

*Please reply to:*

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Date: 28 February 2022

## **Notice of meeting**

### **Environment and Sustainability Committee**

**Date:** Tuesday, 8 March 2022

**Time:** 7.00 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

#### **To the members of the Environment and Sustainability Committee**

Councillors:

I.J. Beardsmore (Chairman)	N.J. Gething	V.J. Leighton
O. Rybinski (Vice-Chairman)	M. Gibson	S.C. Mooney
M.M. Attewell	K.M. Grant	R.J. Noble
J.T.F. Doran	N. Islam	J.R. Sexton
T. Fidler	T. Lagden	V. Siva

Substitute Members: Councillors S.M. Doran, R.D. Dunn, H. Harvey, R.A. Smith-Ainsley, B.B. Spoor and J. Vinson

*Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.*

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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# Agenda

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## Terms of Reference

The Committee's terms of reference are attached to assist.

### 1. Apologies and Substitutes

To receive any apologies for absence and notification of substitutions.

### 2. Minutes

7 - 14

To confirm as a correct record the minutes of the Environment and Sustainability Committee meeting held on 18 January 2022.

### 3. Disclosures of Interest

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

### 4. Questions from members of the public

The Chair, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

*Note:* the deadline for questions to be considered at this meeting is 5pm on Tuesday, 1 March 2022.

### 5. Ward Issues

To consider any issues raised by ward councillors in accordance with Standing Order 34.2

*Note:* the deadline for ward issues to be notified for consideration at this meeting is 12 noon on Tuesday, 1 March 2022.

### 6. Planning Development Management Performance Report

15 - 54

To consider and note the Planning Development Management performance report for 2021.

### 7. Green Initiatives Fund proposals

55 - 102

To consider requests for funding from the Green Initiatives Fund

### 8. Electric Vehicle Procurement Opportunity

103 - 106

To consider exploring participation in a procurement process with Surrey County Council to roll out EV charge points across the borough.

<b>9.</b>	<b>River Thames Scheme - Service Level Agreements (SLAs)</b>	<b>107 - 110</b>
	To consider the proposed Service Level Agreements (SLAs) in principle for the River Thames Scheme.	
<b>10.</b>	<b>Report on request for site investigation of land to rear of Thames Side</b>	<b>To Follow</b>
	To consider a report regarding the request for a site investigation of land to the rear of Thames Side, Chertsey.	
<b>11.</b>	<b>Capital Monitoring Report Q3 (Oct-Dec 2021)</b>	<b>111 - 114</b>
	To note the capital spend for the quarter October to December 2021.	
<b>12.</b>	<b>Revenue Monitoring Report Q3 (Oct-Dec 2021)</b>	<b>115 - 122</b>
	To note the current revenue spend for the quarter October to December 2021.	
<b>13.</b>	<b>Project management report</b>	<b>123 - 126</b>
	To note the current projects that fall within the remit of this Committee.	
<b>14.</b>	<b>Recovery Action Plan update - E&amp;S</b>	<b>127 - 136</b>
	To note the elements of the Corporate Recovery Action Plan relevant to this Committee.	
<b>15.</b>	<b>Updates from Task and Working Groups</b>	<b>137 - 138</b>
	To receive written or verbal updates from the following Task and Finish/Working Groups:	
	<ul style="list-style-type: none"> <li>• Local Plan Task Group</li> <li>• Staines Development Task Group</li> <li>• CIL Task Group</li> <li>• Climate Change Working Group</li> </ul>	
<b>16.</b>	<b>Forward Plan</b>	<b>139 - 142</b>
	A copy of the Environmental & Sustainability Committee Forward Plan is attached.	
<b>17.</b>	<b>Urgent business</b>	
	To consider any business deemed as urgent by the Chair.	

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## **TERMS OF REFERENCE**

All Committees will have the following functions in respect of their respective areas:

- To develop the Council's policy, strategy and budget proposals
- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To encourage performance improvement in relevant services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To develop a full understanding of the functions and services within the Committee's remit
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to the Committee.
- To support positive relationships and practices through co-operative working with staff.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Service Committees).
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.

## **ENVIRONMENT & SUSTAINABILITY COMMITTEE**

### **Membership**

15 members reflecting political balance.

### **Functions**

This committee has responsibility for the following functions of the Council:

- Planning policy
- The Local Plan
- Waste strategy & management
- Recycling
- Biodiversity
- Climate change – including air quality, carbon management, mitigation and adaptation measures
- Contaminated Land
- Public Health – including pollution
- Parks, open spaces and allotments
- Emergency planning
- Review and scrutiny of the exercise by the relevant authorities of the flood risk management functions which may affect the Council's area.
- To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Corporate Policy and Resources Committee.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
- To review and scrutinise budget proposals and make recommendations to the Corporate Policy and Resources Committee.

**Minutes of the Environment and Sustainability Committee  
18 January 2022**

**Present:**

Councillor I.J. Beardsmore (Chairman)

**Councillors:**

M.M. Attewell	M. Gibson	S.C. Mooney
J.T.F. Doran	K.M. Grant	R.J. Noble
T. Fidler	N. Islam	J.R. Sexton
N.J. Gething	V.J. Leighton	

**Substitutions:** None

**Apologies:** Councillors O. Rybinski and V. Siva

**In Attendance:** Councillors C. Bateson, M. Beecher and R.W. Sider BEM

**1/22 Minutes**

The minutes of the Extraordinary meeting held on 3 November 2021 and the minutes of the meeting held on 9 November 2021 were agreed as a correct record.

**2/22 Disclosures of Interest**

There were none.

**3/22 Questions from members of the Public**

There were none.

**4/22 Ward Issues**

There were none.

**5/22      Briefing on Surrey 2050 Place Ambition from Surrey County Council officers**

Sue Janota, Spatial Planning and Policy Manager from Surrey County Council, gave a presentation to the Committee setting out the history, background detail, and involvement of representatives from county, borough and district authorities, and business leaders in forming this initiative to provide a strong coherent voice on a number of areas to promote good sustainable economic growth, improve business opportunities and bid for large infrastructure projects across the county.

This had led to the setting up of a Place Ambition Task Group to take the work forward. As part of the work, strategic priorities were agreed and eight strategic opportunity areas identified as areas to support long term prosperity. The Strategic Opportunity Area (SOA) most relevant to Spelthorne was the Longcross – Staines – Heathrow Corridor.

Following Covid-19 it was decided to review and refresh the strategy to reflect post-pandemic challenges and prepare an implementation framework. The updated version identified four strategic priorities:

- Improve connectivity both within Surrey and between strategically important hubs
- Enhance the place offer of Surrey's towns
- Maximise the potential of our Strategic Opportunity Areas
- Invest in natural capital and deliver nature recovery

A detailed implementation framework had been prepared setting out how it was proposed to deliver the priorities. A consultation was open until Friday 4 March and responses were welcomed from all. Following that the task group would reconvene, consider the results and what adjustments should be made before the District and Borough authorities were asked to endorse the proposals.

Work on this strategy had been taking place for some time and work was well underway in other areas of the county. Surprise and concern was expressed by Spelthorne councillors that they had not been informed of this initiative before. The Group Head for Regeneration and Growth explained that under the Council's previous Strong Leader and Cabinet governance arrangements, updates and briefings would have been provided to the Leader and relevant Cabinet portfolio holder at that time but could not recall that the issue had been brought to Cabinet during that time. The strategy had evolved over a number of years, however the leadership and direction of the Council had significantly changed over that period so it was considered appropriate that it was brought to the Committee for consideration. The Group Head for Regeneration and Growth acknowledged the concern of members and apologised that they had not been informed previously.

In response to a request from a Committee member, the Group Head for Regeneration and Growth offered to provide details of the relevant past meetings held about this matter and who had attended on behalf of Spelthorne Borough Council. The information has been attached to the minutes of this meeting.

A communications message was to be published to notify councillors and residents of the consultation and encourage responses to the proposals.

Reassurance was sought that the strategy was relevant to other areas in Spelthorne and not just Staines. Members were advised that Staines had been identified in relation to the Strategic Opportunity Area relating to Heathrow, and that strategic priority two covered all other areas.

Concern was expressed at the lack of detail for an improved rail connection to Staines and that further connectivity elements needed to be drawn out. The natural river divide emphasised the need to consider cross border areas and improved connectivity to Spelthorne and should be reflected in the strategic priority areas. Transport issues raised included the view that a heavy rail scheme would have a negative impact on Staines and a light railway scheme was considered a better option. The Committee was advised that work continued through the Heathrow Strategic Planning Group to find a solution to the railway connection. It was understood that the government was giving thought to what was required and how to progress this and that both heavy and light rail options were under consideration.

Questions were asked about whether any increase in bus transport would be targeted at the identified SOAs or if it would be aimed at bolstering other areas in Surrey or a mixture of both. A similar question was raised regarding proposed government cuts to rail funding and if this would impinge on the plans to develop the rail network and where might those cuts be applied. Sue Janota advised that she was unable to answer at this time and would need to refer back before responding.

It was also suggested that the introduction of cycling routes and footpaths would have a significant impact on connectivity and deserved further detail in the documents.

Staines Bridge and the roundabouts leading to it was also raised as a significant issue that needed to be addressed as it created a bottleneck prohibiting movement of traffic in and out of Staines.

In response to a question about how progress on the strategic priorities could be checked and monitored, the Committee was advised that a dashboard was being worked on and any comments on this aspect were welcomed through the consultation. It was suggested that monitoring should adopt a more holistic approach and not simply rely on statistics.

Sue Janota advised that the question of how information would be disseminated to key players was still to be considered. The Group Head for

Regeneration and Growth suggested that updates could be provided to the Committee on how matters were progressing if they wished.

One Committee member considered that a greater emphasis on environmental issues was required and it should be a common theme running throughout the report.

A further comment was that the disruption caused by Covid had not been fully explored and the future impact assessed. A question was raised as to where funding was expected to come from, particularly in view of the government's levelling up policy and the general exodus from the south. It was acknowledged that when originally set up, it was envisaged that government funding would be available and there would be some still available in terms of transport, however it was agreed that the pandemic would have impacted on funding plans.

It was suggested that the framework was amended to clarify where responsibility and ownership lay for various matters as it was unclear at present.

On more local issues, the Committee was advised that, as the Place Ambition was regarded as being at a more strategic level, the results of the local borough survey on the Staines Development Framework had not been shared with them, but it was agreed to do so.

Whilst acknowledging that the Place Ambition was a collaborative vision, not necessarily that of each individual area, one member spoke of the importance of good design as increasingly developments of unimaginative design were being proposed. Sue Janota advised that the Surrey Development Forum had been set up to promote good design and a number of initiatives were running. Members were advised to speak to the borough's strategic planning team about work on design codes and expectations. The Group Head for Regeneration and Growth thought that it was important for Spelthorne to focus first on agreeing the Local Plan and Staines Development Framework and design work would follow on from that.

Councillors and residents were encouraged to respond to the consultation and it was agreed that a response should be sent on behalf of the Committee also.

The Committee **resolved** to note the presentation and delegated authority to the Group Head of Regeneration and Growth, in consultation with the Chair and Vice Chair of the Environmental and Sustainability Committee and the joint Chairs of the Climate Change Working Group, to respond to the Place Ambition consultation on behalf of the Committee.

The Chair thanked Sue Janota for the presentation and answering the Committee's questions.

## **6/22 Capital Bids 2022/23 (part of annual budget process)**

The Chief Accountant presented the three capital bids for 2022/23 to the Committee for their consideration.

In response to questions from the Committee the Group Head of Neighbourhood Services provided the following information:

### **New Wheelie Bins**

The Council had a duty to replace any bins that had been crushed, broken or stolen. Bins were also required for new developments in the borough, although a charge was made for these.

The bins were high quality and therefore more expensive than some available but were considered a good choice as they had a long lifespan. They were bought in bulk through the Council's procurement framework.

### **Food Waste Vehicle:**

A replacement food waste collection vehicle was required to replace one written off following a traffic accident. The loss adjusters had recently advised that the value of that vehicle had been assessed as £40,000. The Committee was advised that the capital bid had to be submitted as £80,000, the cost of the replacement vehicle for accounting purposes.

### **River Ash Boardwalk**

The Committee was advised that when the Bronzefield site was built, funds were allocated specifically to the Bronzefield Reserves for environmental enhancements to the area and could not be used for any other purpose. It was proposed that a boardwalk was installed for the part of the circular path alongside the river in that area that was subject to high levels of flooding to make it accessible to residents all year round.

The Committee **resolved** that the three capital bids as presented should be rated green (to commence in 2022/23) for recommendation to the Corporate Policy and Resources Committee.

## **7/22 Revenue Growth and Savings Bids 2022/23 (part of annual budget process)**

The Chief Accountant presented the Revenue growth and savings bids to the Committee for their consideration.

A number of questions were asked about the growth and savings bids. One Committee member requested that the wording of the growth bid for councillor training was reworded.

The Committee **resolved** to agree all the growth and savings bids as proposed for recommendation to the Corporate Policy and Resources Committee.

**8/22 Committee Review of Fees and Charges for Service Areas 2022/23 (part of annual budget process)**

The Chief Accountant presented his report to the Committee.

The Committee **resolved** to agree the Fees and Charges as proposed for recommendation to the Corporate Policy and Resources Committee.

**9/22 Verbal update on request for site investigation of land to rear of Thames Side**

Claire Lucas, Principal Air Pollution Officer, gave a verbal update on further investigative work undertaken to ascertain if there was sufficient evidence to request a site investigation of the land and which body had jurisdiction for this.

The Committee was advised that:

- The Freedom of Information request (FOI) submitted to the Ministry of Defence (MOD) was considered too broad and they had suggested a more refined approach. A further request had been made for a five year period based on the BBC article and other information available and the MOD response was awaited.
- Officers had spent a significant amount of time reviewing data received in relation to the site permit to the north of the M3 and requested follow up information.
- A request had been made to Esso requesting any relevant data they may have for that area in relation to the pipeline site investigation works carried out for the Southampton to London pipeline. They were not subject to Freedom of Information (FOI) requests and it was hoped they may respond on a voluntary basis, however no response has been received to date.
- The Environmental Health team had looked into the possibility of monitoring techniques for flooding events for ground gases but concluded this was not possible as there were so many variables to consider, including types of gases, the configuration of premises and how the premises were ventilated.
- Legal advice was expected later this month.

A report was to be prepared for the next Committee meeting in March 2022.

The Committee **resolved** to note the verbal update.

**10/22 Bonfires and Anti-Bonfire Campaign**

The Committee considered a report setting out the action taken to promote awareness of the hazards posed by bonfires both to people's health and the environment. As it was not possible to ban bonfires, a campaign to discourage residents and businesses from having bonfires was launched using the following approaches:

- An article in the borough Bulletin which explained the risks of bonfires, suggested alternative means of properly disposing of waste, and provided information on how to report bonfires
- A social media campaign using strong graphics to promote the anti-bonfire message
- A revision of the Council's bonfire and smoke webpage to give a stronger anti-bonfire message.

The Senior Environmental Health Manager advised that the number of complaints had increased significantly over the Covid period and it would be necessary to see whether these continued at the same level or reduced. It was agreed to share any meaningful statistics obtained with the Committee.

**Alternative options considered and rejected:**

None.

**Resolved:**

To note the anti-bonfire campaign currently running.

**Reason for decision:**

The anti-bonfire campaign has a direct positive impact on climate change since a reduction in bonfires will directly lead to a reduction in carbon dioxide being released into the atmosphere.

**11/22 Bidding Process for Green Initiatives Fund**

The Committee considered a report setting out a proposed bidding process for projects requesting funds from the Green Initiatives Fund. The process had been based upon a similar approach for grants funding applications.

The Committee was advised that some adjustments may be required once the bidding process was underway as bids were likely to be submitted for internal and external projects.

**Alternative options considered and rejected:**

Not to put a bidding process in place which could result in funding for projects which do not fully deliver on the Council's climate change objectives.

**Resolved:**

To note and agree the proposed bidding process for projects requesting funds from the Green Initiatives Fund.

**Reasons for Decision:**

The Green Initiatives Fund will support projects aiming to reduce the impact of climate change in the Borough. A fair means of assessing individual projects proposed by the Council or outside organisations is required to ensure appropriate use of the funding.

**12/22     Adverse Weather Plan and Community Sandbag Distribution Centre Plan Sign-Off**

The Committee considered a report which set out the Council's Adverse Weather Plan and Community Sandbag Distribution Policy, following the review and updating of both documents. The report highlighted key updates to both plans which included clarity on roles and responsibilities

It was agreed that the Group Head for Commissioning and Transformation would contact those members who had suggested that some amendments or clarification may be necessary to the policy to address these.

**Alternative options considered and rejected:**

None

**Resolved:**

To note the report and associated Adverse Weather Plan and Community Sandbag Distribution Policy.

**Reason for Decision:**

To ensure the Council has up to date plans to respond to adverse weather with clarity on roles and responsibilities.

**13/22     Recovery Action Plan - E&S**

It was **resolved** to note the Recovery Action Plan items relevant to this Committee.

**14/22     Updates from Task and Finish and/or Working Groups**

The Committee **resolved** to note the updates provided from the task and working groups.

**15/22     Forward Plan**

The Committee **resolved** to note the forward plan.

**16/22     Urgent business**

There was none.

# Environment and Sustainability Committee



8 March 2022

<b>Title</b>	Planning Development Management Performance Report
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Esmé Spinks, Planning Development Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Environment Service delivery
<b>Recommendations</b>	<b>Committee is asked to:</b>  1. Note the report
<b>Reason for Recommendation</b>	N/A

## 1. Summary of the report

- 1.1 This report reviews the performance of the Planning Development Management (PDM) service over the past year. The report follows on from those produced on an annual basis to the Planning Committee. This report notes that performance against Government targets has been exceeded despite increasing workloads.

## 2. Key issues

- 2.1 Successive governments have assessed Local Planning Authorities (LPA) performance on the speed with which they determine planning applications and more recently the quality of decision. The Government has introduced tougher measures for LPAs which fail to perform. Over the years, Spelthorne's performance has surpassed the Government's performance targets. However, there is a risk that the Council's performance in respect of the quality of major developments may come under greater scrutiny and could result in Government sanctions.
- 2.2 The LPA could be at risk of 'designation' next year on the 'quality of major applications'. This depends on the outcomes of existing appeals which are

likely to be determined later this year and the decision on other majors determined prior to 31/03/22.

- 2.3 Government policy announcements in recent years have sought to boost the supply of housing, enable homes to be built faster and encourage higher housing densities within urban locations. These have been incorporated in the revised National Planning Policy Framework, issued in July 2021 where a presumption in favour of sustainable development lies at its heart. The presumption in favour of housing schemes applies in Spelthorne because this authority does not have a 5 year housing land supply and our most recent Housing Delivery Test result was 69%.
- 2.4 The PDM Officers are working within a culture of continuous performance improvement. Further investment in IT has been implemented to assist with performance management and work in a paperless way in line with the Council's agile working policy.
- 2.5 In March 2020, following the Covid 19 lockdown, the Planning DM service was transferred into a remote service. In the early days of lockdown, several of the Planning DM staff volunteered to assist with work to help the community including delivering food parcels and working on the call centre whilst at the same time managing their workloads. The Planning DM officers successfully met this huge challenge and have also exceeded all government performance targets.
- 2.6 It is proposed to continue providing PDM performance reports in the future.

### **3. Options analysis and proposal**

- 3.1 The first section of the report deals with the Designation Regime. Local Planning Authorities are provided with statutory time limits to determine planning applications within a set period of time. These time limits are a way to evaluate a local planning authority's performance and can lead to a Council losing its power to determine planning applications within its jurisdiction if too many applications are determined outside these statutory time limits. The time limits are known as determination periods and are set at 13 weeks for Major Planning applications (mainly 10+ dwellings and new floorspace of 1,000 sqm+ (16 weeks where subject to Environmental Impact Assessment) and 8 weeks for other planning applications defined as "Minor" and "Other" (non majors).
- 3.2 As part of the Government's Growth Agenda, the Growth and Infrastructure Act 2013 saw an introduction to the "designation regime" by measuring performance based on the speed and quality of decisions for major development over a rolling 2-year period. Later it was extended to include non-major applications. The performance of LPAs in determining major and non-major development are now assessed separately, meaning that an authority could be "designated" on the basis of its performance on major development, on non-major development, or both. These two categories are assessed against two separate measures of performance:
  - The speed applications are dealt with measured by the proportion of applications that are determined within the statutory time or an agreed extended period; and,

- The quality of decisions measured by the proportion of decisions on applications that are subsequently overturned at appeal

- 3.3 The Secretary of State will decide once a year whether any “designation” should be made or lifted. If a LPA is at risk of designation for one or more categories, the Department for Levelling Up, Housing and Communities (DLUHG) will write to the LPA requesting any data corrections or exceptional circumstances that would make a “designation” unreasonable. Where an authority is “designated”, applicants have an option to ask the Planning Inspectorate as opposed to the LPA to determine any applications within the designated category(ies) (major, non-major or both) for which the authority has been “designated”. The exception is where an authority is designated for non-major development, householder applications and retrospective applications. Applicants will not be able to submit these applications to the Planning Inspectorate as these are best dealt with locally. Soon after a designation is made the LPA is expected to prepare an “action plan” addressing areas of weakness that contributed to its under-performance. Appendix 1 to the main report contains a flow chart setting out the designation process. The consequences for an LPA to be designated for ‘major’ applications is that developers will be able to by-pass the LPA on large schemes and apply directly to the Planning Inspectorate. There will also be a significant loss for the LPA in income from planning application fees and pre-application advice.
- 3.4 Table 1 of the main report (reproduced below) provides an overview of the thresholds and assessment periods for 2019, 2020 and 2021 and details of Spelthorne’s performance. The speed of determination is referred to in para. 3.1 and the threshold is expressed as a minimum. The quality measures the total number of decisions overturned at appeal as a % of the total decisions made. The threshold of 10% is expressed as a maximum. The lower the figure, the better the performance.

Table 1

Measure and type of Application	2017-2019 Threshold and assessment period	Spelthorne’s Performance 2019	2018-2020 Threshold and assessment period	Spelthorne’s Performance 2020	2019-2021 Threshold and assessment period	Spelthorne’s Performance 2021
<b>Speed of Major Development</b>	<b>60% (min)</b> (October 2018 to September 2020)	<b>96%</b> N.B. The higher the % the better	<b>60% (min)</b> (October 2018 to September 2020)	<b>100%</b> N.B. The higher the % the better	<b>60% (min)</b> (October 2019 to September 2021)	<b>98%</b> N.B. The higher the % the better
<b>Quality of Major Development</b>	<b>10% (max)</b> (April 2018 to March 2020)*	<b>3.7%</b> N.B. The lower the % the better	<b>10% (max)</b> (April 2018 to March 2020)*	<b>1.8%</b> N.B. The lower the % the better	<b>10% (max)</b> (April 2019 to March 2021)*	<b>4.76%</b> N.B. The lower the % the better

Measure and type of Application	2017-2019 Threshold and assessment period	Spelthorne's Performance 2019	2018-2020 Threshold and assessment period	Spelthorne's Performance 2020	2019-2021 Threshold and assessment period	Spelthorne's Performance 2021
<b>Speed of Non-Major Development</b>	<b>70% (min)</b> (October 2018 to September 2020)	<b>93%</b> N.B. The higher the % the better	<b>70% (min)</b> (October 2018 to September 2020)	<b>93%</b> N.B. The higher the % the better	<b>70% (min)</b> (October 2019 to September 2021)	<b>96%</b> N.B. The higher the % the better
<b>Quality of Non-Major Development</b>	<b>10% (max)</b> (April 2018 to March 2020)*	<b>0.6%</b> N.B. The lower the % the better	<b>10% (max)</b> (April 2018 to March 2020)*	<b>1.4%</b> N.B. The lower the % the better	<b>10% (max)</b> (April 2019 to March 2021)*	<b>1.25%</b> N.B. The lower the % the better

\* an additional 9 months is given to 31 December to allow for the receipt of appeal decisions

It can be seen that Spelthorne has met and exceeded all four targets for the threshold periods.

- 3.5 The 'Quality of Major Development' threshold is monitored particularly closely. This is because of the relative few number of majors which Spelthorne receives compared with other applications. In the two years ending in March 2021, two major applications were refused and allowed on appeal out of a total of 42 determined leading to the quality figure of 4.76%.
- 3.6 However, it is important to look forward and consider the quality of majors result in 2022 (which will be known by January 2023). At present, it is not known what the threshold will be although it has been 10% for several years. Assuming this to remain unchanged, there are already two majors allowed on appeal within the 2023 period (Bugle Nurseries) and more recently in January 2022 (Masonic Lodge / Elmsleigh Nightclub site). Because of the number of appeals allowed which will count in 2023 (two) with others either awaiting an appeal decision (currently three) or not yet determined or appealed against, it could bring the performance closer to or over the designation threshold of 10% and the consequences outlined in para 3.3 above.
- 3.7 Where an authority is "designated", applicants have an option to ask the Planning Inspectorate as opposed to the LPA to determine any applications within the designated category (in this case 'major'). Soon after a designation is made the LPA is expected to prepare an "action plan" addressing areas of weakness that contributed to its under-performance. Continuous monitoring against this criterion is essential.
- 3.6 The next section of the report deals with performance in terms of numbers of applications. In terms of the 8 week and 13 week speed performance outlined above, Spelthorne performance for decisions made in 2019 – 2021 is set out in table 2 of the main report. Over the past three years, the number of planning applications determined has increased in the 'majors' and 'other'

categories and only reduced slightly in the 'Minor' category from 2019. Overall, there has been an increase in the total received in 2021 compared with both the previous years whilst performance far exceeded the government targets.

- 3.7 During the same three years ending December 2021, PDM also dealt with a large number of other type of applications not included in the statutory returns, i.e., Certificate of Lawfulness applications, Surrey County Council applications and Tree applications, (Table 3 of the main report). The data shows that there has been a significant increase in the total number determined. Over the three years; there was a 23% increase from 2019 to 2021 and 31% increase from 2020 to 2021.
- 3.8 Overall, in 2021 a total of 1515 planning decisions were made by the LPA compared with 1205 in 2020 and 1,352 in 2019. It is clear the increase in the numbers of cases determined grew by 12% in 2021 compared with 2019 and 26% compared with last year.
- 3.9 The LPA also deals with several other matters involving appeals, planning enforcement and enquiries. A summary of the last three years is contained in table 4 of the main report.
- 3.10 The planning appeals and enforcement appeals for the past two years are contained in appendices 2 and 3 of the main report. There were 103 appeal decisions received:

10 Enforcement appeals  
93 Planning appeals

Of these appeals:

- 69 Planning appeals were dismissed or had a split decision.
  - 8 Planning Enforcement appeals were dismissed or had a split decision
  - 0 Enforcement notice was quashed on appeal
  - 23 Planning appeals were allowed, and
  - 2 Planning Enforcement appeals were allowed.
  - 1 Planning appeal was withdrawn
- 3.11 The report also assesses 11 planning applications which were recommended for approval by the Planning Officer but overturned and refused by the Planning Committee Planning Committee. Between January 2019 to December 2021, 11 planning applications were recommended for approval by the Planning Officer but overturned and refused by the Planning Committee. This compares with 9 in the previous report last year. The details are contained in table 5.
- 3.12 The final table, no.6 summarises planning enforcement activity. Overall, there has been an increase in planning enforcement complaints by 24% from 2018 to 2021. A detailed report on planning enforcement policy will be reported to the Neighbourhood Services Committee on 3 March 2022.

- 3.13 The report concludes with a summary of government papers and in particular the consequences of the Housing Delivery Test result of 69% and lack of a 5 year housing land supply leading to the 'titled balance' being applied for most residential development planning applications in Spelthorne.

#### **4. Financial implications**

- 4.1 Potentially negative financial implications could arise if the planning performance results in the Local Planning Authority (LPA) being 'Designated' for Major developments. This is because not only would the LPA lose control in decision making of important strategic planning proposals, the LPA would also not receive the pre-application advice fee and statutory planning application fee of the larger schemes which can be significant. For example, the planning application fees of some large proposals include Shepperton Studios Reserved Matters £189,839 and £45,491 and Debenhams £50,381. In addition, it should be noted that in 2020/21, Planning DM received over £1,000,000 in income; £875,965 in planning application fees and £194,182 in pre-application and planning performance agreement fees. The majority of this related to the large applications. This year(2021/22) is lower but still significant. Continuous monitoring against this criterion is essential.
- 4.1 An additional potential implication could arise if new dwellings are not approved (if policy compliant). This would lead to a reduction in the New Homes Bonus (NHB) which is secured for every new home completed in the borough. The NHB for 2021/22 was £252,000 and for 2022/23 £1.294m. The figure for 2022/23 was unexpectedly and unusually high due to the large number of housing completions on two sites in March 2021. The Council's budget report (February 2022) estimates that the NHB for 2023/24 will be £140,000 before disappearing thereafter.

#### **5. Other considerations**

- 5.1 There are no further considerations to be taken into account.

#### **6. Equality and Diversity**

- 6.1 This does not have any direct equality and diversity impacts

#### **7. Sustainability/Climate Change Implications**

- 7.1 There are no sustainability/climate change issues.

#### **8. Timetable for implementation**

- 8.1 The Planning DM performance is monitored continuously. It is intended to continue to provide an annual performance report to the Committee.

#### **9. Contact**

- 9.1 For further details please contact Esmé Spinks at [e.spinks@spelthorne.gov.uk](mailto:e.spinks@spelthorne.gov.uk)

**Background papers:** There are none

**Appendices:**

Appendix 1 – Planning Development Management Performance Report

Appendix 2 – Designation process

Appendix 3 - Planning Appeals Received & Decided April 2019 – December 2021  
(Decisions made by 31/03/2021)

Appendix 4 - Planning Enforcement Appeals Decided April 2019 – December 2021

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<b>Title</b>	Development Management Performance
<b>Purpose of the report</b>	The purpose of this report is to advise the Members of the Planning Development Management (PDM) performance over the past year.
<b>Report Author</b>	Esmé Spinks, Planning Development Manager
<b>Recommendations</b>	It is recommended that the Environment and Sustainability Committee notes the report.
<b>Executive Summary</b>	<p>Successive governments have assessed Local Planning Authorities (LPA) performance on the speed with which they determine planning applications and more recently the quality of decision. The Government has introduced tougher measures for LPAs which fail to perform. Over the years, Spelthorne's performance has surpassed the Government's performance targets. However, there is a risk that the Council's performance in respect of the quality of major developments may come under greater scrutiny and could result in Government sanctions. .</p> <p>Government policy announcements in recent years have aimed to boost the supply of housing, enable homes to be built faster and encourage higher housing densities within urban locations. These have been encapsulated in the revised National Planning Policy Framework, issued in July 2021 where a presumption in favour of sustainable development lies at its heart.</p> <p>At present the LPA does not have the required five year supply of housing which has triggered a presumption in favour of sustainable development. In addition, the Housing Delivery Test, which compares the number of new homes delivered over the previous three years with the authority's housing requirement, is currently now 69%. As this is less than the required 75%, the NPPFs presumption in favour of sustainable development is also triggered for Spelthorne.</p> <p>An up to date development plan gives greater certainty to all those involved in the development process and the local community. Decisions based on an up to date plan and supplementary guidance which are consistent with the NPPF are more easily defended at appeal. It is important to ensure that reasons for refusal can be defended on appeal without the risk of an award of costs against the Council. Robust decision making helps to ensure that the risk of the Council being "designated" based on appeals is minimised.</p>

	<p>Any request for an application to be called into the Planning Committee should only be made if there is a ‘material planning concern’ as set out in the Council’s Planning Code, 2021.</p> <p>DM Officers are working within a culture of continuous performance throughout the DM process. Further investment in IT software and hardware has been implemented to assist with performance management and the Council’s agile working policy and this is a necessary continuing process.</p> <p>In March 2020, following the Covid 19 lockdown, the Planning DM service was transferred remotely. In the early days of lockdown, several of the Planning DM staff volunteered to assist with work to help the community including delivering food parcels and working on the call centre whilst at the same time managing their workloads. The Planning DM officers successfully met this huge challenge and have also exceeded all government performance targets.</p> <p>Following the Covid 19 lockdown, some planning training sessions have taken place and further training is planned. In addition, presentations have been undertaken by developers prior to the submission of their planning applications. These measures will assist with the quality of decision making. Officers have also attended some on-line training courses as part of their continuous professional development.</p> <p>Given all the circumstances over which the LPA has no direct control and an increase in workload, the PDM service has continue to perform to a high standard.</p>
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## **1. Purpose**

- 1.1 To advise Members on Planning Development Management (PDM) performance over the past year.

## **2. Background**

- 2.1 Successive governments have sought to streamline the planning process by setting targets nationally for the speed that Local Planning Authorities (LPAs) determine planning applications. In the late 1990s and 2000s, financial incentives were paid to LPAs who met targets. More recently, the government introduced a “designation regime” by measuring performance based on the speed and quality of decisions for major development over a rolling 2-year period. This was subsequently expanded to also include non-major developments. The emphasis is on identifying persistent poor performers, designating them as under performers and then intervening. The Government recently increased the performance targets

and introduced a housing delivery test in 2018 which required Spelthorne to produce an action plan. The housing delivery action plan identifies actions to address under delivery against the housing requirement in the Borough. The plan looks at the reasons for under delivery and the steps to be taken to drive up housing delivery. In Spelthorne's case, this is set against of increasing workloads.

### **3. Designation Regime**

3.1 Local Planning Authorities are provided with statutory time limits within which planning applications should be determined. These time limits are a way to evaluate a LPA's performance and can lead to a Council losing its power to determine planning applications within its jurisdiction if too many applications are determined outside these statutory time limits. The time limits are known as determination periods and are set at 13 weeks for Major Planning applications (16 weeks where subject to Environmental Impact Assessment) and 8 weeks for other planning applications defined as "Minor" and "Other".

3.2 Major development is defined as:

Major – 10 or more residential units, dwellings on a site with an area of 0.5 hectares or more, 1,000 sq. m or more of new commercial floorspace or sites with an area of more than 1 hectare.

Minor – Up to 9 residential units, up to 999 sq. m of new floorspace, and changes of use, and

Others – mainly householder schemes.

3.3 As part of the Government's Growth Agenda, the Growth and Infrastructure Act 2013 saw an introduction of the "designation regime" by measuring performance based on the speed and quality of decisions for major development over a rolling 2-year period. The former Department for Communities and Local Government (DCLG) introduced two separate measures to assess the performance of LPAs:

- Speed of determining major planning applications; and
- The extent to which such decisions are overturned on appeal as an indicator of the quality of decisions made by LPAs.

3.4 The Housing and Planning Act 2016 changed the designation regime to widen the definition of the applications to be included and to raise the bar on the thresholds LPAs would be required to meet with effect from 2017. A paper detailing the implementation of this; Improving Planning Performance: Criteria for Designation, was issued in 2016.

3.5 The performance of LPAs in determining major and non-major development are now assessed separately, meaning that an authority could be "designated" on the

basis of its performance on major development, on non-major development, or both. These two categories are assessed against two separate measures of performance:

- The speed applications are dealt with measured by the proportion of applications that are determined within the statutory time or an agreed extended period; and,
- The quality of decisions measured by the proportion of decisions on applications that are subsequently overturned at appeal

3.6 Consequently, the performance of LPAs is now assessed separately against:

- The **speed** of determining applications for **major** development
- The **quality** of decisions made by the authority on applications for **major** development;
- The **speed** of determining applications for **non-major** development;
- The **quality** of decisions made by the authority on applications for **non-major** development.

3.7 The Secretary of State will decide once a year whether any “designation” should be made or lifted. If a LPA is at risk of designation for one or more categories, the Department for Levelling Up, Housing and Communities (DLUHC) will write to the LPA requesting any data corrections or exceptional circumstances that would make a “designation” unreasonable. Where an authority is “designated”, applicants have an option to ask the Planning Inspectorate as opposed to the LPA to determine any applications within the designated category(ies) (major, non-major or both) for which the authority has been “designated”. The exception is where an authority is designated for non-major development, householder applications and retrospective applications. Applicants will not be able to submit these applications to the Planning Inspectorate as these are best dealt with locally. Soon after a designation is made the LPA is expected to prepare an “action plan” addressing areas of weakness that contributed to its under-performance. Appendix 1 contains a flow chart setting out the designation process. The consequences for an LPA to be designated for ‘major’ applications is that developers will be able to by-pass the LPA on large schemes and apply directly to the Planning Inspectorate. There will also be a significant loss for the LPA in income from planning application fees and pre-application advice.

3.8 The following table provides an overview of the thresholds and assessment periods for 2019, 2020 and 2021 and details of Spelthorne's performance. The speed of determination is referred to in para.3.1 and the threshold is expressed as a minimum. The quality measures the total number of decisions overturned at appeal as a % of the total decisions made. The threshold of 10% is expressed as a maximum. The lower the figure, the better the performance.

Table 1

Measure and type of Application	2017-2018 Threshold and assessment period	Spelthorne Performance 2019	2018-2020 Threshold and assessment period	Spelthorne's Performance 2020	2019-2021 Threshold and assessment period	Spelthorne's Performance 2021
<b>Speed of Major Development</b>	<b>60% (min)</b> (October 2018 to September 2020)	<b>96%</b> N.B. The higher the % the better	<b>60% (min)</b> (October 2018 to September 2020)	<b>100%</b> N.B. The higher the % the better	<b>60% (min)</b> (October 2019 to September 2021)	<b>98%</b> N.B. The higher the % the better
<b>Quality of Major Development</b>	<b>10% (max)</b> (April 2018 to March 2020)*	<b>3.7%</b> N.B. The lower the % the better	<b>10% (max)</b> (April 2018 to March 2020)*	<b>1.8%</b> N.B. The lower the % the better	<b>10% (max)</b> (April 2019 to March 2021)*	<b>4.76%</b> N.B. The lower the % the better
<b>Speed of Non-Major Development</b>	<b>70% (min)</b> (October 2018 to September 2020)	<b>93%</b> N.B. The higher the % the better	<b>70% (min)</b> (October 2018 to September 2020)	<b>93%</b> N.B. The higher the % the better	<b>70% (min)</b> (October 2019 to September 2021)	<b>96%</b> N.B. The higher the % the better
<b>Quality of Non-Major Development</b>	<b>10% (max)</b> (April 2018 to March 2020)*	<b>0.6%</b> N.B. The lower the % the better	<b>10%(max)</b> (April 2018 to March 2020)*	<b>1.4%</b> N.B. The lower the % the better	<b>10%</b> (April 2019 to March 2021)*	<b>1.25%</b> N.B. The lower the % the better

\* an additional 9 months is given to 31 December to allow for the receipt of appeal decisions

Spelthorne has met and exceeded all four targets for the threshold periods.

3.9 The 'Quality of Major Development' threshold is monitored particularly closely. This is because of the relative few number of majors which Spelthorne receives compared with other applications. The quality of majors for 2021 was 4.76%, this covers the period of decision making between April 2019 and March 2021. There were 42 applications determined in the assessment period and 2 appeals were allowed: 18/01426/RVC, Halliford Studios and 20/00123/FUL – Bugle Nurseries.

- 3.10 However, it is important to look forward and consider the quality of majors result in 2022 (which will be known by January 2023). At present, it is not known what the threshold will be although it has been 10% for several years. If this was to continue, it would relate to applications determined between April 2020 to March 2022 with an additional 9 months given to allow for the receipt of appeal decisions. In terms of majors, one of the two above appeal decisions allowed in the 2021 period will be brought forward to the 2022 period. In addition, one further major application has been allowed on appeal (21/01199/FUL – Masonic Lodge and Exchange Nightclub site, Elmsleigh Road, Staines). Furthermore, there is currently three additional major applications which are the subject of current appeals; 21/00010/FUL - Renshaw Industrial Estate, Mill Mead, Staines, 20/01112/FUL - Phase 1C Charter Square, High Street, Staines and 21/01506/FUL - Ex Serviceman's Club, Sunbury.
- 3.11 The total number of 'major' applications to be determined by 31/03/22, the decision to approve or refuse and whether they will be appealed if refused is currently unknown. In addition, the outcome of the three remaining appeals, 21/00010/FUL, 20/01112 and 21/01506/FUL) is outstanding. However, assuming the number of major applications remains constant for 2022, the outstanding appeals are allowed and more are refused and/or appealed by 31/03/22, there is a risk of performance, in terms of the 'quality of major applications', exceeding the 'Designation' threshold of 10% in 2022 and the consequences outlined in para 3.7 above.

### Annual Performance

- 3.12 In terms of the 8 week and 13 week speed performance outlined in para. 3.2 above, Spelthorne performance for decisions made in 2019 – 2021 is set out in table 2 below:

Table 2

	<u>Majors</u>			<u>Minors</u>			<u>Others</u>			<u>Total Nos.</u>
	Total	On Target (13 weeks)	% on Target	Total	On Target (8 weeks)	% on Target	Total	On Target (8 weeks)	% on Target	
2019	25	25	100%	199	175	88%	562	530	94%	786
2020	14	14	100%	148	126	85%	514	478	93%	676
2021	28	27	96%	189	174	92%	603	592	98%	820

Over the past three years, the number of planning applications determined has increased in the 'majors' and 'other' categories and only reduced slightly in the 'Minor' category from 2019. Overall, there has been an increase in the total received in 2021 compared with both the previous years whilst performance has far exceeded the government targets.

- 3.13 During the three years; 2019 - 2021, the following decisions (table 3 below) were made on other types of applications which are not included in statutory performance targets but, nonetheless, represent a significant workload for the PDM service.

Table 3

Application Type	Total No. Determined		
	2019	2020	2021
Certificate of Lawful Development (Proposed)	157	153	237
Certificate of Lawful Development (Existing)	14	6	11
Prior Notifications	98	93	152
Discharge of Conditions	115	80	91
Amended Applications	34	37	42
Consultations from adjoining Boroughs	22	29	14
SCC Applications	12	19	13
SCC Discharge of Conditions	5	2	4
TPO Applications	79	66	78
TCA Applications (Trees in Conservation Areas)	27	37	37
Telecom applications	3	7	16
<b>TOTAL</b>	<b>566</b>	<b>529</b>	<b>695</b>

The data shows that there has been a significant increase in the total number determined. Over the three years; there was a 23% increase from 2019 to 2021 and 31% increase from 2020 to 2021.

- 3.14 A combination of the data in table 2 and 3 provides the total number of planning decisions for the last three years. The figures are:

2019 – 1352  
 2020 – 1205  
 2021 – 1515

Therefore in 2021 a total of 1515 planning decisions were made by the LPA compared with 1205 in 2020 and 1,352 in 2019. It is clear the increase in the numbers of cases determined grew by 12% in 2021 compared with 2019 and 26% compared with last year.

- 3.15 The LPA also deals with several other matters involving appeals, planning enforcement and enquiries. A summary of the last three years is contained in table 4 below.

Table 4

	2019	2020	2021
Planning Appeals	35	32	36
Enforcement Appeals	8	6	1
Planning Enquiries (meetings/written response)	351	288	365
No. of representations on planning applications received	1809	2404	1791
Planning Enforcement Cases	365	345	396

- 3.16 The assessment of the quality of decision making by LPA's is measured by the proportion of decisions on applications that are subsequently overturned at appeal. The current assessment for 2021 is based on planning applications decided between April 2019 to March 2021. A period of 9 months is given following the end of the assessment period (31 March) to allow time for an appeal to be lodged and decided.
- 3.17 The appeals relating to Spelthorne for the period in question are attached as Appendix 3. Also attached as Appendix 4, are the appeal decisions relating to enforcement cases. It should be noted that these are not currently used by Government to measure the Council's performance and the data covers appeals received April 2019 to December 2021. In summary:

There were 103 appeal decisions received:

10 Enforcement appeals

93 Planning appeals

Of these appeals:

- 69 Planning appeals were dismissed or had a split decision.
- 8 Planning Enforcement appeals were dismissed or had a split decision
- 0 Enforcement notice was quashed on appeal
- 23 Planning appeals were allowed, and
- 2 Planning Enforcement appeals were allowed.
- 1 Planning appeal was withdrawn

3.18 The appeal performance overall for these latest stats in 2021 show that 75% of appeals were dismissed or split decisions which compares with 80%, 75% and 69% for the three previous years. It should be noted, however, that the latest set of statistics were measured in a slightly different way to previous years. Nonetheless, it represents a consistent pattern of decision making.

#### Planning Committee Overturns

3.19 Between January 2019 to December 2021, 11 planning applications were recommended for approval by Planning Officers but overturned and refused by the Planning Committee. This compares with 9 in the previous report last year. Of these 11:

- Two were allowed on appeal,
- One appeal was dismissed
- Five have appeals lodged but no decision
- One application was not appealed
- One application may still be appealed
- One proposal cannot be appealed as it was a Council application.

These are summarised in the following table:

Table 5

Planning Application no.	Site	Proposal	Officer Rec	Committee Decision	Appeal Decision and Date
19/00444/ADV	Charlton Lane Ecopark Charlton Lane Shepperton	Retention of freestanding 6.52m tall non-illuminated sign at entrance (retrospective)	Grant	Refused 30/05/19	Allowed on appeal 15/11/19
19/00884/FUL	42 High Street Shepperton TW17 9AU	Change of use from offices/bank to a mixed use of commercial units at ground floor level and to 3 no. residential flats above on first floor with balconies, erection of new second floor with 3 no. flats with balconies, erection of part single storey, part two storey rear extension and new windows and doors including new access to	Approve	Refused 28/08/19	No appeal

Planning Applicati on no.	Site	Proposal	Officer Rec	Committee Decision	Appeal Decision and Date
		front, demolition of chimney stacks.			
20/00565/ FUL	Ruxbury Court, Cumberland Road, Ashford	Alterations and extensions to Blocks B and C of Ruxbury Court, including alterations and extensions to the roof, to enable the creation of 3 x 1-bedroom units and 1 x 2 bedroom unit with associated parking and amenity space.	Approve	Refused 18/09/20	Dismissed 02/07/21
20/00736/ FUL	96 Cavendish Road, Sunbury on Thames, TW16 7PL	Erection of a two storey detached building comprising 2 x 1 bedroom flats	Approve	Refused 03/03/21	Appeal Decision awaited
21/00134 /FUL	115 Feltham Hill Road & Land at the rear of 113- 127 Feltham Hill Road, Ashford.	Proposed redevelopment of site for the erection of 5 no residential units, following demolition of existing buildings.	Approve	Refused 26/05/21	Appeal Decision Awaited
21/00010 /FUL	Renshaw Industrial Estate, Mill Mead, Staines- upon- Thames,	Demolition of existing industrial buildings and redevelopment to provide 2 new buildings (5-13 storeys) comprising 397 build-to-rent residential apartments (Use Class C3) including affordable housing, ancillary residential areas (flexible gym, activity space, concierge and residents lounge), landscaping, children's play area and car and cycle parking.	Approve	Refused 27/07/21	Appeal decision awaited
20/01112 /FUL	Phase 1C Charter	Redevelopment of the site to provide 64 new	Approve	Refused 27/07/21	Appeal decision awaited

Planning Applicati on no.	Site	Proposal	Officer Rec	Committee Decision	Appeal Decision and Date
	Square, High Street, Staines-upon-Thames	residential units (Use Class C3) with flexible commercial, business and service floorspace (Use Class E) and drinking establishment floorspace (Sui Generis) at ground floor, rooftop amenity space; landscaping and enhancements to the central public square, associated highway works, and other ancillary and enabling works.			
19/01211 /FUL	Benwell House, Green Street, Sunbury on Thames	Erection of 5 storey residential block to provide 39 units, with a mix of 12 x 1-bed, 24 x 2-bed and 3 x 3-bed units together with associated parking, landscape and access.	Approve	Refused 13/10/21	N/A Council application
20/00119 9/FUL	Old Telephone Exchange, Masonic Lodge and adjoining land, Elmsleigh Road, Staines-upon-Thames.	Demolition of the former Masonic Hall and redevelopment of site to provide 206 dwellings together with car and cycle parking, hard and soft landscaping and other associated works.	Approve	Refused 23/06/21	Allowed on appeal 17/01/21
19/01567 /FUL	Florida Court Station Approach Staines-upon-Thames	Erection of an additional floor to create 7 x 1 bedroom units and 2 x 2 bedroom units and the creation of 2 additional car parking spaces.	Approve	Refused 10/11/21	Have 6 months from decision to lodge an appeal
21/00614 /OUT	36 - 38 Minsterley Avenue	Outline planning permission with appearance and	Approve	Refused 10/11/21	Appeal decision awaited

Planning Application no.	Site	Proposal	Officer Rec	Committee Decision	Appeal Decision and Date
	Shepperton	landscaping reserved for the erection of 5 detached dwellings, comprising 4 x 4 bedroom dwellings and 1 x 5 bedroom dwelling, with associated parking and amenity space following the demolition of 36 Minsterley Avenue.			

3.20 The Planning Enforcement function falls under the Planning DM service. The table below (no. 6) sets out statistics of workload for the last four years.

Table 6

Enforcement Case Types & Notices	2018	2019	2020	2021
BCN - Breach of Condition Notices	0	2	0	1
PLNCON - Breach of Planning Conditions	41	53	38	41
COURTB & BUSRES - Change of Use from Residential to Business	22	18	15	24
COU - Change of Use (Other)	36	41	34	35
CONSRV - Conservation Area	0	1	0	1
ENF - Enforcement Notices	9	7	3	1
HMO - Houses in Multiple Occupancy	N/A <sup>1</sup>	30	18	24
LBCOM - Listed Buildings	3	5	2	2
MISC - Miscellaneous	45 <sup>2</sup>	27	29	40
HIGHH – High Hedges	N/A <sup>3</sup>	N/A	N/A	1
PCN - Planning Contravention Notice	13	9	4	5
S215 – Untidy Land	0	5	3	7
STOP - Stop Notices	0	1	0	0
TCAEN - Unauthorised Work to Trees in a Conservation Area	0	1	2	0
TEMP - Temporary Stop Notices	2	3	2	0
TPO - Tree Preservation Orders	5	8	7	16
UNADV - Unauthorised Adverts	7	15	6	10
UNDEV - Unauthorised Development	136	153	172	188
UNOUT - Unauthorised Residential Use of Outbuilding	N/A <sup>4</sup>	N/A	N/A	N/A
Uncategorised	10	13	6	0
<b>Totals</b>	<b>319</b>	<b>379</b>	<b>335</b>	<b>396</b>

<sup>1</sup> No stats available for this type of breach (HMO) in 2018 as the type did not exist in our database and has only recently been added to give more granularity. Prior to this new breach type HMO breaches were recorded as MISC.

<sup>1</sup> 2018 MISC cases higher as this included HMO cases prior to the creation of a HMO breach type in 2019.

<sup>1</sup> No stats available for this type of breach (HIGHH) pre 2021 as the type did not exist in our database and has only recently been added to give more granularity. Prior to this new breach type HIGHH breaches were recorded as MISC.

<sup>1</sup> No stats available for this type of breach (UNOUT) pre 2022 as the type did not exist in our database and has only recently been added to give more granularity. Prior to this new breach type UNOUT breaches were recorded as COUOTH.

<sup>2</sup> 2018 MISC cases higher as this included HMO cases prior to the creation of a HMO breach type in 2019.

<sup>3</sup> No stats available for this type of breach (HIGHH) pre 2021 as the type did not exist in our database and has only recently been added to give more granularity. Prior to this new breach type HIGHH breaches were recorded as MISC.

<sup>4</sup> No stats available for this type of breach (UNOUT) pre 2022 as the type did not exist in our database and has only recently been added to give more granularity. Prior to this new breach type UNOUT breaches were recorded as COUOTH.

Overall there has been an increase in planning enforcement complaints by 24% from 2018 to 2021. A detailed report on planning enforcement policy will be reported to the Neighbourhood Services Committee on 3 March 2022.

## **Government Papers**

- 4.1 In August 2020, the Government issued the White Paper, "Planning for the Future". A wide range of proposals were put forward, including, in relation to Planning DM, "for all types of planning applications" the government wants to see "a much more streamlined" planning process "which is proportionate to the scale and nature of the development proposed, to ensure decisions are made faster". The broad proposals were to:

- Streamline the planning process
- to limit the ability of people to object to individual planning applications
- Provide a digital-first planning process
- Provide a new focus on design and sustainability
- Improve infrastructure delivery
- Make more land available for the homes and development people and communities need

- 4.2 The government set an ambitious timetable for the Planning White Paper, but it is not clear at this stage when and if this will be delivered. In September 2021, the government restructured the Ministry of Housing, Communities and Local Government to the new Department for Levelling Up, Housing and Communities, thereby dropping 'local government' from its title. The government announced a Levelling Up White Paper on 2 February 2022 which referred to some planning changes. The announcements in relation to planning include:

- "Plans to empower local leaders and communities to reimagine their urban green space and improve access for communities who lack it. This includes enhancing and maintaining protection of the green belt."
- To develop plans for "further greening the green belt in England," and to see "improved green belts around towns and cities."
- Plans in the Planning White Paper to limit the ability of people to object to individual planning applications have been removed.
- "The ability to have a meaningful say on individual planning applications will be retained and improved through new digital technologies."
- The government will "look to pilot greater empowerment of communities to shape regeneration and development plans".
- The government's "improvements to the planning system will help level up left-behind places".
- "The UK Government will enhance compulsory purchase powers to support town centre regeneration; provide further support for re-using brownfield land for development; set a more positive approach to employment land in national policy to support the provision of jobs; and increase engagement with infrastructure providers in plan making to bolster productivity."

- The government will be "encouraging more accessible hybrid models for planning committees in England".
- The government is looking at some form of land value capture as part of its [reform of the developer contributions system](#). "The UK Government is developing models for a new infrastructure levy which will enable local authorities to capture value from development more efficiently, securing the affordable housing and infrastructure communities need."

It is expected that further legislation will follow to set out the details of the key statements above.

- 4.3 Nevertheless, the Government's focus on the importance of housing delivery and growth remains. On a local scale, the Council's Housing Delivery Test Action Plan was updated in 2021. Spelthorne was required to produce the plan due to a consistent under delivery of housing when assessed against identified needs. The Action Plan was the Council's response to the challenge set out in the NPPF to significantly boost the supply of homes. The Council's Housing Delivery Test (HDT) result for 2021 has recently been issued and Spelthorne's result was 69% which is an increase on previous years. The Action Plan will be updated this year to reflect this. This means that 69% of its identified housing needs was delivered in the last three years and puts the Local Planning Authority (LPA) into the "Presumption" in favour of development category. It should be noted, however, that the LPA is already in this category as there is not a 5-year housing land supply, the current figure is 4.5 years. The consequences of the HDT and lack of a 5 year housing land supply is that the 'tilted balance' (which changes the 'balancing exercise' in favour of approve) is applied to most residential development planning applications in Spelthorne.
- 4.4 In 2020 and 2021, the government issued seven new prior approval permitted development rights in relation to additional (upward) extensions mainly to provide new dwellings. Also introduced was a substantially revised Use Classes Order. Classes A, B1 and D1, applicable to retail, office and non-residential institutions and assembly and leisure uses respectively, were removed and new use classes introduced in their place. The new Class E encompassed commercial, business and service, while the new F.1 and F.2 apply to learning and non-residential institutions and local community use respectively. The new class E is significantly wider in its scope than the previous classes resulting in less changes of use requiring planning permission.

## **5 Implications, Risks and Actions for Spelthorne LPA**

- 5.1 In March 2020, following the Covid 19 lockdown, the Planning DM service was transferred remotely. This included processing all planning applications and appeals, enforcement action and undertaking pre-application advice remotely. In addition, there was a flurry of legislation changes which officers had to learn and implement, particularly relating to permitted development rights and the use classes order and temporary arrangements necessitated by the Covid 19 pandemic. The Planning DM officers have continued to successfully meet this

huge challenge which has been exacerbated by an increased workload as highlighted above and have also exceeded all government performance targets.

- 5.2 The DM Service uses Idox Uniform for its computer software to manage the planning application process. It has invested in a software management package known as Idox Enterprise to act as a processing and management tool for officers. A large amount of technical work has been undertaken to improve the application process and management system and this is a continuous process. This work has enabled officers to work remotely in a paperless way of working. Enterprise was crucial in providing an efficient virtual way of working from March 2020. More Enterprise improvements are underway as a continuing process to further enhance the process and improve efficiency.
- 5.3 Officers have attended several on-line training courses as part of their continuous professional development. This is an on-going requirement. In addition, it is planned to provide more training for Members.
- 5.4 The LPA has also met the quality targets for both major and non-major developments. However, the quality of major development is a target which officers are monitoring very closely because of the relatively few numbers of major applications the Council receives. There is a risk of performance, in terms of major applications, coming close to or possibly exceeding the 10% threshold next year. In the two-year period April 2019 to March 2021, the Council determined 42 major planning applications, two of which were appealed against and both were allowed on appeal. This equates to a quality performance of 4.76%. However for the next year, April 2020 to March 2022, in addition to the current two applications allowed on appeal, three further appeals are currently with the Planning Inspectorate and there could possibly be more. If the appeals are allowed, it would bring the performance over the designation threshold of 10%. Continuous monitoring against this criterion is essential.
- 5.5 Where an authority is “designated”, applicants may apply directly to the Planning Inspectorate for the category of applications (major, non-major or both) for which the authority has been “designated”. Where an authority is “designated”, applicants may apply directly to the Planning Inspectorate for the category of applications, for which the authority has been “designated (in this case ‘major’)”. If this was to occur, not only could the LPA lose control in decision making of major planning proposals, the LPA would also not receive the pre-application advice fee and statutory planning application fee of the larger schemes which can be significant. For example, the planning application fees of some large proposals include Shepperton Reserved Matters £189,839 and £45,491 and Debenhams £50,381. In addition, it should be noted that in 2020/21, Planning DM received over £1,000,000 in income; £875,965 in planning application fees and £194,182 in pre-application and planning performance agreement fees. The majority of this related to the large applications. This year(2021/22) is lower but still significant. Continuous monitoring against this criterion is essential.
- 5.6 When refusing a planning application, it is imperative that the Council has sound reasons that are capable of being defended successfully at appeal. Failure to do so could expose the Council to an award of costs at appeal and the real risk of

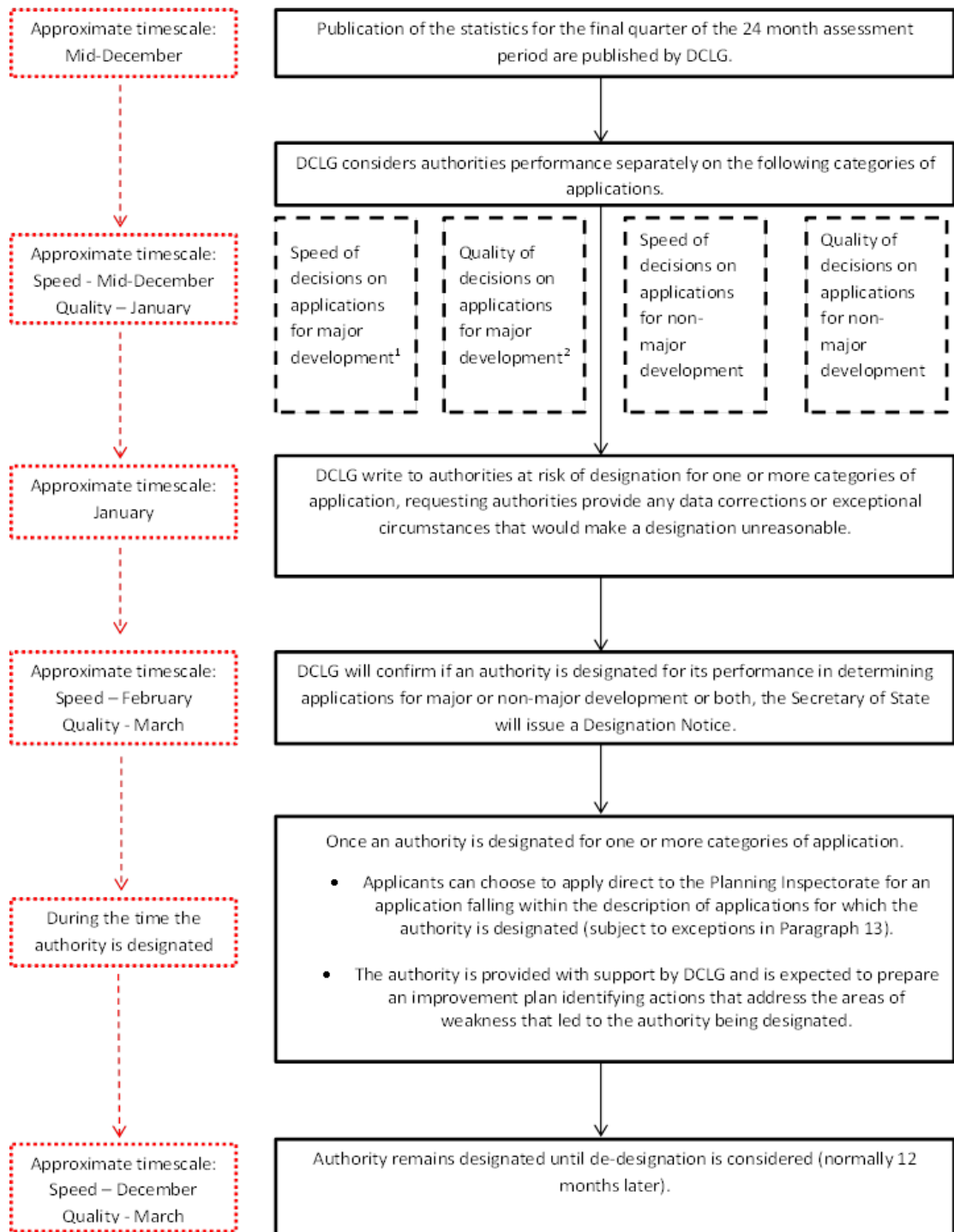
“designation”. The rigorous defence of appeals will continue to require appropriate resources.

- 5.7 An up to date development plan gives greater certainty to all those involved in the development process and the local community. Work is taking place on the replacement of the 2009 Local Plan and it is expected that consultation on the Publication Local Plan (Regulation 19) will be take place in Spring this year. Planning decisions based on an up to date plan and supplementary guidance which is consistent with the NPPF, are more easily defended at appeal. This in turn ensures that the risk of designation based on appeal decisions is minimised.
- 5.8 DM Officers will continue to closely monitor committee overturns. The number of these has been relatively small but increased in 2021. All Members have been advised of the requirements of the Planning Code which was revised in 2021 and in particular, the “call in” procedure. The guiding principle of a “call-in” is that there is a “material planning concern” in the application being considered by the Committee. The Planning Code was updated in 2021.
- 5.9 The PDM Officers are working within a culture of continuous performance improvement throughout the planning development management process. Planning Development Management underwent a two-week audit on its processes and procedures and the overall outcome was judged as “Effective”, the highest level.
- 5.10 It is proposed to continue providing PDM performance reports in the future.

## **6 Recommendation**

- 6.1 It is recommended that the Committee notes the contents of this report.

## Designation Process



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Appeal Allowed	23	
Appeal Dismissed	68	
Part Allowed/Part Dismissed	1	
Appeal Withdrawn	1	
Total Number of Appeals	93	

### Planning Appeal Decisions Received April 2019 to December 2021

Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
<b>17/01715/FUL</b> 8 Edward Way Ashford TW15 3AY	Written Representation	APP/Z3635/W/18/3197736 Erection of 2 storey side extension (approve ref 16/01716/HOU) to create 1 bedroomed self contained unit, removal of existing single storey rear extension to existing house and associated external and internal alterations	Appeal Dismissed	20.08.2020
<b>18/00733/TPO</b> 3 The Mallards Laleham Staines-upon-Thames	Hearing	APP/TPO/Z3635/6902 TPO25/STA - G3 - 1x Lime Tree (shown on received plan) - crown branches reduction to 1 metre, and reduce height leaving the tree with a height of at least 10 metres.	Appeal Allowed	11.04.2019
<b>17/01938/FUL</b> 20 Bridge Street Staines-upon-Thames TW18 4TW	Written Representation	APP/Z3635/W/18/3209382 Erection of a five storey building of 9 self-contained flats comprising 3 no. 1 bed flats, 5 no. 2 bed flats and 1 no. 3 bed flats with associated cycle parking following demolition of existing two storey building.	Appeal Dismissed	31.05.2019
<b>18/01101/FUL</b> 17 - 51 London Road Staines-upon-Thames TW18 4EX	Public Inquiry	APP/Z3635/W/18/3219226 Erection of six buildings to provide 474 residential homes (Class C3) and flexible commercial space at ground and first floors (Class A1, A2, A3, B1, D1 or D2) car parking, pedestrian and vehicular access, landscaping and associated works.	Appeal Withdrawn	29.08.2019
<b>18/01426/RVC</b> Halliford Studios Limited Manygate Lane Shepperton	Written Representation	APP/Z3635/W/18/3219171 Variation of condition 2 (approved drawings) of planning permission 17/01065/FUL for 24 dwellings, to allow the brick wall along the Northern and Eastern boundaries to be replaced with 1.8 metre high close boarded fence topped with 300mm trellis, and a 2.1 metre high wall.	Appeal Allowed	29.05.2019
<b>18/01106/RVC</b> McDonalds 554 London Road Ashford	Written Representation	APP/Z3635/W/18/3217395 Variation of condition no. 21 of planning approval 13/00451/FUL for the erection of a freestanding two storey restaurant with associated drive thru lane, parking and landscaping and installation of customer order display and canopy to allow the restaurant to open for 24 hours a day, seven days a week.	Appeal Allowed	02.07.2019
<b>18/01129/HOU</b> 41 Nursery Road Sunbury On Thames TW16 6LH	Written Representation	APP/Z3635/C/19/3220220 Retention of carport and extension of existing front wall including the installation of gates	Part Allowed/Part Dismissed	03.09.2019
<b>18/00432/T56</b>	Written Representation	APP/Z3635/W/18/3214801 Installation of a 17.5m Shrouded High Jupiter Street Pole (Grey); 1 x 0.3 Microwave Dish; 3 x equipment cabinets (Green) and ancillary equipment	Appeal Allowed	28.05.2019

Grass Verge Opposite The Parade At Junction Of Vicarage Road				
<b>18/01168/PDH</b>  Sans Souci 35 Hamhaugh Island Shepperton	Fast Track Appeal	APP/Z3635/D/18/3215554 Prior approval notification for a single storey rear extension measuring 8 metres in depth beyond the rear wall of the original dwellinghouse with a maximum height of 4 metres and a height to the eaves of 3 metres as shown on plans nos. SS/3/05A, 06A, 07A, 10A and site location plan received on 09.08.2018	Appeal Allowed	17.05.2019
<b>18/00435/FUL</b>  Old Pumping Station Wheatsheaf Lane Staines-upon- Thames	Written Representation	APP/Z3635/W/19/3221761 Erection of 1 No. detached 3 No. bedroom dwelling with associated parking and amenity space, following demolition of existing pump house	Appeal Dismissed	05.07.2019
<b>18/01454/HOU</b>  2 Courtfield Road Ashford TW15 1JR	Fast Track Appeal	APP/Z3635/D/19/3224072 Erection of a detached annexe (Following demolition of existing garage).	Appeal Dismissed	28.05.2019
<b>18/01372/FUL</b>  Land To The East Of Moor Lane Staines-upon- Thames	Written Representation	APP/Z3635/W/19/3222411 Erection of barn for agricultural use to house animals, erection of 2m boundary fence	Appeal Dismissed	05.08.2019
<b>18/01730/FUL</b>  48 Feltham Road Ashford TW15 1DH	Written Representation	APP/Z3635/W/19/3224609 Erection of a part single storey, part two storey side extension and subdivision of the plot to create an additional self-contained, one bedroom dwelling with associated parking and amenity space.	Appeal Dismissed	02.07.2019
<b>18/00977/FUL</b>  Land At The Rear Of 137-139 Laleham Road Staines Upon Thames TW18 2EQ	Written Representation	APP/Z3635/W/19/3226460 Erection of a detached two storey, two bedroom dwelling with associated parking and amenity.	Appeal Dismissed	14.08.2019
<b>18/01236/FUL</b>  Land Adjacent 31 Glebeland Gardens Shepperton	Written Representation	APP/Z3635/W/19/3227930 Erection of a two storey side extension to existing dwelling to create a one bedroom maisonette	Appeal Dismissed	27.08.2019
<b>19/00159/HOU</b>  525 Staines Road West Ashford TW15 2AB	Fast Track Appeal	APP/Z3635/D/19/3230773 Erection of outbuilding for use as granny annexe	Appeal Dismissed	17.09.2019
<b>19/00144/FUL</b>  19A Gordon Road Ashford TW15 3ES	Fast Track Appeal	APP/Z3635/D/19/3231133 Loft extension to existing first floor flat comprising rear facing dormer to create additional accommodation in the roofspace, creation of a balcony and 3 roof lights in front roof slope	Appeal Dismissed	17.09.2019

<b>19/00329/HOU</b> 23 Talbot Road Ashford TW15 3PN	Fast Track Appeal	APP/Z3635/D/19/3229316 Erection of first floor side extension and two storey rear extension (Following the demolition of existing conservatory).	Appeal Dismissed	02.09.2019
<b>19/00530/HOU</b> 62 Wheatsheaf Lane Staines-upon-Thames TW18 2LR	Fast Track Appeal	APP/Z3635/D/19/3232671 Erection of a detached single storey outbuilding at the rear to be used as a residential annex.	Appeal Allowed	09.09.2019
<b>18/00227/CLD</b> 22 Willowbrook Road Stanwell Staines-upon-Thames	Written Representation	APP/Z3635/X/18/3218294 Building works to erect a single story garage on the land to the rear of 22 willowbrook road, Stanwell, TW197ab.	Appeal Dismissed	18.12.2019
<b>18/00675/CPD</b> 22 Willowbrook Road Stanwell Staines-upon-Thames	Written Representation	APP/Z3635/X/18/3217627 Single Storey garage being constructed on the current garden. The garage is fully compliant with the requirements of permitted development.	Appeal Dismissed	18.12.2019
<b>19/00474/FUL</b> The Anchor Hotel Church Square Shepperton	Written Representation	APP/Z3635/W/19/3233754 The partial demolition of the existing hotel with the retention of the front facade. Erection of 3 no. 4 bedroom townhouses 2 no. attached 2 bedroom cottages and 2 no. 2 bedroom apartments with associated landscaping and cobbled parking court.	Appeal Dismissed	16.12.2019
<b>19/00714/RVC</b> 32 - 34 Feltham Road Ashford TW15 1DH	Written Representation	APP/Z3635/W/19/3235760 Variation of condition 2 of planning permission 18/00503/FUL (the plans condition) to allow a larger canopy and car washing area.	Appeal Dismissed	02.04.2020
<b>19/00518/FUL</b> Former Nursery Site Rear 37-51 Hithermoor Road Stanwell Moor	Hearing	APP/Z3635/W/19/3233509 Change of use of site from former nursery site to fencing manufacture and supply business. Demolition of existing glasshouses, polytunnels and concrete building and erection of a new workshop building and a 3 metre high acoustic fence. Retention of existing hardstanding and provision of new hardstanding to accommodate car parking and building storage area. Retention of existing fencing and gates.	Appeal Dismissed	15.05.2020
<b>19/00874/HOU</b> Jonmari Cotswold Close Staines-upon-Thames	Fast Track Appeal	APP/Z3635/D/19/3236166 Roof alterations to include hip to gable roof extensions with front, side and rear facing dormers	Appeal Allowed	20.11.2019
<b>19/00528/HOU</b> 6 St Pinnock Avenue Staines-upon-Thames TW18 2HX	Fast Track Appeal	APP/Z3635/D/19/3234253 Erection of a single storey side extension to incorporate a garage.	Appeal Dismissed	26.11.2019
<b>19/00444/ADV</b>	Fast Track Appeal	APP/Z3635/Z/19/3233786 Retention of freestanding 6.52m tall non-illuminated sign at entrance (retrospective)	Appeal Allowed	23.10.2019

Charlton Lane Ecopark Charlton Lane Shepperton				
<b>19/00558/HOU</b>  41 Birch Grove Shepperton TW17 8SS	Fast Track Appeal	APP/Z3635/D/19/3235109 Erection of side facing dormer	Appeal Dismissed	15.11.2019
<b>19/00657/HOU</b>  27 Leacroft Staines-upon- Thames TW18 4PB	Fast Track Appeal	APP/Z3635/D/19/3234016 Erection of front and rear dormers and rooflights to create accommodation within the roofspace	Appeal Dismissed	15.11.2019
<b>19/00637/HOU</b>  Cockaigne Sandhills Meadow Shepperton	Fast Track Appeal	APP/Z3635/D/19/3235586 Extension to the rear roof to create habitable accommodation including the raising of the rear ridge height and insertion of a juliet style balcony	Appeal Dismissed	19.12.2019
<b>18/01627/FUL</b>  Plot 5 Las Palmas Estate Sandhills Meadow	Written Representation	APP/Z3635/W/19/3236959 Change of use of land to the keeping of horses, installation of post and rail boundary fencing and access gate	Appeal Dismissed	27.01.2020
<b>19/00364/HOU</b>  The Outlook Towpath Shepperton	Written Representation	APP/Z3635/D/19/3233744 Erection of an open single garage for domestic use.	Appeal Dismissed	13.02.2020
<b>19/00379/OUT</b>  Land On South Side Of Shaftesbury Crescent Ashford Road Laleham	Written Representation	AAP/Z3635/W/19/3237930 Outline Planning Permission with appearance reserved for the erection of a two storey detached dwelling house with associated parking and amenity space.	Appeal Dismissed	31.03.2020
<b>19/00696/FUL</b>  Brecknock Stanwell New Road Staines- upon-Thames	Written Representation	APP/Z3635/W/19/3237477 The erection of a part two storey, part single storey side and rear extension including a roof extension incorporating side and rear dormers, and conversion into flats, comprising 3 no.2 bedroom flats, and 1 no. studio flat with associated parking and amenity space.	Appeal Dismissed	17.04.2020
<b>19/00716/FUL</b>  Clock Bungalow 191 Ashford Road Laleham	Written Representation	APP/Z3635/W/19/3237690 Change of use of land to extended residential curtilage for Clock Bungalow, 191 Ashford Road.	Appeal Allowed	04.06.2020
<b>19/00889/FUL</b>  22 Church Road Ashford TW15 2UY	Written Representation	APP/Z3635/W/19/3240130 Erection of two storey rear extension to provide additional office accommodation at ground floor level, a second floor extension and conversion of first floor to form 2 no. 2 bedroom flats.	Appeal Dismissed	10.03.2020
<b>19/00757/FUL</b>	Written Representation	APP/Z3635/W/19/3239669 Erection of walls and piers at the entrance to The Creek, walls and piers adjacent to Riverbank and May Cottage, and planter adjacent to entrance to Riverbank (part retrospective)	Appeal Dismissed	26.02.2020

Section Of The Creek Between Fordbridge Road And Riverbank The Creek Sunbury On Thames				
<b>19/01290/HOU</b>  101 Groveley Road Sunbury On Thames TW16 7JZ	Written Representation	APP/Z3635/D/19/3241650 Creation of a vehicle crossover.	Appeal Allowed	03.02.2020
<b>19/01043/HOU</b>  76 Chaucer Road Ashford TW15 2QX	Fast Track Appeal	APP/Z3635/D/19/3241929 Erection of a two storey side extension	Appeal Allowed	03.02.2020
<b>19/01026/HOU</b>  5 Guildford Street Staines-upon-Thames TW18 2EQ	Fast Track Appeal	APP/Z3635/D/19/3238943 Proposed roof alterations that would include raising the ridge height and the installation of an eastern flank facing dormer with additional rooflights on the western flank elevation to create additional habitable space.	Appeal Dismissed	03.02.2020
<b>19/01079/HOU</b>  22 Montford Road Sunbury On Thames TW16 6EJ	Fast Track Appeal	APP/Z3635/D/19/3239573 Erection of a two storey front extension	Appeal Dismissed	14.02.2020
<b>19/00829/FUL</b>  11 Gleneagles Close Stanwell Staines-upon-Thames	Written Representation	APP/Z3635/W/19/3243544 Erection of an end of terraced dwelling in place of existing garage	Appeal Dismissed	06.04.2020
<b>19/01084/HOU</b>  1 Jennifer Court Adelaide Road Ashford	Written Representation	APP/Z3635/W/W/19/3243480 Installation of boundary fence and timber pergola (retrospective)	Appeal Dismissed	26.03.2020
<b>19/01077/FUL</b>  Former Garages/Lock-Up Stores Station Approach Sunbury On Thames	Written Representation	APP/Z3635/W/19/3243283 Erection of 2 no. 2 bed flats over three floors with landscaping following the demolition of the existing 3 no. lock up garage	Appeal Dismissed	26.10.2020
<b>19/01024/HOU</b>  1 Everest Road Stanwell Staines-upon-Thames	Fast Track Appeal	APP/Z3635/D/19/3243479 Erection of a part single storey, part two storey, front side and rear extension, including the installation of an additional dormer and roof light in the roof space	Appeal Dismissed	09.11.2020
<b>19/00679/PIP</b>	Written Representation	APP/Z3635/W/19/3242759 Permission in principle for a maximum of 4 dwellings	Appeal Dismissed	21.10.2020

Land To The Rear Of 32, 34 And 36 Commercial Road Staines-upon- Thames				
<b>19/01564/OUT</b>  Land Adjacent To 7 Maxwell Road Ashford	Written Representation	APP/Z3635/W/20/3244874 Erection of a single dwelling with associated parking and amenity space, on land adjacent to 7 Maxwell Road	Appeal Dismissed	28.05.2020
<b>19/01218/FUL</b>  99 Feltham Road Ashford TW15 1BS	Written Representation	APP/Z3635/W/20/3244852 Alterations to roof including rear balcony to provide one new flat within existing roofspace.	Appeal Allowed	20.05.2020
<b>19/01201/FUL</b>  6 - 8 Wolsey Road Ashford TW15 2RB	Written Representation	APP/Z3635/W/20/3245241 Erection of a 2nd floor extension to create an additional 1 no. 2 bed unit, alteration to approved 1 no. 1 bed duplex unit, external alterations, and provision of associated cycle parking and refuse storage.	Appeal Dismissed	
<b>19/01595/FUL</b>  10 Park Road Ashford TW15 1EY	Written Representation	APP/Z3635/W/20/3250410 Conversion of existing annexe to a separate dwelling with ancillary amenity space, waste storage and cycle store	Appeal Allowed	20.01.2021
<b>19/01364/HOU</b>  28 Hadrian Way Stanwell Staines- upon-Thames	Fast Track Appeal	APP/Z3635/D/20/3245935 Erection of an outbuilding (retrospective) as shown on plan no. site location plan, existing block plan, proposed block plan, existing layout and proposed layout received on 10.10.2019	Appeal Dismissed	20.11.2020
<b>19/01570/FUL</b>  305-307 Feltham Hill Road Ashford TW15 1LT	Written Representation	APP/Z3635/W/20/3249419 The erection of 3x2 bedroom terraced dwellings and 2x2 bedroom detached dwellings with associated parking and amenity space following demolition of existing dwellings	Appeal Dismissed	
<b>19/01273/FUL</b>  59 Laleham Road Shepperton TW17 8EQ	Written Representation	APP/Z3635/W/20/3250772 Subdivision of plot and erection of a self-contained two bedroom dwelling house with associated access and amenity space (following demolition of an existing outbuilding).	Appeal Dismissed	19.02.2021
<b>19/01727/FUL</b>  Land To The Rear Of 55 Squires Bridge Road Shepperton TW17 0JZ	Written Representation	APP/Z3635/W/20/3250469 Proposed erection of pair of 2 storey 3 bedroom semi-detached houses	Appeal Dismissed	19.10.2020
<b>20/00063/HOU</b>  96 Woodthorpe Road Ashford TW15 3JY	Fast Track Appeal	APP/Z3635/D/20/3251754 Construction of a vehicle crossover	Appeal Allowed	19.10.2020

<b>19/01444/CLD</b> 10 Park Road Ashford TW15 1EY	Written Representation	APP/Z3635/X/20/3250404 Certificate of lawfulness for an existing outbuilding	Appeal Dismissed	20.01.2021
<b>19/01529/FUL</b> 10 Station Approach Ashford TW15 2QW	Written Representation	APP/Z3635/W/20/3253447 Construction of a third floor to create 1 no. flat within a mansard roof and other associated alterations (including alterations to fenestration and addition of parapet wall at second floor).	Appeal Dismissed	27.10.2020
<b>20/00158/HOU</b> 122 Ashridge Way Sunbury On Thames TW16 7RR	Fast Track Appeal	APP/Z3635/D/20/3253735 Erection of a front porch, a single storey and part two storey rear extension with a Juliet balcony. Loft alterations that would include a hip to gable alteration, the installation of a rear facing dormer with a Juliet balcony, and 2no. roof lights within the front roof slope.	Appeal Dismissed	24.11.2020
<b>20/00446/HOU</b> 18 Glebe Road Staines-upon-Thames TW18 1BX	Fast Track Appeal	APP/Z3635/D/20/3255429 The erection of a detached outbuilding.	Appeal Allowed	14.10.2020
<b>18/01729/FUL</b> Land Rear Of 35-51 High Street Stanwell Staines-upon-Thames	Written Representation	APP/Z3635/W/20/325505 Erection of 2no 2 bedroom semi-detached houses together with associated parking following demolition of existing building.	Appeal Allowed	09.11.2020
<b>20/00436/HOU</b> 21 Gaston Bridge Road Shepperton TW17 8HH	Fast Track Appeal	APP/Z3635/D/20/3257460 Erection of a part single storey, part two storey side and rear extension and single storey front extension	Appeal Dismissed	02.11.2020
<b>20/00330/HOU</b> 19 Shortwood Avenue Staines-upon-Thames TW18 4JN	Written Representation	APP/Z3635/D/20/3256884 Roof alterations to include a hip to gable extension, the installation of a rear dormer window and two roof lights to the front roof slope (As shown on plans: 19SA/04122017/REV-C-1/2 and 19SA/04122017/REV-C-2/2 received 27.03.2020)	Appeal Allowed	03.11.2020
<b>20/00527/HOU</b> 26 Preston Road Shepperton TW17 0BG	Fast Track Appeal	APP/Z3635/D/20/3256622 Conversion of existing garage and outbuilding into an annex with associated alterations.	Appeal Allowed	30.10.2020
<b>20/00640/HOU</b> 102 Windmill Road Sunbury On Thames TW16 7HB	Fast Track Appeal	APP/Z3635/W/20/3258584 The creation of a vehicular crossover.	Appeal Dismissed	02.12.2020
<b>20/00544/HOU</b> 18 Junction Road Ashford TW15 1NQ	Fast Track Appeal	APP/Z3635/D/20/3258989 Erection of side extension with a gable end element that would have a similar height as the bungalow, the erection of a single storey rear extension and loft conversion including the installation of a 2 no rear facing dormers and 5 no rooflights to the front slope to provide additional habitable accommodation (following demolition of existing conservatory and partial demolition of a garage at the rear). Proposed new access via Junction Road.	Appeal Dismissed	01.12.2020

<b>20/00690/HOU</b> 7 Conway Drive Ashford TW15 1RQ	Fast Track Appeal	APP/Z3635/D/20/3259468 Erection of a two storey side and single storey front extension (following demolition of existing garage).	Appeal Dismissed	02.12.2020
<b>20/00591/RVC</b> Thames Boat House Limited Sandhills Meadow Shepperton	Written Representation	APP/Z3635/W/20/3257970 Variation of condition 9 (relating to the permitted use) of PA ref 04/01184/FUL for the erection of the boat house, to allow up to 20% of the showroom space to be used for the fitting out, storage and sale of camper vans as shown on site location plan received on 29.05.2020.	Appeal Dismissed	09.02.2021
<b>20/00350/RVC</b> 25 Church Street Staines-upon- Thames TW18 4EN	Written Representation	APP/Z3635/W/20/3260608 Variation of condition 4 (hours of opening) of p/a 19/00042/FUL (Change of use of ground floor office (Class B1) to takeaway (Class A5) and installation of extractor fan and flue) to allow longer opening hours (as shown on plan no'd HABIB/PLAN/001 and Location plan rec'd 18.03.2020)	Appeal Dismissed	15.06.2021
<b>20/00457/HOU</b> 10 Park Road Ashford TW15 1EY	Written Representation	APP/Z3635/W/20/3259643 Retention of an outbuilding (retrospective)	Appeal Allowed	18.01.2021
<b>20/00588/HOU</b> 7 Vereker Drive Sunbury On Thames TW16 6HQ	Fast Track Appeal	APP/Z3635/D/20/3257786 Erection of part two storey part single storey rear extension. partial conversion of garage to habitable space with new roof over and single storey side infill element.	Appeal Allowed	18.01.2021
<b>20/00218/FUL</b> The Mill Heathrow Horton Road Stanwell Moor	Fast Track Appeal	APP/Z3635/W/20/3261719 Retention of Car Park	Appeal Dismissed	08.03.2021
<b>20/00753/FUL</b> 97 Village Way Ashford TW15 2JY	Written Representation	APP/Z3635/W/20/3263055 Erection of part two storey part single storey side and rear extensions and roof extension including increase in ridge height and installation of rear and side facing dormers. Land lowering to allow recessed single storey extension. New boundary fence along northern boundary and cycle store. Conversion of property into 4 no flats.	Appeal Dismissed	18.06.2021
<b>19/01651/FUL</b> Land To Rear Of 39-51 High Street Stanwell	Written Representation	APP/Z3635/W/20/3263544 Erection of a pair of two no. semi detached dwellings with associated amenity space and parking.	Appeal Dismissed	17.06.2021
<b>19/01022/OUT</b> Bugle Nurseries Upper Halliford Road Shepperton	Hearing	APP/Z3635/W/20/3252420 Outline application with all matters reserved other than 'access' for the demolition of existing buildings and structures and the redevelopment of the site for a residential-led development comprising up to 43 residential homes, a 62-bed care home and the provision of open space, plus associated works for landscaping, parking areas, pedestrian, cycle and vehicular routes.  As shown on drawing nos.' F0001 Rev. P1; F0010 Rev. P1; F0100 Rev. P1; F0200 Rev. P1; F1500 Rev. P1; D0100 Rev. P1; D0110 Rev. P1; D0120 Rev. P1; D0400 Rev. P1; D1001 Rev. P1; D1003 Rev. P1; D1200 Rev. P1; D1201 Rev. P1; D1300 Rev. P1; D1400 Rev. P1; D1401 Rev. P1 received 24th July 2019.	Appeal Dismissed	15.07.2021
<b>20/01099/HOU</b> 21 Thames Meadow	Fast Track Appeal	APP/Z3635/D/21/3267579 Erection of side extensions and first floor extension with new roof.	Appeal Dismissed	13.07.2021

Shepperton TW17 8LT				
<b>20/01454/HOU</b>  18 Junction Road Ashford TW15 1NQ	Fast Track Appeal	APP/Z3635/D/21/3268072 Erection of a side extension that joins the bungalow's roof, the erection of a single storey rear extension and loft conversion including the installation of a rear facing dormer and 2 no rooflights on the proposed side extension (1 no at the front and 1 no to the side roof slopes) to provide additional habitable accommodation (following demolition of existing conservatory and partial demolition of a garage at the rear). Proposed new access via Junction Road.	Appeal Dismissed	01.06.2021
<b>20/00123/OUT</b>  Bugle Nurseries Upper Halliford Road Shepperton	Hearing	APP/Z3635/W/21/3268661 Outline planning application with all matters reserved other than 'Access' for the retention of existing dwelling and demolition of all other existing buildings and structures and the redevelopment of the site for up to 31 dwellings along with the provision of public open space and other associated works for landscaping, parking areas, pedestrian, cycle and vehicular routes. As shown on drawing nos.' F0001 Rev. P1; F0100 Rev. P1; F0300 Rev. P1; F0500 Rev. P1; F1001 Rev. P1; D0100 Rev. P1; D0103 Rev. P1; D0120 Rev. P1; D0300 Rev. P1; D0500 Rev. P1; D1002 Rev. P1; D1100 Rev. P1; C0100 Rev. P1 received 03 February 2020.	Appeal Allowed	15.07.2021
<b>20/00872/FUL</b>  Brookside Acacia Road Staines- upon-Thames	Written Representation	APP/Z3635/W/20/3265624 The demolition of a detached chalet bungalow together with a garage, shed and greenhouse to make way for 4 no. two bed flats with associated parking and amenity space.	Appeal Dismissed	04.06.2021
<b>20/00565/FUL</b>  Ruxbury Court Cumberland Road Ashford	Written Representation	APP/Z3635/W/20/3265106 Alterations and extensions to Blocks B and C of Ruxbury Court, including alterations and extensions to the roof, to enable the creation of 3 x 1 bedroom units and 1 x 2 bedroom unit with associated parking and amenity space.	Appeal Dismissed	02.07.2021
<b>20/01251/FUL</b>  31 Denman Drive Ashford TW15 2AN	Written Representation	APP/Z3635/W/21/3268257 The erection of a part single storey, part two storey side and rear extension and the subdivision of the plot to create a 1 x bedroom 2 storey terraced dwelling with associated amenity space.	Appeal Dismissed	19.07.2021
<b>20/01092/FUL</b>  Land Adj To 119 Penton Road Staines-upon- Thames TW18 2LL	Written Representation	APP/Z3635/W/20/3265504 The erection of 2 x 3 bedroom detached dwellings with associated parking and amenity space	Appeal Dismissed	08.09.2021
<b>20/01054/HOU</b>  The Coach House 180 Chesterfield Road Ashford	Fast Track Appeal	APP/Z3635/D/21/3269975 Erection of a first floor side extension.	Appeal Dismissed	28.06.2021
<b>21/00067/HOU</b>  18 Kenyngton Drive Sunbury On Thames TW16 7RX	Fast Track Appeal	APP/Z3635/D/21/3271473 Erection of a single storey side and rear extension.	Appeal Dismissed	15.09.2021
<b>20/01576/HOU</b>  181 Elizabeth Avenue Laleham	Fast Track Appeal	APP/Z3635/D/21/3272490 Retention of boundary fence and the erection of an addtional fence and gates.	Appeal Dismissed	07.07.2021

Staines-upon-Thames				
<b>21/00188/FUL</b> The Swan Inn 16 - 18 High Street Stanwell	Written Representation	APP/Z3635/W/21/3273070 Retrospective application for the siting of an InPost Locker	Appeal Dismissed	01.09.2021
<b>20/00887/FUL</b> 67 Staines Road East Sunbury On Thames TW16 5AA	Written Representation	APP/Z3635/W/21/3269589 The erection of a two storey side extension comprising a 1 bedroom dwelling with associated parking and amenity space, following the subdivision of the plot and the change of use of the rear parking area	Appeal Dismissed	15.09.2021
<b>20/01247/TPO</b> 1 The Spinney Sunbury On Thames TW16 5EJ	Fast Track Appeal	APP/TPO/Z3635/8347 TPO015SUN - T11 - Oak - Fell	Appeal Dismissed	06.12.2021
<b>21/00178/HOU</b> 172 Stanwell Road Ashford TW15 3QS	Fast Track Appeal	APP/Z3635/D/21/3275850 Roof extension comprising ridge height increase and addition of 2no side dormers to provide accommodation in the roof space.	Appeal Dismissed	01.10.2021
<b>21/00341/HOU</b> 69 Thames Side Staines-upon- Thames TW18 2HF	Fast Track Appeal	APP/Z3635/D/21/3276855 Erection of a 3m extension at ground level and changes to the existing western riverside gable elevation. The construction of a study at the rear, the replacement of the existing garage roof, and the construction of a glazed covered walkway linking the study with the kitchen doorway.	Appeal Allowed	15.12.2021
<b>20/01271/FUL</b> 13 Thetford Road Ashford TW15 3BW	Written Representation	APP/Z3635/W/21/3277275 Erection of 3 no.terraced dwellings following demolition of existing bungalow and garage as shown on amended drawings numbered PL-01 - 09 received on 06 November 2020.	Appeal Dismissed	24.11.2021
<b>20/01322/FUL</b> Rowland Hill Almshouses Feltham Hill Road Ashford	Hearing	APP/Z3635/W/21/3278367 The creation of a new car park and vehicle crossover and alterations to the layout of the existing car park.	Appeal Dismissed	24.11.2021

Appeal Allowed	2	
Appeal Dismissed	6	
Part Allowed/Part Dismissed	2	

### Planning Enforcement Appeal Decisions Received April 2019 to December 2021

Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
<b>18/00147/ENF</b> 41 Nursery Road Sunbury On Thames TW16 6LH	Written Representation	APP/Z3635/C/19/3220221 Appeal against	Part Allowed/Part Dismissed	03.09.2019
<b>17/00262/ENF</b> The Orchard Church Island Staines-upon- Thames	Written Representation	APP/Z3635/C/18/3212752 Appeal against serving of an Enforcement Notice following erection of a building on land without planning permission.	Appeal Allowed	30.08.2019
<b>18/00102/ENF</b> Land South East Of The Ranges Chertsey Road Shepperton	Written Representation	APP/Z3635/C/18/3215550 Appeal against serving of an Enforcement Notice following the carrying out on the land of building, engineering, mining or other operations in particular the construction of two brick walls with piers, at the access way, with the installation of metal entrance gates and close boarded fencing to southern boundary, on Green Belt land.	Part Allowed/Part Dismissed	30.08.2019
<b>18/00282/ENF</b> Land South East Of The Ranges Chertsey Road Shepperton	Written Representation	APP/Z3635/C/19/3224740 Appeal against serving of Enforcement Notice following the carrying out on the land of building, engineering, mining or other operations. In particular the construction of a bund along the south boundary and east boundary of the land (approximate position hatched black on the plan), and construction of a close boarded wooden fence on these bunds to a height of approximately 2.2 metres from the top of the bunds, on land within a flood plain and on Green Belt land.	Appeal Allowed	30.08.2019
<b>18/00295/ENF</b> The Thorns Long Lane Stanwell	Written Representation	APP/Z3635/C/18/3219560 Appeal against serving of an Enforcement Notices following without planning permission, the making of a material change of use of the land comprising (1) the use of the site for airport car parking.	Appeal Dismissed	11.09.2019
<b>19/00029/ENF</b> 22 Willowbrook Road Stanwell Staines-upon- Thames	Written Representation	APP/Z3635/C/19/3225501 Appeal against serving of an Enforcement Notice for the unauthorised operational development of two partially rendered metal storage containers with a felt overhanging roof	Appeal Dismissed	02.12.2019
<b>19/00129/ENF</b> 32 - 34 Feltham Road Ashford TW15 1DL	Written Representation	APP/Z3635/C/19/3236361 Appeal against serving of an Enforcement Notice for the unlawful operational development of the land, by the erection of a large canopy and carwash structure.	Appeal Dismissed	02.04.2020

<b>19/00003/ENF</b>  Budget Car Sales Limited Sales Depot 648 London Road	Written Representation	APP/Z3635/C/19/3240021 Appeal against serving of an Enforcement Notice. Without planning permission, the material change of use of the land from use for car parking for a car sales business and use of a porta cabin as an office, to car parking for a car sales busines and use of a porta cabin as an office, and the siting of a second porta cabin and its use an an office.	Appeal Dismissed	03.07.2020
<b>19/00262/ENF</b>  28 Hadrian Way Stanwell Staines- upon-Thames	Written Representation	APP/Z3635/C/20/3244894 Appeal against serving of an Enforcement Notice for the erection of an outbuilding and the use of that building, without planning permission.	Appeal Dismissed	12.05.2020
<b>18/00194/ENF</b>  Unit 7 Shepperton Industrial Estate, Littleton Lane.	Written Representation	APP/Z3635/C/20/3244698 Appeal against serving of an Enforcement Notice following the construction of a large workshop building and the use of that building, without planning permission.	Appeal Dismissed	28.07.2020

# Environment and Sustainability Committee



**Date of meeting 8 March 2022**

<b>Title</b>	<i>Applications for funding from Green Initiatives Fund</i>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	<i>Sandy Muirhead Group Head Commissioning and Transformation</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	
<b>Corporate Priority</b>	Environment
<b>Recommendations</b>	<b>Committee is asked to: Note and agree the funding proposals from the Green Initiatives Fund.</b>
<b>Reason for Recommendation</b>	<b>The Green Initiatives Fund supports projects aiming to reduce the impact of climate change in the Borough. Projects have been submitted for that funding.</b>

## 1. Key issues

- 1.1 The Council has allocated £747,000 to address the climate emergency. To ensure appropriate scrutiny of the projects coming forward to be funded from the Green Initiatives Fund a bidding process was agreed at the Environment and Sustainability Committee meeting on 22 January 2022.
- 1.2 In the appendices are applications for funding which will help deliver on the Council's Environment Objectives. Apart from the request for electric scooters these requests for funding have been previously mentioned at Committee and are therefore retrospective. **The Climate Change Working Group have seen the bids and recommend to the Committee that the projects are funded.**
- 1.3 It is also proposed that the application form is placed on the grants section of our website, and appropriate communications issued, so the community can make applications with sound business cases in the future.

## 2. Options analysis and proposal

- 2.1 The recommended option is to support the applications for funding (Appendices 1- 6) to address climate change and reduce the Council's and Spelthorne's carbon footprint. Also, to agree to publicise the fund through our grants process.

- 2.2 Not to fund the proposed bids could result in projects not being funded which will reduce our ability to deliver on mitigating or adapting to climate change.
- 3. Financial implications**
- 3.1 The projects being put forward for funding come to £94,000 (Table 1). There is also an allocation of £39k from the Green Initiatives Fund towards the Green Better Neighbourhood Grants. It is requested that the Green Initiatives Fund is allocated over the medium term rather than “a rush to spend in one year” which could impact on quality and relevance to reducing our carbon footprint in terms of projects submitted.
- 3.2 Agreeing to the funding would result in a Green Initiatives Fund spend of £135,589 for 21/22 (£96,589k on projects; £39k on Greener Better Neighbourhoods funding). This leaves £611,411 to carry forward to 22/23.

**Table 1**

<b>Project</b>	<b>£</b>
Colne Valley Partnership Appendix 1	5,000
Climate Change Officer Appendix 2	49,000
APSE Membership Appendix 3	3,500
APSE Energy Audits for Depot, Nursery and Knowle Green offices Appendix 4	9,000
Local Walking Cycling Infrastructure Plan Appendix 5	20,000
E-mopeds Appendix 6	7,500
Staff training Appendix 7	2589
<b>Total</b>	<b>96,589</b>

**4. Other considerations**

- 4.1 None

**5. Equality and Diversity**

- 5.1 No issues at this stage but maybe associated with individual projects.

**6. Sustainability/Climate Change Implications**

- 6.1 The bidding process brings forward projects which help reduce the carbon footprint of the Borough and contribute to improving the landscape and biodiversity within the Borough.

**7. Timetable for implementation**

- 7.1 As projects are implemented

**Background papers:** *(These are unpublished papers upon which you have relied in preparing this report). If none state, There are none.*

**Appendices:****Appendix 1** Applications for Funding from the Green Initiatives Fund

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Spelthorne Borough Council

Requests for Funding from the  
Green Initiatives Fund



Prior to making this application, please consider carefully the criteria below to the make sure you meet and evidence meeting the criteria below. If you do not meet the criteria your application will not progress to the Climate Change Working Group and Environment Sustainability Committee for consideration. If you require any further assistance with completing this form or would like to receive the form and guidance in an alternative format, please ask.

Your project must meet at least one of the following criteria:

The project ...

- a) Contributes to meeting the Council's climate change targets of meeting net zero in the Council estate or the wider Spelthorne community.
- b) Provides opportunities to create and support carbon sink initiatives within the Borough, including landscaping and more tree planting.
- c) Contributes towards reducing the carbon footprint of the Council's estate and the Borough as a whole.
- d) Develops opportunities to improve facilities for walking and cycling in the Borough to help reduce car use.
- e) Encourages more sustainable travel.
- f) Improves and encourages waste prevention and recycling.
- g) Meets Spelthorne Borough Council's objectives for the Environment in the Corporate Plan and complies with at least one of our key objectives.
- h) Contributes to developing opportunities for larger projects which address 'green' priorities within the Corporate Plan.

Applicants must ...

- i) Belong to an organisation that can prove financial stability over a period of time and not have any existing large balances not allocated.
- j) Not apply for multiple elements of financial support for the same objective. (Unless you are specifically requesting match funding.)
- k) Have clearly defined outcomes and deliverables for the funding requested.
- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

**Contact details**

Name and position	<b>Craig Hatton</b>
Organisation	<b>Spelthorne Borough Council</b>
Charity CIO number (if applicable)	
Address of organisation	<b>Council Offices, Knowle Green</b>
Location services will be provided or project will take place	<b>Spelthorne</b>
Contact phone	<b>01784444214</b>
Contact email	<b>c.hatton@spelthorne.gov.uk</b>

**Your Project**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

You can also submit additional information to support your application by email.

<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	Spelthorne to return as a formal member of the Colne Valley Partnership and participate and benefit from projects taking place in the Colne Valley Regional Park (CVRP). This would allow environmental projects to take place across the Borough to improve the natural environment and contribute to promoting health and wellbeing and helping to contribute to carbon reduction. This would play a key role in enhancing the Borough's environment and protect biodiversity. The projects will also help to drive a green recovery and improve health and wellbeing for residents.
Business justification provided and options considered including. - Benefits, Deliverables & Objectives	By re-joining as a formal member of the CVRP and having an agreement in place will allow Spelthorne to access to projects and other initiatives within the Borough to improve the natural environment. Additionally, the CVRP can

- High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	secure external funding for environmental projects in Spelthorne. This could also help to enhance appropriate uses of Green Belt as required by national planning policy. Specific projects can be identified in different areas to enhance existing provision and contribute to improving access to the local environment for residents and other users,
How will you measure success?	Regular meetings with CVRP and monitoring progress of projects being undertaken in Spelthorne
Indicative Timeframes	Annual projects
Risks	Ensure funding is in place annually to continue to participate.
Stakeholder Identification	Spelthorne Borough Council and members of the CVRP. The Borough's officers (strategic planning, biodiversity and climate change) will work with officers from Groundworks who manage the projects for CVRP.
Roles & Responsibilities	In partnership with the CVRP to deliver projects across the Borough. Strategic Planning will manage the partnership for SBC and a working group is proposed with Biodiversity and Climate Change officers to ensure joint working and common goals can be achieved through the projects.
Communication Plan	Quarterly meetings between CVRP and SBC officers and participation in CVRP annual meeting of stakeholders.
Amount of funding applied for from Spelthorne	Initial funding is £5000 for 2022. Detail for funding required beyond 2023 still to be agreed
Funding agreed from elsewhere	None
Please identify where services will be delivered	Across Spelthorne to maximise the benefits within all wards where possible.
How have you identified the need for carbon reduction or environmental improvements?	On-going development of the Local Plan has identified opportunities to enhance the natural environment and make cumulative effects to contribute to carbon reduction through specific and well managed schemes. Access to the CVRP could also increase scope for projects and external funding that the Borough could benefit from in terms of biodiversity and climate mitigation/adaptation.

## Reviewing the application

Once applications have been received, they will be reviewed to ensure that they meet the criteria.

Where applicants do not meet the criteria, they will be told that their application cannot be taken further and signposted to other potential financial support available for what you are trying to achieve.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive funding from the Green Initiatives Fund. Applications received and those evidencing that they meet our criteria will be considered by the Climate Change Working Group who will then recommend those to go to the Environment and Sustainability Committee for formal approval.

In exceptional cases we may ask you for further information or clarification during the Climate Change Working Group's consideration of your application. The Environment and Sustainability Committee has the final say. We are required to follow this process as we are using public money and need to follow due process.

### **The final decision and payment**

The Climate Change Working Group may decide to recommend to the Environment and Sustainability Committee:

- a) That your organisation gets awarded the full amount applied for.
- b) That your organisations receive an award for a lower amount than applied for.
- c) That your organisation has been unsuccessful for the current year.

## **Appendix 1 For Non-Council Organisations the following will also be required**

### **Financial status:**

Please provide your last set of audited accounts and preferably, where possible, for the previous year. Please note that these will be treated in the strictest confidence, but we need to be reassured that your organisation is financially able to deliver what you are applying for. If you are unable to provide audited accounts, please contact us as a matter of urgency to discuss what you can provide and when. They can be sent securely by email or attached to the electronic application form.

Please provide details of all funding that you have applied for, for the year 2022-2023. Please include any applications you have made for funding that remain pending, along with those refused, agreed, or agreed in part. In addition, if you have been advised that an offer of match funding has been made please include that in the table below.

Other grant or applications for financial assistance for the year 2022-2023

Organisation applied for, for funding	Reason for application to Green Initiatives Fund	Application amount	Current status of application

**The Aims of your organisation:**

It is extremely helpful for the Committee to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	
If you have charity status when was it awarded?	
Why was your organisation created?	
What are you aiming to achieve?	
How do you measure success generally?	

Spelthorne Borough Council

Requests for Funding from the  
Green Initiatives Fund



Prior to making this application, please consider carefully the criteria below to the make sure you meet and evidence meeting the criteria below. If you do not meet the criteria your application will not progress to the Climate Change Working Group and Environment Sustainability Committee for consideration. If you require any further assistance with completing this form or would like to receive the form and guidance in an alternative format, please ask.

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The project ...

- a) Contributes to meeting the Council's climate change targets of meeting net zero in the Council estate or the wider Spelthorne community.
- b) Provides opportunities to create and support carbon sink initiatives within the Borough, including landscaping and more tree planting.
- c) Contributes towards reducing the carbon footprint of the Council's estate and the Borough as a whole.
- d) Develops opportunities to improve facilities for walking and cycling in the Borough to help reduce car use.
- e) Encourages more sustainable travel.
- f) Improves and encourages waste prevention and recycling.
- g) Meets Spelthorne Borough Council's objectives for the Environment in the Corporate Plan and complies with at least one of our key objectives.
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- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

**Contact details**

Name and position	Sandy Muirhead Group Head Commissioning and Transformation
Organisation	SBC
Charity CIO number (if applicable)	N/A
Address of organisation	
Location services will be provided or project will take place	Spelthorne
Contact phone	01784 446318
Contact email	s.muirhead@spelthorne.gov.uk

**Your Project**

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Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

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<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	To pay for climate change officer salary to enable the Council to deliver on its priorities including environment and address the Council's declared climate emergency.
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in	Although the Council recognises that climate change is a key priority for the Council it is also mindful that budgeting for 22/23 is a challenge. Therefore, it is proposed that the funding for the climate change officer post 22/23 comes from the Green Initiatives fund with a view to putting in a growth bid for 23/24 to cover the salary costs along with making the post permanent as climate change mitigation and adaptation will require the Council's attention into the future.

pollution, seed corn funding	
How will you measure success?	Production of an action plan which includes projects to reduce our carbon footprint
Indicative Timeframes	One year
Risks	Not to address the officer position risks the Council not being able to reduce its carbon footprint and have in place the qualified staff to assist in doing so.
Stakeholder Identification	Councillors, officers and the wider community
Roles & Responsibilities	The climate change officer will be responsible for implementing projects to reduce our carbon footprint and meet our environmental priority. The work will be guided by the Climate Change Working Group, Environment and Sustainability Committee and Group Head
Communication Plan	N/A
Amount of funding applied for from Spelthorne	£49,000 including on-costs for 6/M1 grade
Funding agreed from elsewhere	N/A
Please identify where services will be delivered	Across the Council and in the community
How have you identified the need for carbon reduction or environmental improvements?	Yes to meet net zero by 2050 at the latest requires the Council to take immediate steps to achieve this goal

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Spelthorne Borough Council

Requests for Funding from the  
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- j) Not apply for multiple elements of financial support for the same objective. (Unless you are specifically requesting match funding.)
- k) Have clearly defined outcomes and deliverables for the funding requested.
- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

**Contact details**

Name and position	Sandy Muirhead
Organisation	SBC
Charity CIO number (if applicable)	
Address of organisation	Civic Offices
Location services will be provided or project will take place	Across Council
Contact phone	01784446318
Contact email	s.muirhead@spelthorne.gov.uk

**Your Project**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

You can also submit additional information to support your application by email.

<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	Membership of APSE energy provides a source of best practice and knowledge to help the authority reduce its carbon footprint thus meeting our corporate objectives on climate change
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	<a href="#">APSE Energy</a> membership covers all of the officers and councillors in SBC and all can benefit from APSE Energy services. They offer free and reduced cost seminars, circulation of best practice and advice. Climate change and energy usage is a wide-ranging agenda and within the authority we have limited capacity as in most local authorities – so there is always a question to be answered or problem to be solved and the membership assists with this..

	APSE are committed to continuing to help members make the most of their assets, expand their knowledge, engage with citizens and partners and generally keep on top of the climate change/sustainability/energy agenda.
How will you measure success?	Increased energy/carbon reduction measures
Indicative Timeframes	22/23
Risks	
Stakeholder Identification	APSE have a considerable spread of stakeholders and knowledge which can be used for Spelthorne's benefit
Roles & Responsibilities	Membership managed by climate change officer
Communication Plan	
Amount of funding applied for from Spelthorne	21/22 The APSE Energy Membership annual invoice has come through. £2,280. Part (£1,280) was covered from the Sustainability Budget and therefore are requesting the remaining £1,000 from the Green Initiatives Fund. For 22/23 a request is made for £2,500 to cover the APSE membership
Funding agreed from elsewhere	N/A
Please identify where services will be delivered	Spelthorne
How have you identified the need for carbon reduction or environmental improvements?	From APSE energy audits and carbon footprint analysis

## Reviewing the application

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If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive funding from the Green Initiatives Fund. Applications received and those evidencing that they meet our criteria will be considered by the Climate

Change Working Group who will then recommend those to go to the Environment and Sustainability Committee for formal approval.

In exceptional cases we may ask you for further information or clarification during the Climate Change Working Group's consideration of your application. The Environment and Sustainability Committee has the final say. We are required to follow this process as we are using public money and need to follow due process.

### **The final decision and payment**

The Climate Change Working Group may decide to recommend to the Environment and Sustainability Committee:

- a) That your organisation gets awarded the full amount applied for.
- b) That your organisations receive an award for a lower amount than applied for.
- c) That your organisation has been unsuccessful for the current year.

## Appendix 1 For Non-Council Organisations the following will also be required

### Financial status:

Please provide your last set of audited accounts and preferably, where possible, for the previous year. Please note that these will be treated in the **strictest confidence**, but we need to be reassured that your organisation is financially able to deliver what you are applying for. If you are unable to provide audited accounts, please contact us as a matter of urgency to discuss what you can provide and when. They can be sent securely by email or attached to the electronic application form.

Please provide details of all funding that you have applied for, for the year 2022-2023. Please include any applications you have made for funding that remain pending, along with those refused, agreed, or agreed in part. In addition, if you have been advised that an offer of match funding has been made please include that in the table below.

Other grant or applications for financial assistance for the year 2022-2023

Organisation applied for, for funding	Reason for application to Green Initiatives Fund	Application amount	Current status of application

**The Aims of your organisation:**

It is extremely helpful for the Committee to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	
If you have charity status when was it awarded?	
Why was your organisation created?	
What are you aiming to achieve?	
How do you measure success generally?	

Spelthorne Borough Council

Requests for Funding from the  
Green Initiatives Fund



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The project ...

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- b) Provides opportunities to create and support carbon sink initiatives within the Borough, including landscaping and more tree planting.
- c) Contributes towards reducing the carbon footprint of the Council's estate and the Borough as a whole.
- d) Develops opportunities to improve facilities for walking and cycling in the Borough to help reduce car use.
- e) Encourages more sustainable travel.
- f) Improves and encourages waste prevention and recycling.
- g) Meets Spelthorne Borough Council's objectives for the Environment in the Corporate Plan and complies with at least one of our key objectives.
- h) Contributes to developing opportunities for larger projects which address 'green' priorities within the Corporate Plan.

Applicants must ...

- i) Belong to an organisation that can prove financial stability over a period of time and not have any existing large balances not allocated.
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- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

**Contact details**

Name and position	Sandy Muirhead
Organisation	SBC
Charity CIO number (if applicable)	
Address of organisation	
Location services will be provided or project will take place	Council assets
Contact phone	01784446318
Contact email	s.muirhead@spelthorne.gov.uk

**Your Project**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

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<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	To produce a clear summary of measures that can be undertaken to improve energy efficiency and renewable energy in key Council assets and thus contribute to net zero  Environment
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	Energy Audit a) Assess energy needs and opportunities for efficiency measures b) Identifies opportunities for renewables and the viability of those opportunities so we can plan projects to take forward which both reduce carbon and are economically appropriate

How will you measure success?	Completion of report together with options to take forward
Indicative Timeframes	Complete
Risks	Not identifying any viable schemes/measures
Stakeholder Identification	Councillors., Officers, Residents
Roles & Responsibilities	Managed by Sustainability Officer/Climate Change Officer
Communication Plan	To provide and analysis to Climate Working Group/Environment and Sustainability Committee
Amount of funding applied for from Spelthorne	£9,000 for audits of Depot, Nursery and Knowle Green
Funding agreed from elsewhere	N/A
Please identify where services will be delivered	Council assets
How have you identified the need for carbon reduction or environmental improvements?	Council assets need to be as carbon neutral and efficient as possible.

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Spelthorne Borough Council

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- e) Encourages more sustainable travel.
- f) Improves and encourages waste prevention and recycling.
- g) Meets Spelthorne Borough Council's objectives for the Environment in the Corporate Plan and complies with at least one of our key objectives.
- h) Contributes to developing opportunities for larger projects which address 'green' priorities within the Corporate Plan.

Applicants must ...

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- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

**Contact details**

Name and position	Sandy Muirhead
Organisation	Spelthorne Borough Council Group Head Commissioning and Transformation
Charity CIO number (if applicable)	
Address of organisation	
Location services will be provided, or project will take place	Spelthorne
Contact phone	01784 446318
Contact email	s.muirhead@spelthorne.gov.uk

**Your Project**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

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<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	LWCIP's are blueprints to increase walking and cycling routes. They have benefits in terms of modal shift, health, and well-being of residents especially as we move into COVID-19 recovery and beyond and reducing the impacts of climate change thus aligning with the environment and health and wellbeing corporate priorities
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in	The Council declared a Climate Emergency in October 2020 resulting in an increased focus on environmental and sustainability issues. Environmental issues have been set out as a new corporate priority and the Capital Strategy (2021-2026), as agreed by Council on 25 February 2021, has a "green" focus. There is also the ongoing work of the Climate Change Working Group and Environment and Sustainability

pollution, seed corn funding	<p>Committee which continue to look at promoting green measures for the Council and residents.</p> <p>In a report that went to Cabinet in May 2021 (attached) the LWCIP project was supported, and it was proposed that there could be an allocation £20,000 towards Phase 1 of the feasibility study to be funded from the Spelthorne Surrey Infrastructure Feasibility Study Reserve (which was established to help fund feasibility studies of this nature). It was proposed this could be reviewed by the Environment and Sustainability Committee to consider whether they would wish to reinstate the £20k contribution from the Green Initiatives Fund as originally proposed. This was because it was suggested that at this stage of the work the Green Initiatives Fund would be more appropriate. .</p> <p>For the next stage ie a more detailed feasibility study it was proposed and agreed that £175,000 towards the production of an LWCIP for Phase 2 would be funded from Spelthorne's Surrey Infrastructure Feasibility Study Fund. However, as we transitioned to the Committee system it has been mentioned at Committee that the Phase 1 study could be funded from the Green Initiatives Fund. It was then requested that a bidding process be put in place for such applications and now this has been agreed funding submissions can be put forward.</p> <p>In terms of sustainability this project has highlighted the need to reduce carbon emissions and has looked and identified opportunities to encourage residents to cycle and walk to a greater extent with benefits in both reducing carbon emissions and improving health and wellbeing. Therefore, this bid is brought to the Committee for consideration and agreement to fund the initial feasibility study (£20k) from the Green Initiatives Fund.</p>
How will you measure success?	Eventual delivery of routes for walking and cycling
Indicative Timeframes	LWCIP is a 10-year plan to bring forward routes for cyclists and walking
Risks	Availability of funding for projects
Stakeholder Identification	Spelthorne residents, Councillors, SCC and staff
Roles & Responsibilities	As the projects are on the highways SCC would lead the development of future projects but SBC

	would have to agree to them due to site and finding considerations
Communication Plan	The project has engaged with stakeholders including cycling and walking groups but once completed the study will be published.
Amount of funding applied for from Spelthorne	£20,000
Funding agreed from elsewhere	£40,000 from Surrey County Council
Please identify where services will be delivered	Across Spelthorne
How have you identified the need for carbon reduction or environmental improvements?	Encouraging individuals out of their cars will reduce carbon and improve air quality but to do so need safe routes for people to cycle and walk which eventual implementation of LWCIP routes will result in.

## Reviewing the application

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## The final decision and payment

The Climate Change Working Group may decide to recommend to the Environment and Sustainability Committee:

- a) That your organisation gets awarded the full amount applied for.
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## Appendix 1 For Non-Council Organisations the following will also be required

### Financial status:

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Please provide details of all funding that you have applied for, for the year 2022-2023. Please include any applications you have made for funding that remain pending, along with those refused, agreed, or agreed in part. In addition, if you have been advised that an offer of match funding has been made please include that in the table below.

Other grant or applications for financial assistance for the year 2022-2023

Organisation applied for, for funding	Reason for application to Green Initiatives Fund	Application amount	Current status of application

**The Aims of your organisation:**

It is extremely helpful for the Committee to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	
If you have charity status when was it awarded?	
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Spelthorne Borough Council

Requests for Funding from the  
Green Initiatives Fund



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Your project must meet at least one of the following criteria:

The project ...

- a) Contributes to meeting the Council's climate change targets of meeting net zero in the Council estate or the wider Spelthorne community.
- b) Provides opportunities to create and support carbon sink initiatives within the Borough, including landscaping and more tree planting.
- c) Contributes towards reducing the carbon footprint of the Council's estate and the Borough as a whole.
- d) Develops opportunities to improve facilities for walking and cycling in the Borough to help reduce car use.
- e) Encourages more sustainable travel.
- f) Improves and encourages waste prevention and recycling.
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- h) Contributes to developing opportunities for larger projects which address 'green' priorities within the Corporate Plan.

Applicants must ...

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- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

**Contact details**

Name and position	Bruno Barbosa, Parking Services Operational Manager
Organisation	Spelthorne Borough Council
Charity CIO number (if applicable)	
Address of organisation	Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB
Location services will be provided or project will take place	Parking enforcement across the whole borough, based in the car park office, Elmsleigh Surface car park, Staines-upon-Thames
Contact phone	07919 395901
Contact email	b.barbosa@spelthorne.gov.uk

**Your Project**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

You can also submit additional information to support your application by email.

<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	With increases in operational and maintenance costs of the current fleet of two mopeds, one is already written off due to the repair costs being over the value of the bike, and the other is repeatedly sent to the garage for repairs. Purchasing two new electric mopeds would remove the reliance on fossil fuels and reduce maintenance costs, as well as being cheaper than the current repair price and costs of both petrol mopeds. This aligns with the Environment aim in the Corporate Plan.
Business justification provided and options considered including. - Benefits, Deliverables & Objectives	The high reliance on fossil fuels of the fleet means we are tethered in operational costs to the rising prices of fossil fuels. Whilst in capital terms it may not be feasible yet to change the two vans to electric vans, the 2 mopeds are significantly

- High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	<p>cheaper in an electric version and are more realistic capital investments at this stage (the capital cost of 2 electric mopeds of a low speed variety is significantly cheaper than the cost of repair of both existing petrol mopeds or purchase of two new petrol mopeds).</p> <p>We considered repair of the written off moped (engine damage) but it was higher than a new equivalent petrol moped, and the ongoing maintenance costs of the other moped are very high and going over the budget available for vehicle maintenance, so there is no capital available for purchase or further repair. Without these mopeds we have 2 members of staff unable to be mobile, and thus we become unable to meet our contractual obligations towards Surrey County Council by not being able to enforce outside Staines-upon-Thames.</p> <p>By purchasing 2 electric mopeds with spare batteries, we would significantly reduce our maintenance and running costs for the fleet, as well as reducing our carbon footprint. The change to electric would also have no negative impact compared to the service delivered through petrol mopeds.</p>
How will you measure success?	Success can be measured by tracking total mileage (in comparison with the existing petrol mopeds), and by measuring the maintenance budget expenditure. On both performance points we would expect an improvement, namely no reduction in mileage, and a reduction in actual spend for vehicle maintenance.
Indicative Timeframes	3 months
Risks	The change to electric mopeds would not introduce any additional risks compared to the existing risk assessments for petrol mopeds. For service risks, if we cannot secure the funding for these 2 mopeds we are likely to incur in future defaults on our contractual obligations towards Surrey County Council.
Stakeholder Identification	Parking Services
Roles & Responsibilities	<p>Parking Services Operational Manager – Project lead</p> <p>Civil Enforcement Supervisor – Project monitoring</p>
Communication Plan	None, although ideally this would be advertised through our comms channels as a positive shift in our fleet to more sustainable transport.
Amount of funding applied for from Spelthorne	Up to £7.5k for outright purchase of two mopeds with spare battery, or £125 monthly for a lease of the same.

Funding agreed from elsewhere	None
Please identify where services will be delivered	Spelthorne
How have you identified the need for carbon reduction or environmental improvements?	High mileage and frequent fuel card usage, in the context of climate change and increasing fuel prices, made this need become clear and logical.

### **Reviewing the application**

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**Contact details**

Name and position	<b>Jilly Mowbray Climate Change Officer</b>
Organisation	<b>Spelthorne Borough Council</b>
Charity CIO number (if applicable)	
Address of organisation	<b>Council Offices, Knowle Green</b>
Location services will be provided or project will take place	<b>Spelthorne</b>
Contact phone	<b>01784 446257</b>
Contact email	<b>j.mowbray@spelthorne.gov.uk</b>

**Your Project**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

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<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	To fund an external trainer to carry out Carbon Literacy training for staff. The training will be certified and will upskill the SBC workforce while showing a commitment to tackling climate change as stated in the Climate Emergency declared by the council in 2020.  This aligns to the Environment priority by educating and training staff about climate change and their role in reducing carbon emissions across SBC.
Business justification provided and options considered including. - Benefits, Deliverables & Objectives	By having an external trainer deliver Carbon Literacy, which has been specifically designed for Local Authorities, staff will be trained in the science, issues to and solutions of climate change. This will empower staff to make changes

- High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	in the not just their work life but also their in personal lives, to reduce carbon emissions. Once a certain number of staff, including senior staff, have been trained SBC can apply to become a <a href="#">Carbon Literate Organisation</a> and advertise this to residents and the wider public.
How will you measure success?	Staff will be certified
Indicative Timeframes	Training to be delivered throughout 2022
Risks	Ensure staff are committed to training and becoming certified
Stakeholder Identification	Spelthorne Borough Council and external trainer. The Borough's officers will work with external trainers to facilitate and co-ordinate training.
Roles & Responsibilities	An external trainer will be responsible for delivering the carbon literacy training while the Climate Change and Sustainability officers will be responsible for organising, facilitating, and booking staff on the courses.
Communication Plan	Training to be advertised for staff
Amount of funding applied for from Spelthorne	Initial funding is £2589 for 2022.
Funding agreed from elsewhere	None
Please identify where services will be delivered	Across Spelthorne departments
How have you identified the need for carbon reduction or environmental improvements?	This will course will train and empower staff on how they can reduce their carbon emissions in the workplace and home life.

## Reviewing the application

Once applications have been received, they will be reviewed to ensure that they meet the criteria.

Where applicants do not meet the criteria, they will be told that their application cannot be taken further and signposted to other potential financial support available for what you are trying to achieve.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive funding from the Green Initiatives Fund. Applications received and those evidencing that they meet our criteria will be considered by the Climate Change Working Group who will then recommend those to go to the Environment and Sustainability Committee for formal approval.

In exceptional cases we may ask you for further information or clarification during the Climate Change Working Group's consideration of your application. The Environment and Sustainability Committee has the final say. We are required to follow this process as we are using public money and need to follow due process.

### **The final decision and payment**

The Climate Change Working Group may decide to recommend to the Environment and Sustainability Committee:

- a) That your organisation gets awarded the full amount applied for.
- b) That your organisations receive an award for a lower amount than applied for.
- c) That your organisation has been unsuccessful for the current year.

## Appendix 1 For Non-Council Organisations the following will also be required

### Financial status:

Please provide your last set of audited accounts and preferably, where possible, for the previous year. Please note that these will be treated in the strictest confidence, but we need to be reassured that your organisation is financially able to deliver what you are applying for. If you are unable to provide audited accounts, please contact us as a matter of urgency to discuss what you can provide and when. They can be sent securely by email or attached to the electronic application form.

Please provide details of all funding that you have applied for, for the year 2022-2023. Please include any applications you have made for funding that remain pending, along with those refused, agreed, or agreed in part. In addition, if you have been advised that an offer of match funding has been made please include that in the table below.

Other grant or applications for financial assistance for the year 2022-2023

Organisation applied for, for funding	Reason for application to Green Initiatives Fund	Application amount	Current status of application

**The Aims of your organisation:**

It is extremely helpful for the Committee to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	
If you have charity status when was it awarded?	
Why was your organisation created?	
What are you aiming to achieve?	
How do you measure success generally?	

### Electric Vehicle (EV) Procurement Opportunity

We have received information about joining a procurement framework with Surrey County Council and other district and borough authorities for electric vehicle charging. There are pros and cons to joining but this is an important issue that we would like the Environment and Sustainability Committee to consider and to agree to officers progressing discussions with a view to bringing back a report and recommendation when more detail is available.

#### Pros of EV chargepoints being installed:

- We have had 11 FOI requests since Sept 2020 regarding EV chargers – how many have the council installed, how many are they planning to install, is there a strategy etc. So, there is interest.
- A [report](#) published on the 8<sup>th</sup> of Feb by EY about the transition to EV states that between now and 2035, 65 million charge points will need to be installed across Europe.
- “The critical need to massively accelerate the deployment of charging infrastructure in line with EV adoption will require widespread collaboration between municipalities, **local authorities**, city planners, charge point operators, eMobility service providers, automakers and distribution system operators,” it states. “Working together, the road transport system designed today should serve everyone long into the future.”
- A study by ZenAuto found that 46% of motorists said they are put off from switching to an electric vehicle as they believe there are not enough charging points in their area,
- By 2030 all cars will be electric and so the infrastructure needs to be put in place
- This is a non-binding commitment so even if we show interest we do not “have to” put charging points on our properties
- There are management requirements with EV charging points, this would release the Council from having to maintain them whilst receiving some income (TBC in terms of amount)
- Currently electric car owners complain about inconsistency in charging points - if all participate there would be consistency in Surrey.
- The County will be responsible for where any on-street charging points are located but if we are participating we may have more influence on locality.
- Would avoid the Council having to invest capital funds into charging points in car parks

#### Cons:

- Need to lease council property that can be leased long term to a third party, for them in turn to pay in full the installation of electric vehicle chargers so would still need Council oversight from an asset perspective
- Surrey led project

**From:** Jonathan James  
**Sent:** 08 February 2022 21:42

**Cc:** Miles Cooke  
**Subject:** [EXTERNAL] Surrey EV Forum - Update

**This message originated from outside your organization**

---

Hi to all EV enthusiasts,

Its time for more information on the twists and turns of public chargepoint installations for Surrey. The position of the county council as highway authority and District and Boroughs who have responsibility for the operation of many well located public car parks means that together we are uniquely positioned to contribute to overall EV chargepoint demand.

The current pilot installations of chargepoints On-street in Surrey are a positive start, however it is clear that using the external funding methods and match funding cannot deliver the scale of chargepoints required.

In January 2022 Surrey County Council's Cabinet agreed to proceed with a procurement exercise to achieve a large scale roll out of chargepoints across Surrey. A reference group of members of the Surrey County Council Select Committee is expected to be formed in February 2022 to scrutinise this process. Subject to the consideration of the reference group the following arrangements are proposed.

- A long-term contract attracting private sector investment to fund installations;
- A scale of installations of many 100's per year across Surrey
- Authorities would receive a % proportion of revenue
- Part public funding, where available, would support less commercial/socially necessary sites
- Chargepoint speeds may primarily be Fast 7-22KWH, however provision for Rapid 50KWH + and potentially Slow 3-7 KWH chargepoints would be included.
- A concession arrangement would be governed by a management board chaired by the county council and with members from each participating Borough or District council, details of the arrangements would be available for review and would be formalised at the first meeting.
- The first 12 months of a contract would include known priority installations and, in parallel, a comprehensive effort to develop a long term chargepoint network plan.
- Each location will be the subject of a lease between the supplier and the land owner (normally SCC on highway and B&D in car parks)
- Tariffs levels will be subject to the competitive tender, however they are likely to be agreed as a fixed margin over the cost of power supply to account for potentially volatile energy prices.
- Revenues from the contract would be due to the leaseholder of each site, on-street to SCC and B&D car park to the respective B&D. The share of revenue would be

subject to contract management costs and would need to be agreed by the governing board.

- These arrangements would not affect current contracts in place for existing installations, nor future installations under existing contracts.
- It is intended that the contract would allow access for installations by any public sector organisation in Surrey, including authorities' own premises, schools, NHS, parish councils etc. The funding arrangements might vary from the main network plan depending on circumstances.

In any event close joint working will be required by the chosen supplier(s), the county council and B&Ds to research and agree on-street locations. Experiences to date have shown that in this transitional period at least, identifying and agreeing on-street locations has been challenging meaning that well researched and supported locations will only be achieved through good community engagement and through democratic processes where traffic regulations orders are required to designated chargepoint bays as EV only.

### **Options for Surrey Boroughs and Districts**

Once a detailed form of procurement has been decided in the coming weeks then authorities will be invited to formally express their interest in participating. It seems likely that the following options will be available;

Participating B&Ds would,

- submit a formal intention to participate, this would not be binding,
- propose priority car park and other locations for installations, and
- agree to membership and participation of the governing board,

Post the main contract award it is likely that individual contracts, with the same T&Cs would be signed between each authority and the supplier. It is likely that the contract would include exclusivity for the supplier for a set period of time.

B&Ds deciding not to participate;

- would be free to take forward their own plans for car park installations; and
- On-street chargepoint location planning would require full B&D participation in any event, even for those authorities not participating.

The advantages of participation include;

- Reduction in burden of management of alternative schemes
- increasingly consistent public sector EV equipment supply
- contract scale set to attract a best commercial offer
- no contract management required from B&Ds
- Very low risk strategy with high potential to achieve numbers required

There are many further details that would be included in the contract to further strengthen the authorities positions such as technology refreshes, decommissioning arrangements.

There will be a further update at the next EV Forum meeting and I look forward to discussing progress then

Regards

Jonathan James

# Environment and Sustainability Committee



**Date of meeting 8 March 2022**

<b>Title</b>	River Thames Scheme update
<b>Purpose of the report</b>	To agree in principle Service Level Agreements (SLAs)
<b>Report Author</b>	Sandy Muirhead Group Head Commissioning and Transformation
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Environment
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <p>To agree to the River Thames Scheme Service Level Agreement in principle and for the signing of the finalised Service Level Agreements to be delegated to the Chair of the Environment and Sustainability Committee and Group Head Commissioning and Transformation.</p>
<b>Reason for Recommendation</b>	The SLA agreements are nearly complete but both need to be signed off as soon as possible so work can progress on the DCO process to meet planned timetables.

## 1. Key issues

- 1.1 The planned River Thames Scheme (RTS) will reduce flood risk to communities in Surrey and Southwest London. More than 11,000 homes and 1,600 businesses from Staines to Molesey will benefit from reduced flood risk by the development of the scheme across the area, and road, rail, power, and water networks will be more resilient.

In addition to reducing flood risk, the scheme will:

- contribute to a vibrant local economy by providing greater resilience to flooding of homes, businesses, and key infrastructure.
- enhance the social and environmental value of the river
- create new green spaces and recreation such as fishing, boating, and cycling
- The scheme will involve the construction of a new river channel. This will be built in 2 sections at Spelthorne and Runnymede. The scheme will also include capacity improvements to Sunbury, Molesey and Teddington weirs.

- 1.2 A key factor for the River Thames Scheme progressing onto its development was approval by HM Treasury of the outline business case in spring 2021. The project is finalising technical design work and is working towards obtaining the final approvals needed for construction, which on the current planned timetable is likely to commence in 2025/26.
- 1.3 In December 2020, the Secretary of State approved a request for the River Thames Scheme to be designated a Nationally Significant Infrastructure Project (NSIP). This means that the project team will apply for permission to build through a Development Consent Order (DCO) rather than individual planning applications.
- 1.4 Spelthorne Borough Council along with Elmbridge, Runnymede and Surrey CC have invested in the development of the scheme to protect our residents from flooding. Spelthorne contributed £196,000 to the scheme's development over 4 years from 2016 to 2020 (£49k/year). The scheme does not now require any further revenue contributions from ourselves. We have committed in the Capital Programme 2021 – 2025, which was approved by Council in March 2021, to investing £1.3M in the construction of the scheme.
- 1.5 Surrey County Council (SCC) is investing £270M in increasing flood resilience across the county. This includes a financial contribution of £237 million to the River Thames Scheme. This contribution along with flood scheme grants from Central Government, the Environment Agency, the Thames Regional Flood and Coastal Committee and others, has enabled the scheme to receive HM Treasury approval to proceed to final design and planning stages.
- 1.6 The River Thames Scheme is being delivered by the Environment Agency and Surrey County Council in partnership with: -
- Elmbridge Borough Council (EBC)
  - Runnymede Borough Council (RBC)
  - Spelthorne Borough Council (SBC)
  - Royal Borough of Kingston upon Thames
  - London Borough of Richmond upon Thames
  - Thames Valley Berkshire Local Enterprise Partnership
  - Enterprise M3 Local Enterprise Partnership
  - Department for Environment Food and Rural Affairs (Defra)
  - Thames Water
  - Thames Regional Flood and Coastal Committee (RFCC)
- 1.7 As the planning aspects involve 4 key authorities (SBC, SCC, EBC, RBC) it has been agreed that the scheme will pay for independent consultants to support the planning authorities in assessing the information being submitted by the applicants for the DCO.
- 1.8 The planning aspect is very important to be involved in and as mentioned in the September 2021 report this requires service level agreements (SLAs) to be drawn up to ensure the planning authorities can cover all aspects of the planning process via the DCO and act independently.

- 1.9 Therefore, the purpose of this report is to seek agreement to those SLA's and for final sign off to be designated to chair of Environment and Sustainability Committee and the Group Head Commissioning and Transformation so we can meet the DCO timetables going forward. The SLAs are almost complete but given the next Environment and Sustainability Committee meeting is potentially nearly 3 months away it is important we progress the SLA's to minimise delays to the scheme as a whole.
- 1.10 There are two SLA's being produced: -
- a) An SLA relating to the proposed River Thames Flood Alleviation scheme which is between SCC/EBC/SBC/RBC and the "applicant" (EA/SCC). This covers the funding mechanisms for the independent consultant to assist the local authority planning teams in assessing the information provided for the DCO. This also involves internal delineations to ensure the planning advice is totally independent from the applicant and identifies RBC as the co-ordinating authority for handling funds/issues with the "applicant".
  - b) An inter authority SLA between RBC and SCC/EBC/SBC. This is to allow RBC to act as co-ordinating authority on behalf of EBC, SCC and ourselves for the management of the independent consultant assessing the DCO information in detail on behalf of our collective planning services, individual authority staff costs and DCO responses.
- 1.11 SBC's involvement in the scheme is important to ensure we maximise benefits from the scheme not only in terms of mitigating flood risk to SBC's communities but also to ensure we maximise other leisure and biodiversity opportunities as part of the scheme.

## **2. Options analysis and proposal**

- 2.1 **Preferred option** The River Thames scheme will provide more protection for residents against major flooding from the Thames. Therefore, it is important Spelthorne continues its commitment to the scheme to maximise benefits to Spelthorne. Signing the SLAs gives security and funding for SBC planners to be fully involved in the DCO process and enables it to submit detailed responses to the planning submissions for the DCO and ensure the scheme is fit for purpose. Therefore, the Committee are asked to delegate the signing of the SLAs to the Environment and Sustainability Committee Chair and Group Head Commissioning and Transformation
- 2.2 Not to be involved (by not signing the SLAs) would limit our influence on ensuring the scheme is developed to meet our residents needs including reduced flooding and provision of biodiversity and leisure opportunities. It is a very Important project to prevent flooding, with the potential for increased risks of flooding with climate change. Also, not to be involved would not be compatible with our priorities in serving the community to ensure the best outcomes on the scheme including biodiversity, recreational opportunities and adaption/mitigation of climate change.

## **3. Financial implications**

- 3.1 In the early stages of development over 4 years (2016-2020) Spelthorne committed £196k of revenue to the scheme and has committed in its capital Programme £1.3M towards the scheme's construction (expected if consents and final Treasury approvals are agreed) around 2025/26.

3.2 There is officer time involved in regular meetings and though much of the assessment of the planning implications will be undertaken by consultants working with the planning authorities there will be a time input required by SBC staff and this is being refined as part of the inter-authority SLA including covering these costs.

3.3 The costs of independent consultants to assist the planning authorities in assessing the scheme in planning terms will be covered by the applicant as per the SLA between the applicant and local authorities.

#### **4. Other considerations**

4.1 There will be public consultations on the scheme, and it is expected these will begin in late 22/23.

#### **5. Equality and Diversity**

5.1 The scheme itself will not amplify any equality and diversity issues but there will need to be assessments for any associated activities with the schemes e.g., layout of paths or cycleways along the channels.

#### **6. Sustainability/Climate Change Implications**

6.1 The scheme itself will assist in mitigating the impact of flooding in the Borough which may be exacerbated by climate change. The scheme will be built as sustainably as possible and increase biodiversity opportunities through the creation of wetlands and potentially small woodland and grassland habitats will be incorporated into the scheme.

#### **7. Timetable for implementation**

7.1 Commencement of construction if approvals are received should be 2025/26 with an expected 4-year build period so completion by 2029.

**Background papers: There are none.**

# Environment & Sustainability Committee



**8 March 2022**

<b>Title</b>	<b>Capital Monitoring Report 2021/22 – Q3 December 2021</b>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Paul Taylor Chief Accountant
<b>Ward(s) Affected</b>	All Wards
<b>Corporate Priority</b>	Financial Sustainability
<b>Recommendations</b>	<p><b>This is an abridged copy of the full report to be submitted to the Corporate Policy &amp; Resources Committee (CPRC) at their meeting on 29 November and just shows the capital projects that fall under the Environment and Sustainability Committee's remit.</b></p> <p><b>The Committee is asked to note the current level of underspend on capital expenditure against its Capital Programme provision as at 31 December 2021, which may be subject to change at the CPRC meeting in 14 March.</b></p>

## 1. Key issues

- 1.1 The Capital Monitoring report covers the cumulative actual expenditure to date, against the cumulative Council approved capital programme budget and compares this against the latest forecast outturn from Officers.
- 1.2 Although the projects may have a budget allocation in the capital programme, any increases in budget will require prior approval by Corporate Policy & Resources Committee before drawing down on the budget.
- 1.3 Officers are beginning to see the impact of BREXIT, COVID-19 on our building costs, availability of labour and shorter fixed price guarantees from building suppliers.
- 1.4 For the quarter ended 31 December 2021 the Committee's approved capital expenditure programme was £1,178k (September: £1,178k unchanged). The latest forecast outturn position is £1,260k (September: £1,261k unchanged), giving a projected aggregate overspend £81.2k (September: £81.2k overspend unchanged) as per appendix B.

## 2. Variance analysis

- 2.1 We report on any significant movement in forecast variance over £50k or 20% of budget, whichever is the highest, since last quarter by committee as follows:
  - (a) Laleham Park Upgrade – £88k overspend no change since last quarter.

### **3. Financial implications**

- 3.1 Once a project is completed, any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional treasury management investment income or to fund additional schemes.
- 3.2 Working closely with our Treasury Management advisors, officers are currently saving the Council more than £1,300k per annum in interest charges, through prudent use of short-term interest rates to fund regeneration development projects.
- 3.3 Upon completion of each project, officers obtain fixed rate interest loans to significantly reduce the Council's exposure to risk of future interest rate rises over the next 50 years.

### **4. Other considerations**

- 4.1 None.

### **5. Equality and Diversity**

- 5.1 Not Applicable.

### **6. Sustainability/Climate Change Implications**

- 6.1 Not Applicable.

### **7. Timetable for implementation**

- 7.1 Not Applicable.

**Background papers:** There are none.

### **Appendices:**

**Appendix B** – Detailed Capital Monitoring Report as at 31 December 2021.

## CAPITAL MONITORING REPORT AT 31 DECEMBER 2021

Portfolio / Service Head	Cost Centre	Description	Revised Cumulative Budget 2017-25	Actuals Cumulative 2017-22	Managers Projected Outturn at 31 Dec	Budget vs Outturn Variance	Comments
			<u>Other Capital Programme</u>				
<u>Environment &amp; Sustainability</u>							
Jackie Taylor	<a href="#">41502</a>	Refuse/Recycling Vehicles	129,000	123,639	123,700	(5,300)	No change from Q2 reported financials
Jackie Taylor	<a href="#">41508</a>	Waste Vehicle	300,000	299,942	299,942	(58)	No change from Q2 reported financials
Sandy Muirhead	<a href="#">41604</a>	Laleham Nursery - Solar PV	15,000	-	15,000	-	No change from Q1 reported financials
Terry Collier	<a href="#">41606</a>	County Transit Site	127,000	-	127,000	-	This has been delayed due to resistance to create a transit site in another area of the County, it is very unlikely this money will be spent in this financial year.
Jackie Taylor	<a href="#">41608</a>	Laleham Park- Portacabins	116,000	-	116,000	-	delivery of this project is likely to be delayed due to a delay in the procurement timetable. It is likely that this will not now be delivered until the 1st ¼ of 22/23
Jackie Taylor	<a href="#">41609</a>	Replacement Spelride Bus	100,000	-	100,000	-	A procurement exercise was carried out but did not deliver the desired outcome or suitable vehicle. This will be retendered and unlikely to be completed by this financial year
Jackie Taylor	<a href="#">41611</a>	Staines Park- Play Equip Upgrade	60,000	-	60,000	-	delivery of this project is likely to be delayed due to a delay in the procurement timetable. It is likely that this will not now be delivered until the 1st ¼ of 22/23
Jackie Taylor	<a href="#">41620</a>	Wheelie Bins	50,000	41,825	50,000	-	No change from Q1 reported financials
Sandy Muirhead	<a href="#">42027</a>	Domestic Home Energy	8,000	4,504	8,000	-	No change from Q1 reported financials
<b>Total</b>			<b>905,000</b>	<b>469,910</b>	<b>899,642</b>	<b>(5,358)</b>	
Lee O'Neil	<a href="#">41314</a>	Air Quality	24,500	-	24,500	-	This project is unlikely to be completed by 31 March 2022 due to other priority work.
<b>Total</b>			<b>24,500</b>	<b>-</b>	<b>24,500</b>	<b>-</b>	
Lee O'Neil	<a href="#">41026</a>	Laleham Park Upgrade	250,000	33,141	336,580	86,580	No change from Q2 reported financials
<b>Total</b>			<b>250,000</b>	<b>33,141</b>	<b>336,580</b>	<b>86,580</b>	
<b>Committee Total</b>			<b>1,179,500</b>	<b>503,050</b>	<b>1,260,722</b>	<b>81,222</b>	

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# Environment & Sustainability Committee



8 March 2022

<b>Title</b>	<b>Draft Q3 Revenue Monitoring Report as at 31 December 2021</b>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Anna Russell, Deputy Chief Accountant
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Community Affordable Housing Recovery Environment Service delivery
<b>Recommendations</b>	<p>The Committee is asked to note the draft forecast outturn for 2021/22 as at 31 December 2021 and the aggregate variances by cost centre reported in Appendix C6.</p> <p>(Please note that this is a draft report taken from the full report currently being prepared for the Corporate Policy &amp; Resources Committee meeting on 14 March and has been collated before the completion of a full review process and may be subject to change, and if this is the case the Committee will be notified.)</p>
<b>Reason for Recommendation</b>	Not applicable

## 1. Key issues

- 1.1 This report provides a summary of the forecast outturn position for the financial year 2021-22 as at 31 December for the Environment & Sustainability Committee, which is showing a forecast net underspend of (£419k) (September: (£176k)), an increase in the underspend of (£243k).
- 1.2 The forecast underspend of expenditure amounted to (£244k) (September: £16k overspend) and the forecast over-recovery of income was (£175k) (September: (£192k) over-recovery), with the major differences from Q2 being as follows (see key at end of this paragraph):
  - (a) A (£30k) decrease in Grounds Maintenance costs forecast
  - (b) A (£9k) decrease in Parks Properties Project costs forecast
  - (c) A £22k increase in Parks Strategy costs forecast

- (d) A (£169k) decrease in Planning Development Control costs forecast
- (e) A (£75k) decrease in Planning Policy costs forecast
- (f) A £18k decrease in Refuse Collection income forecast

*where the (negative) and positive changes indicate:*

*(negative): a favourable change = increase in income or decrease in spend*

*positive: an adverse change = decrease in income or increase in spend*

- 1.3 The forecast net variance is further broken down to show the impact of COVID-19 on the Council forecast outturn position:

- (a) COVID-19 – a projected overspend of £43k (September: (£36k) under-recovery).
- (b) Non COVID-19 – a projected net underspend of (£462k) (September: (£211k)).

The forecast outturn shows the projected impact of COVID-19 on Cost of Services is lower income than budgeted due to lower client activity during COVID-19 particularly for public halls and for refuse and bulky waste bin collections.

## **2. Significant Forecast Budget (under)/overspends at year end.**

- 2.1 Noting that we are only providing commentary for those budget lines with £20k or more variance.

- 2.2 A projected net underspend of (£419k) (September: (£176k)), with significant net variances as follows:

- (a) Emergency Planning – Minor change in the forecast underspend of (£42k) (September: £49k) reported last quarter.
- (b) Grounds Maintenance - forecast underspend of (£30k) (September: £nil) due to vacant posts partially covered by overtime payments and agency staff, with no impact on service delivery.
- (c) Parks Strategy – forecast overspend of £22k (September: £nil) due to costs following a water leak.
- (d) Planning Development Control – a projected net over-recovery of (£123k) (September: £47k net overspend) which is made up mainly as follows:
  - i) (£29k) underspend on cost budgets (September: £140k overspend net of staffing underspend), a significant decrease in forecast due to expectations of lower potential external legal costs on current developer planning appeals.
  - ii) No change in the forecast (£94k) income above budget reported last quarter.
- (e) Planning Policy – a net underspend of (£181k) (September: (£103k)) which is made up mainly of (£184k) underspend (September: (£109k)) for the Local Plan which is now scheduled to complete in 2022/23.
- (f) Refuse Collection – a net over-recovery of income of (£73k) (September: (£90k)) which is made up as follows:

- i) No change in the forecast £30k overspend budget reported last quarter.
- ii) (£103k) over-recovery (September: (£120k)) of income due to an increase in customer take-up of Garden Waste services (£133k), offset by £30k lower income from refuse and bulky waste bins due to less activity during the pandemic.

**3. Other considerations**

3.1 None.

**4. Equality and Diversity**

4.1 Not applicable.

**5. Sustainability/Climate Change Implications**

5.1 Not applicable.

**6. Timetable for implementation**

6.1 Not applicable

**Background papers:** There are none.

**Appendices:**

**Appendix C6 – Environment & Sustain Revenue Report 30-09-21**

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# Environment & Sustainability

<i>Results to 31-Dec-21</i>	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Staffing Budget FTE	Staffing Actual FTE	Comments
Employees	0	0	0	0	0			
Other Expenditure	3,500	4,000	0	500	500			
Income	0	0	0	0	0			
<b>Abandoned Vehicles</b>	<b>3,500</b>	<b>4,000</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0			
Other Expenditure	23,000	23,000	0	0	0			
Income	(35,500)	(37,800)	(2,300)	0	(2,300)			
<b>Allotments</b>	<b>(12,500)</b>	<b>(14,800)</b>	<b>(2,300)</b>	<b>0</b>	<b>(2,300)</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0			
Other Expenditure	112,100	68,800	0	(43,300)	(43,300)			Minor change since Qtr 2
Income	(1,000)	0	1,000	0	1,000			
<b>Emergency Planning</b>	<b>111,100</b>	<b>68,800</b>	<b>1,000</b>	<b>(43,300)</b>	<b>(42,300)</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0			
Other Expenditure	10,100	10,100	0	0	0			
Income	0	0	0	0	0			
<b>Energy Initiatives</b>	<b>10,100</b>	<b>10,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0			
Other Expenditure	61,000	61,000	0	0	0			
Income	(25,000)	(25,000)	0	0	0			
<b>Environmental Enhancements</b>	<b>36,000</b>	<b>36,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	1,374,500	1,344,500	0	(30,000)	(30,000)	44.08	29.00	Savings expected due to vacant posts partially covered by overtime payments and agency staff with no impact on service delivery.
Other Expenditure	663,800	663,800	0	0	0			
Income	(248,600)	(248,600)	0	0	0			
<b>Grounds Maintenance</b>	<b>1,789,700</b>	<b>1,759,700</b>	<b>0</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>44</b>	<b>29</b>	

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# Environment & Sustainability

<b>Results to 31-Dec-21</b>	<b>Budget Revised £</b>	<b>Forecast Outturn £</b>	<b>COVID-19 Variance £</b>	<b>Non-COVID-19 Variance £</b>	<b>Total Variance to Revised £</b>	<b>Staffing Budget FTE</b>	<b>Staffing Actual FTE</b>	<b>Comments</b>
Employees	0	0	0	0	0	0	0	
Other Expenditure	12,200	6,560	0	(5,640)	(5,640)			
Income	(25,900)	(22,100)	0	3,800	3,800			
<b>Parks Properties Project</b>	<b>(13,700)</b>	<b>(15,540)</b>	<b>0</b>	<b>(1,840)</b>	<b>(1,840)</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0			
Other Expenditure	77,200	99,400	0	22,200	22,200			Expected to be overspent due to water leak
Income	(72,400)	(72,400)	0	0	0			
<b>Parks Strategy</b>	<b>4,800</b>	<b>27,000</b>	<b>0</b>	<b>22,200</b>	<b>22,200</b>	<b>0</b>	<b>0</b>	
Employees	1,036,500	1,022,600	0	(13,900)	(13,900)	19.96	19.49	1 FTE working 30hrs a week.
Other Expenditure	409,200	394,180	0	(15,020)	(15,020)			External legal costs estimate, which could be incurred upon current developer appeals, has fallen from the previous quarter. This is because of the assumption used of a worst case scenario in Q2 is now unlikely to be so costly if SBC were to lose the appeals.
Income	(664,300)	(758,000)	0	(93,700)	(93,700)			Excess PPA (Planning Performance Agreement) income received which is to be moved to reserve at year end.
<b>Planning Development Control</b>	<b>781,400</b>	<b>658,780</b>	<b>0</b>	<b>(122,620)</b>	<b>(122,620)</b>	<b>20</b>	<b>19</b>	
Employees	404,200	402,360	0	(1,840)	(1,840)	6.93	8.13	
Other Expenditure	271,700	87,820	0	(183,880)	(183,880)			Relating to Local Plan budget which is now scheduled to take place in 2022/23. There will be a request to carry forward this underspent budget to 2022/23 to fund the delayed Local Plan work.
Income	(75,400)	(70,820)	0	4,580	4,580			
<b>Planning Policy</b>	<b>600,500</b>	<b>419,360</b>	<b>0</b>	<b>(181,140)</b>	<b>(181,140)</b>	<b>7</b>	<b>8</b>	
Employees	0	0	0	0	0			
Other Expenditure	7,900	4,900	0	(3,000)	(3,000)			
Income	(27,400)	(13,000)	14,400	0	14,400			
<b>Public Halls</b>	<b>(19,500)</b>	<b>(8,100)</b>	<b>14,400</b>	<b>(3,000)</b>	<b>11,400</b>	<b>0</b>	<b>0</b>	

# Environment & Sustainability

<b>Results to 31-Dec-21</b>	<b>Budget Revised £</b>	<b>Forecast Outturn £</b>	<b>COVID-19 Variance £</b>	<b>Non-COVID-19 Variance £</b>	<b>Total Variance to Revised £</b>	<b>Staffing Budget FTE</b>	<b>Staffing Actual FTE</b>	<b>Comments</b>
Employees	1,370,600	1,400,600	0	30,000	30,000	50.00	47.00	No change from Q2.  Increase in customer take-up of Garden Waste services (£132k), offset by £30k lower Refuse Collection income for refuse and bulky waste bins due to less activity during COVID-19.
Other Expenditure	885,000	885,000	0	0	0			
Income	(886,000)	(988,500)	30,000	(132,500)	(102,500)			
<b>Refuse Collection</b>	<b>1,369,600</b>	<b>1,297,100</b>	<b>30,000</b>	<b>(102,500)</b>	<b>(72,500)</b>	<b>50</b>	<b>47</b>	
Employees	0	0	0	0	0			
Other Expenditure	5,500	5,500	0	0	0			
Income	0	0	0	0	0			
<b>Water Courses &amp; Land Drainage</b>	<b>5,500</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0			
Other Expenditure	0	0	0	0	0			
Income	(342,000)	(342,000)	0	0	0			
<b>Waste Recycling</b>	<b>(342,000)</b>	<b>(342,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Total Employees	<b>4,185,800</b>	<b>4,170,060</b>	<b>0</b>	<b>(15,740)</b>	<b>(15,740)</b>	<b>121</b>	<b>104</b>	
Total Other Expenditure	<b>2,542,200</b>	<b>2,314,060</b>	<b>0</b>	<b>(228,140)</b>	<b>(228,140)</b>			
Total Income	<b>(2,403,500)</b>	<b>(2,578,220)</b>	<b>43,100</b>	<b>(217,820)</b>	<b>(174,720)</b>			
Net Total	<b>4,324,500</b>	<b>3,905,900</b>	<b>43,100</b>	<b>(461,700)</b>	<b>(418,600)</b>	<b>121</b>	<b>104</b>	

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### **Environment and Sustainability Committee 8 March 2022**

#### **Project Management Update**

At the meeting on 18 January an update was requested on projects. The attached allows Councillors to see a project summary and by clicking on the hyperlink it will take you to any detail required.

There is currently only one “green” project on the list but more will be put in place as we take stock of the energy audits and identify further projects that will come forward to deliver net zero carbon.

We have continually updated the project management methodology to make it easier for both officers and Cllrs to fulfil project management requirements. As a result we are taking forward a further development to the system which will allow officers to easily complete documentation electronically and putting in more secure “gates” which will make the governance more straightforward.

The full report and revised project management model will be submitted to the next Administrative Committee.

Sandy Muirhead  
Group Head Commissioning and Transformation

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Ref	Project Name	Status (RAG)	Project Sponsor	Project Manager	Group	Start Date	End Date	Original Approved Budget	Actual Spend To Date	Comments
D01	<a href="#">GDPR - steps to compliance</a>	R	MAT	Clare Williams	Commissioning & Transformation	01-May-2017		£0.00		The IG Coordinator role is currently unfilled. This went out for advert in October 2021 however there was no suitable applicant. The advert will be rewritten and republished.
D02	<a href="#">Staff Safety Register database</a>	G	MAT	Divya Susmitha	Commissioning & Transformation	01-Oct-2021	01-Feb-2022	£1,500.00	Staff time	Project progressing as planned
D03	<a href="#">Payment Allocation</a>	G	MAT	Divya Susmitha	Commissioning & Transformation	01-Jan-2019	01-Jul-2022	TBA	TBA	Progress agains milestones delayed due to Capita taking longer to make the banner changes and Finance and ICT resource availability
D04	<a href="#">Network Cabling (Refresh)</a>	G	MAT	Alistair Corkish	Commissioning & Transformation	TBA		£200,000.00	£200,000.00	Chased Data-Lec for report several times
D05	<a href="#">Harper House and Whitehouse WiFi</a>	G	Communication Wellbeing	Alistair Corkish	Commissioning & Transformation	01-Dec-2020	Awaiting Housing	Housing to finance		ICT are ready to install access points when the building is declared safe to enter.
D06	<a href="#">Cyber Security Training to Staff</a>	G	MAT	Alistair Corkish	Commissioning & Transformation		01-Mar-2022	Only ICT Staff time		Mandatory Training for Staff failing to achieve minimum standards of cyber security awareness.
D07	<a href="#">Back-ups and Storage Area Network</a>	G	MAT	Alistair Corkish	Commissioning & Transformation		01-Mar-2022	£250,000.00	Nil	Current hardware is end of life and must be replaced. As part of the replacement we shall also be looking at “Offline Back-ups”.
D08	<a href="#">Project Documentation Module</a>	G	Commissioning & Transformation	Daniel Dredge	Commissioning & Transformation	01-Dec-2018	01-Mar-2022	Internal Spend		Add automation to the project reporting process.
D09	<a href="#">Corporate Hybrid Printing</a>	G	Commissioning & Transformation	Daniel Dredge	Commissioning & Transformation	01-Oct-2021	01-Jun-2022	TBA	£2,500*	Awaiting Procurement Review of external Feasibility Study (conducted at cost of £2,500)
D10	<a href="#">Continuous Improvement Programme</a>	G	Commissioning & Transformation	Sandy Muirhead	Commissioning & Transformation		Ongoing	TBA	-£193,284.00	Benefits: -Implement process improvements/ projects resulting in cost/time savings across all departments
D11	<a href="#">EU Exit</a>	G	MAT	Sandy Muirhead	Commissioning & Transformation			£12,000.00	£750.00	As this was a monitoring exercise on the impacts of Brexit now we are two years on this project can be closed
D12	<a href="#">Youth Employment Hub 16-24</a>	G	MAT	Tracy Carter	Economic Development		01-Jan-2022	£118,000.00		Project timeline altered due to service level agreement with DWP ( due to Covid)
D13	<a href="#">Sunbury Cross Rejuvenation (Welcome Back Fund)</a>	G	Neighbourhood Services	Francesca Lunn	Neighbourhood Services	01-Sep-2021	01-Feb-2022		£26,458.00	Milestones are being finalised. On target for the vegetation cutting/removing during December.
D14	<a href="#">Installation of 10 outdoor gym equipment</a>	G	Neighbourhood Services	Francesca Lunn	Neighbourhood Services	01-Jul-2021	01-Apr-2022	£610,000.00	£610,000.00	Procurement process/tenders returned, evaluated & contract awarded
D15	<a href="#">Bartec Phase 2</a>	G	Neighbourhood Services	Francesca Lunn	Neighbourhood Services					Currently working on 'Missed Bin Service request'. All steps from defining the proecess flows are ocmplete. Scenario testing has been completed. ICT have completed the 1st phase of the missed bin new e-form. This will tell the customer at what stage their bin is at..i.e missed or not collected yet.
D16	Southern Light Railway	G	MAT	Heather Morgan	Regeneration & Growth		TBA		£15,000.00	No specific revenue budget for this project - using other existing consultants budgets for spend.
D17	<a href="#">Leisure Centre Operator Procurement Project</a>	G	MAT	Carolyn Sheppard	Community Wellbeing		TBC	£87,000.00	£87,000.00	The project milestones timeline has been revised since initial documentation completed due to delays with the new build, covid assurances being required and a new committee structure for approval.
D18	<a href="#">NOS Canisters / PSOP Psychoactice Substances</a>	G	Neighbourhood Services	Francesca Lunn	Neighbourhood Services		01-Dec-2021	£10,000.00	£10,000.00	A further month of monitoring will be carried out with the intention to close the project.
D19	<a href="#">Laleham Nursery Solar PV</a>	G	Neighbourhood Services	Jilly Mobray	Neighbourhood Services		01-Mar-2022	£11,039.68	£0.00	On track
D20	<a href="#">Car Park Management System Update</a>	G	Neighbourhood Services	Bruno Barbosa	Neighbourhood Services	14-Jan-2020		£50,000.00	£0.00	Car Park Management System update in Elmsleigh Surface+MSCP
D21	<a href="#">Cashless Parking</a>	G	Neighbourhood Services	Bruno Barbosa	Neighbourhood Services	14-Jan-2020		£0.00	£0.00	Committee approval obtained for proceeding with the tender of the additional payment method
D22	<a href="#">PCN-Permit-Season Ticket management</a>	G	Neighbourhood Services	Bruno Barbosa	Neighbourhood Services	14-Jan-2020		£0.00	£0.00	PCN/Permit/Season Ticket management and issuance management system
D23	<a href="#">Zero emissions enforcement fleet</a>	G	Neighbourhood Services	Bruno Barbosa	Neighbourhood Services	14-Jan-2020		£5,000.00	£0.00	Zero emmissions enforcement fleet (mopeds)
D24	<a href="#">Locata Upgrade and split from Search Moves</a>	G	Jayne Brownlow	Divya Susmitha	Housing Options	15-Dec-2021	01-Mar-2023	£150,000.00	£0.00	Housing Register clients will be able to access and bid on any available social housing properties in the borough through a new and more user-friendly application system and website

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## SUPPORTING A GREEN RECOVERY - ACTION PLAN

CLIMATE CHANGE POLICY			
GR1	<b>Action:</b> To develop a strategy to deliver carbon neutrality for the Council in line with Government targets or sooner.		
	<b>Task (and owner):</b> Prepare a draft strategy to deliver carbon neutrality for the Council and support actions to lower the wider-borough's carbon emissions. (SM)	<b>Desired outcome:</b> Enabling policy/strategy to support delivery of a green recovery.	<b>Target date &amp; progress notes:</b> <a href="#">Target date adjusted from June 2021 to March 2022</a> due to Sustainability Officer (SO) leaving and the climate change officer having to deliver the work of the SO
GR2	<b>Action:</b> Explore and devise a future financial treasury management strategy that take into account environment, social governance and responsible investments.		
	<b>Task (and owner):</b> To discuss with the Council's treasury management advisors how to progress a change in the Council's investments. (TCO/SM)	<b>Desired outcome:</b> A Green Investment Strategy	<b>Target date &amp; progress notes:</b> <a href="#">2022</a>
GR3	<b>Action:</b> Aim to develop a more environmentally sustainable economy post-COVID and Brexit.		

	<b>Task (and owner):</b> To develop a green recovery strategy which includes measures to evolve a more sustainable and resilient economy. (SM/KM/AB)	<b>Desired outcome:</b> A thriving community which minimises its impact on the environment measured through buildings meeting appropriate environmental standards (e.g. BREEAM) and well-being surveys.	<b>Target date &amp; progress notes:</b> 2024
<b>REDUCE THE CARBON FOOTPRINT OF COUNCIL OPERATIONS</b>			
GR4	<b>Action:</b> Use opportunities provided by agile working to enhance/accelerate climate change initiatives		
	<b>Task (and owner):</b> Develop a policy to enable long term homeworking and office hot desking. (SM)	<b>Desired outcome:</b> Reduced car travel, emissions (compared to pre-pandemic levels) and release offices for multi-use.	<b>Target date &amp; progress notes:</b> Target adjusted to from Dec 2021 to March 2022 Due to continuing risks associated with pandemic, 'hot desking' may not come into force until spring next year. Extended target date will allow for more lead-in time.
GR5	<b>Action:</b> a. Continue to develop our programme to use more electric vehicles by staff to reduce CO2 emissions  b. Purchase electric fuelled equipment when existing liquid fuelled equipment reaches end of life.		

	<b>Task (and owner):</b> Examine options for future purchase of electric cars & bikes; introduce measures to enable staff to purchase/lease electric cars. (SO/HR)(SO/SM)	<b>Desired outcome:</b> Electric pool vehicles/bikes in use by staff for business purposes.	<b>Target date &amp; progress notes:</b> Completed
	Implement measures to reduce the Council's carbon footprint through purchase of a green fleet equipment for grounds maintenance. (JT/DC)	10% of staff to own electric vehicles.	2025
		Green Fleet and hand-held electric tools in use.	2028

GR6	<b>Action:</b> Improve all council-owned residential and municipal properties and facilities through better insulation, investment in alternative heating and ventilation and aim to reduce utilities costs where possible.		
	<b>Task (and owner):</b> To undertake energy studies of Council properties to identify cost effective improvements and then to progress installation. (SM/SO)	<b>Desired outcome:</b> Council properties being less expensive to run	<b>Target date &amp; progress notes:</b> <a href="#">Dec 2021 studies completed.</a> <a href="#">Installation target to be set</a>
GR7	<b>Action:</b> Review and improve, where possible, our waste management strategy.		
	<b>Task (and owner):</b> To undertake a review of waste strategy in line with Government changes proposed for 2023. (JT/DL)	<b>Desired outcome:</b> Increased recycling and reduced quantities of household rubbish.	<b>Target date &amp; progress notes:</b> <a href="#">Target date adjusted from 2022 to 2023 as the requirements resulting from the Government's review of its Resources &amp; Waste Strategy will not be known in time to make any amendments to our strategy in 2022.</a>

INCREASE USE OF CLEAN ENERGY			
GR8	<p><b>Action:</b></p> <p>a. Work with businesses and communities to promote and support cleaner and greener living and working.</p> <p>b. Develop opportunities for increased locally generated clean energy.</p>		
	<p><b>Task (and owner):</b></p> <p>To work with economic development team to build in opportunities for providing a sustainable environment. Promote opportunities in the Borough for the development of 'green' jobs including training. (HM/AB/SM/KM)</p> <p>Work in partnership via the Economic Development team. (KM/HM/SO/SM)</p>	<p><b>Desired outcome:</b></p> <p>To have a Staines development plan which demonstrates leadership in developing sustainable communities.</p> <p>10% Increase in "green" employment in the Borough, in roles that have a positive impact on the environment measured through sector analysis of local employment.</p> <p>50% of local businesses to use clean energy.</p>	<p><b>Target date &amp; progress notes:</b></p> <p>On track for summer 2023</p> <p>Target to be confirmed</p> <p>2027</p>

GR9	<b>Action:</b> Implement technologies to maximise clean energy usage.		
	<b>Task (and owner):</b> Develop opportunities (and schemes) for increased locally generated clean energy on Council buildings and in new build. (RM/SO)	<b>Desired outcome:</b> Council owned offices and housing sites to have a minimum capacity of 10% renewable energy generation.	<b>Target date &amp; progress notes:</b> <a href="#">2024</a>  Currently being delivered on all new Council residential schemes
<b>ENCOURAGE GREATER USE OF CYCLING AND WALKING</b>			
GR10	<b>Action:</b> a. Undertaking a borough-wide feasibility study to identify potential walking and cycling routes in conjunction with Surrey CC; and  b. Increase opportunities for exercise through walking and cycling and improving air quality by reducing car dependency, working with the highways authority.		
	<b>Task (and owner):</b> Undertake actions to encourage greater cycling and walking by the community and Council. (AM/AB)	<b>Desired outcome:</b> A Local Walking and Cycling Infrastructure Plan to allow future implementation of schemes in an appropriate way.	<b>Target date &amp; progress notes:</b> <a href="#">2022</a>  Underway

IMPROVE AND INCREASE PROVISION OF PUBLIC OPEN SPACES AND ENHANCEMENT OF BIODIVERSITY	
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|------|---|
| GR11 | <p><b>Action:</b></p> <ul style="list-style-type: none"><li>a. Enhance our parks and open spaces to adapt to climate change.</li><li>b. To seek ways of improving the environmental and social value of our parks and open spaces and consider opportunities to create and support carbon sink initiatives within the Borough including landscaping and more tree planting where possible.</li><li>c. Enhance our parks and open spaces to adapt to climate changes, providing clean, accessible, outdoor spaces with access to nature for education and well-being purposes;</li><li>d. Increase land management to provide greater biodiversity to encourage wildlife and insect populations.</li></ul> |
|------|---|

	<b>Task (and owner):</b> To develop and implement park strategies which meet both the environmental and social needs required of our open spaces and meet future climate change (mitigation and adaptation) and educational needs (a, b, and c). (JT/LS)	<b>Desired outcome:</b> That parks have both environmental and social benefits for our residents, including reduced air emissions,	<b>Target date &amp; progress notes:</b> 2023
	Map out opportunities, including rain gardens, to improve the landscape and adapt and mitigate climate change. (SO/BO/SM)	To develop a suite of enhancement opportunities	2023
	Develop a biodiversity strategy (BO)	Actions from the strategy to enhance wildlife and measurable increases in populations of key species.	2022

IMPROVE ENERGY EFFICIENCY OF HOUSING STOCK			
GR12	<b>Action:</b> a. Promote residential development that is sustainably located and allows safe and easy access for residents to existing services and transport hubs; and  b. Seek and support the retrofit of existing residential housing to enable alignment with more demanding energy efficiency standards.		
	<b>Task (and owner):</b> Develop as part of developments and the Local Plan opportunities for better accessible developments. (AB)  Identify ways of making the housing stock more sustainable, including through better insulation, alternative heating and ventilation and aim to reduce utility costs where possible. (RM/MR)	<b>Desired outcome:</b> Local Plan  i. Ensure KGE housing stock meets highest viable environmental standards.  ii. Participate in current and future opportunities for seeking funding, such as Green Jump, to enhance the energy efficiency of housing stock across the Borough.	<b>Target date &amp; progress notes:</b> On target for summer 2023  2026 Already being considered for each scheme  2023

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## **UPDATES FROM TASK AND WORKING GROUPS**

### **Local Plan Task Group**

Since the last update to E&S Committee, the task group has met to discuss the Local Green Space proposed designations, the response to Surrey County Council's draft Minerals and Waste Joint Plan issues and options consultation and received a presentation from Building with Nature to help support the Green and Blue Infrastructure policy. Further discussions were held on the potential Green Belt release sites following receipt of information requested by Members. The joint meeting with the Staines Development Task Group to discuss the draft Infrastructure Delivery Plan was postponed as additional information is still being sought from the NHS and Surrey County Council. A further change since the last update is that members of the Staines Development Task Group not already on LPTG are now invited to LPTG meetings to observe and speak but not vote when a consensus view is required, and vice versa.

### **Staines Development Task Group**

The group has met throughout January and February to discuss a range of topics, including specific development sites (Two Rivers North and the Elmsleigh Centre), transport and public realm proposals, the Riverside Car Park and surrounding area, and the potential for an exemption to the zoning proposals to allow schemes that deliver significant benefits to exceed the height and density restrictions in limited circumstances. David Lock Associates, the consultants working with Spelthorne, are now busy producing a draft of the Framework to be brought back to members of the task group in March for review ahead of the next stage of public consultation and no further meetings are currently scheduled until that review. The Chair of the task group has been producing an update after each meeting to provide further information on what was discussed and these can be found on our website.

### **CIL Task Group**

The CIL Task Group met in January, and at a follow up meeting in February to discuss a bid from Surrey Police for a Police Engagement Van. It was decided not to recommend the bid in its current form for approval, due to it not being an essential requirement, and with a diesel engine, it does not support the Council's Green Agenda. Feedback has been provided, and the applicant is aware a more 'eco-friendly' scheme could be considered in the future.

With the above in mind, there are no formal decisions to take to the Spelthorne Joint Committee in March, however, a CIL progress report will be provided as agreed.

## **Climate Change Working Group**

Since the last meeting the working group has met to discuss:-

- Proposed bids for Green Initiatives Funding
- EV Procurement
- Staff/Member Training
- Task Teams

Under task teams, key topics were outlined for Councillors to show an interest in and take forward. The only group to form, the Communications Task Group has met and discussed training for members and staff together with the start of a communications plan with our residents to encourage them to become more sustainable in their actions.

## **Spelthorne Borough Council Environment and Sustainability Committee Forward Plan and Key Decisions**

This Forward Plan sets out the decisions which the Environment and Sustainability Committee expects to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Environment and Sustainability Committee Forward Plan and Key Decisions for 1 March 2022 to 30 April 2022

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 08 03 2022	Planning Development Management Performance Report	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee 08 03 2022	Green Initiatives Fund proposals To consider requests for funds from the Green Initiatives Fund	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 08 03 2022	Electric Vehicle Procurement Opportunity	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 08 03 2022	River Thames Scheme - SLAs To consider the proposed SLAs for the River Thames Scheme	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 08 03 2022	Report on site investigation of land to rear of Thames Side	Non-Key Decision	Public	Karen Limmer, Deputy Monitoring Officer, Claire Lucas, Principal Pollution Control Officer, Tracey Willmott-French, Senior Environmental Health Manager
Environment and Sustainability Committee 08 03 2022	Revenue Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 08 03 2022	Capital Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Environment and Sustainability Committee 08 03 2022	Project management report - E&S Committee To consider an update on project management items within the remit of Environment and Sustainability Committee.	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 08 03 2022	Recovery Action Plan To note the updated elements of the Corporate Recovery Action Plan relevant to this Committee.	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 26 04 2022	Draft Local Plan and Staines Development Framework for consultation To consider the draft Local Plan and Staines Development Framework for consultation	Non-Key Decision	Public	Ann Biggs, Strategic Planning Manager
Environment and Sustainability Committee	240m Boardwalk down the Eastern Bank of the River Ash Improvement Site	Non-Key Decision	Public	Catherine Munro, Deputy Group Head Neighbourhood Services
Environment and Sustainability Committee	Heathrow and Airspace Modernisation To receive a presentation/update on Heathrow's expansion plans	Non-Key Decision	Public	Heather Morgan, Group Head - Regeneration and Growth

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