

Minutes of Shepperton Studios Community Liaison Group

2 March 2021

Present:

Councillor M.M. Attewell, Ward Councillor
P. Cheeseman, Littleton Residents Association
S. Dutfield, Turley
D. Furst, Laleham Residents Association
R. Hewitt, Shepperton Residents Association
K. Howkins, Charlton Residents Association
Councillor M.J. Madams, Ward Councillor
K. Maidment, Pinewood Studios
E. Slessor, Pinewood Studios
Councillor R.A. Smith-Ainsley, Ward Councillor
A. Smith, Pinewood Studios
Councillor R. Walsh, Surrey County Councillor
M. Wright, Pinewood Studios

Apologies:

Councillors in attendance:

1 Apologies

There were none.

2 Introductions

The Chairman asked the members of the group to introduce themselves.

3 Terms of Reference

Andrew Smith, Shepperton Studios and Corporate Affairs Director, advised the group that the template for the Terms of Reference (TOR) had been provided by South Bucks District Council and that he had found it a very useful reference point in the past.

The Chairman, Councillor M.M Attewell, asked the group if they had any queries on the TOR.

Councillor R.A. Smith-Ainsley stated that Surrey County Councillor R. Walsh should be listed as a divisional member and not just ward Councillor as his remit was far wider.

Councillor Attewell informed the group that on point 6.2 questions for the group should be sent into Committee Services to be managed accordingly.

Karen Howkins, Chairman of the Charlton Village Residents Association, asked if a time frame could be agreed for the publication of minutes and suggested two or three weeks. Michelle Beaumont, Principal Committee Manager, agreed that Committee Services would be able to publish the minutes within two weeks.

Resolved that the TOR be amended as follows:

1. Councillor R. Walsh's membership details be updated to reflect his wider remit.
2. point 6.2 be updated to ensure questions were directed to and managed by the Council's Committee Services.
3. point 3.3 be updated to state that the minutes would be made available within two weeks.
4. the amended TOR be circulated with the minutes.

4 Anticipated timeline for Studios development works, to include update on Laleham Crossing

Councillor Attewell introduced this item and invited Matthew Wright, Senior Development Manager, Pinewood Studios, to speak.

Matthew Wright provided a brisk update, agreed to provide the presentation slide for inclusion in the minutes (attached) and advised that further detail would be provided at the next meeting.

In response to questions Matthew Wright advised that in terms of the Highway crossings progress not as rapid as they would like as resources at County level had been diverted due to pandemic.

Sara Dutfield, Director of Planning at Turley, advised the group that a non-material amendment to the outline plan to change the South Eastern corner has been submitted after consultation with residents. Sara also advised that a demolition consent application had been submitted, that no additional buildings were being demolished and the details were all in the outline plan.

David Furst, Chairman of Laleham Residents Association, queried why there had been a delay in commencing works on the Laleham crossing, which was due to be completed in July 2020, and if it needed to be complete before any works commenced.

Matthew Wright explained that the completion of the crossing was not an approved commencement condition and that plans had been submitted to Surrey County Council almost a year ago but that it was taking time to progress. Matthew further advised that Pinewood Group Limited had offered financial support to Surrey County Council as they were aware that they were

putting a lot of work to them and wanted to help them find resources to progress things as quickly as possible.

Councillor R. Walsh suggested that the group may wish to invite the relevant Surrey County Council officer to the next meeting to provide a more detailed update.

Andrew Smith, Shepperton Studios and Corporate Affairs Director, Pinewood Group Limited, explained that the construction industry had an exemption during COVID which had allowed construction work to continue and that as construction works sit solely within Pinewood they had continued.

Ken Snaith, Shepperton Residents Association, asked if replacement car parking was covered in the latest application. Sara Dutfield confirmed it was, showed a slide to the group to provide clarity and agreed to send the slide to Committee Services for inclusion in the minutes (attached).

Karen Howkins, Chairman of Charlton Village Residents Association, asked for details of the roundabout improvements near Charlton Lane. Matthew Wright advised that this would be included in the s278 package and that he could circulate the details of the Highways phasing strategy to members of the group after the meeting.

Karen Howkins queried if something could be done to improve the roundabout sooner as the old cottages shake when big lorries pass. Sara Dutfield advised that there was nothing planned at present and that the phasing had been agreed in such a way so as not to cripple the highways and make traffic worse. Councillor R. Walsh advised that the work will be phased so no chaos. Squires Bridge road currently closed for 2 months and traffic has spilled into surrounding rounds, traffic flow already not normal.

Resolved that

1. Committee Services will circulate the slides presented and details of the Highways phasing strategy with the minutes.
2. Committee Services will invite Charlie Cruise from Surrey County Council to the next meeting.

5 Future Business

The group discussed the topics they would like come forward and agreed that the following items should be on the agenda for the next meeting:

1. Update from Surrey County Council
2. Landscaping update
3. Communications update (the contractors, once appointed, will have their own community liaison person in post and they will be invited to attend future meetings).
4. Planning progress update (as a standing item)

6 Date of next meeting (June 2021)

22 or 29 June – to be confirmed after MB checks with GC on Committees that evening.

Draft Terms of Reference for the Shepperton Studios Community Liaison Group

The key aim of the community liaison group is to act as a link between Shepperton Studios and the community before and during the construction of the Shepperton expansion proposals agreed in 2019 by Spelthorne Borough Council, not the day to day operation of the studio.

The Group is excluded from commenting formally on planning applications which are dealt with by other means.

1. This will be achieved by:

1.1 Coordinating community consultation and putting in place a continuing process of planned engagement and involvement.

1.2 Sharing information and keeping communities informed of issues which affect them.

2. Membership

2.1. The group will include representatives from: • Shepperton Studios, the developer and its contractors • Resident Associations from Littleton, Shepperton, Charlton and Laleham • Spelthorne Borough Council • Surrey County Council.

3. Reporting and Minutes

3.1. Agendas will be agreed prior to the meetings. -All representatives will be invited to submit items for the agendas.

3.2. Minutes will be published on the Councils website-issued within two weeks following each meeting and it is the responsibility of each organisation's representatives at the meeting to ensure they share these with the people/groups they represent.

3.3. Agreed minutes will be published on the Spelthorne Borough Council website.

4. Frequency, Date and Timings of Meetings

4.1. Timing and dates of meetings will be agreed by the community liaison group at each meeting. -The first meeting is expected to take place prior to 'ground breaking'.

5. Chairing

5.1. The Chair will be appointed By Spelthorne Borough Council.

5.2. The Chair will: • Encourage respect and motivation • Ensure all members of the group are heard • Ensure the group adheres to its terms of reference.

6. Public Attendance and Questions

6.1. The public and press are welcome to attend all meetings unless the business is defined as confidential under the provisions governing Local Government.

6.2. Any questions to the Group from the general public should be submitted to ~~their local RA chair or ward councillor~~ Committee Services (committee.services@spelthorne.gov.uk) prior to the meeting. Questions must be about matters which affect the area or its residents and must not be defamatory, frivolous, or offensive. Similarly, any question which requires the disclosure of confidential or exempt information will not be accepted.

6.3 Decisions or recommendations of the Group are advisory and not in any way binding of Shepperton Studios or Spelthorne Borough Council or any other party.

7. Behaviour and Code of Conduct

7.1. Members of the community liaison group should conduct themselves with mutual respect for each other and for guests at meetings.

7.2. All members will have equal opportunity to voice and advance their views.

7.3. The spirit of the group is that of mutual support and constructive collaboration.

7.4. Where applicable, members of the community liaison group are expected to abide by the code of conduct of their organisation.

8. Review and Monitoring

8.1. The effective operation of this body will be reviewed as necessary every six months.

9.1 Pinewood Community Liaison Group: Membership

1. Cllr Maureen Attewell (Chair of committee and ward Cllr)
2. Cllr Mary Madams (ward Cllr)
3. Cllr Dick Smith-Ainsley (ward Cllr)
4. Cllr Richard Walsh, (SCC ~~ward Councillor~~ / Divisional member)
5. Chairs of Littleton RA, Shepperton RA, Charlton RA and Laleham RA
6. Andrew M. Smith, Director, Shepperton Studios & Corporate Affairs Director, Pinewood Group Limited
7. Matthew Wright, Senior Development Manager, Pinewood Studios Group and/or Elizabeth Slesso, Senior Project Manager, Pinewood Studios Group
8. Kathryn Maidment, Senior Community and Education Outreach Manager, Pinewood Studios Group
9. Sara Dutfeld (as/when needed)
10. Consultants – Ecological/Traffic etc (as/when needed)
11. Construction Representative/s

Members of the Group are appointed because of the positions they hold rather than a personal capacity.

3 February 2021



11 March 2021

Cllr Maureen Attewell
Spelthorne Borough Council
Council Offices
Knowle Green
Staines-upon-Thames
TW18 1XB

BY EMAIL: m.beaumont@spelthorne.gov.uk

Dear Maureen

Further to the first Shepperton Community Liaison Group meeting on Tuesday 2 March, please find attached the slides presented by Matthew Wright at the meeting, along with the details of commitments from Highways with regards to local improvements as part of the expansion permission.

Stage 1 (both the following schemes in parallel):

- Studios Road / New Road / Squire's Bridge Road proposed roundabout (ITL14056-GA-021 Revision B).
- Spelthorne Lane / Charlton Road / Ashford Road signal scheme (ITL14506-GA-019 Revision A).

Stage 2

- Charlton Road / Charlton Lane / New Road proposed roundabout (ITL14506-GA-022 Revision C).

Stage 3

- B376 Laleham Road / Fairview Drive / Squire's Bridge Road improved roundabout (ITL14506-GA-045 Revision B).

The works will be completed as follows (or alternative timings may be agreed in writing by both parties reasonably):

- The *Stage 1* works to be completed prior to first occupation of Phase 1 of the Studio's expansion.
- The *Stage 2* works to be completed within 6 months of occupation of Phase 1 of the Studio's expansion.
- The *Stage 3* works to be completed within 9 months of occupation of Phase 1 of the Studio's expansion.

We look forward to seeing you at the next meeting on 22 or 29 June.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andrew M. Smith'.

Andrew M. Smith
Corporate Affairs Director

1 attachment

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PINEWOOD

**SHEPPERTON STUDIOS
COMMUNITY LIAISON GROUP MEETING
MARCH 2021**

THE SHEPPERTON TEAM

Andrew Smith, Board Director

Kathryn Maidment, Senior Community and Education Outreach Manager

Matthew Wright, Senior Development Manager

Elizabeth Slessor, Senior Project Manager

Sara Duffield, Director, Turley Planning Consultants

Shepperton North West

- Detailed reserved matters approval granted in February 2021.
- Start on site in February / March 2021; to include tree protection fencing, temporary site access, site clearance and earthworks.
- Main works expected to commence late 2021, following appointment of main contractor.

Shepperton South

- Detailed reserved matters submitted.
- Plans have been updated post submission following engagement with residents, with additional tree planting around south east corner.
- Detailed reserved matters for reception building and entrance canopy to be submitted in April 2021.
- Some early works, including tree removal and scrub clearance to take place shortly.
- Subject to relevant approvals, we expect to commence enabling works early Summer 2021, with completion of main works by late 2023.

S106 Obligations and Unilateral Undertakings (UU)

- All pre-commencement S106 and UU obligations have been submitted to and approved by the Local Planning Authority. These include:
 - £50,000 payment to Spelthorne Borough Council for play area improvements at Studios Estate
 - Approval of Community Engagement Strategy, Virtual Training Academy and River Ash Management Strategy

Highways Works

- Charlton and Laleham Crossings – details submitted to County Council in early 2020. Construction expected final quarter 2021, following approval of detailed design by County Council and subject to being allocated space on the network to complete the works.
- Delivery programme for all S278 works currently being discussed with County Council.

- The following off-site highways works will be delivered as part of the Shepperton North West Reserved Matters Application.
- The phasing of delivery has been agreed with Surrey County Council. Any changes to the phasing is subject to agreement between Shepperton Studios and Surrey County Council and space being available on the road to complete the works.
- The site is expected to be occupied in late 2022, and the actual date will be confirmed once a contractor is appointed.

To be completed prior to occupation of SHP NW:

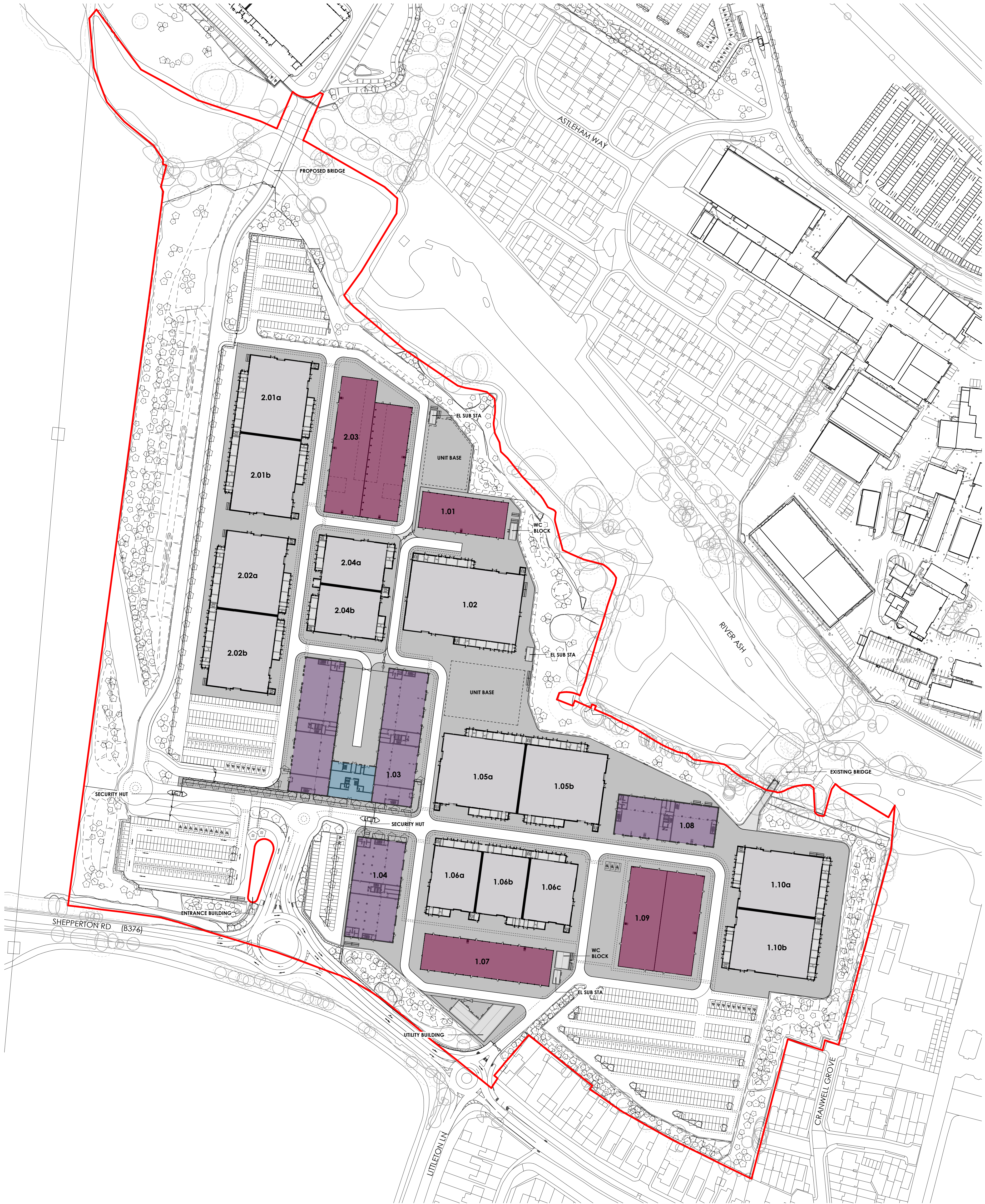
- Studios Road / New Road / Squires Bridge Road Roundabout
- Spelthorne Lane / Charlton Road / Ashford Road Signal Scheme

To be completed within 6 months of occupation of SHP NW:

- Charlton Road / Charlton Lane / New Road Roundabout

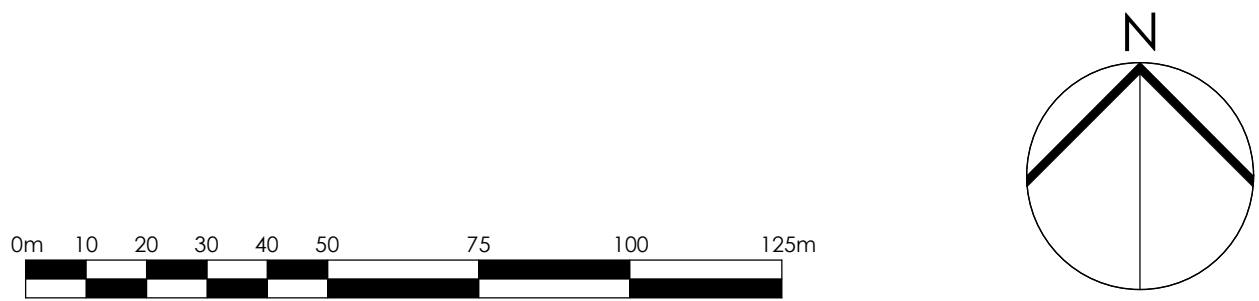
To be completed within 9 months of SHP NW:

- B376 Laleham Road / Fairview Drive / Squires Bridge Road Improved Roundabout
- A parallel exercise to the above is being undertaken for Shepperton South, and once timings are agreed with Surrey County Council, we will advise the CLG.



- KEY**
- PLANNING APPLICATION BOUNDARY
 - SOUND STAGE
 - WORKSHOP
 - WORKSHOP WITH OFFICE ABOVE
 - OFFICE
 - ANCILLARY & CIRCULATION
 - APRON / SHARED SURFACE

CAR PARKING		
ALLOCATED SPACES	896	
INCLUSIVE OF:		
ACCESSIBLE SPACES	32	(3%)
ELECTRIC CHARGING/PROVISION	187	(20%)
COVERED CYCLE STORAGE	264	



Rev	Date	Revision Notes	Drawn By	Checked By	Rev	Date	Revision Notes	Drawn By	Checked By	Drawing Status:	Stability:	Drawing No:	Rev:
P1	27.11.20	ISSUED FOR PLANNING	JH	AA						PLANNING	S2	3673-FBA-XX-ZZ-DR-A-01091	P2
P2	10.12.20	RED LINE BOUNDARY AMENDED TO INCLUDE BRIDGE	JH	BS						Job Title:	Job No:	© Drawing & Design Copyright of: FAULKNERBROWNS ARCHITECTS FaulknerBrowns LLP Dolson House Northumbrian Way Killingworth Newcastle upon Tyne NE12 6QW T+440191 2682007 F+440191 2478132	
										PROPOSED SITE PLAN	3673		
										Date:	Scale:	Drawn By:	Checked By:
										NOV 2020	1 : 1250	JH	BS

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