. A similar approach has been undertaken in the Gatwick Diamond area which covers authorities in East Surrey & West Sussex and as set out above Surrey Leaders have endorsed work on an LSS for Surrey.

Cambridgeshire & Peterborough Memorandum of Cooperation¹³

- | 3.3025 The Cambridgeshire & Peterborough Memorandum of Co-operation was published in spring 2013 and was signed by six local authorities and one county council. The Memorandum aims to provide additional evidence that the duty to cooperate has been addressed by demonstrating that emerging local authority plans and strategies contribute toward an area wide strategic vision, objectives and spatial strategy.

¹² Coastal West Sussex & Greater Brighton Local Strategic Statement (2013). Available at: http://www.adur-worthing.gov.uk/media/media_120139.en.pdf.

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

| 3.31²⁶ The Memorandum sets out a vision and objectives for long term development of the area and a broad spatial approach to achieve that vision and the area's growth needs 2011-2031. The Memorandum is supported by an appendix which shows the level of objectively assessed housing need across the area and the amount which has been agreed to be taken by each authority.

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

| 3.32²⁷ The West Midlands partnership comprises seven metropolitan boroughs which form the West Midlands Joint Committee. Established in 1985, the Committee is responsible for coordination and joint action on issues of mutual interest with the appointment of sub-committees to deal with its functions including a Planning & Transport Sub Committee.

| 3.33²⁸ The Strategic Policy Framework sets out that its purpose is to demonstrate commitment to on-going collaboration to meet the duty to cooperate, be a material consideration in plan preparation and continue to provide a coherent strategic spatial context for the third West Midlands Local Transport Plan.

| 3.34²⁹ The Policy Framework sets out a set of shared policy priorities and emerging priorities for spatial development. The Policy Framework recognises that the shared priorities cannot be considered in isolation.

*West of England Strategic Framework*¹⁵ & *West of England Duty to Cooperate Schedule*¹⁶

| 3.35³⁰ The West of England Local Enterprise Partnership (LEP) is formed from four local authorities and is the body which is responsible for the Strategic Framework and Duty to Cooperate Schedule.

| 3.36³¹ The Strategic Framework sets out in one document the over-arching growth ambitions for the West of England from the strategic visions of each of the local authority Core Strategies. The Framework is primarily to assist investment making decisions and delivery priorities and contains a spatial vision for 2006-2026 supported by 7 objectives.

| 3.37³² The Framework states that the four authorities are committed to working together with relevant stakeholders to ensure strategic issues are addressed.

| 3.38³³ The purpose of the Schedule is to identify the strategic planning issues affecting more than one authority area, to define the processes for taking

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

¹⁵ West of England Strategic Framework (2012). Available at

<http://www.westofenglandlep.co.uk/transport-and-infrastructure/duty-to-cooperate-planning>

¹⁶ West of England Duty to Co-operate Schedule (June 2014). Available at:

<http://www.westofenglandlep.co.uk/transport-and-infrastructure/duty-to-cooperate-planning/the-duty-to-cooperate-schedule>

these forward and to document the outcomes delivered. The Schedule sets out the joint work which has already been established including the Strategic Framework and an emerging Joint Planning Strategy.

- | 3.394 The Schedule contains a list of actions and delivery outcomes and identifies the local authorities and other parties which will be affected.

How Spelthorne will Engage with Other Authorities & Bodies

- | 3.4035 It is recognised that the Borough Council will need to consider which mechanism of engagement is the most suitable and effective according to each strategic issue. It may be the case that for evidence documents the Borough Council will need to take a wider collaborative approach to begin with and then focus engagement and discussion to those authorities where a more formal approach will be required to deliver effective strategies.

- | 3.4136 Therefore a mix of mechanisms along with bespoke collaborative stakeholder events/mechanisms will likely be required to ensure that engagement has been active and on-going.

4. Identification of Strategic Cross Boundary Matters & Duty to Cooperate Bodies

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

- Attend and contribute toward duty to cooperate meetings or events at Officer and where necessary Member level which are organised by other authorities/bodies on matters which have been identified as being of relevant cross boundary significance; and
 - Consider requests for joint evidence studies and where appropriate agree joint approaches to strategic matters where this will achieve sustainable development; and
 - Respond in a timely manner to authority consultations and respond positively where joint working between Spelthorne and other authorities has facilitated agreement or joint approaches under the duty to cooperate.
- 4.7 Whilst the Borough Council will be constructive in its approach, it retains the right to object or raise concerns to an authority or body's Local Plan or Strategy where a strategic issue affecting Spelthorne has been identified but engagement has not been forthcoming or has been untimely. The right to object will also be retained should discussions under the duty fail to be active, constructive or on-going.

Homes & Jobs Needed in the Area

General Housing

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

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

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

Table 4-1: Proposed Engagement for General Housing

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

Traveller Accommodation

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

Table 4-2: Proposed Engagement for Traveller Accommodation

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

Employment Land

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

52,000 new jobs by 2020 across the EM3 area.

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

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

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

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

Commission which was charged with considering airport expansion in the South East of England. The Commission considered a number of options which have now been reduced to three including expansion at Heathrow. The Commission will set out their final report in summer 2015.

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

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

Table 4-3: Proposed Engagement for Employment

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

Provision of Retail, Leisure and Other Commercial Development

Retail

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

Table 4-4: Proposed Engagement for Retail

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

Leisure & Other Commercial Uses

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

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

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

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

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

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

Transport

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

- 4.47 In terms of public transport the Borough is served by a number of rail stations which lie either on the Windsor-Waterloo, Reading-Waterloo and Shepperton-Waterloo lines. The sole operator of rail services in Spelthorne is South West Trains who also own all of the stations. The track infrastructure is owned and managed by Network Rail. Several bus operators run services within the Spelthorne area including Abellio (London & Surrey), London United, First, Bear Buses, Dicksons Travel and Carlone Buses.
- 4.48 The influence of Heathrow on the wider area in terms of traffic generation is clearly a cross boundary strategic issue as is the prospect of improved surface access with the potential to extend the Cross Rail 2 project to Staines-upon-Thames and provide a southern rail access to Heathrow.
- 4.49 Therefore, for highway capacity issues the Borough Council will engage with neighbouring authorities, Surrey County Council, the Highways Agency, ~~and~~ Mayor of London/TFL and Enterprise M3 LEP. In terms of public transport, in order to consider input from the full range of public transport service operators, engagement will need to be coordinated or channelled ~~be~~ through the Transport for Surrey Partnership and Mayor of London/TFL and other neighbouring unitary authorities. The Borough Council will also engage with Heathrow Airport Holdings.
- 4.50 As such, the key issues which will need to be considered under the Duty are: -
- Whether local highway capacity is sufficient to meet development requirements in the wider area;
 - Whether any mitigation measures will be required on the local highway along with its funding;
 - Whether capacity at strategic highway junctions is sufficient to meet development requirements in the wider area and whether any mitigation measures are required;
 - How strategic level projects will be identified and planned;
 - Whether there is scope to link cycle networks across boundaries;
 - Whether there is scope to improve surface access to Heathrow through extending the Cross Rail 2 project to Staines-upon-Thames.
 - Whether public transport and access to public transport requires general and/or capacity improvements including rail, bus, cycle, walking and other modes.

Table 4-6: Proposed Engagement for Transport Infrastructure

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

Utilities Infrastructure

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

will engage with the relevant authority areas, the appropriate prescribed bodies and Surrey County Council/Mayor of London. At this stage it is not possible to identify all parties which will be subject to engagement as this will depend on the specific issue at hand.

- 4.55 The key issues which will need to be considered under the Duty are: -
- Whether existing capacity is sufficient to meet demand in the local/wider area or whether upgrades/reinforcement is required;
 - Whether any strategic projects to deliver utility upgrades/improvements are required and how/when these will be delivered;

Table 4-7: Proposed Engagement for Utilities Infrastructure

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

Minerals & Waste

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

Flooding & Flood Risk

- 4.59 Large areas of Spelthorne lie within the floodplains of the river Thames, Colne and Ash with only limited flood defence. Over 2,800 properties lie within flood zone 3 which also covers large commercial areas and parts of Staines Town Centre. 17% of the Borough lies within the 1:100 year flood risk zone (7% of which is urban) and 33% within the 1:1000 year zone. Therefore, flooding and flood risk is a serious issue in Spelthorne as recently demonstrated during the flood events of Winter 2014 inundating and causing damage to property in areas of Staines, Shepperton and Sunbury.
- 4.60 The Environment Agency has a River Thames Strategy (RTS) in place for Datchet to Teddington which was highlighted in Section 3. The strategy recommends a mix of flood plain management and the creation of flood channels and is estimated for completion by **20257. The cost of the project is £300m.**
- 4.61 Partners in the River Thames Strategy include the Environment Agency, Department for Environment Food & Rural Affairs (DEFRA), Surrey County Council and the local authorities of Spelthorne, Windsor & Maidenhead, Runnymede, Elmbridge, Kingston and Richmond. Engagement for the RTS will continue through the groups which have already been set up to deal with this issue.
- 4.62 To understand flood risk in general and account for the RTS as well as updated modelling by the Environment Agency the Borough Council will require an updated Strategic Flood Risk Assessment (SFRA) as part of its evidence for a new Local Plan.
- 4.63 Given the geographic scope of flood risk to Spelthorne and the wider area, any update to the SFRA and how this translates into Local Plan policies will involve engagement with all those partners involved in the RTS, through existing mechanisms.
- 4.64 The key issues which will need to be considered under the Duty are: -
- Exploring opportunities to align Local Plan policies, text or approaches to take account of the RTS;

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

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

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

Health

- 4.65 [The majority of the population's health service contacts take place in primary care such as GP and dental surgeries.](#) Major health facilities within Spelthorne include Ashford Hospital which forms part of the Ashford & St Peters Hospitals NHS Trust and the Surrey & Borders Partnership which provides mental health services within Surrey and parts of Hampshire.[Community Health services are also provided by Virgin Care Services Ltd.](#)
- 4.66 With St Peters Hospital located in Chertsey, the Ashford and St Peters NHS Trust operates over a wider area than Spelthorne alone. Ashford Hospital serves Spelthorne and areas within Windsor & Maidenhead, the London Borough of Hounslow and the London Borough of Richmond whilst St Peters serves areas within Spelthorne, Elmbridge, Runnymede and Woking. Surrey & Borders Partnership services are partly delivered at St Peters Hospital.
- 4.67 The commissioning of [the majority of](#) health services in Spelthorne is delivered by the North West Surrey Clinical Commissioning Group (CCG) [and NHS England and to a limited extent Surrey County Council](#). The North West Surrey CCG covers the area of Spelthorne, Runnymede and Woking as well as small areas within Elmbridge and Surrey Heath. As such, both the delivery and commissioning of services are cross boundary.
- 4.68 The PPG note *Health & Well Being* states that the first point of contact for health and well-being issues should be the Director of Public Health. This will initially be through the Surrey Public Health Team at Surrey County Council. The PPG note also identifies key groups that local planning authorities should engage with. This includes the Health & Well Being Board, local commissioning groups and NHS England.
- 4.69 Therefore, the Borough Council will engage with the prescribed bodies responsible for health delivery and commissioning within Spelthorne to understand whether additional health facilities are required to meet population growth. The Borough Council will also need to engage with the prescribed bodies and other local authorities that form part of NHS Trust catchments or commissioning areas outside of Spelthorne if a need for joint evidence or a joint approach is identified. This may need to be translated through the Infrastructure Needs Assessment and/or an Infrastructure Delivery Plan.
- 4.70 [Spelthorne will also need to continue to engage with the CCG through a number of existing forums such as:](#)
[- Local Joint Commissioning Group](#)
[- NWS Transformation Board](#)
[- Spelthorne Together](#)
[- Spelthorne Health & Wellbeing Group](#)
[- CCG Locality Stakeholder meetings](#)

| 4.710 As such, the key issues which will need to be considered under the Duty are: -

- The requirement for primary health facilities in Spelthorne from additional demand as a result of population growth;
- The requirement for expanded secondary health facilities due to wider population growth;
- How and where additional facilities may be delivered whether within or outside of Spelthorne.

Table 4-9: Proposed Engagement for Health

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

Security

| 4.724 Spelthorne is not aware of any security issues or requirement for land in this respect. Therefore, no strategic issues have been identified. However the Borough Council will engage with the Civil Aviation Authority with respect to safety at Heathrow and the impact of Local Plan growth aspirations.

Community & Cultural Facilities

| 4.732 Community and cultural facilities include a range of services for example libraries, community centres, museums, theatres, art galleries etc. Spelthorne Borough Council provides some community services as does Surrey County Council whilst other community and cultural facilities are run by volunteers or the private sector.

| 4.743 The catchment for some cultural facilities may extend across Spelthorne's boundaries into other areas and some community services and voluntary sectors such as adult services may be provided to Spelthorne residents outside of Spelthorne or vice versa. However the level of cross over is likely to be limited.

- | 4.75₄ As such, the geographic scope for engagement will be narrow. The Borough Council will engage with Surrey County Council in terms of the services and facilities that it provides. Neighbouring authority areas may be engaged depending on the issues identified.
- | 4.76₅ As such, the key issues which will need to be considered under the Duty are: -

- The degree to which facilities within Spelthorne are being used by persons from outside Spelthorne and vice versa;
- The requirement for additional community or cultural facilities in Spelthorne as a result of population growth;
- Whether population growth in Spelthorne necessitates additional services or facilities outside of the borough or vice versa;
- How and where additional facilities may be delivered whether within or outside of Spelthorne.

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

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

Education

- 4.77₆ Education services in Spelthorne are provided by Surrey County Council. The County Council has a statutory duty to ensure there are sufficient school places in the county to meet present and future demand for school places. It is the role of the County Council to plan, organise and commission places for all maintained schools in Surrey in a way that raises standards, manages rising and declining pupil numbers and creates a diverse school community. The County Council seeks to exercise this function in partnership with Dioceses, governing bodies of schools, headteachers, local communities and other key stakeholders.
- 4.78 Pupils generated from Spelthorne may not necessarily all attend schools in Spelthorne as there may be some crossing of borders including into the London area or vice versa. As such, the provision of education and school places is a cross boundary strategic matter in Spelthorne and will need to be factored into an Infrastructure Needs Assessment and/or Infrastructure Delivery Plan.
- 4.79₇ As the education provider Surrey County Council will be engaged by Spelthorne to determine pupil flows, demand and how these translate into projected pupil numbers and what this means for school places. However,

given the close proximity of settlements outside of Spelthorne, the Borough Council with Surrey County Council will also need to engage with neighbouring authority areas and the Mayor of London to understand cross boundary flows and the impact these may have on school places in the future.

| 4.80⁷⁸ The Borough Council is only aware of cross boundary flows between Spelthorne and the London Borough of Hounslow.

| 4.81⁷⁹ As such, the key issues which will need to be considered under the Duty are: -

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

Table 4-11: Proposed Engagement for Education Infrastructure

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

Open Space & Recreation

| 4.82⁸⁰ Areas of open space and recreation are designated as Protected Areas of Open Space under Policy EN4 of the Spelthorne Core Strategy & Policies DPD. The Borough Council will need to undertake a review of these spaces and recreation/sports in general for the Local Plan.

| 4.83⁸¹ Four of the open space areas lie adjacent to the borough boundary with Runnymede. The site at the Memorial Gardens in Staines-upon-Thames is a Council owned park and the three other areas are urban green spaces at Riverside Flats, Laleham Road in Staines-upon-Thames and at Penton Hall Drive and Penton Hook Road, Staines-upon-Thames. However, the four areas are all separated from the neighbouring borough of Runnymede by the river Thames which is a recreational facility in its own right.

| 4.84⁸² There are three playing fields adjoining the borough boundary. Two are private sports grounds in the Green Belt adjacent to the boundary with the London Borough of Hounslow in Ashford/Lower Feltham and the other is

Lammas Recreation Ground on the Wraysbury Road adjacent the Royal Borough of Windsor & Maidenhead. These playing fields are not covered by any policy designation/protection other than Green Belt. Bedfont Lakes in the London Borough of Hounslow is also an important area of open space for Ashford residents.

- | 4.85³ The majority of open space, sports & recreation facilities in Spelthorne will therefore only serve a local need and any change in designation or size of facility/space as a result of a review is unlikely to have any cross boundary impacts. However, the Spelthorne Playing Pitch Strategy 2013-2018²¹ identifies that a number of sports clubs outside of the Borough use facilities within Spelthorne and sports clubs within Spelthorne have members from outside of Spelthorne and vice versa.
- | 4.86⁴ The PPG note *Open Space, Sports and Recreation Facilities, Public Rights of Way and Local Green Space* states that in assessing need for open space local planning authorities should have regard to the duty to cooperate where open space serves a wider area. As such, open space, sport and recreation is considered to be a strategic matter but with a narrow geographic scope. The Borough Council will therefore engage with neighbouring authorities, Surrey County Council and Sport England during Local Plan preparation in this respect.
- | 4.87⁵ As such, the key issues which will need to be considered under the Duty are: -
 - The requirement for additional open space, recreation or playing pitch facilities in Spelthorne as a result of population growth;
 - Whether population growth in Spelthorne necessitates additional facilities outside of the borough or vice versa;
 - How and where additional facilities may be delivered whether within or outside of Spelthorne.

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

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

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

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

Climate Change

- | 4.8₆⁶ It is generally accepted that emissions of carbon dioxide into the atmosphere are contributing to climatic impacts and is an issue which affects the whole of the UK.
- | 4.8₇⁷ However, targets for carbon dioxide emission reductions from built development are set through national standards and incorporated into the Building Regulations and emissions of carbon dioxide from aviation traffic are also a national and global issue. Therefore these are not issues to which it is considered the Duty applies given their national coverage.
- | 4.9₈⁸ Emissions reductions from traffic on the local road network is a cross boundary issue which the Borough Council can consider although this is only likely to be in relation to supporting strategies and projects which promote a modal shift away from the private car to public transport and walking/cycling.
- | 4.9₉⁹ In this respect Spelthorne will engage with Surrey County Council as the Highways Authority, Transport for London, Mayor of London and neighbouring authority areas. A Staines-upon-Thames/Feltham cycle link is listed in the London Borough of Hounslow's Infrastructure Delivery Plan (IDP), although at this moment no work has been undertaken and no funding has been secured.
- | 4.9₂₀⁰ Other ways of reducing carbon dioxide emissions would be through the use of renewable and low carbon technologies and opportunities for decentralised energy and heating. Spelthorne will engage with neighbouring authorities, Surrey County Council and Mayor of London/GLA to identify whether opportunities for joint studies or policy approaches exist.
- | 4.9₃₄⁴ Adaptation to climate change is also another important issue to consider and government published 'The National Adaptation Programme' in July 2013. The programme lists a number of focus areas including for the built and natural environment and infrastructure. Other climate change impacts such as Flooding and flood risk have already been considered earlier in this Scoping Statement, however other aspects of adaptation will need to be considered as the Local Plan develops over time.
- | 4.9₄₂² As such, the key issues which will need to be considered under the Duty are: -
- How carbon dioxide emissions reductions in Spelthorne can help to meet national targets;
 - Promoting modal shift away from the private car to other forms of transport;

- Whether there is a requirement for new cycling/walking routes in Spelthorne and how existing or new routes can integrate with routes in neighbouring authority areas;
- Whether there are opportunities to deliver decentralised energy and heat.
- Contributing to local adaptation strategies and how these can help achieve the national adaptation strategy.

Table 4-13: Proposed Engagement for Climate Change

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

Green Belt & Landscape

- | 4.95³ All land outside of settlement areas in Spelthorne is designated as Green Belt which accounts for 65% of the Borough or 3,320ha. The Green Belt continues over the borough boundary into all neighbouring local authority areas including the London Boroughs.
- | 4.96⁴ The Green Belt in Spelthorne was designated in June 1956 and has been assessed on four consecutive occasions during the preparation of previous Local Plans. Each assessment has concluded that all land outside settlement areas in Spelthorne meets the purposes of the Green Belt and its designation, should remain unaltered. This has been confirmed at Local Plan examinations.
- | 4.97⁵ Since the Council last undertook an assessment of the Green Belt in Spelthorne, the NPPF replaced Planning Policy Guidance Note 2: *Green Belts*. The five purposes that the Green Belt serves remain the same in the NPPF as were set out in PPG2 and as such national Green Belt policy has not changed in this respect.
- | 4.98⁶ As with previous Local Plans the Council will need to assess and confirm the extent of the Green Belt in Spelthorne.
- | 4.99⁷ The geographic scope for engagement on any assessment will be reasonably wide. Engagement will include all neighbouring authority areas, Surrey County

Council and the Mayor of London.

| 4.100~~98~~ There are no designated landscapes within Spelthorne. Surrey County Council is due to publish a County wide landscape study which will reveal areas of common landscape typologies across Surrey. If issues arise which require a strategic approach the Borough Council will engage with the relevant neighbouring authorities and Surrey County Council.

| 4.101~~99~~ As such, the key issues which will need to be considered under the Duty are: -

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

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

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

Historic Environment

| 4.102~~0~~ Spelthorne has 195 statutory listed buildings & structures, 159 locally listed buildings & structures, 8 conservation areas, 4 scheduled ancient monuments, 2 other sites and monuments of county archaeological

importance as well as numerous areas of high archaeological potential.

- | 4.103**4** The vast majority of the historic environment in Spelthorne does not cross the authority boundary or lie adjacent to it. However, five of the conservation areas lie on the Spelthorne boundary with either Runnymede or Elmbridge but separated by the river Thames. Chertsey Bridge which is a scheduled ancient monument also lies on the Spelthorne/Runnymede boundary.
- | 4.104**2** Other than Chertsey Bridge the Borough Council has not identified any specific cross boundary issues and it is not envisaged that there will be any strategic cross boundary matters relating to the historic environment. However Spelthorne will continue to engage with English Heritage and Surrey County Council over heritage matters.

Biodiversity

- | 4.105**3** There are several sites in Spelthorne which are designated for their importance to wildlife and biodiversity at international, national and local level, some of which partly fall within other local authority areas.
 - | 4.106**4** International sites in Spelthorne include parts of the South West London Water Bodies Special Protection Area (SPA) and Ramsar. This site is protected under the European Birds Directive (79/409/EEC) and Ramsar Convention for its importance to support rare or vulnerable bird species and wetland habitats.
 - | 4.107**5** In Spelthorne the SPA & Ramsar includes the King George VI, Staines, Wraysbury and Kempton Park reservoirs along with the Staines Moor Site of Special Scientific Interest (SSSI). The adjoining authority areas of Windsor & Maidenhead, Runnymede, Elmbridge and the London Borough of Richmond-upon-Thames hold the rest of the SPA & Ramsar. All four of the nationally designated SSSI's in Spelthorne form part of the South West London Waterbodies SPA & Ramsar.
- 4.108 Although not within Spelthorne the Thames Basin Heaths SPA lies between 5-7km from the borough boundary. Impacts from recreation and urban intensification has led to a Joint Strategic Planning Board (JSPB) being established which comprises all of the local authorities within a 5km zone of the SPA. As Spelthorne lies outside of the 5km zone, it is not part of the JSPB.
- 4.109 Although Regional Strategies were revoked in 2012, Policy NRM6 of the South East Plan which specifically deals with the Thames Basin Heaths SPA has been saved. This sets out that developments of 50 or more dwellings within 5-7km of the SPA may require avoidance measures. Only a small area of Spelthorne lies within the 5-7km zone.
- 4.110 Any activity within Spelthorne which has potential to harm an international or nationally designated site (including those which lie outside of Spelthorne) will

need to be assessed. Further, paragraph 119 of the NPPF states that the presumption in favour of sustainable development does not apply where development requiring a Habitats Regulations Assessment is required.

| 4.11106 Spelthorne also has 26 locally designated Sites of Nature Conservation Importance (SNCI), some of which lie adjacent to the borough boundary with neighbouring authorities including the stretch of the river Thames from Staines-upon-Thames to Sunbury.

| 4.11207 Paragraph 114 of the NPPF states that in their Local Plans, local planning authorities should set out a strategic approach to plan positively for the creation, protection, enhancement and management of networks of biodiversity. Paragraph 117 sets out that planning policies should plan for biodiversity at a landscape scale across local authority boundaries and paragraph 118 that biodiversity enhancements and gain should be sought. As such, given the surrounding network of designated sites, biodiversity is a strategic cross boundary matter.

| 4.11308 In considering biodiversity issues, including whether a review of SNCI boundaries is required and given the geographic extent of designated sites at international, national and local level, the Borough Council will engage with all neighbouring authorities. Engagement will also include the Surrey Local Nature Partnership (LNP) which includes a number of other stakeholders such as Surrey County Council, Natural England and Surrey Wildlife Trust. Neighbouring Nature Partnerships may also be engaged. This will also apply to Ancient Woodland which is defined in the NPPF as irreplaceable and Best and Most Versatile (BMV) soils.

| 4.11409 The Colne Valley Regional Park lies to the west of London and stretches north from Surrey through areas of Windsor & Maidenhead, Slough, the London Borough of Hillingdon, authority areas in Buckinghamshire and up into Hertfordshire. The area of Spelthorne within the Colne Valley Park includes Staines Moor. The Colne Valley Park is a joint initiative aimed at promoting informal recreation. The environmental enhancement of the area is an important part of the park strategy. The Park is managed by a Community Interest Company (CIC) which includes Surrey County Council.

| 4.11509 Given the geographic area covered by the Park, it is a strategic cross boundary matter. However, many of the issues relating to the Park are already included within the previous matters stated in this section. Therefore for matters, such as open space/recreation which are specific to the Park, the Borough Council will seek to engage through the existing Colne Valley Park partnership which comprises a number of authorities and prescribed bodies.

Table 4-15: Proposed Engagement for Biodiversity

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

Table A1 - Cross Boundary Strategic Matters Identified – Local Authorities

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

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

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

Table A3: Cross Boundary Strategic Matters Identified – Other Consultees

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

Cabinet Report

24 June 2015



Title	Statement of Community Involvement		
Purpose of the report	To make a decision		
Report Author	John Devonshire		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	To agree the changes to the draft Statement of Community Involvement set out in Appendix B and recommend its adoption to Council.		

1. Key issues

- 1.1 The Council is required to have an up to date Statement of Community Involvement (SCI) in relation to its planning functions. This must cover both Local Plan preparation and the way the Council involves people on planning applications.
- 1.2 Following agreement from Cabinet on 24th February, the Council undertook public consultation on a draft SCI for a 4 week period. 21 responses were received and are set out in Appendix A. In summary the main points are:
 - Publicity for the consultation was inadequate;
 - Council should emphasise that they will undertake early engagement;
 - Evidence documents should be published as they are completed;
 - Consultation should be fair, with sufficient reason given for proposals and views taken into account;
 - Comments on evidence base methodologies should be taken into account;
 - Consultation through selected groups limits community consultation;
 - All submissions and Officer recommendations should be made public;
 - Information to a Local Plan Forum should be supplied in advance;
 - A Local Plan Forum should provide minuted recommendations to the Local Plans Working Party; and
 - Pre-application engagement should be mandatory.
- 1.3 Detailed responses to these points and how they have been taken into account are set out within Appendix A.

- 1.4 Again in summary, the level of consultation on the draft SCI was considered appropriate given that consultation is discretionary. All residents of the Borough will be notified of statutory consultation stages through the Borough Bulletin and not just selected stakeholder groups.
- 1.5 Amendments to the draft SCI are proposed to clarify when the Council will undertake early engagement, when evidence base documents will be published, that comments on evidence base methodologies can be made and that information to be discussed at Local Plan Forum events will be supplied in advance.
- 1.6 The points raised with respect to publishing comments, Officer responses and taking views into account (including minuted recommendations) are already set out in paragraphs 3.11 – 3.15 of the draft SCI and do not require a change. The SCI also points out that engagement on pre-applications is discretionary and the Council cannot require this.
- 1.7 Since consultation of the draft SCI the Deregulation Bill referred to in paragraphs 1.4 to 1.12 of the draft SCI has become the Deregulation Act 2015 which repealed the Duty to Involve. The Town & Country Planning (Development Management Procedure) Order has also been updated. These changes have been carried through into the final SCI.
- 1.8 Appendix B contains the SCI with track changes shown for ease of reference. Changes arising from consultation are shown in red with additional changes following LPWP and the changes arising from updated legislation are shown in blue.

2. Options analysis and proposal

- 2.1 Having an SCI is a statutory requirement given by Section 18 of the Planning & Compulsory Purchase Act 2004 (as amended). The 2004 Act also identifies that Local Development Documents (which includes an SCI) must be adopted by resolution of the Local Planning Authority.

The options are:

- (i) To **AGREE** the changes to the draft SCI set out in Appendix B and recommend its adoption to Council;
- (ii) To **AGREE** the changes to the draft SCI as set out in Appendix B with any further changes proposed by Cabinet and recommend its adoption to Council;
- (iii) To **NOT AGREE** the changes to the draft SCI as set out in Appendix B but recommend its adoption to Council;
- (iv) To **NOT AGREE** the changes to the draft SCI and to not recommend its adoption to Council.

It is proposed that Option (i) be agreed by Cabinet.

3. Financial implications

- 3.1 There are no direct costs from adopting the SCI.

4. Other considerations

4.1 There are none.

5. Timetable for implementation

It is proposed that the final SCI and the comments and responses be published following adoption of the SCI by Council.

Background papers: None

Appendices: Appendix A – Table of Comments and Officer Responses

Appendix B – Final SCI with changes shown

Appendix A

Table of Comments and Officer Responses

Document Section or Question	Name	Comment	Response	Amendment Agreed?
Whole	The Royal Borough Of Windsor And Maidenhead	RBWM has no comments to make on the Statement of Community Involvement.	Noted.	N/A.
Whole	Runnymede Borough Council	RBC has no comment to make on the Draft SCI.	Noted.	N/A.
Whole	London Borough Of Richmond Upon Thames	Spelthorne's Statement of Community Involvement is thorough and clear in explaining how the Council intends to effectively involve all sections of the community in the review of the Local Plan, preparation of other planning documents and determination of planning applications. LBRuT does not have any specific comments or suggestions for improvement.	Noted.	N/A.
Whole	Mr Alan Doyle Keep Kempton Green	We welcome this opportunity to submit our comments on the Spelthorne Draft Statement of Community Involvement.		

Document Section or Question	Name	Comment	Response	Amendment Agreed?
		<p>In drawing up this submission, we have taken advice from a specialist solicitor in the field of Public Law, and a leading QC in the field of Public, Planning and Environmental Law. We refer you to a petition of almost 500 signatures from all corners of Spelthorne endorsing the overall purpose of this submission, as follows:</p> <p>In summary:</p> <ul style="list-style-type: none"> * The Draft Statement of Community Involvement does not go far enough to satisfy the requirements of the relevant legislation and guidance for community involvement * Consultation must be undertaken at a time when proposals are still at a formative stage * Consultation must include sufficient reasons for particular proposals to allow those consulted to give intelligent consideration and an intelligent response * Adequate time must be given for this purpose * The product of consultation (including the current consultation on the Draft Statement of Community Involvement) must be conscientiously taken into account when the ultimate decision is taken 	<p>Noted.</p> <p>Comments on these points are made elsewhere.</p>	See comments against separate chapters.

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		These summary points are discussed in detail in what follows.		
Whole	Natural England	<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals</p> <p>We now ask that all planning consultations are sent electronically to the central hub</p>	<p>Noted.</p>	N/A.

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		for our planning and development advisory service at the following address: consultations@naturalengland.org.uk. This system enables us to deliver the most efficient and effective service to our customers.		
Whole	Staines Town Society	Staines Town Society appreciates Spelthorne Borough Council's decision to consult on the draft Statement of Community Involvement.	Noted.	N/A.
Whole	Lower Sunbury Residents Association (LOSRA)	The draft Statement of Community Involvement is a welcome document and one which clearly embraces the principles suggested by its title. Whilst supportive of its general thrust and intent, our Association nevertheless feels obliged to make the following comments:	Noted.	See comments against separate chapters.
Whole	Kempton Residents Association	From the way in which your document has been worded, it is evident that the extent to which the Council is obliged to engage in consultation is left to the discretion of the Council. Understandably, it would be unrealistic to expect a consultation on every issue relating to the Local Plan. However, we	Noted. Whilst the Council does have some discretion over certain engagement/involvement, it also has statutory requirements for consultation which must be met. Noted.	N/A.

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		<p>would urge the Council to inform us on matters of concern to our residents, particularly those relating to Green Belt policy and housing strategy.</p> <p>Please notify our Association when the SCI has been adopted, and ensure that we are kept on your consultation database.</p>	Noted.	
Whole	Environment Agency	We look forward to working with you on your review of your Local Plan and are pleased to note that in the SCI we are listed as a 'specific consultation body' to be consulted under the Town and Country (Local Planning) Regulations 2012.	Noted.	N/A.
Whole	Health & Safety Executive	We have concluded that we have no representation to make on this occasion. This is because your consultation request is not concerned with the potential encroachment of future development on the consultation zones of major hazard installations or MAHPs. As the request is not relevant for HSEs land-use planning policy, we do not need to be informed of the next stages in the adoption of the Statement of Community Involvement.	Noted.	N/A

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Whole	Waverley Borough Council	Thank you for consulting Waverley on the above documents. We have no comments to make.	Noted.	N/A.
Whole	Spelthorne Business Forum Dr Sabine Lohmann	<p>Overall I applaud the document for being very clear and detailed. However this leads directly to my question, is there a way to streamline the document a little bit to make it easier to read and follow? Can similar processes be combined in the PowerPoint parts of the document or can chapters who are of less interest to the wider stakeholder group be shifted to an appendix?</p> <p>Additionally as the Chairman of the Spelthorne Business Forum it would be in the interest of our members to be informed on any developments where they could either comment or apply to be involved with the applying party. As such is it possible to be included in the stakeholder list on page 32 of the document?</p>	<p>The tables in section 3 set out the procedures for involving stakeholders for different types of planning document and section 4 the different stages of the planning application process. Whilst some of the procedures will be similar, there are subtle differences for each type of planning document and for different types of planning application. As such, the document is considered to be as streamlined as it can be. The earlier sections of the SCI are considered necessary to set the context of the document and are not best placed as an appendix.</p> <p>Appendix B sets out the General Consultation Bodies which includes bodies representing persons carrying on a business in the area. The Spelthorne Business Forum already fall into this stakeholder group and as such will be consulted on future planning documents of</p>	No change. No change.

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			interest to the group. In terms of being informed of developments, the Council publishes a list of all planning applications received on a weekly basis which is available on the Council's web-site.	
Whole	The Equality And Human Rights Commission	<p>The Commission does not have the resources to respond to all consultations, but will respond to consultations where it considers they raise issues of strategic importance.</p> <p>Local and other public authorities have obligations under the Public Sector Equality Duty (PSED) in the Equality Act 2010 to consider the effect of their policies and decisions on people sharing particular protected characteristics. We provide advice for public authorities on how to apply the PSED, which is an on-going legal obligation and must be complied with as part of the planning process. Thus, the PSED is the mechanism through which public authorities involved in the planning process should consider the potential for planning proposals to have an impact on equality for different groups of people. To assist, you will find our technical guidance at www.equalityhumanrights.com using the search term: 'Technical Guidance on</p>	Noted.	N/A

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		the Public Sector Equality Duty'.		
Whole	Office Of Rail Regulation	<p>Thanks for your e-mail of 26.02.15 in regard to the Spelthorne Borough Council Duty to Co-operate scoping statement & Draft Statement of Community Involvement. We have reviewed your proposals & note that your proposals do not affect the current or (future) operation of the mainline network in Great Britain.</p> <p>It might be helpful if I explain that the office has a number of key functions and duties in our role as the independent regulator of Britain's Railways. If your plans relate to the development of the current railway network including the operation of passenger and freight services, stations, stabling and freight sites (including the granting of track and station access rights and safety approvals) within your administrative area, we would be happy to discuss these with you once they become more developed so we can explain any regulatory and statutory issues that may arise.</p> <p>I have attached a copy of our localism guidance for reference, which can be found at: http://www.rail-reg.gov.uk/upload/pdf/localism-</p>	<p>Noted.</p>	N/A.

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		guidance.pdf		
Chapter 1	Mr Lawrence Nichols	<p>Paragraphs 1.5 & 1.6</p> <p>The Council should be seeking to improve the level of consultation in the whole area of planning. For example the latest Borough Bulletin does not mention this current consultation - this would have cost nothing. The Local plan will affect every resident for the rest of the time that they live in the borough. We are currently living with previous failures to defend the borough (e.g. London Irish building on protected urban open space and the so-called Eco-Park at Charlton). In considering the "the possible benefits of involvement against costs" the Council should be looking at ways to genuinely involve the public to the greatest degree possible. The way Kempton Park is being handled by the Council has eroded public confidence in the transparency and motivation of the Council.</p> <p>Paragraph 1.7</p> <p>Irrespective of government requirements the Council should absolutely commit to the greatest level of community possible.</p>	<p>Publicity for the SCI consultation included the Council's web-site (latest news on the front page, current consultations page and Planning Policy pages), contacting specific groups and individuals on the Planning Policy database as well as contacting all individuals who have signed up for the e-newsletter from the Council and notifying the Spelthorne Business Forum. This level of publicity is considered to be appropriate for this non-statutory consultation. Further, the consultation could not use the Borough Bulletin in this instance due to the long lead in time to publication and the fact that the bulletin is only published 3 times a year.</p> <p>Noted. The draft SCI does set out how the Council intends to go 'beyond' the statutory minimum for</p>	<p>No change.</p> <p>No change.</p>

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		This is our borough.	involvement in planning documents.	
Chapter 1	Mrs Caroline Nichols	<p>Spelthorne Borough Council is already in danger of failing at community engagement (SCI) if this document is indicative of what is to follow. This seems to be the first official communication concerning the review of the Local Plan (although I am aware that the process was mentioned at the public meeting of 3rd February 2015 on possible development at Kempton Park). This 38-page SCI document is complicated and time consuming to digest and it seems to have been sent out only to a few selected 'stakeholders' rather than to all residents. The SCI process is not clearly advertised on SBC's website and it is not mentioned in the Borough Bulletin.</p>	<p>Publicity for the SCI consultation included the Council's web-site (latest news on the front page, current consultations page and Planning Policy pages), contacting specific groups and individuals on the Planning Policy database as well as contacting all individuals who have signed up for the e-newsletter from the Council and notifying the Spelthorne Business Forum. This level of publicity is considered to be appropriate for this non-statutory consultation. Further, the consultation could not use the Borough Bulletin in this instance due to the long lead in time to publication and the fact that the bulletin is only published 3 times a year.</p> <p>The Tables in the SCI set out the procedures for the preparation of planning documents and planning applications and are shown as a stage by stage process with involvement at each of those stages highlighted.</p>	<p>No change.</p> <p>See comments listed elsewhere.</p>

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		<p>I am reluctant to indulge SBC by responding to each paragraph having done so on the previous Local Plan to no effect other than to give a spurious legitimacy to a process which was designed by SBC to control public involvement rather than genuinely engage with and respond to it. However, in order to comply with the SCI process which demands that specific paragraphs are referenced, please refer to the submission by Mr Lawrence Nichols, 29th March 2015, which I endorse in full concerning the following paragraphs -</p> <p>1.5, 1.6, 1.7, 3.5 and appendix B, 3.9, 3.10, Table 3-4 Evidence based studies, 3.13, 3.14 and 3.15, 4.22, 4.23 and 4.27, 4.26.</p>	<p>Noted. Points raised by Mr Lawrence Nichols have been considered and responded to elsewhere.</p>	
Chapter 2	Mr Alan Doyle Keep Kempton Green	<p>5. Other matters</p> <p>5.1 In Chapter 2, the draft Statement of Community Involvement specifically links the new Local Plan to:</p> <ul style="list-style-type: none"> * the Spelthorne Community Plan * the Spelthorne Corporate Plan * the Spelthorne Economic Strategy * the Draft Spelthorne Housing Strategy 	<p>Noted.</p>	<p>Reference to be added that the Local Plan will need to take account of the Leisure & Culture Strategy.</p>

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		<p>The Spelthorne Leisure & Culture Strategy is not linked in the same way, however.</p> <p>5.2 A paragraph 2.11 should be inserted as follows:</p> <p>2.11 The Local Plan will need to take account of the Leisure and Culture Strategy.</p>		
Chapter 2	Staines Bowls Club	<p>Chapter/paragraph: 2.10 point 6</p> <p>Staines Bowling club would wish to be included in the above as any decisions made by the Council could affect us and how we function in the future.</p> <p>Our primary concern is to keep up our membership numbers and to attract new members and to keep up the number of fixtures during the season. This includes the lucrative Middlesex County games that we host which bring us in extra revenue that in turn keeps the club financially viable. This is currently being made much more difficult because of the parking difficulties in the currently owned by Surrey County Council (and used by health centre patients, school visitors and staff and long term commuters using the station). Any new parking restrictions in</p>	<p>Noted. The SCI sets out how local communities and other stakeholders such as the Bowls Club will be notified and/or involved in the planning process and not about specific issues that may affect the club. However, as set out in the SCI the Club will be notified of any planning applications which may affect it and continue to be involved in the Local Plan process.</p> <p>Comments have been forwarded to the Spelthorne Leisure Team as they also refer to the Spelthorne Leisure and Culture Strategy 2014-2016.</p>	N/A.

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		<p>the area could make matters worse.</p> <p>Over the last three years approaches to Surrey C.C about this have made no progress in spite of consultations with both County and local meetings regarding the problems. In fact the Club committee feel that there is no likelihood of help from County at all.</p> <p>Application was made 2 years ago for signage on Burges way to indicate where Bowls Club was and the answer was no as they were pursuing a "decluttering" policy and anyway a bowls club would not qualify.</p> <p>All of these rather negative responses are combining to make bowls at Staines less rather than more accessible in the physical sense. Meanwhile the Club itself is doing its best with Opendays etc to make it as accessible as possible in other ways</p>		
Chapter 2	NHS NW Surrey Clinical Commissioning Group	<p>Theme 3: Health & Wellbeing Aim: To improve the health and well-being of Spelthorne residents</p> <p>As you know, the NHS North West Surrey Clinical Commissioning Group works in partnership with Spelthorne Borough Council on a number of initiatives to</p>	Noted.	N/A.

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		<p>enable all people within North West Surrey to enjoy the best possible health.</p> <p>With a significantly ageing population, frailty is a fast-growing challenge to the delivery and affordability of health and care services in the future.</p> <p>In response to this challenge North West Surrey CCG, in partnership with social care, local GP practices and colleagues in acute, community and mental health providers, aims to integrate services around the needs of the patient and make them accessible through one point - the Locality Hub, an integrated care model focusing on enhancing support to the frail and elderly.</p> <p>This programme will provide Spelthorne residents with the best possible, fully integrated, appropriate and most cost-effective care; delivering better outcomes for one of our most vulnerable groups of patients.</p> <p>The NHS North West Surrey Clinical Commissioning is actively engaging with the Spelthorne Local Area Committee and local residents on this, and other, programmes.</p>		

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		The local engagement strategy is well thought out, appropriately structured and includes all key stakeholders.		
Chapter 3	Mr Alan Doyle Keep Kempton Green	<p>1. An adequate response?</p> <p>1.1 The Council's proposals for community engagement are set out in the tables in chapter 3 of the document. Table 3.2 deals with Methods of Involvement in Local Plans, Table 3.3 Methods of Involvement in Supplementary Planning Documents and Table 3.4 Methods of Involvement in Local Plan Evidence Base Studies. The relevant parts of all of these tables concern early community/stakeholder involvement. An overview of the Council's position is set out in table 3.2 and the principle contained there is reproduced in tables 3.3 and 3.4.</p> <p>1.2 The Council's position is summarised as follows:</p> <p>"Dependent upon the subject matter of the Local Plan Document or individual local plan issue, the Local Planning Authority may undertake early engagement as deemed appropriate including on evidence</p>	<p>Points are noted, however it is the intention of the Borough Council to involve a range of stakeholders in the preparation of the Local Plan including the preparation of evidence studies where involvement/engagement has been cited by the Planning Practice Guidance (PPG). Indeed the paragraphs cited from the National Planning Policy Framework (NPPF) and from the PPG are covered by those set out within Appendix A of the draft SCI to which the Council has had regard.</p>	See comments below regarding early engagement process.

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		<p>based documents."</p> <p>1.3 The advice we have been given is that this is not an adequate response to the requirement to involve the community in the Local Plan Review.</p> <p>1.4 Extracts from the relevant legislation and guidance for community involvement are as follows. (The parts highlighted in bold are our emphasis.)</p> <p>1.5 National Planning Policy Framework (NPPF)</p> <p>a) Paragraph 69:</p> <p>"... local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions and should facilitate neighbourhood planning."</p> <p>b) Paragraph 155:</p> <p>"Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential"</p> <p>1.6 Planning Practice Guidance (PPG)</p> <p>a) Housing and Economic Development</p>		

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		<p>Needs Assessments (paragraph 007):</p> <p>"Local communities, partner organisations, Local Enterprise Partnerships, businesses and business representative organisations, universities and higher education establishments, house builders (including those specialising in older people's housing), parish and town councils, designated neighbourhood forums preparing neighbourhood plans and housing associations should be involved from the earliest stages of plan preparation, which includes the preparation of the evidence base in relation to development needs."</p> <p>b) Housing and Economic Land Availability Assessments (paragraph 008):</p> <p>"The following should be involved from the earliest stages of plan preparation, which includes the evidence base in relation to land availability: developers; those with land interests; land promoters; local property agents; local communities; partner organisations, Local Enterprise Partnerships; business and business representative organisations; parish and town councils; neighbourhood forums preparing neighbourhood plans."</p>		

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		<p>c) Local Plans (paragraph 014)</p> <p>"Local planning authorities should publish documents that form part of the evidence base as they are completed, rather than waiting until options are published or a Local Plan is published for representations. This will help local communities and other interests to consider the issues and engage with the authority at an early stage in developing the Local Plan. It will also help communities bringing forward neighbourhood plans, who may be able to use this evidence to inform the development of their own plans."</p> <p>1.7 Thus, stakeholders, including local community organisations, should be involved "from the earliest stages" of plan preparation including the preparation of the various evidence bases. Further, local planning authorities should publish documents that form part of the evidence base as they are completed.</p> <p>1.8 From the above it is clear that the Council's response to the need for community involvement is insufficient.</p> <p>1.9 Rather than committing to community</p>	<p>It is the Council's intention to involve stakeholders at the earliest opportunity and to publish evidence studies prior to either Issues & Options or pre-Submission consultation. As an example the draft Retail & Other Town Centre Uses Study has been open to stakeholder engagement. In July 2013 the Council consulted on a draft Local Economic Assessment, albeit that this was not part of a review of the Local Plan but background work to a review of</p>	<p>See comments below regarding early engagement process.</p>

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		<p>engagement, the Council states that it "may undertake engagement depending on the circumstances."</p> <p>1.10 In other words, the Council's formulation is that generally speaking it will not engage unless it deems it appropriate, and that the onus is really on the community to show why engagement should take place.</p> <p>1.11 The guidance, however, is consistent with an approach where the Council should consult unless there are exceptional circumstances which mean that this is not possible. In this approach, the onus is on the Council to demonstrate why it will not engage.</p> <p>3. General consultation principles</p> <p>3.1 The classic statement of consultation principles are those set out in the judgment of Lord Woolf in the case of <i>R v North and East Devon Health Authority Ex Parte Coughlan [2001] QB 213</i>, where he stated that:</p> <p>"To be proper, consultation must be undertaken at a time when proposals are still at a formative stage. It must include sufficient reasons for particular proposals</p>	<p>existing evidence and preparation of an Economic Strategy.</p> <p>It is not the case that it will be for the community to show why early engagement should take place and the Council is not proposing that it should. Where the NPPF/PPG guides which stakeholders should be involved in plan or evidence preparation then the Council will engage with those stakeholders as identified by the NPPF/PPG for that particular issue either through a Forum or by targeted consultation. This ensures that the mechanisms for involvement remain flexible taking into account the resources available to the Council.</p>	<p>Clarification to be added to the SCI in terms of the early engagement process.</p>

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		<p>to allow those consulted to give intelligent consideration and an intelligent response; adequate time must be given for this purpose; and the product of consultation must be conscientiously taken into account when the ultimate decision is taken."</p> <p>In Moseley v Haringey [2014] UKSC 56, the Supreme Court has recently analysed the nature of obligations arising where consultation is required. In its judgment the Court makes clear the obligation - even where not specifically required by a statutory consultation scheme - for consultees to be provided with adequate information about alternative options.</p> <p>3.2 Lord Wilson (with whom Lord Kerr agreed) explained that:</p> <p>"23 A public authority's duty to consult those interested before taking a decision can arise in a variety of ways. Most commonly, as here, the duty is generated by statute. Not infrequently, however, it is generated by the duty cast by the common law upon a public authority to act fairly. The search for the demands of fairness in this context is often illuminated by the doctrine of legitimate expectation; such was the source, for example, of its duty to</p>		

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		<p>consult the residents of a care home for the elderly before deciding whether to close it in <i>R v Devon County Council, Ex p Baker</i> [1995] 1 All ER 73. But irrespective of how the duty to consult has been generated, that same common law duty of procedural fairness will inform the manner in which the consultation should be conducted.</p> <p>24 Fairness is a protean concept, not susceptible of much generalised enlargement. But its requirements in this context must be linked to the purposes of consultation. In <i>R (Osborn) v Parole Board</i> [2014] 1 AC 1115, this court addressed the common law duty of procedural fairness in the determination of a person's legal rights. Nevertheless the first two of the purposes of procedural fairness in that somewhat different context, identified by Lord Reed JSC in paras 67 and 68 of his judgment, equally underlie the requirement that a consultation should be fair. First, the requirement "is liable to result in better decisions, by ensuring that the decision-maker receives all relevant information and that it is properly tested": para 67. Second, it avoids "the sense of injustice which the person who is the subject of the decision will otherwise feel.": para 68. Such are two valuable practical</p>		

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		<p>consequences of fair consultation. But underlying it is also a third purpose, reflective of the democratic principle at the heart of our society. This third purpose is particularly relevant in a case like the present, in which the question was not: "Yes or no, should we close this particular care home, this particular school etc?" It was: "Required, as we are, to make a taxation-related scheme for application to all the inhabitants of our borough, should we make one in the terms which we here propose?"</p> <p>3.3 Lord Reed explained that:</p> <p>"38. The purpose of this particular statutory duty to consult must, in my opinion, be to ensure public participation in the local authority's decision-making process.</p> <p>39 In order for the consultation to achieve that objective, it must fulfil certain minimum requirements. Meaningful public participation in this particular decision-making process, in a context with which the general public cannot be expected to be familiar, requires that the consultees should be provided not only with information about the draft scheme, but</p>		

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		<p>also with an outline of the realistic alternatives, and an indication of the main reasons for the authority's adoption of the draft scheme. That follows, in this context, from the general obligation to let consultees know "what the proposal is and exactly why it is under positive consideration, telling them enough (which may be a good deal) to enable them to make an intelligent response": R v North and East Devon Health Authority, Ex p Coughlan [2001] QS 213, para 112, per Lord Woolf MR.</p> <p>3.4 As can be seen proper consultation places specific requirements on the local authority - not least the obligation to provide sufficient reasons for particular proposals and to take the product of consultation into account conscientiously. This is more than simply sharing information which could be characterised as engaging with the local community.</p>	<p>Reference to Case Law is noted. The Council is seeking to adhere to 'Gunning Principles' in its approach to consultation, namely:</p> <p>(i) Consultation must take place when the proposal is still at a formative stage - The Council will be engaging and consulting with the stakeholders identified in the NPPF/PPG for that related issue/evidence study. The Council will also consult on a borough wide basis on Issues & Options, pre-Submission or on draft SPD and this is set out in the draft SCI in Tables 3-2 to 3-4.</p>	<p>See comment above regarding early engagement process.</p>

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			<p>(ii) Sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response - The Issues & Options and pre-Submission documents will explain why options have been put forward and/or preferred and the reasons/evidence for this.</p> <p>(iii) Adequate time must be given for consideration and response - For statutory consultations the periods set out by the Town & Country Planning (Local Planning)(England) Regulations 2012 for SPDs and Local Plans will be adequate and the Council may adopt these for non-statutory engagement/consultation as well i.e. periods of 4 or 6 weeks.</p> <p>(iv) The product of consultation must be conscientiously taken into account and that alternative options require consideration - The draft SCI sets out in paragraphs 3.11 to 3.17 how the Council will take consultation comments into account and the process for considering them. Further, Local Plan documents are required to be supported by Sustainability Appraisal (incorporating Strategic</p>	

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		<p>4. The nature of consultation on the Local Plan Review</p> <p>4.1 As stated above, the advice we have been given is that the onus is on the council to follow the guidance.</p> <p>a) Housing and Economic Development Needs Assessments (paragraph 007) says that involvement should be:</p> <p>"from the earliest stages of plan preparation, which includes the preparation of the evidence base in relation to development needs."</p>	<p>Environmental Assessment), which appraises a range of options and alternatives considered by the Council. The SA/SEA is a public document available for comment at each stage of plan preparation. Also, the Issues & Options and pre-Submission versions of the Local Plan will need to justify the options chosen, why certain options are preferred and why others were rejected. This has been a fundamental element of plan making since 2004.</p>	

Document Section or Question	Name	Comment	Response	Amendment Agreed?
		<p>b) Housing and Economic Land Availability Assessments (paragraph 008) says that involvement should be:</p> <p>"from the earliest stages of plan preparation, which includes the evidence base in relation to land availability"</p> <p>4.2 In light of a) and b) above, paragraph 3.10 should be removed from the Statement of Community Involvement.</p> <p>Residents should be free as part of consultation to suggest inputs to the methodology whose output will be the evidence base. The product of such consultation should be conscientiously taken into account by the Council.</p> <p>4.3 Once such evidence base studies are completed (including the conscientious taking-into- account of the product of consultation), such studies should be published, rather than waiting for the Issues and Options stage of the process.</p>	<p>Paragraph 3.10 is pointing out that for many evidence studies, methodologies have been established either because they are set out in government guidance or because they have been scrutinised at previous Local Plan examinations and found to be robust. The Council is not closed to others making suggestions on methodologies or the assumptions that underlie the evidence but any departure will require a strong justification that another methodology/assumption is more suitable, has been tested elsewhere and found to be robust. Paragraph 3.10 can be amended to reflect this, but its deletion is not agreed.</p> <p>In addition to any consultation/involvement on draft evidence, the Council intends to</p>	<p>Paragraph 3.10 to be amended with regard to input on methodologies/ assumptions but not deleted.</p> <p>Clarification to be added to the SCI that evidence studies will be</p>

Document Section or Question	Name	Comment	Response	Amendment Agreed?
			publish evidence studies once they are complete and prior to Issues & Options and/or pre-Submission. This can be clarified in the SCI, although there may be occasions when this is not possible due to circumstances beyond the control of the Council i.e. a change in national policy necessitating additional or updated evidence which occurs after issues/options or pre-Submission.	published once completed and the location where they can be inspected.
Chapter 3	Terence O'Rourke	<p>Paragraph 3.8 Local Plan Stakeholder Forum.</p> <p>Terence O' Rourke Limited are planning consultants with a number of active clients with interests across the Borough. If the Council decides to create a Local Plan Stakeholder Forum, we would request an invitation to be involved.</p> <p>Table 3.2 & 3.4</p> <p>Paragraph 14 of the section on Local Plans within the Planning Practice Guidance (PPG) states that Local Planning authorities should publish documents that form part of the evidence base as they are completed, rather than</p>	<p>Noted.</p> <p>The Council intends to publish evidence studies once they are complete and prior to Issues & Options and/or pre-Submission. This can be clarified in the SCI, although there may be occasions when this is</p>	<p>N/A.</p> <p>Clarification to be added to the SCI that evidence studies will be published once completed and the location where they can be inspected.</p>

Document Section or Question	Name	Comment	Response	Amendment Agreed?
		<p>waiting until options are published or a Local Plan is published for representations. This will help local communities and other interests consider the issues and engage with the authority at an early stage in developing the Local Plan.</p> <p>Evidence base studies that are being produced to support the local plan should be made available to all, as they are completed. There should be an explicit reference to such a commitment within the SCI, along with details of how stakeholders will be notified of the publication of such documents.</p>	<p>not possible due to circumstances beyond the control of the Council i.e. a change in national policy necessitating additional or updated evidence which occurs after issues/options or pre-Submission</p> <p>The Council will consider how it notifies stakeholders when evidence studies are published, both in draft for comments and final formats. Reference to this can be added to the SCI.</p>	Add reference to how stakeholders will be notified.
Chapter 3	Mrs Caroline Nichols	<p>I wish to add one further comment to Mr Nichols submission as follows:</p> <p>Please would the Council publish in full and on a regular basis an analysis of all costs associated with the review of the Local Plan.</p> <p>In considering "the possible benefits of involvement against costs" the impression given is that SBC sees the opportunity to consult with all residents (as opposed to a group of selected stakeholders) as a cost to be regretted rather than an investment</p>	<p>The Council's budget for Planning Policy is set out within its Coded Budget Book which is available on the Council's web-site at https://www.spelthorne.gov.uk/article/2134/Coded-Budget-Book-201415</p> <p>Spelthorne Borough Council will consult with all residents of Spelthorne at the earliest statutory consultation stages of plan preparation and not just with a list of identified stakeholders. This will be</p>	N/A. N/A.

Document Section or Question	Name	Comment	Response	Amendment Agreed?
		<p>to be embraced. This is a pity as good quality public consultation has the potential to save costs over the long term as well as recognising that the most important stakeholders are the residents. If residents can see all the costs they can decide how much they are willing to pay to be consulted.</p>	<p>via the other engagement techniques identified in Table 3-2 such as articles in the Borough Bulletin and issuing press releases. However, when it comes to non-statutory stages of plan preparation e.g. evidence studies, the Council is seeking to engage stakeholders which represent the widest range of individuals, communities and businesses and therefore have the widest reach. In setting up a Forum, the Council has to be mindful of the costs and resources available against the need to involve communities as fully as possible in the planning process. It is considered that the proposals in the draft SCI take a balanced approach to achieving this.</p>	
Chapter 3	Mr Lawrence Nichols	<p>Paragraph 3.5 & appendix B</p> <p>The channelling of consultation through selected groups is just a way of limiting real community consultation. There should be ways which genuinely give opportunities for individuals who do not feel that residents associations or other groups represent their view in the compilation of the evidence base.</p>	<p>The groups set out in Appendix B reflect the specific and general consultation bodies as set out in the Town & Country Planning (Local Planning)(England) 2012 Regulations. It also contains a range of other groups many of whom will represent a variety of different</p>	No change.

Document Section or Question	Name	Comment	Response	Amendment Agreed?
		<p>Paragraph 3.9</p> <p>The use of the Forum will allow the Council to manage community engagement by regulated who can be involved. There should be opportunities for individuals to be involved.</p> <p>Paragraph 3.10</p> <p>The statement that "involvement to discuss how these studies might be undertaken is unlikely to be of value" says a great deal about how the Council sees consultation. Given this view the involvement of the Forum at the "draft study stage" would appear to be irrelevant.</p>	<p>stakeholders including individuals. The purpose of the list is not to limit community engagement but to ensure that those who would not normally respond to engagement events are represented by bodies/groups who will. Further, the list in Appendix B is not exhaustive. Further, as explained in paragraph 3.9 the Council's resources are limited and therefore any forum needs to take this into consideration whilst enabling the widest involvement possible. It is considered that the draft SCI aims to strike this balance.</p> <p>The involvement of a forum at the draft stage of an evidence study is not considered to be irrelevant. Paragraph 3.10 is pointing out that many evidence studies are required to be undertaken in line with methodologies as set out in national planning policy advice and to depart from them is unlikely to be appropriate. However, should a member of the forum be able to provide an alternative methodology which can be justified and has been</p>	<p>Paragraph 3.10 to be amended with regard to input on methodologies/ assumptions but not deleted.</p>

Document Section or Question	Name	Comment	Response	Amendment Agreed?
		<p>Table 3-4 - Evidence based studies</p> <p>There should be an absolute commitment to consult on the evidence based studies. There are a number of unique characteristics of the borough that must be properly considered e.g. flood plain, high proportion of water area relative to the total area and how these should relate to future levels of sustainable development.</p> <p>3.13, 3.14 & 3.15</p> <p>The Council's Local Plan Working Party should meet in public and its papers should be made available to residents prior to the meetings. As well as having all</p>	<p>tested through examination then this can be considered by the Council and other forum members. The forum would also be the place to consider the assumptions that have fed into the study and how robust they are. This can be made more explicit in the SCI.</p> <p>The Council will engage with stakeholders on evidence base studies where appropriate. Where the NPPF/PPG guides which stakeholders should be involved in plan or evidence preparation then the Council will engage with those stakeholders as identified by the NPPF/PPG for that particular issue either through a Forum or by targeted consultation. This ensures that the mechanisms for involvement remain flexible taking into account the resources available to the Council.</p> <p>Noted, although it is a summary of the representations that is proposed not a summary of Officer recommendations. However, the</p>	<p>Clarification to be added to the SCI in terms of the early engagement process.</p> <p>No change.</p>

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		<p>submissions made public, the Officers recommendations should also be publicised instead of just a summary as proposed. Under the proposed arrangements it will be possible for comments and representations to be ignored without any reasons ever being given, with only proposed changes being commented on. This is a serious failure of transparency.</p>	<p>proposals in the SCI set out that all representations will be considered with an Officer response where appropriate with an indication of where changes are to be made or not. The reasons for justifying a change or not i.e. how the representation has been taken into account will be a public document available on the Council's web-site. The representations, Officer comments and how the Council has taken these into account will be considered by the Local Plans Working Party (LPWP) and where necessary Cabinet. Comments and responses will be made public after LPWP or if required Cabinet.</p>	
Chapter 3	Staines Town Society	<p>Most sections of tables 3-2, 3-3 and 3-4 describe standard practice, but the first sections of 3-2 and 3-3, on early engagement, need amplification and greater emphasis. We urge SBC to commit to implementing the offer of early community and stakeholder involvement. This is in line with the principles of the NPPF and relevant PPGs, and is the best time for community input, at an early stage when there is still some plasticity in plans.</p>	<p>Noted. Where the NPPF/PPG guides which stakeholders should be involved in plan or evidence preparation then the Council will engage with those stakeholders as identified by the NPPF/PPG for that particular issue either through a Forum or by targeted consultation. This ensures that the mechanisms for involvement remain flexible taking into account the resources available to the Council. The Council</p>	Clarification to be added to the SCI in terms of the early engagement process.

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		<p>Whether done through consultation or by setting up a forum, the same principles apply:</p> <p>a) the relevant information must be supplied - if to a forum, this means documents available in advance, and officers present to give background information and answer questions</p> <p>b) there must be a clear statement of the mechanism by which the collected views of the community will be considered as part of the Plan process. Without a definite commitment to take account of its output, a forum is just a public relations exercise. Para 3.11 states that representations will be published on SBC website, but does not state how and where they will influence the Plan process.</p> <p>In particular (3-4) there should be early</p>	<p>is also aware of the publication passed to them by the Staines Town Society 'Collaborative Planning For All' by the Civic Society. The Council will consider whether any aspects of this publication could apply to a Forum.</p> <p>Noted. The SCI can clarify the timing of documents to the Forum.</p> <p>Paragraphs 3.12-3-15 set out how representations will be taken into account at different stages of plan preparation, SPD and evidence studies. Specifically paragraph 3.15 sets out how comments made at early engagement events including Officer response will be reported to the Local Plans Working Party and Cabinet and published on the Council's web-site.</p> <p>Noted. Any list of evidence studies in</p>	<p>SCI to clarify when documents will be made available to a Local Plan Forum.</p> <p>No change.</p> <p>No change.</p>

Document Section or Question	Name	Comment	Response	Amendment Agreed?
		<p>engagement on the evidence base documents, and discussion of their findings, as stated in 3.10. The SCI should include a list of existing and proposed evidence base documents: we assume they include the Economic Strategy, on which there was early engagement and formal consultation, and the draft retail study, which seems to be in the early engagement stage, with formal consultation to come. What other documents have been completed, and which are to come, and will the same procedure be followed?</p> <p>The publication of Issues & Options in the Borough Bulletin as part of the previous planning process was a clear and straightforward way of presenting the main issues to the general public and collecting their replies, and we hope it will be repeated.</p> <p>We welcome para 3.13. Publication of a table of representations, officer responses and explanation, and recommended changes allows senders of representations to see that their views have been considered, and reasons given for their acceptance or rejection. This reassures the public and increases trust in the process. Indeed, we have in the past held</p>	<p>the SCI would not be exhaustive and may not reflect the final evidence base. Some studies may not eventually be undertaken and others may yet be identified as issues arise during plan preparation that the Council are unaware of or national policy/legislation changes. The procedures for involving stakeholders in the Forum are not prescriptive which allows for greater flexibility given that different types of stakeholder are likely to require different methods of involvement.</p> <p>The intention is to include notification of the Issues & Options in the Borough Bulletin prior to or early in its publication.</p> <p>Noted.</p>	<p>N/A.</p> <p>N/A.</p>

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		this up as an example of good practice to Health Authorities and commissioners planning service changes.		
Chapter 3	Lower Sunbury Residents Association (LOSRA)	<p>Page 6, Para. 3.8. Whilst mindful of 'consideration of cost and resource' (para. 1.6), this passage amounts to not much more than a vague aspiration; and actually commits very little by way of stakeholder involvement. In the final document we would expect to see evidence of firmer intent, to wit; 'The Council will create a Local Plan Stakeholder Forum....'. Furthermore, and for similar reasons, Forum events taking place 'as and when required' is unsatisfactory. It invites the inevitable question; by whom such events would be required, SBC or the stakeholders? It is the Association's view that the LPSF should be held at prescribed intervals (eg. Quarterly) and more frequently should the Local Plan's rate of progress so dictate.</p>	<p>Paragraph 3.8 states that the Council is only considering creating a Local Plan Stakeholder Forum because at the time of writing the level of interest in a forum was unknown. Hence, should sufficient stakeholders show an interest to be engaged through a forum, then the Council will set one up. This could take on different forms (i.e. discussion events/written consultations/workshops) depending on the subject matter and/or the level of interest. The SCI can give greater clarification as to the types of format for Forum events. There will be times when events may be required within short timeframes and periods with nothing to report. Further, different types of stakeholder (i.e. businesses, communities or developers) involved in the Local Plan are likely to require different methods of involvement. Therefore the reason for proposing forum events as and when required maintains a degree of flexibility.</p>	Amend SCI to read that the Council will set up a Local Plan Forum and clarify format of Forum events.

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		<p>The notion of the LPSF taking 'the form of either a discussion group or consultation exercise' brings to mind a 'talking shop' which lacks teeth. If the LPSF is to be accorded the status which we believe it deserves, it should provide a platform for debate and the formulation of minuted recommendations to the Local Plan Steering Group. In short, as Para. 3.8 is currently presented, it leaves the impression of a cosmetic device designed to satisfy the minimum requirements of s.18 PCPA 2004.</p> <p>Pages 10 & 14, tables 3-2 & 3-3, under columns headed 'How will you be involved?' the word 'may' should be replaced by 'will' so as to read: 'The Borough Council will hold....'</p> <p>Page 7, Para. 3.10 & Page 16, Table 3-4.</p>	<p>The Local Plan Forum is not intended to be a 'talking shop'. As already stated different types of stakeholder involved in the Local Plan are likely to require different methods of involvement. Paragraph 3.15 of the draft SCI sets out that a summary of oral/written comments made at early engagement events and an Officer response will be reported to the Local Plans Working Party and Cabinet. Any recommendations to Members by the forum would have to be justified by evidence and be consistent with the NPPF.</p> <p>Where the NPPF/PPG guides which stakeholders should be involved in plan or evidence preparation then the Council will engage with those stakeholders as identified by the NPPF/PPG for that particular issue either through a Forum or by targeted consultation. This ensures that the mechanisms for involvement remain flexible taking into account the resources available to the Council.</p> <p>Paragraph 3.10 is pointing out that</p>	<p>No change.</p> <p>Clarification to be added to the SCI in terms of the early engagement process.</p> <p>Paragraph 3.10 to be amended with regard to input on</p>

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		<p>The proposed Methods of Involvement seem to imply that, because the methodology for evidence studies is very prescriptive, there is unlikely to be any early stakeholder involvement; and that the Council will consider involvement only at the 'draft study stage'. It is presumed that this will mean the final draft of the study. If so, there will be little opportunity for meaningful stakeholder involvement. It is accepted that models for economic growth, employment generation, demographic projections and housing demand are well established and prescriptive; but the input parameters and assumptions accompanying them are not*. In short, we see it as imperative that there should be earlier stakeholder involvement in the evidence studies which precede the draft study stage.</p> <p>In conclusion, and subject to the comments described above, the Association is grateful for this opportunity to influence the final SCI document. In this connection we are aware of the submission by Keep Kempton Green (KKG) and the legal opinion which underpins it. LOSRA has no reason other than to endorse that submission.</p> <p>*Runnymede and Spelthorne Borough</p>	<p>for many evidence studies, methodologies have been established either because they are set out in government guidance or because they have been scrutinised at previous Local Plan examinations and found to be robust. The Council is not closed to others making suggestions on methodologies or the assumptions that underlie evidence studies but any departure will require a strong justification that another methodology/assumption are more suitable, has been tested elsewhere and found to be robust. Paragraph 3.10 can be amended to reflect this, however, draft study stage is considered an appropriate time for stakeholder involvement.</p> <p>Noted. A separate response has been made to the Keep Kempton Green representation.</p>	<p>methodologies/ assumptions.</p> <p>See responses to Keep Kempton Green submission.</p> <p>N/A.</p> <p>Noted, however draft SHMA</p>

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		Councils have commissioned GL Hearne to undertake a Strategic Housing Market Study for both authorities with publication due in February 2015. Additionally, it is understood that Arups have recently completed a review of Green Belt land within Runnymede Borough with the object of helping to meet housing targets. Given that Runnymede is the identified adjoining local authority, it may be reasonable to suppose that a similar review will be conducted within SBC?	publication is likely to be summer 2015 with stakeholder involvement to follow. Spelthorne is likely to have to undertake an assessment of its Green Belt to ensure that all land designated as such still meets the Green Belt purposes as set out in paragraph 80 of the NPPF. This is not however the same as a Green Belt Review.	
Chapter 4	Mr Alan Doyle Keep Kempton Green	5. Other matters 5.3 Viability Reports Case law regarding making public developers' Viability Reports (and Local Authorities' assessments of them) is changing. See Royal Borough of Greenwich v IC and Shane Brownie http://www.informationtribunal.gov.uk/DBFiles/Decision/i1478/Royal%20Borough%20of%2		

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		<p>0Greenwich%20EA.2014.0122%20(30.01.15).pdf</p> <p>and</p> <p>London Borough of Southwark v IC and Lend Lease (Elephant and Castle) Ltd and Adrian Glasspool</p> <p>http://www.informationtribunal.gov.uk/DBFiles/Decision/i1279/London%20Borough%20of%20Southwark%20EA.2013.0162%20%2809.05.14%29.pdf</p> <p>and</p> <p>Elmbridge Borough Council v IC and Gladedale Group Ltd</p> <p>http://www.informationtribunal.gov.uk/DBFiles/Decision/i479/%5B2011%5DUKFTT_EA20100106_(GRC)_20110104.pdf</p> <p>and others.)</p> <p>5.4 Paragraph 4.11 of the draft Statement of Community Involvement should be amended to read:</p> <p>4.11 All planning applications including plans and supporting documentation, and developers' Viability Reports and the</p>	<p>Reference to Information Rights Tribunal Decisions are noted.</p> <p>Paragraph 4.11 of the draft SCI states that planning applications and supporting documentation will be available to view on the Council's web-site. The term 'supporting'</p>	<p>Clarify that public interest vs confidentiality will be considered on a case by case basis.</p>

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		Council's assessments of those Viability Reports, will be available to view on the Council's web-site via the 'Planning Applications On-line' search facility and/or at the Council Offices. Residents of Spelthorne can also sign up to 'My Alerts' on the Council's web-site. The 'My Alerts' service sends an email to residents (who have registered) whenever something of interest happens near their property including the submission of planning applications. Residents can opt to have alerts sent to them for interests up to 500m from their property.	documentation' will include viability studies submitted by an applicant and the Council's appraisal of this, where the public interest overrides confidentiality. However, public interest vs confidentiality will need to be considered on a case by case basis rather than covered by a blanket approach. This can be explained in paragraph 4.11.	
Chapter 4	Mr Staveley Ferguson	Chapter 8, paragraphs 8.11 and 8.12 At pre-application stage on major developments, consultation not just with local amenity groups but also interested local residents.	Table 4-1 sets out that the Council will encourage applicants to carry out early consultation with neighbours/communities by letter or leaflet and/or by holding public meetings/exhibitions/workshops. The Council would expect this to include invitation to interested individuals and the SCI could clarify this. However, the scale of involvement will very much depend on the scale of development i.e. how many neighbours/properties to leaflet.	SCI to clarify that applicants should include interested individuals in pre-application events.

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		<p>Chapter 8, Planning</p> <p>On major planning applications an explanation and justification of how infrastructure issues are being addressed: roads, access to utilities, schools, local GPs and hospitals, parking, etc. In recent major developments in Lower Sunbury, such as London Irish, The Police College site, and the Thames Water development, there was little evidence of these being considered in advance.</p>	<p>Noted. The Council's local list of requirements sets out the scale of information which should be submitted with a planning application and for major applications includes:</p> <p>Flood Risk Assessment Foul Sewage and Utilities Assessment Transport Assessment Travel Plan Sustainable Urban Drainage Systems</p> <p>The Council would expect developers to address infrastructure requirements as part of this information. Further, for Major applications the Council will consult with a number of infrastructure providers including Surrey County Council for education and transport infrastructure.</p>	No Change.
		<p>Chapter 8, Planning</p> <p>Serious scrutiny of the scale of major</p>	<p>It is not the role of the SCI to set out the Council's policy approach to the</p>	No change.

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		development proposals, and a presumption in favour of the defence of Green Belt land.	Green Belt. The consideration of impacts on the Green Belt are made in accordance with national planning policy in the NPPF and Local Plan policy GB1.	
Chapter 4	Staines Town Society	<p>In section 4, Planning Applications, we note inconsistency in paras 4.5 and 4.6. A minor development is 1 - 9 units or less than 0.5 ha.</p> <p>A major development is at least 10 units or more than 0.5 ha.</p> <p>These can't both be 'or': one must be 'and' if they are distinct categories. The prospect of high-rise development makes this obvious. For example the 15 storey Masonic development was for 140 units (major) on 0.3 ha (minor). Mrs Spinks's recent letter referring to SuDs makes it clear that the 'or' should be in the definition of major development. Minor development should be defined as 1 - 9 units and less than 0.5 ha. Same applies to non-housing categories.</p> <p>We accept with regret 4.27, Council can only request developers to discuss their plans with the local community, and ask for a firmer statement that such requests be emphasised.</p>	<p>Noted.</p> <p>Noted. Engagement by the applicant at pre-application stage is discretionary and the Council can only encourage this in line with the suggestions set out in Table 4-1 of</p>	SCI to clarify definition of major and minor development.

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		<p>The SCI should include details of how compliance will be monitored, in the Plan period for sec 3 and indefinitely for sec 4. The stimulus for this comment arises from our experience of breaches of 4.14, when letters have only been added to the website up to two months after receipt, and after repeated reminders; but the comment is general. How will SBC check compliance with all the requirements of the SCI?</p>	<p>the draft SCI.</p> <p>Compliance with section 3 can be monitored through the Planning Monitoring Report published annually. The SCI could be clarified in para 4.14 that letters of representation will be published on the Council's web-site within a specified time, however this will depend upon the level of resources in the planning department at the time and there may be circumstances when a representation cannot be published within the timeframe. As such, it is considered better to ensure that representations are published on the website as soon as is practicable from date of receipt.</p>	<p>SCI to clarify timeframe for publishing comments on planning applications.</p>
Chapter 4	Mr Lawrence Nichols	<p>Paragraph 4.22</p> <p>Pre-application advice to developers is important and potentially a very valuable service which should enhance the quality of major applications. However the fact that these are confidential should be reconsidered. When an application is received the details of pre-application meetings should be disclosed together</p>	<p>Noted. However, the confidentiality of pre-application advice is standard practice within local planning authorities and supports early contact with the authority so applicants are made aware of whether or not their proposals are likely to be acceptable. This enables</p>	No change.

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		<p>with any fees paid. In recent years developers have run rings round the Council and this is why residents are so sceptical about the way the Council relates to developers. The recent secret dialogue with Kempton Park has eroded the confidence the public has in the Council to protect resident's interests. Planning law favours developers to a considerable degree and the Council should promote and maintain the greatest level of transparency possible to demonstrate how it is working for residents and not for the builders.</p> <p>Paragraph 4.23 & 4.27</p> <p>The Council should tell residents (and the Planning Committee) when a developer refuses to undertake an adequate level of community engagement. The "suggestions for approaches that could be adopted by applicants" (Table 4-1) should be stated as a minimum expectation on developers and something that they are expected to meet. This could be sought as a condition for pre-application engagement.</p>	<p>applicants to abandon inappropriate proposals at an early stage or modify them so better proposals are submitted.</p> <p>The Council recognises that engagement by the applicant at pre-application stage is very valuable to local communities, however there are no statutory powers to require it and the Council can only encourage this in line with the suggestions set out in Table 4-1 of the draft SCI. As such, the Council cannot make engagement a condition of pre-application advice. Further, the refusal of an applicant to undertake such consultation cannot be prejudicial to the merits of the application and any decision the</p>	No change.

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		<p>Paragraph 4.26</p> <p>The whole planning process is far from "impartial" as the law is vastly in favour of developers and it is up to the Council to be actively work in the interests of residents (voters).</p>	<p>Council may wish to take.</p> <p>Paragraph 4.26 is highlighting that any consultation event for a pre-application will be down to the applicant not the Council and that the Council must remain impartial during this process.</p>	No change.
Chapter 4	Environment Agency	<p>With regard to planning application consultations, as noted in your paragraph 4.8 you consult under the Development Management Procedure Order (DMPO) 2010. As a statutory consultee we would be consulted on applications within our remit through this process. You will be aware that Government has recently consulted on changes to the DMPO and that the categories under which you will need to consult us will be changing. In anticipation of this we nationally are revising our external consultation list for all local planning authorities. When it is finalised we will be distributing it to all the local authorities we work with, including yourselves.</p>	Noted.	SCI to be checked against the new DMPO.
Appendix A	Mrs Elleke Carling	NPPF Paragraph 69		

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		This should include: Guaranteed supportive infrastructure and weight granted to Local opinion must be decisive factors when it comes to developers being allowed to build.	Appendix A is merely repeating paragraph 69 of the National Planning Policy Framework to emphasis when stakeholders should be involved in the planning process. However, all planning applications must be considered on their merits on a case by case basis. This will include a consideration of the impact on local infrastructure and the infrastructure provided by the development and/or material objections raised by the local community.	No change.

Spelthorne Local Plan

~~Draft~~ Statement of Community Involvement



Date TBC February 2015

Foreword

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

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

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

~~planning.policy@spelthorne.gov.uk~~

~~or by post to:~~

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

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

Should you have any queries regarding this document including whether you would like a copy in large print, Braille or another language, please contact the Council on 01784 446345 or alternatively email planning.policy@spelthorne.gov.uk

Glossary of Terms

Delegated Authority

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

Evidence Base Studies

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

General Consultation Bodies

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

Independent Examination

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

Issues & Options

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

Localism Act 2011

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

Local Development Scheme (LDS)

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

Local Plan

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

National Planning Policy Framework (NPPF)

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

Planning & Compulsory Purchase Act 2004

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

Planning Act 2008

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

Planning Monitoring Report (PMR)

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

Planning Practice Guidance (PPG)

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

Pre-Publication Local Plan

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

Publication Local Plan

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

Specific Consultation Bodies

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

Stakeholders

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

Strategic Environmental Assessment (SEA)

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

Supplementary Planning Document (SPD)

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

Sustainability Appraisal (SA)

Sustainability Appraisal (SA) is an assessment of how plans and their policies perform against economic, social and environmental objectives. Sustainability

Appraisal of Local Plan documents is required by the Planning & Compulsory Purchase Act 2004. Several stages of Sustainability Appraisal are required to accompany the different stages of plan preparation. This includes a Scoping Report to highlight issues, Initial Reports to appraise plan options, allocations and draft policies and a final report to accompany the Publication Local Plan.

Sustainable Development

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

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

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

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1. Introduction

What is the Statement of Community Involvement?

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

Why do we need a Statement of Community Involvement?

- 1.2 Local Planning Authorities are required to produce an SCI. This is set out in Section 18 of the Planning & Compulsory Purchase Act 2004 (as amended). There are also a number of other relevant pieces of legislation and guidance in terms of how and/or when the Council needs to involve the community in preparing a Local Plan or in the consideration and determination of planning applications. Details of all relevant legislation and guidance are set out in Appendix A.
- 1.3 An SCI ensures that all sections of the community (local residents, businesses, landowners, groups, organisations) and stakeholders (national and regional organisations) know how they will have the opportunity to be actively involved at an early stage of the planning process. As such this SCI explains:
- 1) How and when you and other interested parties can get involved in the Local Plan, Supplementary Planning Documents and evidence base studies which support the Local Plan (explained in Section 3); and
 - 2) How you can find out about planning applications and make your views known on them (explained in Section 4).

What do we mean by Involvement?

- 1.4 The Planning and Compulsory Purchase Act 2004 (as amended) does not set out how communities and stakeholders should be involved in Local Plan preparation. There ~~was~~is however a duty to involve that was introduced through the Local Government & Public Involvement in Health Act 2007¹ with associated Government guidance *Creating Strong, Safe and Prosperous Communities*². ~~The duty to involve has now been repealed by Section 103 of the Deregulation Act 2015. The guidance sets out the steps that local authorities can take to involve representatives of local people as they consider appropriate. This can include:~~

- ~~Providing Information;~~
- ~~Consultation;~~
- ~~Involving in another way~~

- 1.5 ~~The Council already provides information and undertakes consultation as part of its planning work. In terms of 'involving in another way', the government's guidance states that authorities should consider, where it is appropriate, to provide representatives of~~

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

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

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

~~1.6 The guidance also sets out that in meeting the duty to involve, authorities should consider (amongst other things) the possible benefits of involvement against costs. Therefore, involvement which goes beyond information/consultation will require a consideration of cost and resource. This is considered a reasonable approach by the Council so as to achieve a balance between involving the community as appropriate and the costs of doing so given resources available to the Council.~~

~~1.7~~1.4 ~~The Government is currently taking a Deregulation Bill through parliament which will, if enacted, remove the duty to involve and cancel the associated guidance.~~

~~1.8~~1.5 ~~Further~~g Guidance in terms of involvement can be found in the National Planning Policy Framework (NPPF) and various Planning Practice Guidance (PPG) notes.

~~1.9~~1.6 The National Planning Policy Framework (NPPF) is national policy guidance produced by central government which sets out how local authorities should address planning issues within their areas. This includes guidance on how local authorities should approach issues such as housing need, economic development, infrastructure provision and the protection of areas such as Green Belt or areas at risk of flooding. The NPPF also advises that local planning authorities should aim to involve all sections of the community in the development of Local Plans and planning decisions.

~~1.10~~1.7 The Planning Practice Guidance (PPG) contains a series of technical notes which expand on the policies in the NPPF on how local authorities should approach certain issues and evidence base studies. The PPG notes are not policy in the same way as the NPPF but are a material consideration in preparing the Local Plan or taking planning decisions.

1.8 Several of the PPG notes set out advice on community involvement, although none actually set out how communities and stakeholders should be involved. Many of the PPG notes use a range of words including **consult, involve, participate, engage, discuss and collaborate**, depending on the subject matter of the PPG note and some only relate to specific areas of work. As such, the Borough Council will need to consider which mechanisms are appropriate to involve communities and stakeholders depending on the issue at hand.

~~1.11~~1.9 ~~Involvement which goes beyond information/consultation will require a consideration of cost and resource. This is considered a reasonable approach by the Council so as to achieve a balance between involving the community as appropriate and the costs of doing so given resources available to the Council.~~

~~1.12~~1.10 Sections 3 and 4 of this Statement of Community Involvement set out how the Borough Council will involve its local communities and stakeholders in Local Plan preparation, evidence base preparation, Supplementary Planning Documents (SPD) and the determination of planning applications.

2. Links to Other Strategies

Spelthorne Community Plan

- 2.1 Local authorities in England and Wales ~~were~~ are required to produce a Sustainable Community Strategy³ with the ~~strategic~~ aims of promoting the social, economic and environmental well-being of their area and contribute to the achievement of sustainable development in the United Kingdom. A Sustainable Community Strategy sets out the long term vision for the area, supported by action plans to achieve it. In Spelthorne this is the Spelthorne Community Plan 2013⁴. Section 100 of the Deregulation Act 2015 has repealed the requirement for local authorities to prepare Sustainable Community Strategies although the Council's Community Plan remains in force. The Council can still prepare a Sustainable Community Strategy on a voluntary basis.
- 2.2 The vision of the Community Plan is '*To make Spelthorne a safe, healthy, inclusive, prosperous and sustainable community*'. The Community Plan contains 4 themes, each with their own aim as follows:-

Theme 1: Safer Stronger

Aim: To build a safer community.

Theme 2: Children and Young People

Aim: To involve all young people so that they are engaged and given every opportunity to succeed.

Theme 3: Health & Wellbeing

Aim: To improve the health and well-being of Spelthorne residents.

Theme 4: Environment and Economic Development

Aim: To support and develop opportunities for businesses in the Borough to survive and thrive.

- 2.3 The Local Plan will need to take into account and play a role in delivering these aims.

Spelthorne Corporate Plan 2013-2015

- 2.4 The Spelthorne Corporate Plan⁵ sets out a vision, priorities and key objectives for the Council. The Local Plan and determination of planning applications has particular relevance to the following priority areas and key objectives:

Priority Area: Economic Development

Key Objectives: Enhance and improve the Borough's image as a good place to visit and do business; and Promoting Spelthorne with a clear plan to stimulate more investment, jobs and visitors.

Priority Area: Planning & Housing

Key Objective: Planning process more accessible and responsive.

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

⁴ Spelthorne Community Plan (2013) Spelthorne Together. Available at:

<https://www.spelthorne.gov.uk/article/366/Community-Plan>

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

Priority Area: Council Assets

Key Objective: Efficient use of land and assets to achieve best value in terms of
- income
- provision of facilities
to help support our communities and the voluntary sector

Spelthorne Economic Strategy

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

Theme 1: Implementing and maintaining a capacity for growth

Theme 2: Developing skills and employability

Theme 3: Supporting business

Theme 4: Improving transport infrastructure

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

Draft Spelthorne Housing Strategy 2014-2017

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

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

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

Spelthorne Leisure & Culture Strategy 2014-2016

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

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

⁶ Spelthorne Economic Strategy (2013) Spelthorne Borough Council. Available at:

<https://www.spelthorne.gov.uk/econstrat>

⁷ Draft Spelthorne Housing Strategy 2014-2017

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

[4.2.11 The Local Plan will need to take account of the Leisure & Culture Strategy.](#)

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

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

Who will be Involved?

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

How will you be Involved?

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

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

under consideration and/or the stakeholders involved but could take the form of a discussion group or consultation exercise. ~~either a discussion group or consultation exercise depending on the issue under consideration.~~

3.9 Whilst the Council will not invite individuals to the Forum, it will invite representatives of stakeholder groups set out in Appendix B. In setting up the Forum the Council will need to have regard to keeping the Forum as manageable as possible with the resources available.

3.10 The Council is mindful that government advice can be very prescriptive on the type and source of evidence which should be used to inform Local Plan preparation. There are also well established methodologies which are used to form ~~the~~ evidence studies which have been tested through examination and found to be robust. The Council will publish evidence base methodologies on their web-site for comment, although any responses suggesting alternative methodologies/assumptions will need to demonstrate that they are robust and have been tested at examination. Therefore involvement to discuss how these studies might be undertaken is unlikely to be of value, although ~~t~~The Council will consider involvement at the draft study stage to discuss findings through a the Stakeholder Forum or targeted/general consultation exercise.

3.103.11 If discussed through a Forum draft evidence studies will be made available in advance. Evidence studies will be published on the Council's website when completed and anyone who has commented will be notified of publication by e-mail or via Spelthorne 'My Alerts'.

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

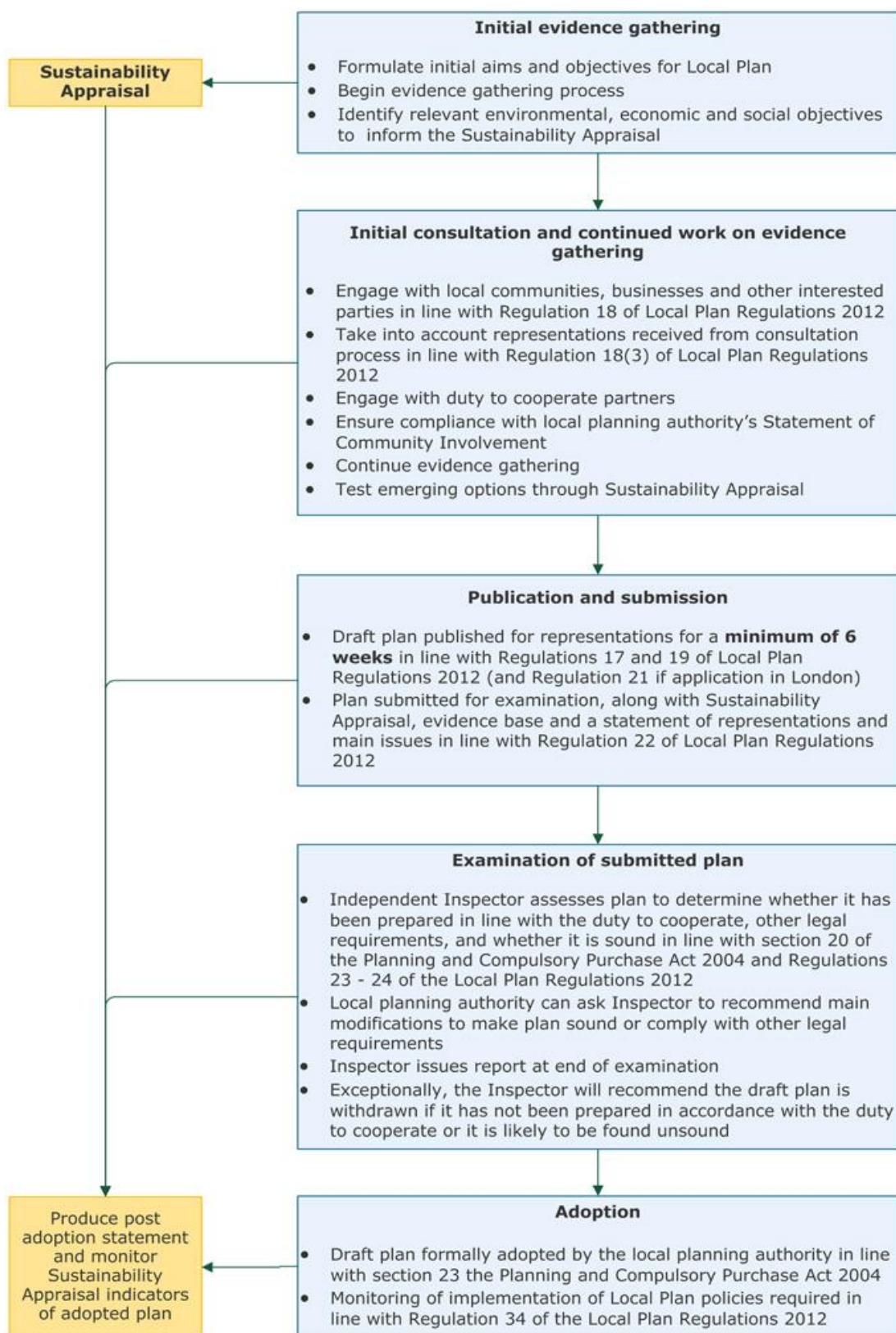


Table 3-1: Involvement in Planning Documents which are not Local Plan Documents, SPD or Local Plan Evidence Base Studies

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

Planning Monitoring Report (PMR)	The PMR will continue to be produced on an annual basis. Following the enactment of the Localism Act 2011, the provision to consult the Secretary of State has been repealed.	N/A	purchase on request. The PMR will be prepared annually. The PMR will be published on the Council website, available to view at the Council Offices and available for purchase on request.
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Table 3-2: Methods of Involvement in Local Plan Documents

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Early Community/Stakeholder Involvement	Dependent upon the subject matter of the Local Plan Document or individual Local Plan issue, t The Local Planning Authority <u>will</u> <u>may</u> undertake early engagement <u>with the bodies identified in Appendix B</u> as deemed appropriate <u>to the subject matter of the Local Plan Document or Local Plan issue</u> including on evidence based documents.	If early engagement is carried out, this will be prior to publication of the Issues & Options and/or Pre-submission Local Plan document(s).	The Borough Council may hold early engagement through one or more of the following: <ul style="list-style-type: none"> • Targeted or general consultation; • Local Plan Forum⁹
Issues & Options and Pre-Publication Stages (Regulation 18)	Notify specific and general consultation bodies as the local planning authority consider appropriate by email or letter.	Specific and general consultation bodies and all parties on the Planning Policy database will be notified of the consultation period prior to the publication	Documents open to consultation will be made available on the Council website and at the Council Offices.

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

	<p>Notify all parties on the Planning Policy database by email or letter.</p> <p>Dependent upon the subject matter of the Local Plan, the Council may employ further engagement techniques as deemed appropriate e.g.</p> <ul style="list-style-type: none"> • Articles in the Council's Borough Bulletin; • Issue press release(s); 	<p>of the Issues & Options document or Pre-Publication Local Plan.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	
<p>Publication of Local Plan (Regulation 19) and representations relating to a Local Plan (Regulation 20)</p>	<p>Notify specific and general consultation bodies as the local planning authority consider appropriate by email or letter.</p> <p>Notify all parties on the Planning Policy database by e-mail or letter.</p> <p>Send to the specific and general consultation bodies invited to make representations under Regulation 18 and all parties on the Planning Policy database who responded at the Regulation 18 stage:</p> <ul style="list-style-type: none"> • A statement of the 	<p>Specific and general consultation bodies and parties on the Planning Policy database will be notified of the consultation period prior to the publication of the document.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	<p>Documents will be made available on the Council's website and at the Council Offices.</p> <p>Any person may make representations about a local plan which the local planning authority proposes to submit.</p> <p>Send to each of the statutory Consultation Bodies¹¹ a copy of the Publication Local Plan.</p>

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

	<p>representations procedure;</p> <ul style="list-style-type: none"> • A statement of the fact that the Submission Documents are available and when and where they can be inspected <p>Provide copies of the Publication Documents to persons on request¹⁰.</p>		
Submission of Local Plan Document(s) (Regulation 22)	<p>As soon as is reasonably practical following submission the Council will make available on their web-site and at the Council Offices:</p> <ul style="list-style-type: none"> • A copy of the Local Plan document & Policies Map; • A copy of the Sustainability Appraisal Report; • A Consultation Statement¹²; • Where practicable, copies of representations (redacted) and evidence base studies; 	<p>Specific and general consultation bodies and parties on the Planning Policy database will be notified when a Local Plan Document has been submitted and that the documents as listed in Regulation 22(3)(a)(i-iii) are:</p> <ul style="list-style-type: none"> • available for inspection; • When and where the documents can be inspected 	All those who have submitted a representation will be notified that the Council has submitted the Local Plan Document.
Independent Examination (Regulation 24)	<p>At least 6 weeks before the examination starts, the Council will publish on its web-site, make available at its Council Offices and notify</p>	<p>All those who have submitted a representation will be notified of the dates and times of the Examination and/or Pre-Examination¹³.</p>	All those who have submitted a representation will be invited to attend both the Pre-Examination and Examination. An Independent Programme Officer appointed to

¹⁰ A charge may apply

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

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

	<p>any person who has made representations under Regulation 20 and not withdrawn them of:</p> <ul style="list-style-type: none"> • The date, time and place at which the examination will be held; and • the name of the person appointed to carry out the examination 		<p>oversee the Examination process will advise these individuals / organisations of the timetable on behalf of the Planning Inspector.</p> <p>Those that have previously stated their intent to provide oral evidence at the Examination will be asked whether they still wish to do so.</p>
Publication of Inspectors Report (Regulation 25)	<p>The Inspector's Report will be made available:</p> <ul style="list-style-type: none"> • On the Council's web-site; • At the Council Offices 	<p>As soon as is reasonably practicable after the Council has received the Inspector's Report.</p>	<p>Notice will be sent either by e-mail or post to all parties who requested to be notified that the Inspector's Report has been published.</p>
Adoption (Regulation 26)	<p>As soon as is reasonably practicable after the Council has adopted a Local Plan document they will:</p> <ul style="list-style-type: none"> • Make available for inspection the adopted Local Plan document; • Make available for inspection for at least 6 weeks the Adoption Statement¹⁴/ Sustainability Appraisal Report; • Make available for at least 6 weeks on the Council's web- 	N/A	<p>Copies of the adopted Local Plan document, Adoption Statement and Sustainability Appraisal Report will be made available for inspection on the Council's website and at the Council Offices.</p> <p>Copies of the Local Plan and Sustainability Appraisal Report will be made available to purchase¹⁵.</p>

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

¹⁵ A charge may apply.

	<p>site and at the Council Offices details of where and when the documents can be inspected;</p> <ul style="list-style-type: none"> • Send a copy of the Adoption Statement to anyone who requested to be notified of adoption; • Send an Adoption Statement to the Secretary of State. 		
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Table 3-3: Methods of Involvement in Supplementary Planning Documents (SPD)

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Early Community/Stakeholder Involvement	<p>Dependent upon the subject matter of the Supplementary Planning Document (SPD),</p> <p>the Local Planning Authority may undertake early engagement as deemed appropriate, including on evidence based documents, with the bodies identified in Appendix B as deemed appropriate to the subject matter of the SPD.</p>	If early engagement is carried out, this will be prior to publication of the draft SPD.	The Borough Council may hold early engagement through one or more of the following:
Public Participation (Regulation 12)	Copies of SPD document(s) and the SPD Consultation Statement ¹⁷ will be made available for inspection on the Council's web-	Specific and general consultation bodies and parties on the Planning Policy database, identified by the Council as	Documents will be open to consultation and made available on the Council website and at the Council Offices.

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

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

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
	<p>site and at the Council Offices along with details of:</p> <ul style="list-style-type: none"> • The date by which representations must be returned; and • The address to which they must be sent. <p>The Council may also undertake;</p> <ul style="list-style-type: none"> • Press releases • Targeted engagement with local residents for site or issue specific SPD's. 	<p>relevant to the context of the SPD, will be notified of the consultation prior to the publication of the document.</p> <p>The consultation will run for a period not less than 4 weeks. The Council may opt to consult for 6 weeks depending on the subject of the SPD to ensure maximum opportunity for engagement.</p>	
Adoption (Regulation 14)	<p>As soon as is reasonably practicable after the Council adopts the SPD they will make available for inspection on the Council's website and at the Council Offices:</p> <ul style="list-style-type: none"> • The adopted document, • The adoption statement¹⁸ and a summary of issues raised during consultation and how they were addressed; 		<p>All relevant statutory/general consultation bodies and anyone else who submitted a representation will be sent the adoption statement.</p>

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

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

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Evidence Base Studies	<p>There is no statutory requirement to consult on Local Plan evidence base studies.</p> <p>However, dependent upon the subject matter of the evidence study t<u>However, the Council will may</u> undertake early engagement. <u>with the bodies identified in Appendix B as deemed appropriate to the subject matter of the evidence base.</u></p>	<p>If early engagement is carried out, this will be upon publication of the draft evidence base study.</p>	<p>Based on the subject matter of the evidence base, the Council may hold early engagement through one or more of the following:</p> <ul style="list-style-type: none"> • Targeted or general consultation; • Local Plan Forum¹⁹
Strategic Environmental Assessment/ Sustainability Appraisal	<p>The Council will:</p> <ul style="list-style-type: none"> • Prepare a Scoping Report for 	<p>For Scoping Reports engagement will be prior to consultation of the Issues & Options Local Plan</p>	<p>Stakeholders and forums may be invited to participate in the Scoping process, in particular</p>

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

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Scoping Report & Initial Report	<p>statutory consultation bodies to comment²⁰ prior to Issues & Options Consultation on Local Plan Documents and SPD²¹;</p> <ul style="list-style-type: none"> • Prepare an Initial Sustainability Report for statutory consultation bodies and the public to comment on. This will be prepared at the same time as the Issues & Options consultation or Pre-Publication Local Plan Documents. 	<p>Documents.</p> <p>For Initial Reports this will be at the same time as consultation on the Issues & Options or Pre-Publication Local Plan Document.</p>	<p>English Heritage, Natural England and the Environment Agency.</p> <p>Draft versions of final documents will be sent to statutory consultees for comment before final publication.</p> <p>Documents will be available on the Council's website and at the Council Offices. Comments will be invited as part of the work on the relevant Local Plan Document.</p>
Strategic Environmental Assessment/ Sustainability Appraisal Final Report & Post Adoption	<p>For the Final Environmental Report the Council will:</p> <ul style="list-style-type: none"> • Send a copy to each statutory consultation body; • Publicise the Plan & Report to all those having an interest in or likely to be affected by the Plan; • Advise where the document can be viewed or purchased²². • Invite comments and advise that any person may make 	<p>For the Final Report, consultation will be at the same time as the Publication Local Plan Document(s) or Draft SPD.</p>	<p>Where the SA/SEA is the subject of an objection through the Local Plan process, all those who have submitted a representation of objection will be invited to attend the Examination. The Programme Officer will advise these individuals / organisations of the timetable on behalf of the Inspector.</p> <p>At adoption all statutory consultation bodies and anyone else who submitted a representation will be notified of</p>

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

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

²² A charge may apply.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
	<p>comments to the address and during the period specified;</p> <p>On adoption of the Local Plan document or SPD the Council will as soon as reasonably practicable:</p> <ul style="list-style-type: none"> • Make copies of the adopted plan and Environmental report available for inspection; • Publicise the Plan & Report²³ • Inform statutory and public consultees and the Secretary of State of adoption matters²⁴ 		<p>the adoption matters.</p> <p>Copies of the adopted document, Environmental Report, Adoption Matters & Post Adoption Statement will be made available on the website and at the Council Offices.</p> <p>Copies of the adopted document & Environmental Report will also be available for purchase²².</p>

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

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

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

- 3.11**3.12 For early engagement events and/or consultations for Local Plan Documents at Issues & Options or Pre-Publication stage and draft SPD stage, the Council will publish all representations received on the Council's web-site either in summary or redacted form and summary copies can be made available on request.
- 3.12**3.13 At the publication stage for Local Plan Documents (Regulation 19) a standard response form will be prepared which those wishing to comment will be encouraged to use.
- 3.13**3.14 For Issues & Options or Pre-Publication Local Plan Documents and Draft SPD's, a report to the Council's Local Plan Working Party and Cabinet will be prepared listing a summary of all representations received, and if appropriate, an Officer Response. The reports will also carry a recommendation as to what change(s), if any, should be made in light of the representations received. The summary of representations, officer comments and changes will be made available on the Council's web-site and at the Council's Offices.
- 3.14**3.15 At publication stage a summary of comments received will be prepared and made available on the Council's website and at the Council's Offices at the time of submission to the Secretary of State.
- 3.15**3.16 A summary of oral or written comments with Officer Responses will be prepared following early engagement events and reported to the Local Plan Working Party and Cabinet. This will include a recommendation as to what, if any, change(s) should be made in light of the comments received. The summary of comments and Officer Responses will be made available on the Council's web-site and at the Council Offices. Where possible, this will be prior to the publication of the final evidence base study, Issues & Options Local Plan Document or Draft SPD.
- 3.16**3.17 The Council's Local Development Scheme (LDS) sets out the detailed programme for plan making. The LDS should be referred to, for a general indication of the time scale in which we will consider responses to a Local Plan consultation.

4. Planning Applications

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

Householder Developments

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

Minor Developments

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

Major Developments

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

Prior Approvals

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

²⁵ The Town & Country Planning (Development Management Procedure) Order 201550 (as amended)

- 4.8 The Council will consult and give publicity to applications in accordance with the statutory requirements of the Town and Country Planning (Development Management Procedure) Order 2015~~(as amended)~~. This is shown in Table 4-1 according to the development classifications set out above. In addition the Council will consult other non-statutory bodies and local residents groups which represent specialist interest groups as appropriate.
- 4.9 For householder and minor applications the Council can either inform interested persons by neighbour notification or by site notice. The Council's current procedure is to send neighbour notification letters rather than display a site notice, although the Council does supply a site notice to the applicant for them to display voluntarily. This current procedure will remain unchanged.
- 4.10 Comments supporting or objecting to a proposal may be made by anyone regardless of whether they have received a letter or been individually notified. However, the Council can only take into account material planning considerations.
- 4.11** All planning applications including plans and supporting documentation will be available to view on the Council's web-site via the 'Planning Applications On-line' search facility and/or at the Council Offices. Some supporting documentation such as viability studies may be treated as confidential and in this respect the Council will need to consider the balance between the public interest and confidentiality on a case by case basis.
- 4.12** Residents of Spelthorne can also sign up to 'My Alerts' on the Council's web-site. The 'My Alerts' service sends an email to residents (who have registered) whenever something of interest happens near their property including the submission of planning applications. Residents can opt to have alerts sent to them for interests up to 500m from their property.
- 4.13** Interested parties are formally given 21 days to respond to the first notification and 14 days for subsequent notifications of amended plans. However, the Council will endeavour to take into account any representations received up to the date on which the decision is made. The Council will not determine any application within a period of 21 days from the date on which notification letters are sent out.
- 4.14** Occasionally, it may be necessary to write and publish reports on planning applications for the Planning Applications Committee agenda before the expiration of the 21 day period. In such cases comments received post-publication will be reported orally at the committee meeting. Comments received are made available for public inspection on the Council's website and at the Council Offices and none can be treated as confidential.
- 4.15** The Council will neither acknowledge nor respond to letters commenting on applications, nor enter into correspondence on the details or merits of proposals and this is stated in the notification letters. However letters will be placed on the Council's website which enables people to check that their representation has been received.
- 4.16** The Council's practice is not to negotiate amendments to applications unless they are of a minor nature that will not normally require re-consultation. In a few cases though, amendments may be appropriate. Where such revisions are significant and raise new issues that could lead to further comment, the Council will re-notify those who were initially notified of the application and any others who have commented upon it. Such amendments will normally only be accepted where it will still be possible for the application to be determined within the statutory time period. 14 days are usually given for re-consultation comments.

Deciding Applications

- | **4.16**4.17 The majority of applications are determined under authority delegated to the Head of Planning & Housing Strategy after full consideration of all the planning issues and comments received. Some decisions are made by locally elected Councillors who sit on the Council's Planning Committee.
- | **4.17**4.18 Some types of planning application are automatically referred to the Council's Planning Committee depending on the Officer recommendation. Applications for large scale development can be refused by Officers under delegated authority. However, applications for large scale development recommended for approval by Officers are determined by the Planning Committee.
- | **4.18**4.19 The majority of planning applications which are usually delegated to Officers can also be 'called-in' by a Councillor if the circumstances are appropriate. This excludes applications for Lawful Development Certificates (existing or proposed development/use) and permitted development applications for householders, offices, agriculture and schools. Councillors can 'call-in' applications where they disagree with an officer recommendation.
- | **4.19**4.20 Where an Officer is yet to make a recommendation, a Councillor can request an application is 'called-in' depending on the recommendation the Officer is minded to make.
- | **4.20**4.21 Public speaking at Planning Committee is permitted for all planning applications, items seeking to pursue enforcement action or to approve Tree Preservation Orders (TPO). A maximum of one person can register to speak in support of an application and a maximum of one against. Registration is done on a 'first come first served' basis. The Chair of the Planning Committee may allow more than one speaker in exceptional circumstances. Further details regarding public participation are available on the Council's web-site.

Surrey County Council Planning Applications

- | **4.21**4.22 Some planning applications are determined by the County Council, including proposals which are County matters (e.g. schools) and proposals for mineral working and waste disposal. The County Council undertake neighbour notification for applications where they are the decision making authority. The Borough Council is a statutory consultee on these proposals but does not make the ultimate decision. Consultation responses in respect of these applications should be sent to the County Council.

Community Involvement at the Pre –Application Stage²⁶

- | **4.22**4.23 The majority of planning applications are submitted without any prior approach to the Council. However, pre-application advice to prospective developers/applicants is given by Officers to clarify technical matters and are treated as confidential.

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

4.234.24 The Council will encourage applicants and developers to undertake pre-application consultation and discuss their proposals with their neighbours or the community before submitting their formal application. This will not affect the statutory notifications undertaken by the Council upon registration of the application. Table 4-1 sets out suggestions for approaches that could be adopted by applicants. The benefit of early engagement with the community is that this may highlight issues which can be resolved and reduce delays when an application is submitted. The applicant will also be able to demonstrate how the views of the local community have been incorporated or why this was not possible.

4.244.25 In reporting the outcome of any pre-planning application consultation, applicants should indicate:

- The method of consultation used;
- Who was consulted and the level of involvement;
- How the matters raised in the consultation were addressed by the applicant.

4.254.26 The level of pre-application consultation should reflect the scale of the proposed development.

4.264.27 The Borough Council will remain impartial during any pre-application engagement by the applicant.

4.274.28 The Council can only request, not require developers to involve the local community in pre-application discussions²⁷. The Council cannot refuse planning applications because a developer refuses to contact and involve the local community.

Appeals

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

²⁷ The exception is for development of more than 2 wind turbines or where hub height of any turbine exceeds 15m (Part 2(3)(1)A of the Town & Country Planning (Development Management Procedure)(England) Order 20150 (as amended)).

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

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

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

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

³⁰ Subject to [Part 3\(15\) Article 13\(6\)](#) of the Town & Country Planning (Development Management Procedure)(England) Order 2015~~0 (as amended)~~

³¹ In accordance with [Part 3\(15\)\(7\) Article 13\(7\)](#) of the Town & Country Planning (Development Management Procedure)(England) Order 2015~~0 (as amended)~~

³² In accordance with [Part 3\(15\)\(7\) Article 13\(7\)](#) of the Town & Country Planning (Development Management Procedure)(England) Order 2015~~0 (as amended)~~

Stage	Type of Application	Type of Consultation/Involvement
	consents)	
Decision	All Applications	<ul style="list-style-type: none"> • Where an application is to be decided by the Planning Committee a copy of the Committee Report will be available on the Council's website at least 5 working days prior to the Committee meeting. Public speaking at the Planning Committee is allowed subject to the provisions set out in paragraph 4.16 of this SCI. • Where an application has been decided under delegated authority a copy of the Officer's delegated report will be available to view on the Council's web-site as soon as practicable after the decision has been issued.

Stage	Type of Application	Type of Consultation/Involvement
Post Decision	All Applications	<ul style="list-style-type: none"> • Minutes of Planning Committee meetings are available on the Council's website; • All planning decisions are published and made available on the Council's website as soon as practicable after a decision is issued; • Applicants or their agents will be informed of the decision in writing. • Where an applicant has appealed the Council's decision, the Council will inform all who made representations at the application stage that an appeal has been lodged and send on their representations to the Planning Inspectorate. Notice of the Inspector's decision will be sent by the Planning Inspectorate to every person who specifically requests it.

Appendix A

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

Planning & Compulsory Purchase Act 2004 (as amended)³³

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

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

~~Local Government & Public Involvement in Health Act 2007³⁴~~

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

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

Localism Act 2011 - Duty to Cooperate³⁵

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

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

National Planning Policy Framework³⁷

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

Paragraph 69

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

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

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

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

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

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

Paragraph 155

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

Planning Practice Guidance³⁸

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

Climate Change (paragraph 003)

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

Design (paragraph 031)

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

Health & Wellbeing – (Paragraph 003).

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

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

Housing & Economic Development Needs Assessments (paragraph 007)

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

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

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

³⁸ Planning Practice Guidance (2014) CLG. Available at:

<http://planningguidance.planningportal.gov.uk/>

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

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

Housing & Economic Land Availability Assessments (Paragraph 008)

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

Housing & Economic Land Availability Assessments (Paragraph 013)

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

Local Plans (Paragraph 003)

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

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

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

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

Local Plans (Paragraph 014)

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

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

Consultation and pre-decision matters (Paragraph 001)

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

The main types of local planning authority consultation are:

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

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

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

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

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

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

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

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

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

Consultation and pre-decision matters (Paragraph 026)

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

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

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

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

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

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

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

The Planning (Listed Buildings & Conservation Areas) Regulations 1990⁴¹

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

⁴⁰ Town & Country Planning (Development Management Procedure)(England) Order 2015 ~~50 (as amended)~~. Available at: <http://www.legislation.gov.uk/ksi/2015/595/contents/made>
<http://www.legislation.gov.uk/ksi/2010/2184/contents/made>

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

Appendix B

Specific & General Consultation Bodies

and Other Stakeholder Groups

Specific Consultation Bodies⁴²

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

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

General Consultation Bodies⁴³

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

Other Stakeholders

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

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

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

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Cabinet Report

24 June 2015

Title	Final Retail & Town Centre Uses Study		
Purpose of the report	To make a decision		
Report Author	John Devonshire		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Accountability		
Recommendations	To agree publication of the final Retail & Town Centre Uses Study.		

1. Key issues

- 1.1 In January 2013, as part of the review of the evidence underpinning the existing planning policy documents, it was agreed to undertake a new retail and town centre uses study.
- 1.2 A draft study was prepared which followed standard methodologies involving the assessment of existing shopping patterns and availability of other town centre uses and the likely changes required in the future to meet need. This took account of growth in internet sales, efficiencies in retailing and expenditure in the retail catchment to 2034.
- 1.3 The draft study concluded that additional non-food retail floorspace will be needed in Staines town centre, but roughly 10 years later than projected in the 2007 study update. Some 8,300sqm of additional floorspace is needed by 2024, 21,000sqm by 2029 and 31,700 by 2034. This affirmed the need to retain proposals to extend the Elmsleigh Centre set out in existing plans. The draft study also concluded that the other main retail centres in Spelthorne (Ashford, Shepperton and Sunbury Cross) were performing well with low vacancy rates.
- 1.4 The draft study was published in March 2015 and open to stakeholder involvement for a period of 4 weeks including with business contacts, residents groups and other interested parties. The comments received are set out in Appendix A along with an Officer's response and any proposed amendments. Amendments identified in Appendix A have been incorporated into the final report as have minor amendments following Local Plans Working Party. The Retail Study is available to view in the Members Room.

- 1.5 Specifically, two responses commented that the estimated level of non-food retail floorspace is based on unconstrained population growth and unlikely to reflect the increase in population based on housing targets once all constraints have been factored in.
- 1.6 However, the retail catchment of Spelthorne extends beyond the borough boundary. Therefore, even if housing targets in Spelthorne constrained population growth, the population in parts of the retail catchment outside Spelthorne may continue to grow. Some population growth will also occur as concealed households and may not be constrained by housing targets in any event.
- 1.7 Further, other local authority retail studies estimate floorspace based on unconstrained demographic projections. If other authorities continue with this methodology and Spelthorne does not, there is a danger of neighbouring town centres over delivering retail floorspace and clawing trade away from Staines Town Centre.
- 1.8 It is therefore proposed to publish the final retail study based on the demographic projections with a recognition that an update may be required at a later date.

2. Options analysis and proposal

- 2.1 The Retail & Town Centre Uses Study will form part of the evidence base to inform the Local Plan. The study has been subject to stakeholder engagement as set out in the Planning Practice Guidance (PPG) Note *Housing and Economic Needs Assessments*.
- 2.2 The options for Cabinet to consider are:
 - (i) To **AGREE** publication of the Final Retail & Town Centre Uses Study
 - (ii) To **NOT AGREE** publication of the Final Retail & Town Centre Uses Study.

2.3 It is proposed that Option (i) be agreed by Cabinet.

3. Financial implications

- 3.1 There are no direct implications for the publication of the Retail & Town Centres Uses Study.

4. Other considerations

- 4.1 Officers undertook Duty to Cooperate discussions with other local authorities/bodies as part of the Retail & Town Centre Uses study. The results of these discussions are included in Appendix A.

5. Timetable for implementation

- 5.1 It is proposed that the Retail & Town Centre Uses Study and the comments and responses be published on the Council's website following agreement by Cabinet.

Background papers: None

Appendices: Appendix A - Table of Comments & Responses

Table of Comments & Responses

Document Section or Question	Name	Comment	Response	Change Required?
Whole	Kempton Residents Association	<p>Further to your recent email, please note our comments as follows.</p> <p>Our prime concern, of course, is for a new and bigger Health Centre in Sunbury, and we very much hope this will feature prominently on your list of priorities and be given the urgent attention it warrants.</p> <p>With regard to future 'retail needs', as far as those of the shopkeepers are concerned, these will obviously include a desire for greater custom. In this context, there are a considerable number of elderly people who are unable to stand for long periods at bus stops, but would wish to shop more frequently if they could. Unfortunately, there is at present a lamentable dearth of bus shelters and/or benches throughout the Borough. Indeed, the Council compares very badly with surrounding boroughs in the provision of these facilities.</p> <p>Please, therefore, we would like you to show more consideration for this sizeable and more vulnerable section of the community by enabling the elderly to visit their shopping centres more easily.</p>	<p>The provision and need for health centres, benches and bus shelters across the borough is not part of the project brief. However the point is noted and these issues are likely to be considered through separate evidence base studies.</p>	No change.

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Whole	Staines Town Society	<p>Thank you for the opportunity to comment on the draft Retail study. We have read it carefully but cannot agree with its conclusion that a massive increase in retail floorspace will still be needed in the new Plan period. The optimistic prediction that the increase in online shopping will level off, leading to a resurgence of high street shopping, is not sufficiently justified.</p> <p>In particular, the claim in 4.23 that Staines centre has had a consistent vacancy rate through the recession and thus 'demonstrates strong performance and resilience' fails to take account of the loss of about 10 shop premises when the Majestic House site was demolished in 2008. If demand had been constant the rest of Staines High Street and centre would have been full after these shops were demolished; in fact it has continued to have many vacancies, showing that net demand has significantly reduced. This undermines the whole argument that Staines will support a large retail expansion.</p> <p>We note that table 8.1 in para 8.15 predicts an 18% rise in population in Spelthorne over the years 2014-2034. There is insufficient detail on the evidence behind this remarkable claim. It appears to be impossible within the restraints on housing land in the existing Local Plan, and could only come about if a new Plan allowed a big increase in housing, by releasing Green Belt land</p>	<p>The retail need identified is broadly consistent with the scale of town centre sites identified. The delivery of this amount of floorspace could take place with the 'town centres first' policy framework, and no surplus need has been stated which would lead to a need to identify less central development sites.</p> <p>The population projections are based on long term trends, and – in retail forecasting terms – there is no evidence to suggest that this figure should not be used.</p> <p>Further, the retail catchment of Spelthorne extends beyond the borough boundary. Whilst it is recognised that not all population growth attributed to come from net migration will arise from the retail catchment there will still be an element of floorspace demand from areas outside of Spelthorne, some of which may deliver housing on a scale to meet their own or others housing needs</p> <p>Therefore, even if housing targets in Spelthorne constrained the</p>	<p>Add recognition that an update to the study may be required at a later date.</p>

Document Section or Question	Name	Comment	Response	Change Required?
		<p>or permitting a proliferation of high-rise flats. But this document is part of the evidence base for the new Plan. It cannot be based on assumptions about the content of the Plan.</p> <p>The ONS projection of 18% population growth assumes 6% natural increase and 12% net inward migration, mostly from the London area. It is only a prediction, to be treated with caution, and should not be allowed to become a self-fulfilling prophecy: they say 18%, you revise the Local Plan to allocate more space for housing, the houses are built and so the people come here. The duty on the local authority is to meet its housing needs, i.e. the 6% growth, and the duty to co-operate is stated to be with Runnymede, not with London.</p> <p>This issue is fundamental to the new Local Plan, and belongs in your housing study, which surely has to be completed before the retail study. Then the evidence from the housing document of likely population figures will provide data for retail predictions. But we are not aware of any recent consultation on a housing evidence document.</p> <p>Finally we commend the comment in 9.33 about the importance of visual linkages and the adverse effects of large scale dense river frontage development, cutting the river off from the town centre. This applies to the Bridge Street car park site.</p>	<p>population growth in the Spelthorne Core Areas, the population in parts of the retail catchment outside Spelthorne may well continue to grow and give rise to floorspace demand within Spelthorne (primarily Staines Town Centre) i.e. even if migration does not occur, population increases in areas outside Spelthorne will still lead to retail floorspace demand. Some population growth will also occur as concealed households and may not be constrained by housing targets in any event.</p> <p>Further, other local authority retail studies estimate floorspace based on unconstrained demographic projections. If other authorities continue with this methodology and Spelthorne does not, there is a danger of neighbouring town centres delivering retail floorspace which claws trade away from Staines Town Centre.</p> <p>It is therefore proposed to publish the final retail study based on the demographic projections with a recognition that an update may be required at a later date.</p>	

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Whole	Mr Alan Doyle Keep Kempton Green	<p>Executive Summary</p> <p>We welcome this opportunity to submit our comments on the Spelthorne Draft Retail and Other Town Centre Uses Study.</p> <p>In summary:</p> <ul style="list-style-type: none"> * The Draft Study assumes a rate of population growth in Spelthorne over the next twenty years of 18%. It accepts this projection without question or enquiry as to its suitability to this Borough. * Around two-thirds of this projected population growth is made up of net migrants into Spelthorne, overwhelmingly from other parts of England, and mainly from London Boroughs. * This is not an external factor over which Spelthorne Council has no control. Such a large assumed rate of growth should therefore be treated with the utmost caution, particularly as this Borough moves ever closer to full capacity. * Emphasis should be placed on providing first for the local natural increase in population and locally-based changes in population structure, rather than facilitating further net inward migration. 	<p>The retail need identified is broadly consistent with the scale of town centre sites identified. The delivery of this amount of floorspace could take place with the 'town centres first' policy framework, and no surplus need has been stated which would lead to a need to identify less central development sites.</p> <p>The population projections are based on long term trends, and – in retail forecasting terms – there is no evidence to suggest that this figure should not be used.</p> <p>Further, the retail catchment of Spelthorne extends beyond the borough boundary. Whilst it is recognised that not all population growth attributed to come from net migration will arise from the retail catchment there will still be an element of floorspace demand from areas outside of Spelthorne, some of which may deliver housing on a scale to meet their own or others housing needs</p> <p>Therefore, even if housing targets in</p>	<p>Add recognition that an update to the study may be required at a later date.</p>

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		<p>* Central government guidance allows for these high level population projections to be adjusted to suit local conditions, providing this can be justified on the basis of robust evidence. Further detailed work on population growth and housing need should be completed before accepting the conclusions of this Study.</p> <p>These summary points are discussed in detail in what follows.</p> <p>1. Population growth assumptions</p> <p>1.1 There is much of interest in the Study.</p> <p>However, on page 66 of Volume 1, the following Table 8.1 summarises the population growth assumptions underlying the Study.</p> <p>The third and fourth columns are demographic projections published by the Department of Communities and Local Government (DCLG). These DCLG projections are the same (rounded to the nearest 100) as the population projections published regularly by the Office for National Statistics (ONS).</p> <p>1.2 "The projections are trend-based, making assumptions about future fertility, mortality and migration levels based on trends in recent estimates, usually over a five-year reference period. They give an indication of what the future</p>	<p>Spelthorne constrained the population growth in the Spelthorne Core Areas, the population in parts of the retail catchment outside Spelthorne may well continue to grow and give rise to floorspace demand within Spelthorne (primarily Staines Town Centre) i.e. even if migration does not occur, population increases in areas outside Spelthorne will still lead to retail floorspace demand. Some population growth will also occur as concealed households and may not be constrained by housing targets in any event.</p> <p>Further, other local authority retail studies estimate floorspace based on unconstrained demographic projections. If other authorities continue with this methodology and Spelthorne does not, there is a danger of neighbouring town centres delivering retail floorspace which claws trade away from Staines Town Centre.</p> <p>It is therefore proposed to publish the final retail study based on the demographic projections with a recognition that an update may be</p>	

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		<p>population size and age and sex structure might be if recent trends continued. They are not forecasts and take no account of policy nor development aims that have not yet had an impact on observed trends."1 (Our emphasis in bold).</p> <p>i.e. the title of Table 8.1 is misleading. The figures are not "Forecasts", but projections which "take no account of policy or development aims that have not yet had an impact on observed trends". In this context, these policy and development aims include local policy and development aims.</p> <p>1.3 The table immediately below is an analysis of the components of demographic change which together make up the population growth projections in columns three and four of Table 8.1.2 (The total differs from that in Table 8.1 due to the rounding difference.)</p> <p>Spelthorne - Components of population growth Total 2014 - 2034</p> <p>Internal migration in persons All ages 111,290</p> <p>Internal migration out persons All ages 101,157</p> <p>Internal migration net persons All ages 10,133</p> <p>Cross border migration in persons All ages</p>	<p>required at a later date.</p>	

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		<p>2,111 Cross border migration out persons All ages 3,170 Cross border migration net persons All ages -1,059 Net intra-UK migration persons All ages 9,075</p> <p>International migration in persons All ages 9,688 International migration out persons All ages 7,381 International migration net persons All ages 2,307</p> <p>Total migration net persons All ages 11,382</p> <p>Births by age of mother persons All ages 24,198 Deaths persons All ages 17,874 Natural change - net persons All ages 6,325</p> <p>Population change total persons All ages 17,707</p> <p>Migration as % of total population change 64.3% o/w intra-uk as % contribution to total population change 51.2%</p>		

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		<p>o/w international as % contribution to total population change 13.0% Natural change as % of total population change 35.7%</p> <p>1.4 In the table above:</p> <ul style="list-style-type: none"> a. "Internal migration" is migration to and from other areas in England. b. "Cross border migration" is migration to and from Scotland, Wales and Northern Ireland c. "International migration" is migration to and from non-UK countries. <p>As is clear, 10,133 people of the total projected population growth in Spelthorne of 17,707 (some 57%) are assumed to come from net inward migration from other parts of England.</p> <p>As might be expected, almost 60% of the internal migrants into Spelthorne come from London Boroughs.³</p> <p>Together with a small assumed outflow to other parts of the UK of 1,059 people, and a relatively minor net inflow of 2,307 people from the rest of the world, total migration into Spelthorne is assumed to be almost two-thirds of the total increase in population, with unchanged policy and development aims. Just over one-third is attributable to the natural growth in Spelthorne's population.</p>		

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		<p>Put another way, if there was no net migration into Spelthorne, the projected increase in the population (i.e. the "natural increase") over the period from 2014 to 2034 would be 6.4%, not 18.0%.</p> <p>1.5 The projected net inward migration, which forms such a large part of the projected total population growth, is based on the trend over the previous five year period. As the chart above clearly shows, projections calculated on this trend basis a few years ago would have given a completely different result, as the five-year trend would have excluded the recent migration into this Borough. The point is that there is nothing sacrosanct about the projections: who knows whether the most recent net inward migration might reverse - as it has in the not so distant past - radically changing the projections yet again.</p> <p>Net migration into Spelthorne is only possible to the extent that there is sufficient housing for migrants to move into. It is not an external factor over which a local authority - specifically, Spelthorne - has no control.</p> <p>This is not in any way meant to cast any negative aspersions on people who come to live in this Borough. But as Spelthorne moves ever closer to full capacity (the infrastructural constraints are</p>		

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		<p>well known and need no repeating here) a difficult decision needs to be taken.</p> <p>Given Spelthorne's limited capacity to absorb further increases in population (without building on Green Belt and other open spaces, and/or sharply increasing population density in the current built-up areas) a political and planning choice will have to be made as to which population group gets priority: inward migrants, or those with an existing link to this Borough, as represented by the "natural" rate of population growth.</p> <p>These top-down projections of population growth have been included in the Study without detailed examination. Care should be taken that any component part of the Local Plan does not allow for further unsustainable migration into the Borough simply on the basis that it has happened in the recent past.</p> <p>2. Planning Practice Guidance</p> <p>2.1 The Planning Practice Guidance (PPG) issued by the DCLG, in its section on the methodology to use when assessing economic development and main town centre uses, says the following:</p> <p>"Labour supply models are based on population and economic activity projections. Underlying population projections can be purely demographic or tied to future housing stock which needs to be</p>		

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		<p>assessed separately. These models normally make predictions for a period of 10 to 15 years. Plan makers should be careful to consider that national economic trends may not automatically translate to particular areas with a distinct employment base."⁴</p> <p>In the closely associated topic of Housing Needs Assessments, the PPG says the following:</p> <p>"The household projections are trend based, i.e. they provide the household levels and structures that would result if the assumptions based on previous demographic trends in the population and rates of household formation were to be realised in practice. They do not attempt to predict the impact that future government policies, changing economic circumstances or other factors might have on demographic behaviour."</p> <p>The household projection-based estimate of housing need may require adjustment to reflect factors affecting local demography and household formation rates which are not captured in past trends."⁵</p> <p>2.2 The population growth projections published by the ONS, and the DCLG data based upon them, are therefore not fixed in stone. They can be adjusted at a local level to reflect local conditions and circumstances. The proviso is that: "Any local changes would need to be clearly</p>		

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		<p>explained and justified on the basis of established sources of robust evidence."⁶</p> <p>3. Conclusion</p> <p>3.1 The assumed population growth rate underlying the Study is too high. It comprises a very large component of inward migration into Spelthorne, based on recent trends in migration, which has been included in the Study without question as to its applicability.</p> <p>3.2 Central government guidance allows for these population projections to be adjusted to suit local conditions, providing this can be justified on the basis of robust evidence.</p> <p>3.3 Spelthorne is fast approaching full capacity. The assumed population growth rate underlying this Study should therefore be treated with the utmost caution, until further detailed work on population growth and housing needs has been completed.</p>		
Whole	Mr C Squire	<p>Thank you for your letter dated 13 March 2015 and for giving us the opportunity to comment on the above report.</p> <p>Background</p> <p>We are a family owned business incorporated in 1936 and we operate fifteen garden centres all</p>		

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		<p>located in Middlesex, Surrey, Sussex and Berkshire. We employ in the region of 630 people in the company as a whole throughout the year rising to just over 700 during the spring season. Our garden centre in Spelthorne is located in Halliford Road, Shepperton. We purchased the site over 40 years ago in 1975 and have run a garden centre on the site ever since. We completely rebuilt the garden centre in 2011 which represented a very major investment (in excess of £4 million) in the borough on the part of our company. We currently employ 65 people in our garden centre at Shepperton, in a mix of full time and part time roles. The vast majority of our staff are employed on permanent contracts. Our small cohort of seasonal staff are employed on fixed term contracts. None of our staff are employed on zero hour contracts.</p> <p>Representations</p> <p>As a company (and personally as an individual who lives in the Borough) we understand the need to safeguard and promote the town centres within Spelthorne, namely Staines, Shepperton, Ashford and Sunbury Cross. Vibrant town centres with an interesting and diverse retail offering and leisure activities are very important to local people. We also appreciate the need to protect our countryside and the gaps between the settlements in the Borough. We agree that the last twenty years or so have seen growth in the</p>		

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		<p>number of out of town supermarkets and DIY stores. Interestingly a number of supermarkets have recently decided against developing further large out of town stores and even cancelled the opening of some that have already been built. It seems that more people are now choosing to shop at smaller in town or local stores. Only last week a major DIY chain announced the closure of a number of its' stores too. Therefore the trend towards out of town development may be going into reverse and there may be fewer planning applications for such stores going forward.</p> <p>Having said that; there are some specialist retail businesses which are not easily located in town centres but which are none the less desirable in the Spelthorne. Future planning policies should take account of these. Garden centres are not the sole example of such businesses but are a case in point because plants and gardening products cannot be successfully looked after and sold, in a significant way, in shopping centres. If the consumer is to be offered a good choice of high quality outdoor plants these plants need to be retailed from reasonably sized outside areas or under canopies, depending on plant type, plus adequate shop space and car parking.</p> <p>Hand in hand with this we believe it is important for local authorities to encourage investment in local employment sites so that we, and local and regional businesses like ours, can offer good</p>		

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		<p>prospects and stable employment to local people, thus reducing commuting distances and improving work/life balance. Approximately 85% of the plants we sell are British grown, some on our own premises and the vast majority come from local nurseries within the counties of Surrey, Sussex and Hampshire thus contributing further to the local and regional economy.</p> <p>In addition the provision of attractive, up to date facilities for local people to shop is very important in a vibrant local economy. Encouraging spending to stay local has to be a good thing for the local community, local employment and road transport policies. Garden centres are increasingly becoming a place to meet for local people. They are a place where young families and retired people can feel equally at home. With advice on hand and workshops for all ages, we are in a privileged position; helping people to enjoy gardening, to enjoy being outside in the fresh air and lead a less sedentary lifestyle. Gardening has great physical and mental health benefits. It is also an important way to introduce children to topics such as 'where food comes from', 'healthy eating' and 'living an active lifestyle'. Garden centres promote wildlife friendly plants and products and encourage people to make their gardens and the borough as a whole (for example through Spelthorne in Bloom) a greener and more pleasant place.</p>		

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		<p>There is a demand for garden centres in the area and if this is not met in Spelthorne then people will drive to neighbouring boroughs and to larger garden centres situated there so the work and the customers will travel elsewhere.</p> <p>Along with other businesses we face ever increasing competition, from other garden centres, from the DIY stores, from the supermarkets (many now sell a limited but carefully chosen range of best -selling plant lines and gardening products) and the internet. Also customers expect ever improving retail standards.</p> <p>Therefore we envisage that over the coming years we will need to further invest in all our sites, including Shepperton. As with any business, if we cease to re-invest and endeavour to improve every aspect of our business (from the plants and products we sell to the buildings we operate from) then we will go backwards not forwards.</p> <p>Reinvestment and improvement is an essential in today's business climate.</p> <p>Therefore we ask that the horticultural retail sector should not be forgotten in the process of planning for the retail needs of the Borough in the medium and long term. Indeed garden centres should be seen as a desirable and useful part of the retail offering in Spelthorne, all be it one with specific requirements which means that it does not fit neatly into the model of high street retailing.</p>	<p>Garden centres have specific characteristics and a widely defined range of goods, which can overlap with a local town centre offer.</p> <p>The retail study specifically considers the need and demand for additional retail floorspace in a town</p>	<p>Add recognition that horticultural/garden centre retailing could be looked at if found to be a significant contributor to overall retailing in the borough.</p>

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		We may wish to make further or additional representations in due course.	<p>centre first capacity which is in line with the National Planning Policy Framework (NPPF).</p> <p>Out of centre proposals for retail/town centre floorspace will need to be considered on a case by case basis, and tested against the national and local policy context. Each should be considered on their own merits.</p> <p>However, if horticultural/garden centre retailing forms a significant part of overall retailing in Spelthorne then this could be looked at in an update study.</p>	
Whole	Mr Stuart Watkins	Would be good to see provision for some public showers in Staines town centre to encourage commuting by bicycle.	The Council could consider this on a case by case basis as part of the planning application process.	No change.
Whole	Runnymede Borough Council	<p>Many thanks for consulting Runnymede Borough Council on the Spelthorne Retail and Town Centre Uses Study. The Council welcomes this opportunity to comment.</p> <p>Overall in my opinion the study provides a comprehensive overview of the planning policy background and general trends within the retail and leisure sectors. The audits carried out for</p>	The Council note these comments which do not require changes to be made to the Retail/Town Centre report.	N/A

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		<p>each of the Borough's town centres are detailed and look at a range of indicators. The conclusions drawn appear logical.</p> <p>The survey demonstrates that leakage in expenditure from Spelthorne into Runnymede borough is limited. The most notable exception to this is in relation to the Sainsbury's supermarket in Staines which is just inside the borough of Runnymede and which has a notable market share in Spelthorne. There is however significant leakage from Runnymede into Spelthorne especially for comparison goods shopping. This is supported by the household surveys carried out as part of the 2014 Study and is supported by the conclusions of the 2009 Runnymede Retail Study.</p> <p>Runnymede Borough Council is at the early stage of Plan preparation and officers are currently gathering all of the evidence necessary to underpin the policies in the new Plan. Of note however, in September 2012 the Council published its Sustainable Community Strategy entitled 'A vision for Runnymede'. The themes and aspirations within this document will feed into the Council's Runnymede 2035 Local Plan. Of particular relevance is the stated aspiration of the Council in this strategy 'to take advantage of the opportunities to revitalise some of our key town centres and drive forward the local economy. Runnymede is well placed to benefit from economic growth, and we intend to be ready as a</p>		

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		<p>borough to take advantage. By developing policies in our LP (Local Plan) that encourage inward investment, we can help with the creation of new jobs, support existing jobs and businesses, and improve our high streets.</p> <p>Our plan is to make use of our property assets to provide the catalyst to revitalise our town centres. We will lead the work with both public and private sector stakeholders to improve the retail, commercial and leisure offer. We will also work with stakeholders to coordinate the improvement of the supporting infrastructure e.g. Surrey County Council and the provision of integrated bus services, and a possible bus, rail and cycling interchange as part of the regeneration strategy. In doing so, we will help to stimulate the creation of sustainable towns, that reduce the need for residents to travel outside the Borough to access these facilities. In revitalising our town centres we will accept nothing less than the components which create communities fit for the 21st century, taking into consideration the need to address issues and constraints such as energy use, climate change, and Green Belt policy'. The Sustainable Community Strategy can be viewed on the Council's website.</p> <p>You may also wish to note that as part of its Plan preparation, the Council is within the next week tendering for the Runnymede Town and Local Centres Study. It is hoped that this work will be</p>		

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		<p>completed by July 2015. As the Council prepares its Town and Local Centres Study, and beyond this, its Local Plan policies, officers will endeavour to engage with Spelthorne Borough Council and provide opportunities to comment as appropriate given the clear links between the two boroughs.</p> <p>I hope that this response is helpful. This response is at officer level and as such, Runnymede Borough Council reserves the right to raise any further issues at any future Examination if Members of the Council wish to do so.</p>		
Whole	GLA	<p>Thank you for your email of the 7 January 2015 consulting the Mayor of London on the Spelthorne Retail & Town Centre Uses Study.</p> <p>Our only comment is that you may wish to consider the need to coordinate matters related to the town centre network including regional shopping centres, out-of-centre developments and related parking provision in particular in locations near London's boundaries.</p>	The Council will need to consider proximity to London's boundaries and the co-ordination of cross boundary issues when formulating policy.	N/A

Cabinet Report

24 June 2015

Title	Draft Strategic Housing Market Assessment		
Purpose of the report	To make a decision		
Report Author	John Devonshire		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Accountability		
Recommendations	To agree publication and stakeholder involvement of the draft Strategic Housing Market Assessment (SHMA) report.		

1. Key issues

- 1.1 The National Planning Policy Framework (NPPF) sets out that local authorities should prepare a Strategic Housing Market Assessment (SHMA) to assess their full housing needs (paragraph 159). The Government's Planning Practice Guidance (PPG) note on *Housing & Economic Needs Assessments* sets out how SHMAs should be undertaken.
- 1.2 The Council has been working with Runnymede Borough Council on a joint SHMA study and has set up a Joint Member Liaison Group. A decision to undertake a joint SHMA was agreed by Cabinet on 30th September 2014 and the Terms of Reference for the Member Liaison Group were agreed on 24th February 2015.
- 1.3 The purpose of the SHMA is to identify the housing market area in which Spelthorne and Runnymede sit and to determine the Objectively Assessed Housing Need (OAHN) across the housing market area.
- 1.4 The draft SHMA sets out that based on travel to work data, migration and house prices/affordability, Spelthorne & Runnymede form their own local housing market area but with a degree of overlap with parts of Elmbridge, Hounslow and Woking.
- 1.5 The OAHN is based on the latest demographic and household projections published by Government which are adjusted to take account of affordability and market signals. Economic projections based on job forecast data are also considered to check the balance of job/homes.
- 1.6 Based on the demographic projections the OAHN across the Spelthorne/Runnymede housing market area is just over 1,000 net dwellings

per annum 2013-2033. This is split 459 per annum for Runnymede and 543 per annum for Spelthorne. Economic projections increase the need figure to 1,250 per annum across the housing market area split 525 per annum for Runnymede and 725 per annum for Spelthorne.

- 1.7 It should be noted that the OAHN figures are not housing targets and should not be treated as if they are. The Council will need to take a number of other considerations and constraints into account when determining the level of housing which the Borough could sustainably meet over the Local Plan period. Further work is also required to establish robust economic projections and therefore the higher OAHN figure should not be taken as the need figure at this time. It should also be noted that affordable housing needs are included within the OAHN figures and not in addition to them.
- 1.8 The Member Liaison Group has considered the draft SHMA and recommends that Cabinet agree to its publication and stakeholder involvement. A copy of the draft SHMA is available to view in the Members Room.

2. Options analysis and proposal

- 2.1 The SHMA will form part of the evidence base to inform the Local Plan. The PPG note on Housing & Economic Needs Assessments is clear that a range of stakeholders should be involved from the earliest stages of plan making, including the preparation of evidence in relation to development needs.
- 2.2 The options for Cabinet to consider are:
 - (i) To **AGREE** publication and stakeholder involvement of the draft Strategic Housing Market Assessment (SHMA) report;
 - (ii) To **NOT AGREE** publication and stakeholder involvement of the draft Strategic Housing Market Assessment (SHMA) report.

- 2.3 It is proposed that Option (i) be agreed by Cabinet.

3. Financial implications

- 3.1 There are no direct implications for the publication and stakeholder involvement of the draft SHMA report as this is already included within budget.

4. Other considerations

- 4.1 Officers have been undertaking further Duty to Cooperate discussions with other local authorities/bodies as part of the SHMA work. Further Duty to Cooperate discussion is likely to be required especially where housing markets overlap one another.

5. Timetable for implementation

- 5.1 It is proposed that stakeholder involvement feeds back into the final SHMA report before publication summer/autumn 2015.

Background papers: None

Appendices: None

Cabinet**24 June 2015**

Title	Treasury Management Annual Report 2014-15		
Purpose of the report	To note		
Report Author	Ryan Maslen		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Creating opportunity and prosperity for our borough		
Cabinet Values	Self-Reliance and Accountability		
Recommendations	The Cabinet is asked to note the contents of this report		

1. Key issues**Background**

- 1.1 The Chartered Institute of Public Finance and Accountancy's Treasury Management Code (CIPFA's TM Code) requires that authorities report on the performance of the treasury management function at least twice a year (mid-year and at year end).
- 1.2 The Council's Treasury Management Strategy for 2014/15 was fully approved by Cabinet in January 2014.
- 1.3 The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risk.

Compliance with Treasury Limits

- 1.4 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement. The outturn Prudential Indicators for 2014/15 are shown in Appendix A.

Strategy for the Year 2014/15

- 1.5 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.
- 1.6 The Bank of England base rate remains at 0.5% and with an increase not expected by most forecasters until quarter two of 2016, the Council continues to regularly review its treasury strategy to support the revenue budget process.

- 1.7 Investments are managed in house and the Council has continued to place part of its core investment portfolio in pooled investment funds to achieve higher returns. A further investment of £1m was made in such arrangements in April 2014 taking the total investments to £8.5m, over a range of equity, property and corporate bond funds. These continue to perform exceptionally well compared to the current returns available for cash and fixed term deposits, generating an average return of 5%.
- 1.8 This performance fully supports the decision taken a number of years ago to widen the investment strategy, in conjunction with our treasury management advisors Arlingclose. In addition to the annual return generated, there are also significant capital gains of £1.31m on the initial investments made, and a breakdown of these is shown in paragraph 2.11 below.
- 1.9 Although the risk to capital is higher with these types of investments, the intention is that these will be held for the longer term, around 5 to 7 years. Having a good mix of different asset classes also helps to mitigate the risk to capital.
- 1.10 The Council's remaining funds are managed from an overall cash flow perspective, although maturities are extended wherever possible to improve returns. A number of fixed term deposits have been made throughout the year, along with deposits in instant access accounts and money market funds. Two new investment options have been developed in 2014/15 with the aim of increasing the return received and achieving greater diversification. Short term loans to other Local Authorities were issued at certain points in the year and usage of the ICD Investment Portal was introduced, which provides access to a greater range of money market funds. This has meant that all Council investments now return a minimum of 0.40%.

2. Options analysis and proposal

Performance in 2014/15

- 2.1 Borrowing activity is extremely limited at the present time for the Council. Any such requirement would be to meet a short term cash flow need, and the prudent management of funds throughout 2014/15 meant this was not necessary. An element of flexibility to potential borrowing will be imperative going forward to support the Council in its period of service review as part of the Towards a Sustainable Future agenda.
- 2.2 The Council manages its investments in-house and invests with the most highly rated counterparties. During the year all investments were made in full compliance with the Council's treasury management policies and practices and in consultation with Arlingclose.

- 2.3 As at 31st March 2015 the net investment portfolio was £18.2m which is set out below. Full details of all investments held as at 31st March 2015 are also shown in Appendix B.

Investment Type	Amount	Average Rate
Pooled Investment Funds	8,500,000	5.00%
Fixed Term Deposits	2,000,000	0.45%
Variable Rate Bonds	1,000,000	
Cash Flow Investments	6,700,000	
Total Investment Portfolio at 31/3/15	18,200,000	2.21%

- 2.4 The net overall return on investments was 2.21% for 2014/15, an improvement on the 2.06% achieved in 2013/14 and the 1.62% in 2012/13. Against the background of continuing low interest rates this ongoing positive trend in the level of return secured supports the strategy adopted by the Council.
- 2.5 The Council had originally estimated net investment income of £335k to be credited to the General Fund in 2014/15. This was a prudent estimate to reflect the nature of the Pooled Investment Funds held and was based on an estimated average return of 3.5%. To achieve a return of 5% highlights how well the Funds have performed in year and exceeded expectations.
- 2.6 The average return on cash flow and other short term fund investments was 0.45%, compared to 0.37% in 2013/14. The effect of taking longer maturities wherever possible has benefitted the overall return, as has the use of the new arrangements highlighted above. The Council will continue to look to identify investment opportunities which will maximise return, but until interest rates improve this may continue to prove challenging.
- 2.7 The actual interest outturn for the year was £534,804 made up as follows:

Investment Income	Actual £	Budget £
Temporary Investments & Cash Deposits	110,105	50,000
Pooled Equity & Bond Funds	424,699	285,000
Total Investment Income	534,804	335,000

Investment Performance Monitoring

- 2.8 Regular quarterly meetings of officers and the Portfolio holder are held with Arlingclose and in-house performance is monitored monthly. The Council is heavily dependent on investment returns to support the General Fund and the stability of those returns is an important part of our ongoing financial objectives.
- 2.9 Creditworthiness is also monitored regularly. The Council uses Arlingclose's suggested criteria to assist in the selection of suitable investment counter-

parties. This is based on credit ratings, including sovereign ratings, provided by the three main ratings agencies and supplemented by additional market data including rating outlooks, credit default swaps, bank equity prices etc. to assist the Council in making more informed decisions about which counterparties to invest with. However, the final selection decision always rests with the Council.

Conclusions for 2014/15 and Prospects for 2015/16

- 2.10 Market interest rates remain at historically low levels and Arlingclose believe these are unlikely to increase until quarter 2 of 2016. The return on investments achieved in 2014/15 has therefore been very good considering the external economic conditions the Council has to operate within. The major contributing factor to this has been the Pooled Investment Funds.
- 2.11 As at 31st March 2015 the Council had £8.5m invested in these longer term arrangements to achieve a greater return. In addition to this, as at 31st March 2015 there was a capital gain of £1.31m on these funds and this is detailed in the table below:

Pooled Fund Asset Class	Original Investment	Market Value at 31/3/15
Equity Funds	£3.0m	£3.58m
Corporate Bond Funds	£3.0m	£3.36m
Property Funds	£2.5m	£2.87m
Total Investment	£8.5m	£9.81m

- 2.12 Capital gains can vary on a daily basis and cannot be realised unless the investments are sold. Past performance is also no guide to the future but no treasury management activity is without risk so a balanced portfolio containing a good mix of asset classes can help to mitigate and manage risk effectively.
- 2.13 The Council's portfolio will continue to be kept under constant review in consultation with our treasury advisors to optimise investment performance whilst keeping risk to a minimum. The Council is proactive in its treasury management strategy so that it can act quickly when market conditions change.
- 2.14 In April 2015, the Council transferred one of the Pooled Investment Funds from the M&G Strategic Corporate Bond Fund to the M&G Optimal Income Fund. This decision was taken following discussions with Arlingclose, with the aim of improving the return to the Council and providing greater flexibility and ability to manage risk.
- 2.15 In May 2015 the Council made an investment of £2m for six months with Standard Chartered. This reflected the strategy of investing short term cash flows for longer period wherever possible to maximise return.
- 2.16 The council are also in discussion with Arlingclose looking into increase the overall investments made into Pooled Investment Funds. As the content of this report illustrates, it is this area that is currently proving most lucrative for the Council and further investments in this area should be explored, although

a balanced portfolio also needs to be maintained to protect the Council's interests.

3. Financial implications

- 3.1 This report is a review of past investment performance and the financial implications are as set out in this report. The ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for funding the Council's services.

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation.

Background papers: None

Appendices: A & B.

PRUDENTIAL INDICATORS
ACTUALS 2014/15

Capital Expenditure Prudential Indicators	2013/14 Actual Outturn	2014/15 Original Estimate	2014/15 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Capital Expenditure	1,319	1,122	1,905
Ratio Financing Costs to Net Revenue Stream	(4.11)	(2.55)	(4.14)
Net Longer-term Borrowing	£0	£0	£0
In year Capital Financing Requirement	£0	£0	£0
Capital Financing Requirement as at 31 st March	£0	£0	£0
Affordable Borrowing Limit	£12,000	£12,000	£12,000

Treasury Management Prudential Indicators	2013/14 Actual	2014/15 Original Estimate	2014/15 Actual Outturn
Prudential Indicator	£'000	£'000	£'000
Authorised Limit for external debt	12,000	12,000	12,000
Operational Boundary for external debt	10,000	10,000	10,000
Gross Debt to Capital Finance Requirement	£0	£0	£0
Upper limit for fixed rate exposure	100%	100%	100%
Upper limit on variable rate exposure	100%	100%	100%
Upper limit principal invested for over 364 days	15,000	15,000	15,000

Maturity structure of fixed rate borrowing	Upper limit	Lower limit
Under 12 months	£12,000,000	£Nil
12 months but within 24 months	£Nil	£Nil
24 months but within 5 years	£Nil	£Nil
5 years but within 10 years	£Nil	£Nil
10 years and above	£Nil	£Nil

Actual External Debt as at 31.3.15	£26,728 (all short term borrowings)
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Details of Investments Held as at 31st March 2015

Investment Type	Amount £m	Interest Rate %	Start Date	Maturity Date
<u>Pooled Investment Funds</u>				
Charteris Elite Equity Income	1.0	3.27%	11 May 2012	N/A
Schroeders UK Corporate Bond	1.5	5.86%	11 May 2012	N/A
M&G Strategic Corporate Bond	1.5	3.70%	30 May 2012	N/A
M&G Global Dividend	1.0	4.12%	27 Jun 2012	N/A
Schroders Income Maximiser	1.0	6.96%	06 Jul 2012	N/A
CCLA LAMIT Property Fund	1.5	5.92%	31 Mar 2013	N/A
CCLA LAMIT Property Fund	1.0	4.91%	30 April 2014	N/A
Total Pooled Investment Funds	8.5	5.00%		
<u>Fixed Rate Deposits (short term)</u>				
Lloyds	1.0	0.95%	19 Jun 2014	18 Jun 2015
Nationwide Building Society	1.0	0.97%	15 Jul 2014	12 Feb 2015
<u>Variable Rate Bond</u>				
Yorkshire Building Society	1.0	0.92%	09 Apr 2014	23 Mar 2016
Total Other Deposits	3.0			
<u>Cash Flow Investments</u>				
Handelsbanken Call Account	0.5	0.35%		Instant Access
Insight	1.6	0.42%		Instant Access
Ignis	1.6	0.47%		Instant Access
BNP	1.5	0.47%		Instant Access
Federated	1.5	0.40%		Instant Access
Total Cash Flow Investments	6.7			
Total Investments at 31.03.15	18.2			

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Cabinet**24 June 2015**

Title	2014/15 Provisional Capital Outturn Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The Cabinet is asked to note the provisional capital outturn spend for 2014/15.		

1. Key issues

- 1.1 Due to rescheduling on some schemes and a large capital payment of £1million paid on the last day of the financial year for the Crooked Billet housing scheme, there will be an over spend for the 2014/15 financial year of £784k.
- 1.2 If we strip out the £1 million pound paid to secure nomination rights on the Crooked Billet housing scheme which is being funded from reserves (the payment had been anticipated to have been made in 2015/16) then we do have a underspend of £216k (19%),this is significantly closer to budget than the last few years. A proportion of this underspend will be addressed in the form of carry forwards to 2015/16.

Detail of Variances

- 1.3 Attached as appendix A &B is the provisional level of spend as at the 31st March of £1.9m against the revised budget.
Attached as appendix C is the list of £103K worth of carry forwards that MAT have agreed.

Transactions involving all the projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as laid down by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital expenditure definition will be transferred to revenue.

The following projects are worth noting

- (a) Crooked Billet Scheme: A one million pound payment was made to Thames Valley Housing on the last day of the financial year 31st March to secure nomination rights for 20 dwellings on the housing development. This expenditure will be funded from our reserves.
- (b) Enforcement Project : The original budget was overstated, therefore the £70k underspend will no longer be required and no carry forward will be needed.
- (c) Customer Relationship Management : The project is in two phases with phase one completed in the financial year and phase two due to go live by the end of the 2nd quarter of the 2015/16 financial year. A carry forward request has been agreed by MAT for this project.

2. Options analysis and proposal

2.1 The Cabinet are asked to note the provisional capital outturn position.

3. Financial implications

3.1 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 identified.

4. Other considerations

4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allocated the funds to complete the works.

5. Timetable for implementation

5.1 Monthly position statements are provided to MAT as an update on the current spends to date position.

5.2 All heads of service with capital schemes are provided monthly with system reports which enable them to investigate spend in order to identify any spend which doesn't relate to the scheme.

5.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

Background papers: None

Appendices: A, B & C

Appendix A

CAPITAL OUTTURN REPORT 2014/15

Portfolio Member	ORIGINAL BUDGET	REVISED BUDGET	ACTUALS YTD	VARIANCE TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing & Ind Living	222,600	267,200	1,243,652	976,452
Cllr Mitchell - Environment	283,000	112,100	87,000	(25,100)
Cllr Gething - Asset Management	215,600	277,400	239,610	(37,790)
Cllr Sexton - Communication, Procurement and ICT	143,800	319,900	289,948	(29,952)
Cllr Forbes-Forsyth - Comm Safety, Young People, Leisure & Culture	-	145,000	45,000	(100,000)
	865,000	1,121,600	1,905,210	783,610

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CAPITAL OUTTURN REPORT 2014/15

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Housing Investment Programme							
Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living							
Lee O'Neil		40203 Disabled Facilities Mandatory	450,000	461,914	468,219	6,305	DFG payments are higher due to more referrals. DCLG have awarded SBC an additional grant of £11,914
Lee O'Neil		40204 Disabled Facilities Discretion	29,600	29,600	-	(29,600)	No expenditure as more focus on mandatory payments due to higher referrals
Lee O'Neil		Less Specified Capital Grant	(285,000)	(296,914)	(296,914)	-	Additional grant of £11,914 has been received
		Net Cost of Disabled Facilities Grants	194,600	194,600	171,305	(23,295)	
Lee O'Neil		40209 Home Improvement Agency grant	28,000	80,705	80,451	(254)	Higher payments funded through Surrey County Council
		HIA Funding	-	(52,705)	(52,705)	-	Funding from Surrey County Council to off set the above additional costs
		Total	28,000	28,000	27,746	(254)	
Total For HIP							
			222,600	222,600	199,051	(23,549)	
Other Capital Programme							
Cllr Pinkerton - Housing, Health, Wellbeing & Independent Living							
Deborah Ashman		40201 Crooked Billet Scheme		1,000,000	1,000,000		This is funded from reserves to secure nomination rights on properties within the development.
Deborah Ashman		42271 Fordbridge Day Centre	-	33,700	37,966	4,266	Overspents are funded through Personalisation & Prevention Partnership Fund (£9k) and remainder from Revenue Carry forwards.
Deborah Ashman		External Funding	-	(13,100)	(17,366)	(4,266)	Funding from Personalisation & prevention Partnership and Revenue Carried forwards to off set additioanl costs
Deborah Ashman		42014 Housing Locata	-	65,600	65,553	(47)	External funding/contribution from joint partners to off set the additional costs.
		External Funding	-	(41,600)	(41,553)	47	External Funding from joint Partners to off set the above additional costs
		Total	-	44,600	1,044,600	1,000,000	
Sandy Muirhead		41623 Insulation (SALIX)	-	5,530	5,530	-	Funded through SALIX project funds
Sandy Muirhead		Salix Funding	-	(5,530)	(5,530)	-	Salix funding to off set the above costs
		Total	-	-	-	-	
Cllr Mitchell - Environment							
Jackie Taylor		41601 DCLG Bins		54,771	54,771	(0)	Funded through Department for Communities of Local Govt (DCLG)
Jackie Taylor		DCLG Funding		(54,771)	(54,771)	0	DCLG Funding to off set the above costs
Jackie Taylor		41620 Wheelee Bins	50,000	50,000	50,000	-	
		Total	50,000	50,000	50,000	-	
Lee O'Neil		41314 Air Quality	-	25,100	-	(25,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Project is delayed due to maternity leave of staff. Work is due to start in 2015-16 and Budget is agreed to be carried forward into that year. Project is likely to be completed by March 2017
		Total	-	25,100	-	(25,100)	
Sandy Muirhead		42047 Bring Site Initiative	-	37,000	38,240	1,240	External funding to off set the above additional costs
		External Funding	-	(1,240)	(1,240)	-	
		Total	-	37,000	37,000	-	
Sandy Muirhead		41006 Kenyngton Manor Pavilion	33,000	-	-	-	Project has been re-phased to 2015-16.
Sandy Muirhead		41026 Laleham Park Upgrade	200,000	-	-	-	Project has been re-phased to 2015-16.
		Total	233,000	-	-	-	
Sandy Muirhead		41317 Car Park Improvements	-	-	-	-	Project has been re-phased to 2015-16.
		Total	-	-	-	-	

CAPITAL OUTTURN REPORT 2014/15

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Revised Budget	Actuals YTD	Variance to Revised Budget	Comments
Cllr Gething - Asset Management							
Dave Phillips	41007	Stanwell Skate Park External Funding	-	-	-	-	Project has been re-phased to 2015-16.
Dave Phillips	41015	Runnymede Estates	55,600	55,600	49,854	(5,746)	
Dave Phillips	41028	Fire Alarm Systems	-	-	(1,076)	(1,076)	Rentention payments to be made in 2015/16
Dave Phillips	41031	Fencing	-	-	(1,299)	(1,299)	Rentention payments to be made in 2015/16
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	(20,000)	Project is agreed to be carried forward into 2015-16 due to delay in planning & contamination of land issues.
Dave Phillips	42018	Parks Properties	-	38,500	37,759	(741)	
Dave Phillips	42043	Renewal of Toilet Facilities	-	3,300	8,088	4,788	Overspends are funded through "Capitalised Planned Maintenance" budget.
Dave Phillips	42050	KG Reception & Other Moves	-	-	101	101	Rentention payment
Dave Phillips	42053	Knowle Green Heating	-	-	697	697	Rentention payment
Dave Phillips	42046	Greenco Centre Re-roofing	160,000	160,000	145,485	(14,515)	Project is completed under budget.
	Total		215,600	277,400	239,610	(37,790)	
Cllr Sexton - Communication, Procurement & ICT							
Helen Dunn	43003	New Software	20,000	20,000	21,970	1,970	Overspends are funded through underspends in other ICT Projects
Helen Dunn	43311	Voice Over Internet (VOIP)	-	64,500	54,738	(9,762)	Project completed under budget.
Helen Dunn	43314	Integra Upgrade	-	10,000	1,960	(8,040)	Balance of Budget agreed to be carried forwrd into next financial year
Helen Dunn	43608	Other Hardware	50,000	50,000	48,295	(1,705)	Project completed.
Helen Dunn	43609	ICT Security	-	-	360	360	Expenditure funded through underspends in other ICT projects
Helen Dunn	43610	Code of Connection Requirement	6,000	6,000	8,070	2,070	Overspends are funded through underspends in other ICT Projects
Helen Dunn	43611	Mobles and Tablets	28,800	28,800	31,983	3,183	Overspends are funded through underspends in other ICT Projects
Helen Dunn	43612	Mobile device management	10,000	10,000	4,455	(5,545)	Project completed under budget.
Helen Dunn	43613	Disaster Recovery Requirements	16,000	16,000	15,963	(37)	Project completed.
Helen Dunn	43614	ESIP	13,000	13,000	10,805	(2,195)	Project completed under budget.
	Total		143,800	218,300	198,599	(19,701)	
Jan Hunt	41608	HR and Payroll system	-	11,500	11,453	(47)	
	Total		-	11,500	11,453	(47)	
Linda Norman	43505	CRM Solution	-	85,400	47,745	(37,655)	Currently in development. Phase 1 is completed & Phase 2 is expected to be completed by September 2015. Balance of Budget is agreed to be carried forward into next financial year.
Linda Norman	43308	Liquid Voice	-	-	28,618	28,618	Project is in the process of being completed. Balance of £3k is agreed to be carried forward into next financial year.
	Total		-	85,400	76,363	(9,037)	
Rowena Davison	43304	GOSS - Website Upgrade	-	4,700	3,533	(1,167)	Project has been completed
	Total		-	4,700	3,533	(1,167)	
Michael Graham	43504	Elections IER Equipment External Funding	-	1,323	1,323	0	IER (Individual Electoral Registration) funding through Cabinet Office IER (Individual Electoral Registration) funding to off set the above costs
	Total		-	-	-	-	
Cllr Forbes-Forsyth - Community Safety, Young People, Leisure & Culture							
Keith McGroarty	41605	Staisafe Radio	-	53,300	51,461	(1,839)	Project has been completed.
Keith McGroarty	Funding from Car Parks		-	(8,300)	(6,461)	1,839	A portion of the above expenditure is funded through a revenue contribution from car parks.
Keith McGroarty	41611	Law Enforcement External Funding	-	100,000	30,075	(69,925)	All the expenditure funded through Police
	Total		-	145,000	45,000	(100,000)	Above Expenditure funded through Police
Total For Other							
			642,400	899,000	1,706,158	807,158	
Total Expenditure			1,150,000	1,595,843	2,413,148	817,305	
Total Funding			(285,000)	(474,243)	(507,938)	(33,695)	
GRAND TOTAL			865,000	1,121,600	1,905,210	783,610	

2014/15 Capital Carry forward requests**Appendix C**

Carry Forward No	Account no	Capital Project	Amount requested to carried forward £	Comments
1	416188225	Short Lane	20,000	Delays in contamination land issues, lease is expected to be in place by May 2015.
2	433088252	Liquid Voice	3,180	Project in the process of being completed.
3	413148239	Air Quality Improvement work	25,100	Grant money received from DEFRA which is ringfenced for this project.
4	433148252	Integra Eseries 2	8,000	Upgrade of system will commence in 2015/16
5	435058253	CRM Project	46,160	CRM project is to be rolled out in 3 phases over 3 years.
Total Capital Carry Forwards			<u>102,440</u>	

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Cabinet**24 June 2015**

Title	2014/15 Provisional Revenue Outturn Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	The Cabinet is asked to note the provisional revenue outturn for 2014/15.		

1. Key issues

- 1.1 The summary on appendix A shows that we have spent £13.491m against the full year revised budget of £13.621m (a 1% or £131k underspend). Taking into account the use of carry forwards, investment income and business rates retention the net underspend is approximately £250k
- 1.2 Appendix B summarises spend across portfolios by service areas broken down in employees, other expenditure and income.
- 1.3 Appendices C1 to C9 give a breakdown by service of spend against the revised budget plus comments on various variances. These appendices have been sent out under separate cover.
- 1.4 There is an end of year accounting adjustment relating to the accounting requirements to replace cash pension transactions with notional accounting values in accordance with accounting standards. This has resulted in the historic pension deficit charge from the Surrey Pension fund on the central overheads cost centre being reversed out and incorporated in a recharge across all services. This has resulted in a favourable variance of £827k on the central overheads cost centre.

Investment Income

- 1.5 Interest earned on our investments amounted to £536k which was £201k better than the original budget. The main reason was better than expected performance from the pooled funds and confirms the benefits of the Council diversifying its investment strategy a couple of years ago..

Transfers to and from Reserves

- 1.6 There will be a transfer of £285k from the Business Improvement Reserve to cover a portion of the severance costs of a number of staff who are leaving the authority as part of the towards a sustainable future scheme.

- 1.7 Additional transfers to reserves are proposed relating to

Carry forward reserve: an amount of £217k- This can be accommodated within the under spend. It is proposed to transfer to reserves in relation to work underway but not completed in 2014-15 – these schemes are identified in appendix D.

As budgeted £384k will be transferred from reserves to help fund a number of projects including a spend to save project at Fordbridge bowls club, the car park ramp at Elmsleigh multi storey car park plus the Staines town redevelopment and enforcement projects. However, only £44k rather than £450k planned to be drawn from reserves to fund Staines Town Centre development work.

2. Options analysis and proposal

- 2.1 The Cabinet are asked to note the provisional revenue outturn position and list of carry forwards provisionally approved by MAT.

3. Financial implications

- 3.1 There are no on-going financial implications in the report but variances which have occurred will be investigated to see if they are on-going and should be incorporated into future year budget deficit/surplus projection calculations

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny committee for investigation and comments.

- 5.2 Monthly system generated summary reports with drill down facilities are sent to MAT, heads of service and cabinet members.

Background papers: None

Appendices: A, B& D

APPENDIX A

2014/15 Net Revenue Budget Monitoring
As at end of 31 MARCH 2015

	14/15	14/15	14/15	14/15	
	Budget	Original	Revised	Total Actuals	Variance to Revised
	£	£	£	£	£
Gross Expenditure	54,088,900	54,197,200	56,495,568	2,298,368	
Less Benefits (offset by grant)					
Total Gross Expenditure excluding Benefits	54,088,900	54,197,200	56,495,568	2,298,368	
Less Specific fees and charges income	(40,390,400)	(40,350,800)	(43,004,755)	(2,653,955)	
Net Expenditure - broken down as below	13,698,500	13,846,400	13,490,813	(355,587)	
Leader	333,900	336,900	424,625	87,725	
Parking Services and ICT	62,500	62,500	71,394	8,894	
Planning and Corporate Development	2,206,900	2,135,900	1,735,780	(400,120)	
Housing, Health, Wellbeing and Independent Living	2,557,600	2,538,900	2,575,315	36,415	
Environment	4,034,000	4,050,200	3,819,402	(230,798)	
Community Safety, Young People, Leisure and Culture	283,600	320,200	323,585	3,385	
Finance	3,118,700	3,189,700	3,115,107	(74,593)	
Communications	222,800	222,800	220,710	(2,090)	
Economic Development and Fixed Assets	878,500	989,300	1,204,894	215,594	
NET EXPENDITURE AT SERVICE LEVEL	13,698,500	13,846,400	13,490,813	(355,587)	
Salary expenditure - vacancy monitoring	(300,000)	(300,000)		300,000	
Pay award	100,000	100,000		(100,000)	
Efficiencies to offset pay award	(100,000)	(100,000)		100,000	
Increased Employer contributions due to auto enrollment	75,000	75,000		(75,000)	
NET EXPENDITURE	13,473,500	13,621,400	13,490,813	(130,587)	
NET EXPENDITURE	13,473,500	13,621,400	13,490,813	(130,587)	
Interest earnings	(335,300)	(335,300)	(535,804)	(200,504)	
Extraordinary Item					
Appropriation from Reserves:					
Business Improvement Reserve	-	-	(285,000)	(285,000)	
Staines Town Development	(450,000)	(450,000)	(44,416)	405,584	
Elmsleigh Car Park	(287,000)	(287,000)	(293,000)	(6,000)	
Customer Services	(46,700)	(46,700)	(18,750)	27,950	
Spend to Save (Bowls club)	(13,000)	(13,000)	(10,050)	2,950	
Enforcement Project	(100,000)	(100,000)	(17,760)	82,240	
BUDGET REQUIREMENT	12,241,500	12,389,400	12,286,033	(103,367)	
Baseline NNDR Funding	(2,361,348)	(2,361,348)	(2,361,348)	-	
Revenue Support grant	(1,932,189)	(1,932,189)	(1,932,189)	-	
New Homes Bonus	(1,218,600)	(1,218,600)	(1,218,600)	-	
DCLG Transitional LCTSS grant	-	-	-	-	
NET BUDGET REQUIREMENT	6,729,363	6,877,263	6,773,896	(103,367)	
Collection Fund Surplus/(deficit)	(187,920)	(187,920)	(187,920)	-	
CHARGE TO COLLECTION FUND	6,541,443	6,689,343	6,585,976	(103,367)	
2013/14 Revenue carryforward			(147,000)	(147,000)	
Net Position				(250,367)	

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Appendix B			
REVENUE MONITORING 2014/15			
EXPENDITURE AND INCOME SUMMARY 31 MARCH 2015			
Results to	Budget	Actual	Variance
31-Mar-15	Revised	YTD	to Revised
	£	£	£
Leader			
Employees	342,000	434,000	92,000
Other Expenditure	37,100	32,929	(4,171)
Income	(42,200)	(42,305)	(105)
	336,900	424,625	87,725
Parking Services and ICT			
Employees	1,132,400	1,185,178	52,778
Other Expenditure	1,629,600	1,733,762	104,162
Income	(2,699,500)	(2,847,546)	(148,046)
	62,500	71,394	8,894
Planning and Corporate Development			
Employees	1,612,400	1,826,192	213,792
Other Expenditure	1,237,300	956,452	(280,848)
Income	(713,800)	(1,046,864)	(333,064)
	2,135,900	1,735,780	(400,120)
Housing, Health, Wellbeing and Independent Living			
Employees	2,950,100	3,213,810	263,710
Other Expenditure	32,950,600	34,214,009	1,263,409
Income	(33,361,800)	(34,852,504)	(1,490,704)
	2,538,900	2,575,315	36,415
Environment			
Employees	2,573,000	2,765,174	192,174
Other Expenditure	3,487,000	3,572,960	85,960
Income	(2,009,800)	(2,518,732)	(508,932)
	4,050,200	3,819,402	(230,798)
Community Safety, Young People, Leisure and Culture			
Employees	391,100	444,594	53,494
Other Expenditure	482,000	509,482	27,482
Income	(552,900)	(630,491)	(77,591)
	320,200	323,585	3,385
Finance			
Employees	2,885,500	2,476,469	(409,031)
Other Expenditure	658,700	1,046,832	388,132
Income	(354,500)	(408,194)	(53,694)
	3,189,700	3,115,107	(74,593)
Communications			
Employees	130,200	160,299	30,099
Other Expenditure	92,600	60,661	(31,939)
Income	0	(250)	(250)
	222,800	220,710	(2,090)
Economic Development and Fixed Assets			
Employees	223,800	255,859	32,059
Other Expenditure	1,381,800	1,606,904	225,104
Income	(616,300)	(657,869)	(41,569)
	989,300	1,204,894	215,594
NET EXPENDITURE AT SERVICE LEVEL	13,846,400	13,490,813	(355,587)
Total Employees	12,240,500	12,761,576	521,076
Total Other Expenditure	41,956,700	43,733,993	1,777,293
Total Income	(40,350,800)	(43,004,755)	(2,653,955)
	13,846,400	13,490,813	(355,587)
Total Expenditure	54,197,200	56,495,568	2,298,368
Total Income	(40,350,800)	(43,004,755)	(2,653,955)
Net	13,846,400	13,490,813	(355,587)

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2014/15 Revenue Carry forward requests

Appendix D

Carry Forward No	Account no	Account Description	Amount requested to carried forward £	Comments
1	301344979	Knowle Green Relocation	69,000	Project is still in the planning phase and money is to be used for consultants and back filling posts within Asset Mgt.
2	310024979	Stock Condition Survey	27,000	Use of Beresford house money to fund the survey.
3	317014552	Website refresh	11,526	The website refresh has been delayed and the work has just started on the refresh programme.
4	321027151	CTS Hardship Fund	20,000	Balance of fund requested to be carried forward
5	303024401	Corporate Training Budget	10,000	To Support TASF change programme & proposals for longer term restructure.
6	211011001	Data Capture	42,000	MAT agreed in June 2014 that money saved in not filling the Deputy head of planning role, to be used to cover staff on data capture work in planning.
7	301034960	Better Neighbourhood grant	1,200	2014/15 Members grant money used for allocations earmarked for Summer 2015 Magna Carta events.
8	316014979	Electoral Registration	36,000	Individual Elector Registration is a 2 year project that is still ongoing. Cfwd relates to budget awarded in 14/15 which remains unspent.
Total Revenue Carry Forwards			<u>216,726</u>	

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Cabinet**24 June 2015**

Title	Spelthorne Residents' Survey		
Purpose of the report	To note		
Report Author	Dawn Morrison		
Cabinet Member	Councillor Joanne Sexton	Confidential	No
Corporate Priority	Delivering quality of life services		
Cabinet Values	Community and Opportunity		
Recommendations	Cabinet is asked to note the report and to support, in principle, the continuation of a residents' survey on a two-yearly basis.		

1. Key issues

- 1.1 Market research was commissioned from MEL, an established Research and Development Consultancy Practice, during the autumn of 2014. Its major requirements were to:
- Establish some statistically valid information on which to base key decisions including budgets
 - Track, over time, resident responses to a specific set of questions
 - Be able to enhance the macro research work undertaken with all 11 Surrey districts to compare issues and understand concerns
- 1.2 The chosen methodology for the survey was telephone interviews using a structured questionnaire lasting approximately 10 minutes. The survey was conducted using randomly selected telephone numbers covering the key population areas.
- 1.3 The sample size was 400 interviews, which enabled the results to be statistically valid, and broad targets were set for age, gender and population areas.
- 1.4 A number of questions were asked to provide a snapshot of views held by Spelthorne residents focussing on:
- Overall satisfaction with the way the Council runs things
 - Importance of a range of services provided by the Council
 - Feelings of safety and security
 - How informed residents feel

- How much residents feel they can influence decision making
 - Value for money
 - Knowledge of recent dog fouling campaign
- 1.5 These questions closely mirror those in the Joint Neighbourhood Survey (which is carried out by Surrey County Council in association with Surrey Police).
- 1.6 Overall there were no particular surprises in the research findings although there were some variations area by area upon which MEL may be able to elaborate and on which the Council may wish to reflect in order to ensure its values, priorities and projects are correctly aligned.
- 1.7 Some of the highlights to come out of the survey are that:
- The most important issue for most residents is the appearance of the Borough with 99% saying that keeping the area clean and litter free is either very or fairly important
 - Rubbish and recycling collection is similarly a priority with 86% feeling it to be very important
 - Parks and open spaces are important to 80% of residents and about 70% say the same about pest control and noise prevention
 - Conversely the services bearing the least significance with residents are advice and support to businesses, licensing, housing and grants to local communities
 - Most residents feel safe in the Borough but, less predictably, Shepperton residents had the lowest feelings of safety after dark
 - Two thirds of residents think they are well informed about Spelthorne's services but this figure drops to 42% in Sunbury-on-Thames
 - Half of all residents felt that the Council acts on their concerns but 29% did not know if they were able to inform decision making about their area and 24% did not know if they could influence decision making
 - Fewer than half of residents felt that the Council provides value for money – one of the key themes that emerged was high Council Tax
 - It is clear that there is misunderstanding about who provides which services (the Borough or the County), particularly in relation to roads and pavements.
- 1.8 The Surrey Residents' Survey (also known as the Joint Neighbourhood Survey) is Surrey County Council's quarterly resident opinion survey. Conducted independently and professionally by market researchers, it gathers public opinion on a range of subjects by interviewing a robust sample of people who live in the County.
- 1.9 Much of the survey is about gauging resident satisfaction with Surrey County Council Services. However there are three views sought that are more general in nature:
- Whether or not residents agree they can influence decisions affecting their local area

- Whether or not residents agree their neighbourhood is a place where people from different backgrounds get on well together
 - Whether or not residents are satisfied with their neighbourhood as a place to live.
- 1.10 The comparative data for the 11 Surrey districts for the year 2013/2014 for these three general questions is contained in the table below:

	Agree they can influence decisions affecting their local area	Agree their neighbourhood is a place where people from different backgrounds get on well together	Are satisfied with the neighbourhood as a place to live
Elmbridge	37%	82%	94%
Epsom & Ewell	42%	86%	92%
Guildford	42%	79%	92%
Mole Valley	48%	84%	95%
Reigate & Banstead	36%	81%	90%
Runnymede	38%	83%	89%
Spelthorne	34%	81%	89%
Surrey Heath	38%	86%	95%
Tandridge	42%	82%	93%
Waverley	46%	82%	96%
Woking	37%	79%	88%

- 1.11 To put these results into a wider context, the percentage of people who are satisfied with their neighbourhood as a place to live in RB Windsor and Maidenhead is 78%, LB Hounslow 81% and Richmond BC 96%. According to the LGA benchmarking statistics, the national average for this particular question is 82%, although it should be borne in mind that resident surveys are not completed by all councils and the “Place Survey”, from which some of these questions derive, was discontinued in 2011.

2. Options analysis and proposal

- 2.1 To note the report and to support, in principle, its **continuation on an annual basis**. This is the preferred option.
- 2.2 To note the report and support its **continuation on a two-yearly basis**. There are clearly cost savings with this approach compared to an annual survey. However, an annual survey fits in with budget setting, decision making on service provision and the formulation of priorities, and can be used alongside the macro research undertaken by Surrey County Council.
- 2.3 To **commission a more comprehensive survey** to ascertain, in more detail, perceptions held about the Council and its services. This option has potentially much higher cost implications depending on the specification.
- 2.4 To note the report but **not support its continuation**, thus saving the cost of the survey and indirect costs such as staff time.

3 Financial implications

- 3.1 The cost of this survey was £6,560. A budget has been set for the year 2015/16 that will enable a similar survey to be conducted.

4 Other considerations

- 4.1 There are none

5 Timetable for implementation

- 5.1 Should Cabinet give approval for a further survey to be commissioned, it is proposed that this be conducted during autumn 2015.

Background papers:

There are none

Appendices:

Appendix 1 Copy of MEL Survey report

Spelthorne Borough Council Residents Survey 2014



Presentation of key findings
June 2015

Background

- ◆ provide a ‘snapshot’ of views held by Spelthorne residents focusing on:
 - ◆ importance of a range of services;
 - ◆ views on value for money;
 - ◆ views on feelings of safety;
 - ◆ how well informed residents feel about the services and benefits provided;
 - ◆ the extent to which they feel they can inform and influence council decisions.

Methodology

- ◆ Telephone survey lasting c. 10 minutes
- ◆ Fieldwork between 4th and 30th September 2014
- ◆ Random digit dial (RDD) telephone numbers covering key population centres:
 - ◆ Ashford, Shepperton, Staines-upon-Thames, Stanwell and Sunbury-on-Thames
- ◆ Broadly representative sample of 400 surveys

Area	Total	Male	Female	18 to 34	35 to 54	55+	Refused
Ashford	139	55	84	8	22	48	8
Shepperton	42	14	28	4	15	39	0
Staines-upon-Thames	83	40	43	8	21	44	5
Stanwell	73	29	44	6	14	22	0
Sunbury-on-Thames	63	25	38	13	49	69	5
Base:	400	163	237	39	121	222	18

Statistical reliability

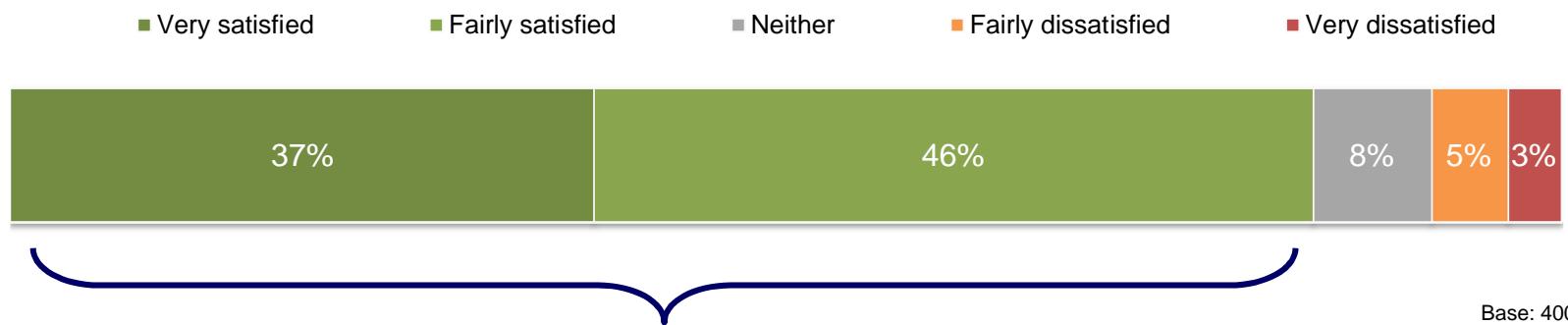
- ◆ Data weighted to 2011 census profile

Area	Total	Male	Female	18 to 34	35 to 54	55+
Ashford	149	74	75	37	63	49
Shepperton	71	34	36	24	25	21
Staines-upon-Thames	72	42	30	16	26	31
Stanwell	38	20	18	11	13	14
Sunbury-on-Thames	71	30	41	15	23	33
Base:	400	200	200	103	150	148

- ◆ Confidence interval of $\pm 4.9\%$ for 400 sample

Resident satisfaction with local area

Overall, how satisfied or dissatisfied are you with your local area as a place to live?

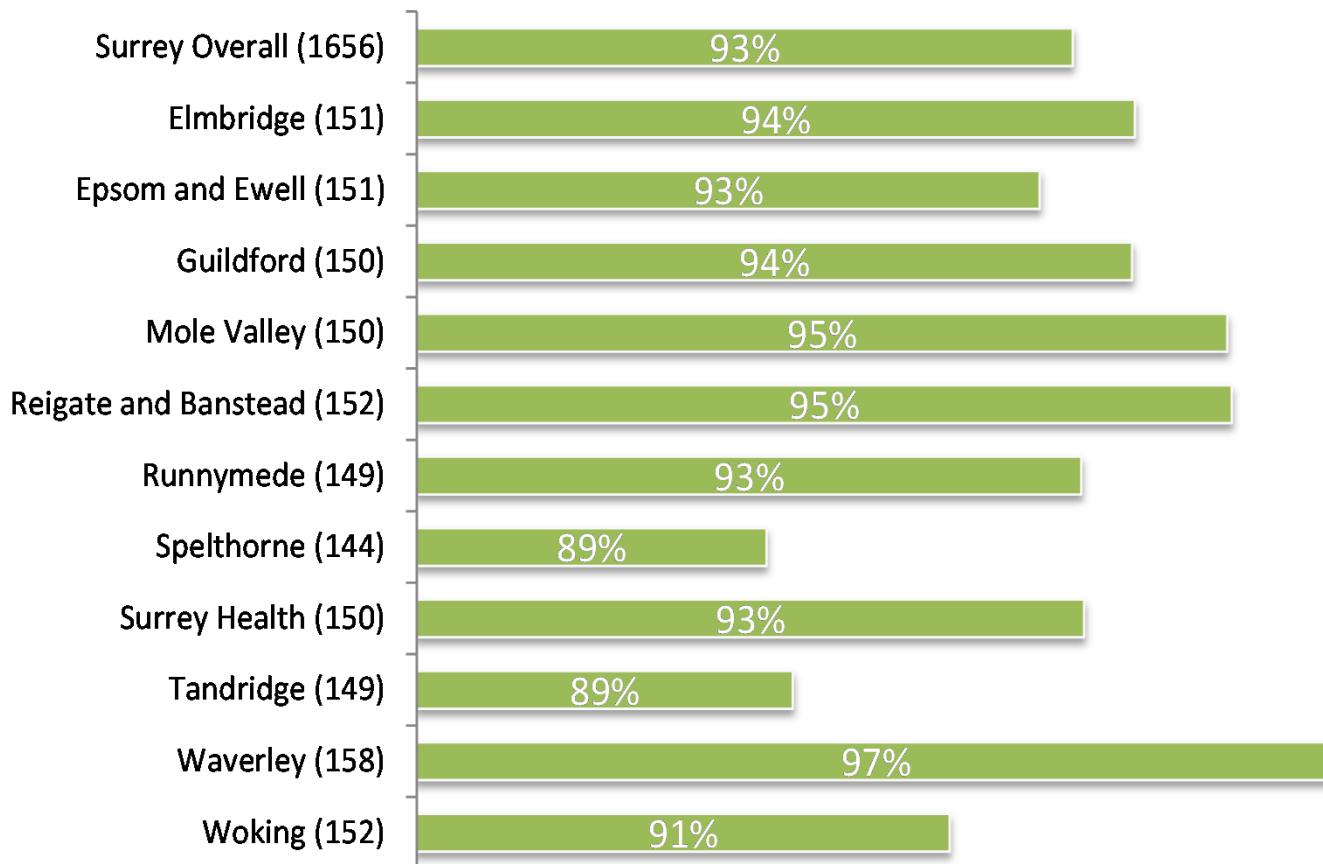


83%

- ◆ Each of the five areas have similar levels of satisfaction; 82% or above

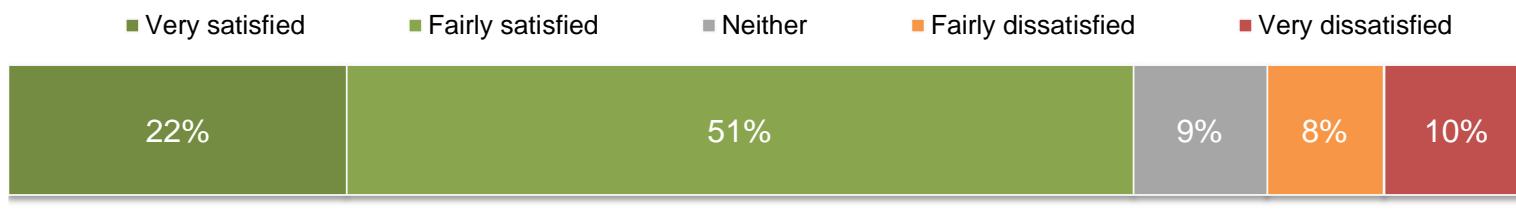
Resident satisfaction with local area

- ◆ County Council & Police JNS Survey (Jul to Sep 2014)



Resident satisfaction with council

Overall, how satisfied or dissatisfied are you with the way Spelthorne Borough Council runs things?



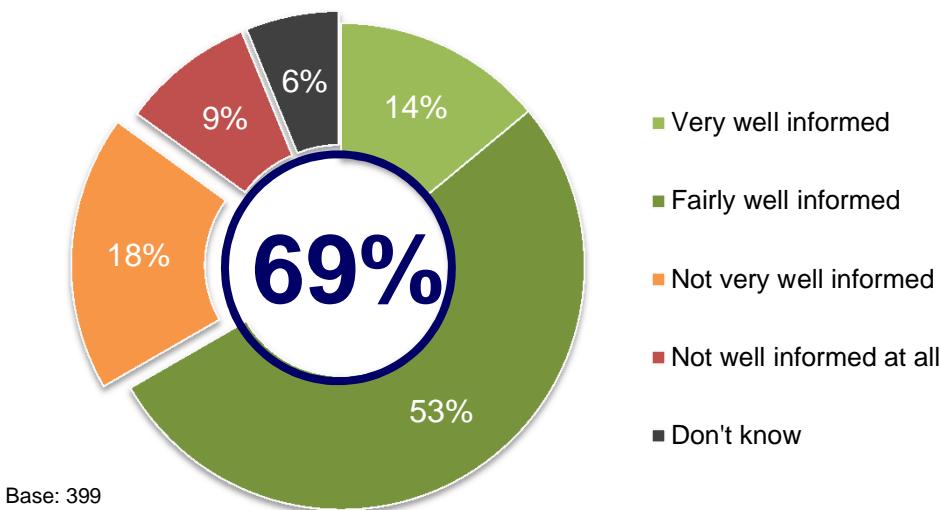
Base: 400

73%

- ◆ 85% in Staines-Upon-Thames
- ◆ 68% in Ashford
- ◆ 67% in Stanwell

Being kept informed

Overall, how well informed do you think SBC keeps residents about the services and benefits it provides?



- ◆ More of those living in Sunbury-on-Thames claim to be not very/not well at all informed; 42%

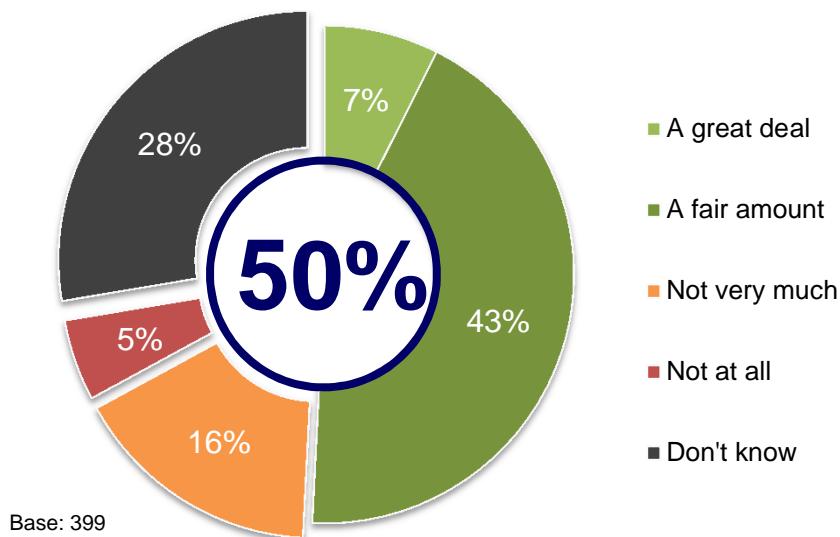
Inform and influence decisions



- ◆ Less than one-half of residents feel able to inform council decisions
- ◆ Less than one in three feel they can influence decisions; almost one-half (46%) disagree that they can do this

Act on concerns

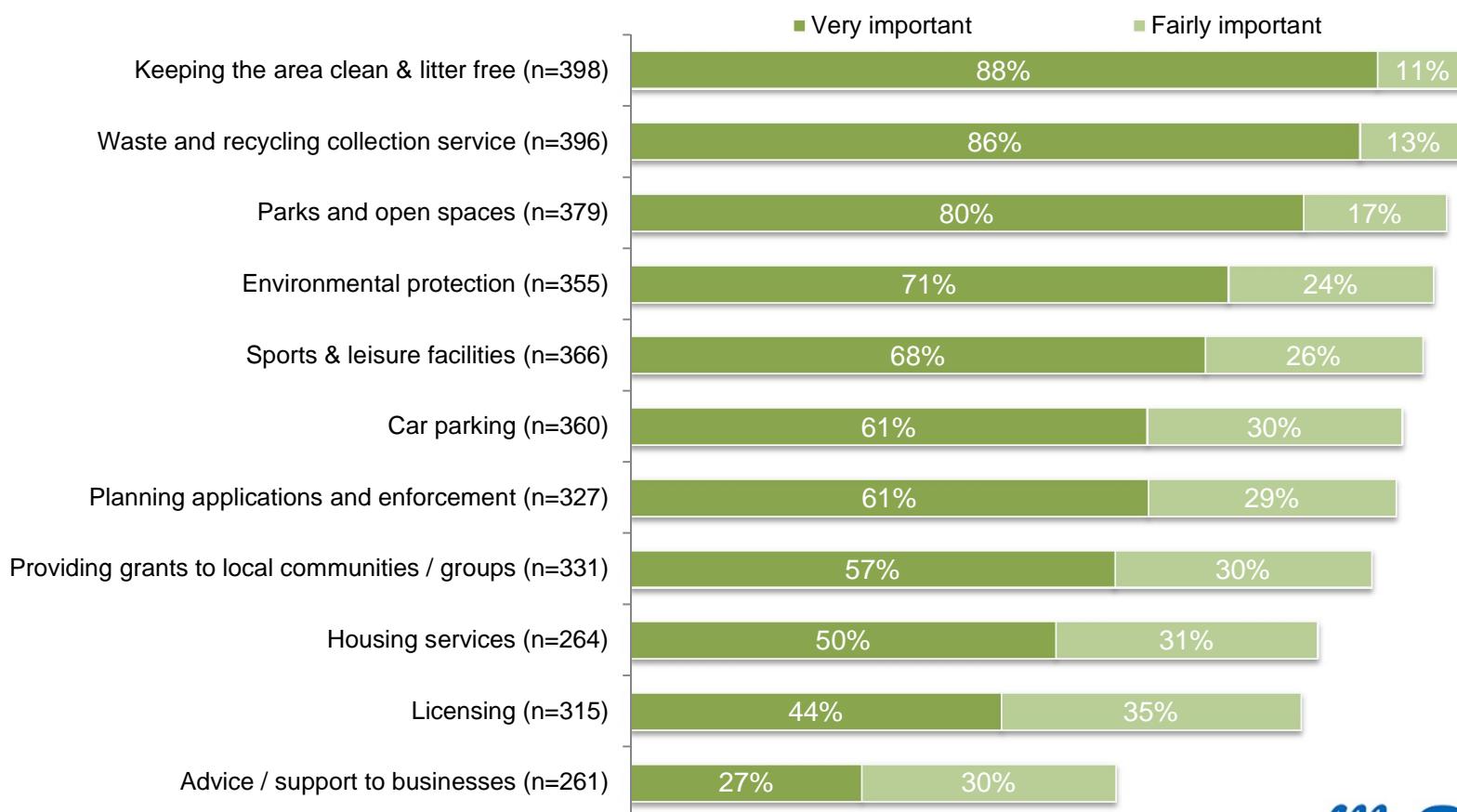
To what extent do you think Spelthorne Borough Council acts on the concerns of local residents?



- ◆ A relatively high proportion of residents were unable to tell whether SBC acts on residents' concerns; 28%

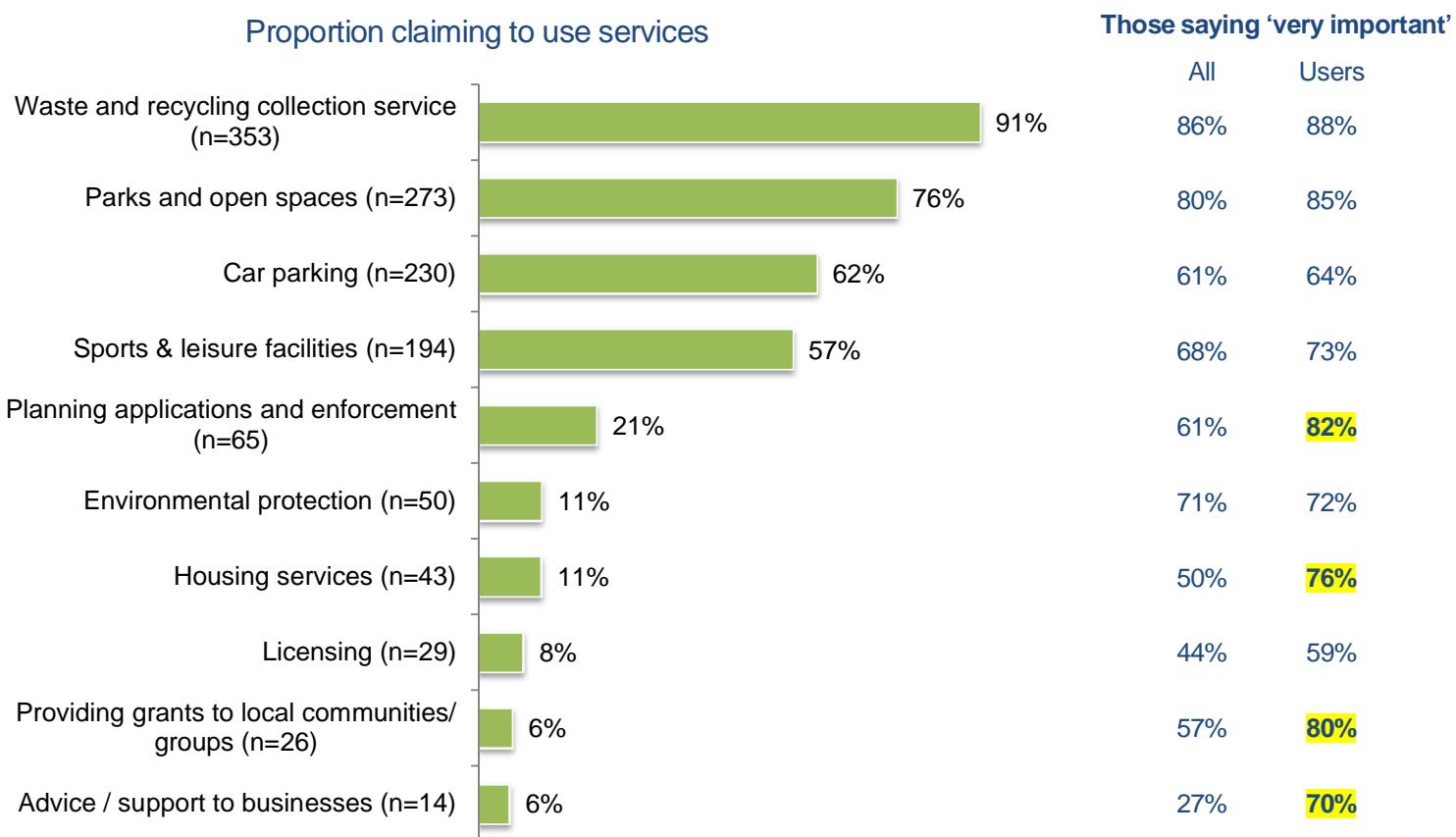
Importance of Council services

- ◆ Keeping areas clean/litter free and waste/recycling collections are the most important council services



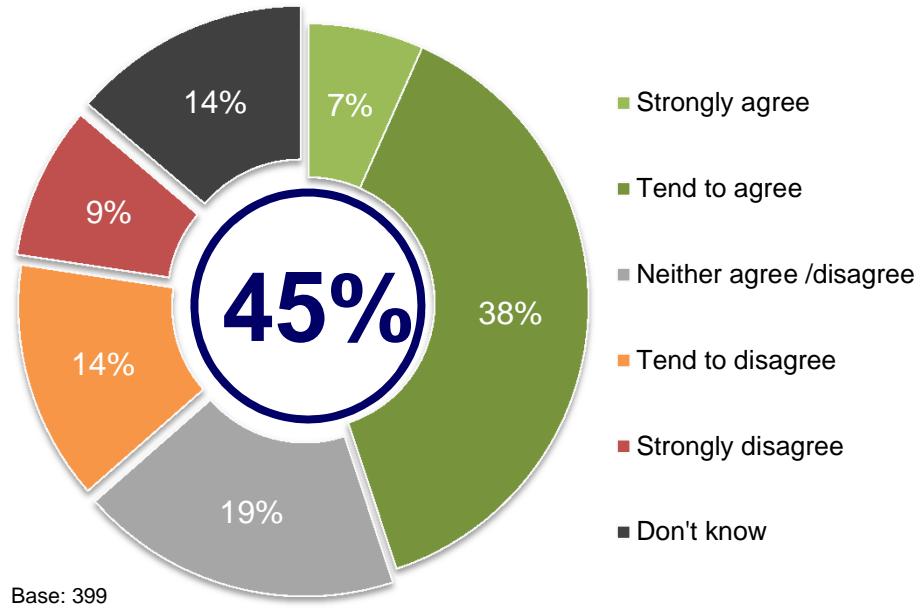
Views of 'users' of council services

- ◆ Significantly more 'users' of planning, housing, grants and business advice are satisfied, compared to all residents



Value for money

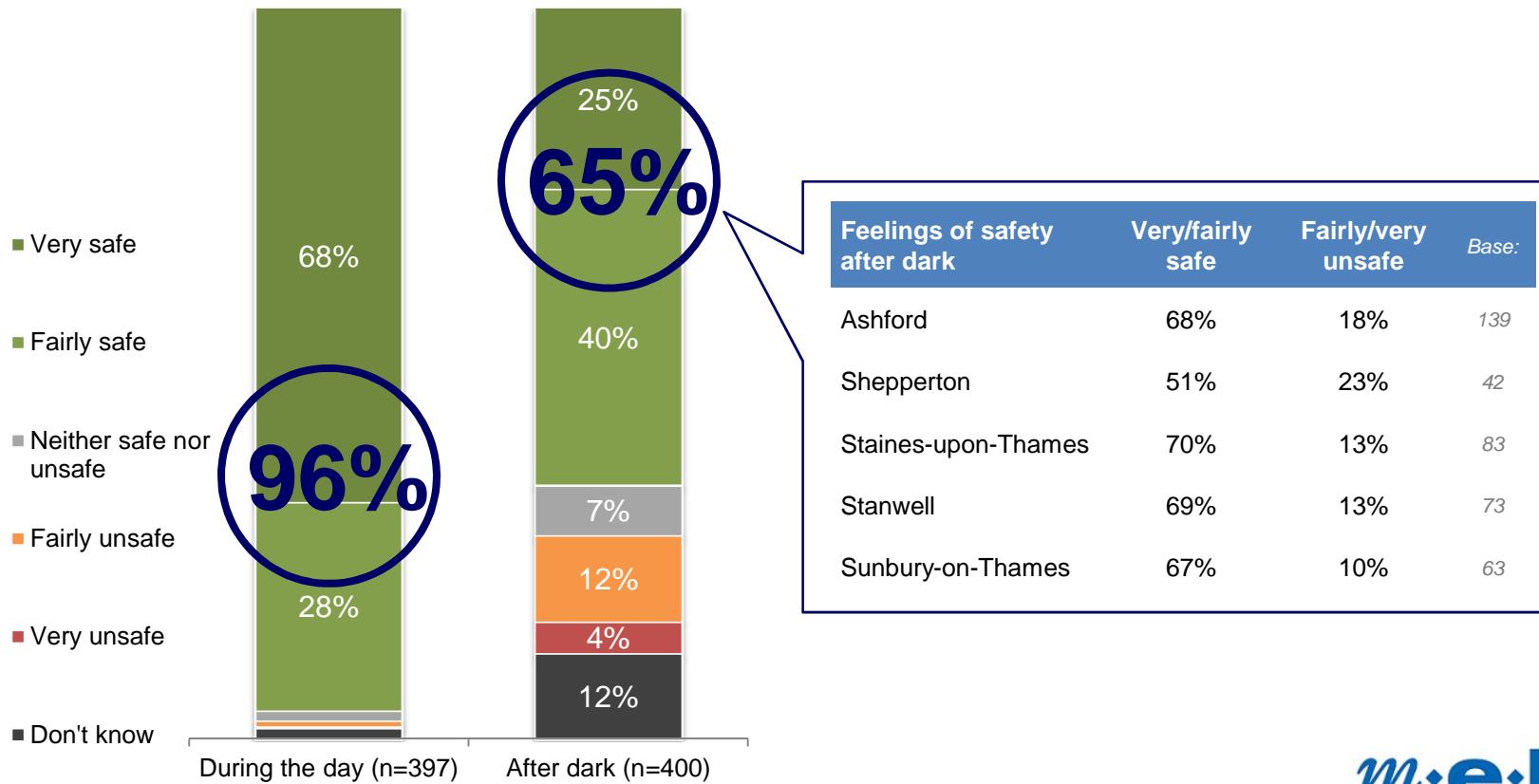
To what extent do you agree or disagree that SBC provides value for money?



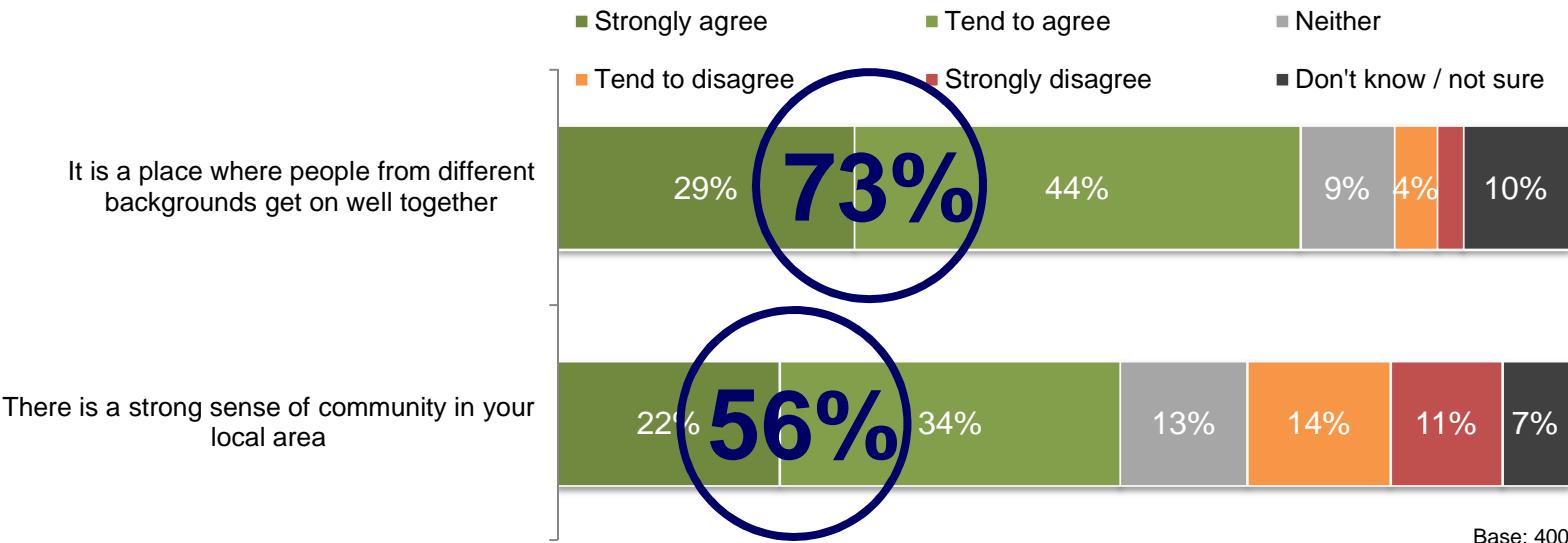
- ◆ Rises to 53% for those living in Staines-Upon-Thames
- ◆ Falls to 39% for those living in Sunbury-on-Thames

Feeling of safety in local area

- ◆ Residents living in Shepperton have lowest feelings of safety after dark



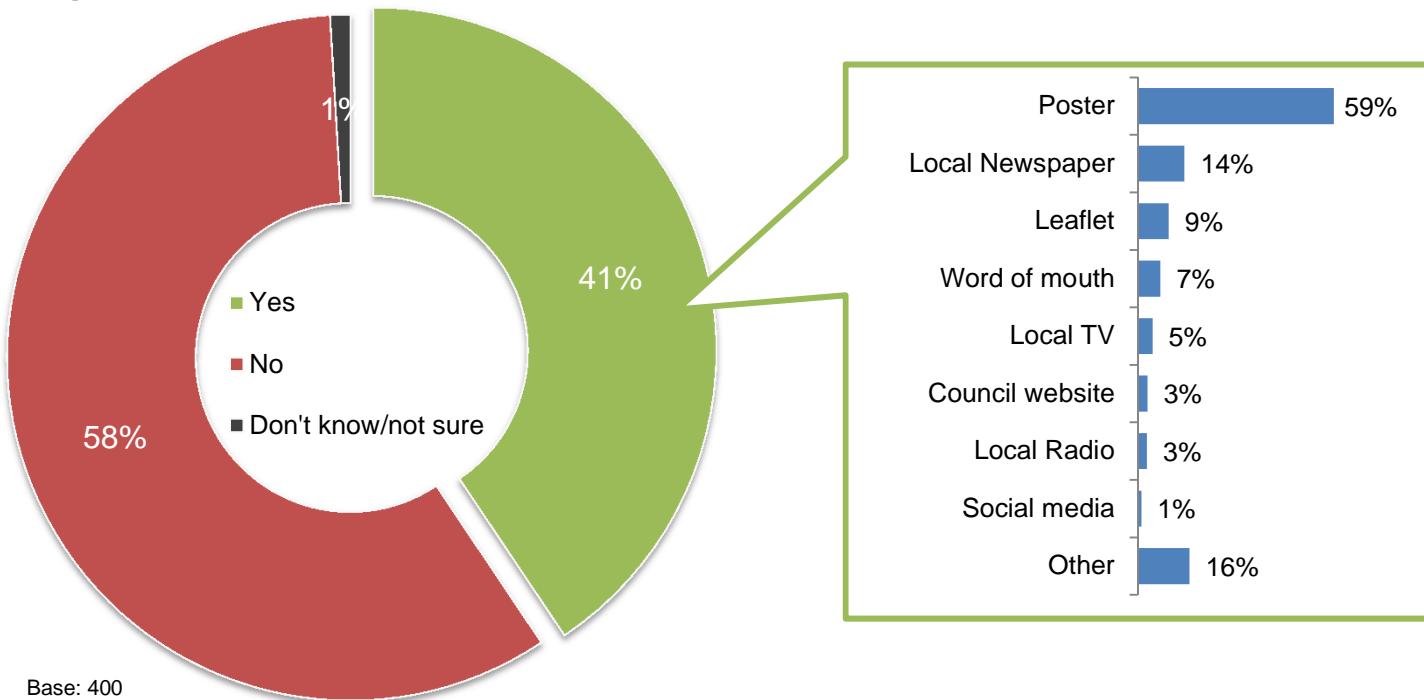
Community cohesion



- ◆ Greatest agreement relating to community cohesion exists in Shepperton; 85% and 75% agree with the above, respectively
- ◆ Just 42% of those living in Staines-Upon-Thames agree that there is a strong sense of community
- ◆ 34% of those living in Sunbury-on-Thames disagree that there is a strong sense of community

Dog Fouling comms campaign

Are you aware of Spelthorne Council's recent dog fouling campaign?



- ◆ Awareness rises to 52% for those living in Ashford

**Cabinet****24 June 2015**

Title	Appointments to Outside Bodies, Surrey County Council Spelthorne Local Committee and Working Groups for 2015-16		
Purpose of the report	To make a decision		
Report Author	Greg Halliwell		
Cabinet Member	Councillor Robert Watts	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	<p>The Cabinet is asked to appoint representatives to the Outside Bodies, the SCC Spelthorne Local Committee and the Working Groups for 2015-16 as shown in Appendix A.</p>		

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR 2015-2016

1. HEATHROW LOCAL FOCUS FORUM

Councillors Barratt and Mooney

2. HEATHROW AIRPORT CONSULTATIVE COMMITTEE (HACC)

Councillors Flurry and Harvey

Deputies: Councillors Barratt and Chandler

3. LOCAL AUTHORITY AIRCRAFT NOISE COMMITTEE (LAANC)

Councillors Thomson, Jones and Burkmar

4. MANAGEMENT BOARD OF A2DOMINION SOUTH REGISTERED HOUSING PROVIDER

Councillor Smith-Ainsley

5. MANAGEMENT COMMITTEE OF MEDIATION NORTH SURREY

Councillor TBC

6. ON-STREET PARKING PARTNERSHIP

Councillors Sexton and Evans

7. RIVER THAMES ALLIANCE

Councillor Leighton

8. SOUTH EAST EMPLOYERS (SEE)

Councillor Watts

Deputy: Councillor Gething

9. SPELTHORNE BUSINESS FORUM

Councillors Davis, Gething and Lohmann

Deputies: Councillors Barratt, Griffiths and Patel

10. Ashford Hospital Trust

Councillor Attewell

11. SPELTHORNE AND SUNBURY LEISURE CENTRES CUSTOMER FORUM
Councillors Pinkerton OBE and Sexton

**12. SPELTHORNE MENTAL HEALTH ASSOCIATION MANAGEMENT COMMITTEE
TRUSTEE**
Councillor Harman

13. SPELTHORNE SAFER, STRONGER PARTNERSHIP BOARD
Councillor Forbes-Forsyth

14. STRATEGIC AVIATION SPECIAL INTEREST GROUP (LGA) (SASIG)
Councillor Flurry
Deputy: Councillor Barratt

**15. SUNBURY LEISURE CENTRE AND SUNBURY MANOR SCHOOL JOINT
LIAISON GROUP**
Councillors Friday and Jones

16. SURREY MUSEUMS CONSULTATIVE COMMITTEE
Councillor Attewell
Deputy: Kavanagh

17. SURREY TRAVELLER COMMUNITY RELATIONS FORUM
Councillor Pinkerton

18. THE TRAFFIC PENALTY TRIBUNAL
Councillors TBC

19. VOLUNTARY ACTION IN SPELTHORNE (VAIS)
Councillor Sider

APPOINTMENT OF REPRESENTATIVES TO SERVE ON THE SURREY COUNTY COUNCIL (SCC) LOCAL COMMITTEE.

20. SURREY COUNTY COUNCIL LOCAL COMMITTEE IN SPELTHORNE (7 representatives = 7 Cons; 7 deputies Cons.)

Representatives:

Councillor Smith-Ainsley
Councillor Flurry
Councillor Watts
Councillor Frazer
Councillor Sexton
Councillor Harvey
Councillor Patel

Deputies:

Councillor Madams
Councillor Mooney
Councillor Harman
Councillor Leighton
Councillor Barratt
Councillor Griffiths
Councillor Lohmann

WORKING GROUPS FOR 2015-16

21. LOCAL PLAN WORKING PARTY (9 representatives)

Councillor Watts

The Leader

Councillor Evans

Cabinet Member for Finance

Councillor Mitchell

Cabinet Member for Environment

Councillors Friday and Patel

Overview and Scrutiny Committee representatives

Councillors Smith-Ainsley and Leighton

Planning Committee representatives

Councillor Beardsmore
Liberal Democrat representative

22. MEMBERS' DEVELOPMENT STEERING GROUP

(7 representatives = 5 Cons. 1 LD)

Councillors Kavanagh, Pinkerton, Davis, Edgington, Frazer, and S.A. Dunn
(Lib. Dem.)

**NOMINATIONS TO THE SURREY LEADERS' GROUP of REPRESENTATIVES
for OUTSIDE BODIES for 2015-2016**

Annual appointments for 2015-2016

23. SURREY WASTE PARTNERSHIP

Councillor Mitchell
(*Cabinet member for the Environment*)

24. SURREY CLIMATE CHANGE PARTNERSHIP MEMBER GROUP

Councillor Mitchell
(*Cabinet member for the Environment*)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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