Minutes of Shepperton Studios Community Liaison Group

14 July 2021

Present:

Councillor M.M. Attewell, Ward Councillor
A. Chitty, Pinewood Studios Group
S. Dutfield, Turley
D. Furst, Laleham Residents Association
K. Howkins, Charlton Residents Association
J. Kinash, Pinewood Studios Group
K. Maidment, Pinewood Studios
C. Philips, Shepperton Residents Association
Councillor R.A. Smith-Ainsley, Ward Councillor
A. Smith, Pinewood Studios Group
M. Wright, Pinewood Studios Group

Apologies:

P. Cheeseman, Littleton Residents Association Councillor M.J. Madams, Ward Councillor

Councillors in attendance:

7 Apologies

Apologies were received from Cllr Mary Madams and Pat Cheeseman.

8 Minutes

The minutes of the meeting held on 2nd March 2021 were agreed as a correct record.

9 Surrey County Council Highways Update

The Chairman, Councillor Attewell, requested that members of the group introduce themselves as membership had grown since last meeting.

Andrew Smith, Shepperton Studios and Corporate Affairs Director, suggested that Matthew Wright, Senior Development Manager, Pinewood Studios, be allowed to present a slideshow (attached) that covered a majority of topics on the agenda. This was agreed by the Chairman.

John Kinash, Pinewood Studios, provided an overview of the planned highway works that would be taking place throughout the scheme, and explained all works were agreed as part of a phasing strategy with Surrey County Council Highways to ensure minimum disruption to the network as

possible. When questioned about the timings of the works, he explained that the dates provided on the slides are the latest dates the works could be delivered, and it was possible the works may take place sooner than anticipated.

Several residents expressed concern over construction traffic and diversion routes, and requested large vehicle traffic be re-routed. Matthew explained this would be difficult as there are other construction projects in the area, and the vehicles may not be associated with Shepperton Studios. Councillor Attewell agreed this was a complex issue as every resident association would have a different opinion on the routes and queried what could be done going forward. Matthew agreed to engage with the construction contractors to understand their routing and would report back at a future meeting.

John acknowledged that the work on pedestrian crossings had been delayed, but it is being progressed as a priority with Surrey Highways. He expects all approvals to be in place by September, but as they are required to provide a 12-week notification of the works, and there is a moratorium on highway works during the months of November, December, and January, construction works for the crossing may not begin until early 2022.

David Furst, Laleham Residents Association, raised that the crossings were originally due to be completed in July 2020, and inquired why this had been delayed and why conflicting information was being given by different parties. Andrew Smith explained that the work of Surrey County Council officers had been diverted due to the pandemic, and this had caused some delays, and Matt explained that information may change on a week-to-week basis.

Karen Howkins, Charlton Village Residents Association, expressed frustration that she had not been contacted with updates regarding the proposed pedestrian crossing in Charlton Village and raised that the crossing was not where the residents requested. James Bevis, i-Transport, explained that where the residents requested the crossing be placed could not be done for highway safety reasons, and the current proposed location was approved when planning permission was given. Andrew Smith suggested they would check to see what was originally agreed and, if it could be changed, explore what would need to be done to change the location. Matthew also suggested he would compile information regarding the works to distribute to members of the group.

10 Issues That Have Arisen Since Last Meeting

Committee Services raised a query from Pat Cheeseman, Littleton Residents Association, regarding a playground at Studios Estate. Matthew explained Shepperton Studios had contributed £50k towards an investment in local children's play areas, and that residents of Studios Estate requested an older children's play area be installed to reflect the local demographic. The Council had decided to install a younger children's play area despite this feedback. Cllr Attewell explained she would be in touch with the Group Head of Neighbourhood Services to seek more information about this, and Kathryn

Maidment, Senior Community and Education Outreach Manager, Pinewood Studios, requested to be included in the conversation. Matthew explained he would provide a further update on works being completed on local play areas at a future meeting.

11 Planning Progress Update

Matthew provided an overview of the works being completed on the Shepperton South site, and explained the demolition of buildings, agreed vegetation and tree removal, and utility disconnections and new supplies were underway. A Reserved Matters application had also been submitted for a new entrance to site. Completion for this area was expected by December 2023.

Regarding the Shepperton North West site, Matthew reported that enabling works commenced in March 2021 and main works on the site would commence in October 2021 with a projected April 2023 completion.

12 Landscaping Update

Matthew Wright accepted questions from Neil Thompson, local resident, Ken Snaith, Shepperton Residents Association, and Cllr R.A. Smith-Ainsley who inquired about the placement of the earth bunds around the site and if dust mitigating measures would be in place for the creation of the bunds. Matthew confirmed the locations and safety measures were set out in the planning parameters and conditions.

Carl Philips, Shepperton Residents Association, questioned if anything further could be done to hide the view of the buildings. Matthew explained that their plans were considered satisfactory when they were granted planning permission. Sara Dutfield, Turley, further explained that they were working alongside residents regarding the planting of trees, but it was difficult as not all residents agreed on the locations, amount, or size of the trees that were being planted. Matthew further explained that a camouflage exercise is being undertaken at Pinewood Studios in effort to blend the colour of the buildings into the skyline, and this may be considered for Shepperton Studios.

Matthew presented plans for the River Ash Corridor Enhancement works and explained that works on this would commence in April 2023 with plans to engage local ecologists and a public consultation beforehand. Cllr Attewell requested that local wildlife groups, nature associations and gardeners be contacted as well.

13 Communications update

Matthew explained that monthly e-mail updates were being provided to all Residents Associations. Kathryn Maidment further explained that a mailing list existed through Pinewood Studios, and if any residents wished to be added, they could e-mail her at Kathryn.maidment@pinewoodgroup.com with

permission to be added to the database, and advised that this information is not shared with any third party.

Cllr Attewell expressed frustration on behalf of the residents who had been in touch with her over the utility works that had been taking place as they felt that they were given insufficient notice. Matthew and Kathryn acknowledged this, and stated that they would be speaking to the utility company to understand how they could notify residents in a more efficient manner, or if Shepperton Studios could help notify residents on their behalf.

Andrew Smith reminded the group that if there were any concerns over noise coming from the site to please give them a call and the situation would be addressed.

The Council will consult the members of the group to agree the date of the next meeting.

PINEWOOD

SHEPPERTON STUDIOS
COMMUNITY LIAISON GROUP MEETING
JULY 2021

THE SHEPPERTON TEAM

Andrew M Smith DL, Corporate Affairs Director
Kathryn Maidment, Senior Community and Education Outreach Manager
Alex Chitty, Development Manager
Jon Kinash, Senior Project Manager
Matthew Wright, Senior Development Manager
Sara Dutfield, Director, Turley Planning Consultants
James Bevis, Partner, i-Transport
Duncan Findlay, Associate, i-Transport
Andrew Joynt, Land Use Consultants

OVERVIEW

SHP South

- Progress update
- Programme and Procurement
- Planning Updates
- Neighbour Liaison and Comms
- · Landscaping Update

SHP North West

- · Progress Update
- Programme and Procurement
- Landscaping Update
- Planning Updates
- · Neighbour liaison / Comms

River Ash Corridor

- Overview
- Programme
- Engagement Strategy / Next Steps

Offsite Highways Works

- Pedestrian Crossings and White Gates
- S278 Highways Works



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SHEPPERTON SOUTH

Progress Update

- Demolition of buildings underway
- Agreed vegetation and tree removal underway
- · Utility disconnections and new supplies underway

Programme and Procurement

- Early works commenced June 2021
- Enabling works commence August 2021
- Main works commence early 2022
- Project completion by December 2023

Planning Updates

- Reserved Matters (RM) approval April 2021
- Pre-commencement conditions approved July 2021
- RM application submitted for new entrance
- Masterplan Updates

Neighbour Liaison and Comms

- Engagement with residents to amend planting
- Commitment to early delivery of earth bund and planting
- Monthly email update for residents and RAs
- Quarterly CLG updates
- Community liaison officer



Laleham Nurseries - Demolition of Glass Houses





SHEPPERTON NORTH WEST

Progress Update

- Enabling works commenced March 2021
- Vegetation strip and tree protection
- Temporary construction access completed

Programme and Procurement

- Enabling works end January 2022
- Main works commence October 2021
- Project completion around April 2023

Landscaping Update

- Early planting of bund, between Nov 21 and Feb 22
- Engagement with residents to agree planting locations

Neighbour Liaison and Comms

- Engagement with residents re dust mitigation fencing
- · Monthly email update for residents and RAs
- Quarterly CLG updates
- Community liaison officer

Planning Updates

- Reserved Matters (RM) approval February 2021
- Application to be submitted for workshop and parking



RIVER ASH CORRIDOR ENHANCEMENTS

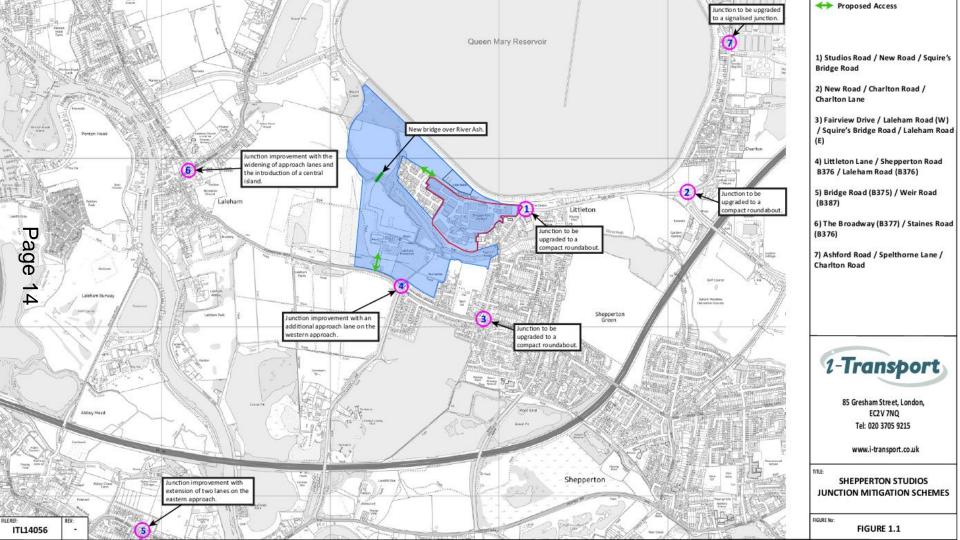
Background

- Outline planning application proposed enhancements to River Ash Corridor, following public feedback and engagement with Council officers.
- Legal agreement (S106) between Spelthorne and SSL, committing SSL to investment in River Ash.
- SSL will invest over £500,000 in capital works, and additional funding for 15 years maintenance, to be undertaken by the Council.
- Works to commence prior to April 2023, subject to detailed design and community engagement.
- SSL and Spelthorne working together to develop plans, including management and operation.
- Community engagement to be undertaken in late 2021.
- Opportunities for community involvement during construction and longer term e.g. schools, community groups, Plant a Tree for The Jubillee.

Next Steps – Community Engagement

- We would like your help to develop the community engagement strategy!
- · When?
 - Late 2021
- Who?
 - Local residents, Resident Associations, walkers, runners and users of the River Ash
- How?
 - E-Leaflet drops introduction to the project
 - · Details on our website
 - · Posters in the River Ash
 - · Guided walks, with SSL and Spelthorne ecologists
 - Online meeting / workshop
 - Tied into existing community events and activities, such as 'River Ash Clean Up Day' and Bee Island





OFFSITE HIGHWAYS WORKS

Offsite Highways Works - S106 Obligations

Current phasing of works agreed with Surrey County Council: *To be completed prior to occupation of SHP NW**

- J1 Studios Road / New Road / Squires Bridge Road Roundabout
- J7 Spelthorne Lane / Charlton Road / Ashford Road Signal Scheme

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

J2 - Charlton Road / Charlton Lane / New Road Roundabout

To be completed within 9 months of SHP NW*

 J3 - B376 Laleham Road / Fairview Drive / Squires Bridge Road Improved Roundabout

To be completed prior to occupation of SHP South

• J4 - Littleton Lane / Shepperton Road / Laleham Road Roundabout

To be completed within 6 months of occupation of SHP South

J6 - The Broadway / Staines Road Roundabout

To be completed within 12 months of occupation of SHP South

• J5 - Bridge Road / Weir Road Widening Works

Charlton and Laleham Crossings and Village Gates

- Technical Approval and Legal Agreement between Surrey County Council and SSL expected by September 2021.
- Procurement process commenced ahead of Technical Approval.
- Appointment of Contractor by October 2021.
- 12-week notification period for road space booking, following receipt of technical approval and appointment of contractor.
- County-wide moratorium on road works during November, December and January.
- Construction expected early 2022.
- 6-8 week construction period.

^{*} All offsite junctions relating to SHP NW to be complete prior to occupation of SHP South



Any further questions?



24 August 2021

Cllr Maureen Attewell
Chair
Shepperton Studios Community Laison Group
Spelthorne Borough Council
Knowle Green,
Staines
TW18 1XB



Shepperton Studios: Community Liaison Group

Further to the Community Liaison Group (CLG) meeting held on 14 July 2021, we are pleased to set out our responses to the issues raised by CLG members and the public.

Following a review of the formal Minutes, and our notes, this letter responds to the following issues raised:

- 1. Landscaped bunds and tree planting
- 2. External appearance Sound Stages
- 3. Routing of HGV construction vehicles
- 4. Laleham crossing
- 5. Charlton crossing
- 6. Utility works
- 7. Studios Estate Play Facilities

Going forwards, we will issue a response to matters raised in the quarterly CLG meetings, and send to yourself as CLG Chair and Christeen Abee, as Committee Manager.

1. Landscaped bunds and tree planting

The Shepperton North West and Shepperton South masterplans both provide for planted landscape bunds, as a means of providing character, biodiversity, and visual screening. In advance of the previous CLG meeting, we met with residents of Cranwell Grove and Studios Estate to discuss early delivery of some of the landscape bunds and during the CLG, members of the Laleham Resident Association requested if early delivery of the western bund on Shepperton South was possible.



We are pleased to confirm that each of the three landscape bunds will now be delivered much earlier in our construction programme, to provide additional visual screening during the construction period and allow the early establishment of tree planting. In the North West, construction of the bund is now complete and, subject to weather conditions and the availability of stock, tree planting is due to commence in the next tree planting period between November 2021 and February 2022. In the South, we are seeking to bring forward delivery of the bunds and tree planting, with completion of the bunds expected in November 2021 and tree planting will follow.

At the next CLG meeting, our Landscape Architects will provide a more detailed overview of the planting strategy, including details of the quantity and types of trees and shrubs.

2. External Appearance – Sound Stages

The Sound Stages will vary in height between around 15.5m to 21.5m. Details of the final choice of external cladding will be submitted to Spelthorne Borough Council over the next few months, in accordance with Condition 6 (External Materials) of the Outline Planning Permission.

The Stages will be light grey in colour to blend and soften the building outlines against the skyline. This has proven to be successful at Pinewood East, our most recent studio development.

In addition, the western boundary of Shepperton South, will be screened by a 2.5m high earth bund with tree planting on top (trees varying in height up to 3.5m). This will further soften the long-distance visual impact.

3. Routing of HGV construction vehicles

Concern was expressed by Charlton Resident Association (CRA) with regards the choice of routes taken by HGVs, some of which can be attributed to the development of Shepperton Studios. It was agreed that we would review the routes currently taken by HGVs relating to the enabling works on Shepperton North West, and those planned for Shepperton South.

A Construction Traffic Routing study has now been carried out by Shepperton Studios and our Transport Consultants looking at potential construction routes. This includes an assessment of journey times, weight and height restrictions, speed limits, carriageway widths and on-street parking etc. It also considers planned off-site highways works, to be delivered as part of the project over the next 2 years.

Five potential construction routes have been identified. Each individual route is detailed in the enclosed i-Transport drawing 'Shepperton Studios Suggested Construction Routing'. The routing strategy provides the most appropriate route for construction traffic depending on its origin and seeks to balance impacts across the local area.



The following routing of HGVs is recommended by our Transport Consultants:

- Route 1 for construction traffic (all vehicle types) routing to Shepperton South from the west, south (via M25) and north (via M25);
- Route 2 for all light construction traffic (<10t) routing to Shepperton South and/or Shepperton North West from the west, south (via M25) and north (via M25);
- Route 3 for construction traffic (all vehicle types) routing to Shepperton North West from the west, south (via M25) and north (via M25);
- Route 4 for construction traffic (all vehicle types) routing to Shepperton South and/or Shepperton North West from the east, south (via M3) and London (via A316); and
- Route 5 for construction traffic (all vehicle types) routing to Shepperton South from the east, south (via M3) and London (via A316).

It should be noted that all of the routes listed above have the potential to be 'reserve' routes should the principal routes become blocked/impeded for any reason. This will enable the contractors to work flexibly to respond to variations in local traffic conditions arising from either:

- Accidents:
- Traffic management for other works (e.g. road closures); or
- Congestion.

This routing strategy will be issued to our contractors, who will be asked to respect these routes. At the next CLG meeting, our Transport Consultants will explain the rationale for the routing strategy in more detail.

In addition to the above, we have also requested that all construction vehicles linked to both Shepperton North West and Shepperton South clearly display signage in the vehicle cab to show which site they are working on, and to ensure the public can differentiate between site traffic related to Shepperton and other unrelated construction traffic on the local Highway. This display of signage has been instructed to the Contractor on North West and will be required for vehicles related to Shepperton South upon commencement of the Earthworks, to start in early September.

4. Laleham Crossing

The design of the Laleham and Charlton crossings has been prioritised over the other offsite highways works required under the S106 Agreement. We continue to work closely with Surrey County Council (SCC) to progress the highways agreements and designs - we expect to have the S278 Agreement signed by October 2021. Procurement has already commenced, running concurrently with the SCC design review, and we expect to have a contractor in place by October 2021.

Due to the 12-week public notification period, and the anticipated moratorium on highways works between November and February, works are expected to start in January 2022.



Nonetheless, following the CLG meeting, we met with SCC's Network Management team, who are responsible for the booking of road spaces and timing of highways works. Through discussion and cooperation with SCC we are targeting commencement of the Laleham Crossing ahead of the current programme in late 2021, with a final date to be confirmed. The installation of the white 'Village Gates' in Laleham will also be completed at the same time.

5. Charlton Crossing

It was suggested by the Chair of Charlton Residents Association (CRA) that the proposed location of the Signalised Crossing in Charlton Village was incorrect and not in the position previously agreed with the CRA. It was therefore agreed that Shepperton Studios would review the location and provide an update to the CLG on the reasoning for its location and if an alternative layout had been considered.

In terms of background, in Autumn 2018 a survey was carried out by the then Chair of the CRA (Alison Dodsworth) with a vote taken on the preferred crossing location out of the following three locations (see enclosed email):

- 1. Near the location of the current refuge crossing in the centre of the Village;
- 2. Near the shop; and
- 3. Near to the Harrow Inn.

Option 1 received the highest number of votes with Option 2 a close runner up. Both options were then reviewed in detail, however Option 2 was subsequently discounted as it may not have met technical standards due to the narrow width of existing footway and a lack of sufficient space for pedestrians to wait before crossing.

Option 1 was therefore progressed as the preferred location in line with the steer from the CRA, although due to safety/technical constraints highlighted by the Road Safety Audit process it was not possible to locate the crossing at the existing refuge island and so the scheme was relocated some 20m to the south (with the island to be removed). This scheme, shown on the enclosed drawing ITL14056-GA-027A, was fully consulted upon throughout the planning application process and well in advance of the planning committee (and subsequent consent) and was agreed with SCC. The scheme is included in the signed Section 106 agreement and Shepperton Studios have a legal requirement to deliver this scheme under the outline planning consent.

Following the outline planning consent, the detailed design of the crossing has now been progressed and is now subject to technical approval by SCC. It is enclosed with this letter; see drawing 1213-02-CIV-CR-XX-DR-C-0100.

Notwithstanding the above, we recognise that the location of the Charlton Crossing is an important matter for the CRA. We are therefore committed to re-examining the feasibility of a crossing closer to the shops. In terms of next steps and timescales, this will require the following high-level actions:



- 1. Our design team will need to produce a 'general arrangement' plan, based on an initial assessment of site constraints to be complete by mid-September, and then issued to SCC.
- 2. SCC will then need to undertake a 'Stage 1 Road Safety Audit', to assess the design's safety and compliance with technical standards this could take up to 6 weeks (timescale to be confirmed by SCC). Confirmation on the safety of the location should therefore be determined by late October / early November.
- 3. Subject to initial approval of the location of the junction within the Stage 1 Safety Audit by SCC, our design team will undertake the detailed design and prepare the technical approval pack, needed for the S278 Agreement. This will also include undertaking a variety of surveys such as topographical, utilities, drainage and environmental surveys. This will take around 6 weeks to produce and will then be issued to SCC for assessment via a Stage 2 Road Safety Audit and Technical Review.
- SCC to undertake Stage 2 Road Safety Audit and Technical Commentary, and agreement of the S278 Agreement – up to 6 months (timescale to be confirmed by SCC).
- SCC to agree scheduling of the highways works, based on network capacity and other highways works in the local area (such as those related to the Esso Fuel Line Project)

Subject to the alternative location being technically acceptable, it is expected delivery would take place in late 2022 / 2023. If after completing steps 1 and 2 above, SCC consider the alternative location unsafe and not technically acceptable, we would discuss next steps with the CRA. In any event, it would not be achievable to deliver the existing design alongside the same timescales as the Laleham Crossing and Village Gates, and the works would need to be re-programmed with SCC.

We will separately need to agree the above approach with the Local Planning Authority, but given it is a request of the CRA and has local support, we would expect them to support this approach.

6. Utility works

New electrical supplies are required to serve the new development and these are being brought from the closest Primary Substations in Chertsey and Walton Upon Thames. Shepperton Studios has appointed UKPN and Dunamis to undertake these works. The works will involve placement of ducts and cable in local highways and footways. The detailed programme for the works is managed by Dunamis.

Advance notices of the works are issued to residents immediately affected by the works; however, it has been highlighted by some residents that the process and timescales for notification is considered inappropriate. As stated at the CLG meeting, we are addressing this matter with Dunamis, and we are looking to improve the notification process. We are



also exploring the possibility of including a monthly outlook of works planned in our monthly progress update, which is then issued to our mailing list.

7. Studios Estate - Play Facilities

We have committed to invest in local areas of open space in the communities surrounding the Studio. Earlier this year, we paid £50,000 to Spelthorne Borough Council, to be invested in the Studios Estate play area. These works have recently been completed (see below) and are actively used by residents.



In addition, we will be investing £150,000 across three areas of open space in Laleham, Charlton and Shepperton. Contributions will be paid to Spelthorne Borough Council in spring 2023, and the Council will take forward the design and delivery. Closer to the time, we will engage with the relevant Resident Associations to collate feedback and share this with Spelthorne Borough Council.



We trust this provides a helpful update on the outstanding matters raised at the CLG. We will provide an update on the above matters at the next quarterly CLG meeting. In the interim, please don't hesitate to contact us.

Andrew M Smith DL

Corporate Affairs Director, Pinewood Group & Director, Shepperton Studios

Copied:

Councillor Richard Smith-Ainsley Councillor Mary Madams Christeen Abbee, Spelthorne Borough Council, Committee Manager

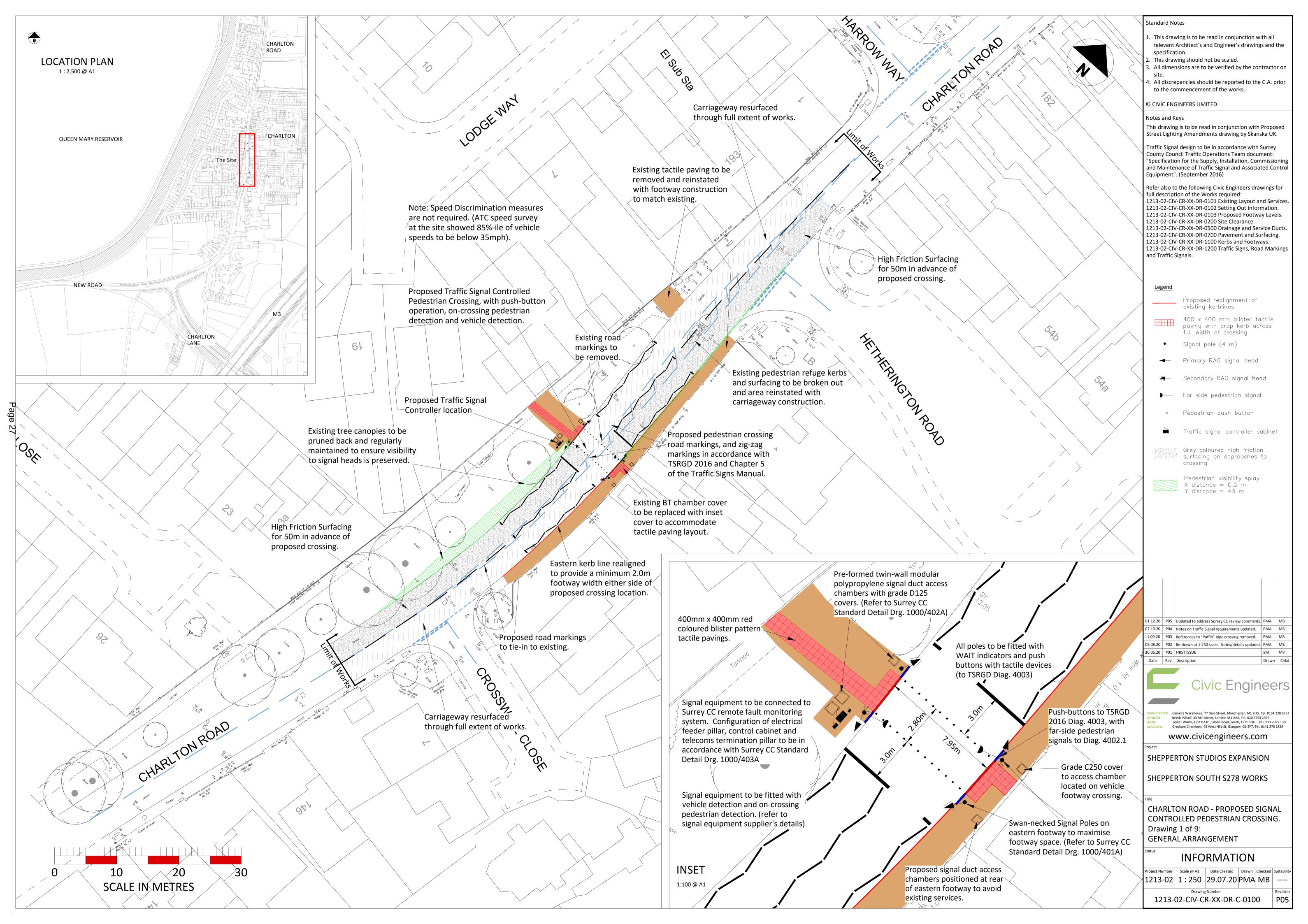
Kathryn Maidment, Senior Community and Education Outreach Manager, Pinewood Group Matthew Wright, Shepperton Studios Limited, Senior Development Manager, Pinewood Group

Enclosures:

- 1. Drawing ITL14056-GA-027A Charlton Crossing (Consultation Layout)
- 2. Drawing 1213-02-CIV-CR-XX-DR-C-0100 Charlton Crossing (Latest Layout)
- 3. Email chain between SCC, I-Transport, Cllr Richard Walsh and Charlton RA, dated 03.10.18
- 4. I-Transport drawing 'Shepperton Studios Suggested Construction Routing'



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Matthew Wright

From: Charlie Cruise El <

Sent: 03 October 2018 10:26

To: Duncan Findlay; Victoria Porter **Subject:** FW: Crossing in Charlton Road.

Hi Both,

Please see the email below regarding the Charlton Village Residents Association vote on the crossing location.

Please could you forward me the drawing of the crossing that you have drawn up?

Many thanks,

Charlie Cruise

Transport Development Planning Officer

www.surreycc.gov.uk/tdp

Tel: 02082132861

From: Alison Dodsworth [

Sent: 02 October 20<u>18 08:15</u>

To: Richard Walsh < Cc: Charlie Cruise El <

Subject: Re: Crossing in Charlton Road.

Good Morning,

OK so got to speak to a fair few residents - the voting went as follows

Location 1 - where the current "Refuge crossing is in the centre of Village" - 57 Votes

Location 2 - Down by the shop - 51 votes

Location 3 - near to the Harrow Inn - 36 Votes

So between 1 & 2

Wish it could have been every household. I think if we do get the go ahead - everyone will be elated - so we think the final location is flexible

Hope this helps the discussion today and fingers crossed it is looked upon favourably and we get our crossing - thank you for considering the views of our residents it is much appreciated.

Kind regards

Alison

Charlton Village Residents Association

On Thu, 27 Sep 2018 at 23:27, Richard Walsh < > wrote:

Dear Alison,

I spoke with Charlie Cruise today and he is seeing the Studio's planners next Tuesday 2nd Oct to discuss among other things the crossing in Charlton Road.

So please can you get back to Charlie with the location that you and the residents want for the crossing.

I have copied Charlie into this email so you can respond direct to him by Tuesday morning with a copy to me please.

Many thanks

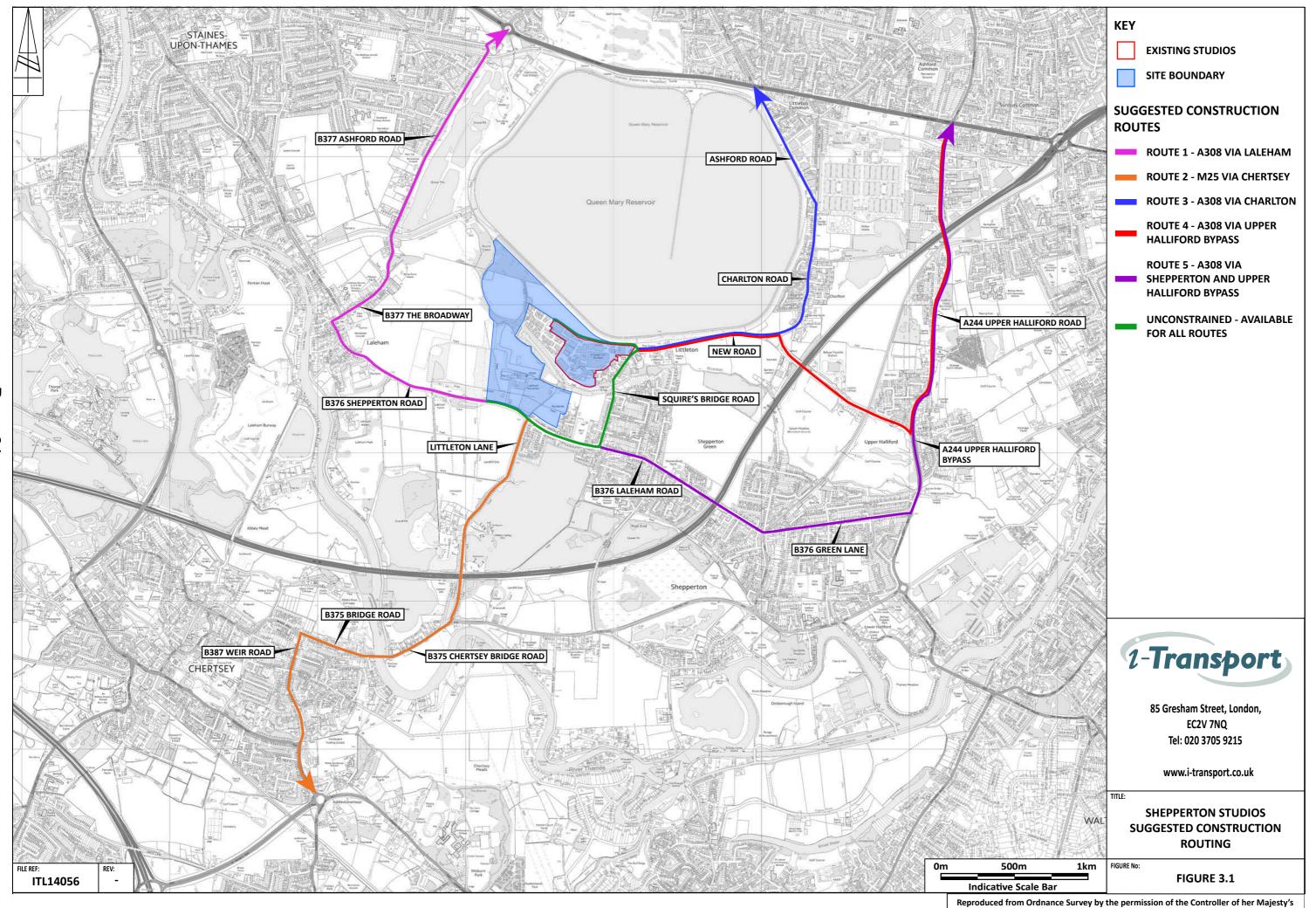
Richard

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