



*Please reply to:*

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Date: 03 October 2022

## Notice of meeting

### Environment and Sustainability Committee

**Date:** Tuesday, 11 October 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)	A. Brar	V.J. Leighton
R.J. Noble (Vice-Chairman)	T. Fidler	S.C. Mooney
R.O. Barratt	N.J. Gething	L. E. Nichols
M. Beecher	K.M. Grant	O. Rybinski
J. Button	K. Howkins	J.R. Sexton

Substitute Members: Councillors M.M. Attewell, J.R. Boughtflower, J.T.F. Doran,  
C. Bateson, M. Gibson, H. Harvey, I.T.E. Harvey,  
N. Islam, T. Lagden, D. Saliagopoulos and  
S.J Whitmore

*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

**Page nos.**

**1. Apologies and Substitutes**

To receive any apologies for absence and notification of substitutions.

**2. Minutes**

**5 - 8**

To confirm as a correct record the minutes of the Environmental and Sustainability Committee meeting held on 6 September 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.

At the time of publication of this agenda no questions were received.

**5. Ward Issues**

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

At the time of publication of this agenda no ward issues were received.

**6. Embodied Carbon Foot Printing**

**9 - 26**

To consider agreement to a policy focus being developed which would outline ways that would reduce embodied carbon, without requiring an outright embodied carbon calculation, through a Supplementary Planning Document.

**7. Request for Funding from Green Initiatives Fund**

**27 - 34**

To consider approval of a request for funding from the Green Initiatives Fund.

**8. Capital Monitoring Report (Qtr 1 April-June)**

**35 - 44**

To note the overspend on capital expenditure for the Environment and Sustainability Committee against its Capital Programme provision as at 30 June 2022.

**9. Revenue Monitoring Report (Qtr 1 April-June)**

**45 - 60**

To note the projected underspend on revenue expenditure for the Environment and Sustainability Committee against its budget as at 30 June 2022.

**10. Updates from Task and Finish and/or Working Groups** 61 - 62

To receive written or verbal updates from the following Task and Finish/Working Groups:

CIL – written update

Staines Development Task Group – Ann Biggs, Strategic Planning Officer

Local Plan Task Group – Ann Biggs, Strategic Planning Officer

Climate Change Working Group – verbal update from Councillor Noble

**11. Forward Plan** 63 - 66

A copy of the Environmental & Sustainability Committee Forward Plan is attached.

**12. Exclusion of public and press**

To move the exclusion of the public and press in order to discuss the next items in view of the likely disclosure of exempt information within the meaning of Paragraphs 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

**13. Emergency Planning Update** 67 - 162

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**14. Service Plan (as part of the 23/24 Budget Process)** 163 - 200

To consider the draft service plans for the following services:

- Planning Development Management
- Strategic Planning

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**Minutes of the Environment and Sustainability Committee  
6 September 2022**

**Present:**

Councillor I.J. Beardsmore (Chairman)  
Councillor R.J. Noble (Vice-Chairman)

**Councillors:**

R.O. Barratt	N.J. Gething	L. E. Nichols
M. Beecher	K.M. Grant	O. Rybinski
J. Button	K. Howkins	J.R. Sexton
A. Brar	V.J. Leighton	
T. Fidler	S.C. Mooney	

**In Attendance:** Councillors C. Bateson

**55/22 Minutes**

The minutes of the meeting held on 05 July 2022 were approved as a correct record of proceedings.

**56/22 Disclosures of Interest**

Councillors Mooney and Sexton advised that they were Surrey County Councillors.

**57/22 Questions from members of the Public**

There were none.

**58/22 Ward Issues**

There were none.

**59/22 Housing Delivery Test Action Plan**

The Committee considered a report from The Planning Development Manager and the Principal Planning Officer that sought agreement and publication of the Housing Delivery Test Action Plan 2022.

The Committee asked that reference to Knowle Green Estates be removed from the report and replaced with ‘the Council’. It was suggested that the report outlined the public consultations that would be undertaken when large developments were planned, as agreed by the Corporate Policy & Resources Committee.

The Committee requested that the report be circulated to the committee members once the amendments had been actioned.

The Committee **resolved** to:

1. agree the Housing Delivery Test Action Plan 2022; and
2. publish the Housing Delivery Test Action Plan 2022 on the Council’s website

#### **60/22     Updates from Task and Finish and/or Working Groups**

The Committee received an update from the Strategic Planning Manager on CIL, the Staines Development Framework and the Local Plan Task Groups.

The Committee were advised that the Staines Development Framework Consultation had now finished and that the Local Plan Consultation deadline had been extended to 19 September 2022.

The Committee **resolved** to note the updates.

#### **61/22     Climate change Strategy and Action Plan**

The Committee considered a report from the Climate Change Officer that sought approval of a Climate Change Strategy following the declaration of a Climate Emergency in October 2020.

The Committee were advised that the proposed strategy would be linked to Surrey County Council’s own strategy and would include Surrey County Council’s plans that might impact on Spelthorne Borough Council (the Council) and other Surrey Local Authorities. Concerns were raised as to whether the Council was committed to the Surrey Greener Future Plan. The Group Head Commissioning and Transformation advised the Committee that this had been supported at a previous meeting and that although the Council would be involved in all aspects of the plan, realistically the main focus would be on services that the Council provided and therefore would have the greatest influence on. The Committee were advised that the Council could not fully endorse the Surrey Greener Plan due to the parts of it that the Council had no control over. Concerns were raised regarding some of the future target dates within the proposed strategy. The Climate Change Officer advised the Committee that a number of key tasks outlined in the proposed strategy were being worked on in tandem and that the work plan was not reliant on one task being completed before commencing another.

The Climate Change Officer advised that a full day of training would be provided for all officers in respect of the Climate Change Strategy.

The Committee requested that an item be added to the Forward Plan for this Committee, to report back on progress made on the actions outlined in the report. The Committee asked that the work to be undertaken and work completed as part of the strategy be added to the Project Management Plan so that members would be able to see progress made.

The Committee **resolved** to approve and adopt the Climate Change Strategy.

## **62/22 Local Walking & Cycling Infrastructure Plan (LWCIP) Phase 1 & 2**

The Committee considered a report from the Group Head Commissioning & Transformation that sought agreement to move to Phase 2 to further define schemes for cycling and walking within the Borough of Spelthorne and associated costs.

The following concerns were raised by the Committee:

1. The length of time taken to reach this stage
2. Would the new footpaths/cycle paths be maintained and would there be funding for this
3. Accessibility for disabled/wheel chair users was currently an issue due to drop kerbs not being maintained, illegally parked cars and pavements falling into a state of disrepair. The Committee wanted reassurance that these issues would be rectified within the proposed scheme.

The Committee asked that a representative of Surrey County Council be invited to address the Committee to discuss their concerns and to confirm what the future plans were for this initiative.

The Committee **resolved** to:

1. note the Phase 1 LCWIP report
2. agree moving to Phase 2 to further define schemes for cycling and walking within the Borough of Spelthorne at a cost of £175k; and
3. to request that a representative of Surrey County Council attend a meeting of the Committee to discuss the proposals.

## **63/22 Climate Change Working Group Update**

The Committee received an update from the Joint Chair of the Climate Change Working Group.

The Committee were advised that the last meeting held was on 23 August 2022. Topics discussed included the Net Zero Innovation Programme and the proposal to link with Cobra Collective and Talking Trees to help develop future policies to assist the Council in reaching Net Zero.

The Working Group also reviewed and discussed the Council's Climate Change Strategy and Action Plan as well as the Local Cycling and Walking Infrastructure Plan.

The Committee were advised that the week commencing 24 September 2022 is Great Big Green Week.

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

#### **64/22 Recovery Action Plan**

The Committee received an update on the Recovery Action Plan from the Group Head Commissioning and Transformation.

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

#### **65/22 Forward Plan**

The Committee considered the Forward Plan for business of this Committee.

The Committee **resolved** to note the Forward Plan.

# Environment and Sustainability Committee



11-10-2022

<b>Title</b>	<i>Embodied Carbon Foot Printing</i>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	<i>Tim Snook, Sustainability Officer</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	
<b>Corporate Priority</b>	Environment
<b>Recommendations</b>	<p><b>Committee is asked to agree:</b></p> <ol style="list-style-type: none"> <li>1. to a policy focus being developed which will outline ways that will reduce embodied carbon, without requiring an outright embodied carbon calculation, through a Supplementary Planning Document (SPD).</li> </ol>
<b>Reason for Recommendation</b>	<p>It is the recommendation of this report to focus efforts on calculating and reducing operational carbon footprints of council owned assets and further strengthening planning policies for future developments within the borough. Operational carbon footprints are more easily calculated and are known to have a significant impact on the overall lifecycle carbon of a development so may be a more appropriate approach with the current level of knowledge on embodied carbon calculations.</p>

## 1. Summary of the report

- 1.1 This report seeks to perform an analysis into the viability of embodied carbon foot-printing for new developments, including Council led developments..
- 1.2 The report is written in response to the added item by E&S committee to the forward plan regarding:
  - (i) Submission of a carbon calculation statement for any future developments owned by the Council or KGE

- (ii) A request for a carbon calculation statement for developments submitted by other parties

## **2. Key issues**

- 2.1 Currently there is no definitive way to accurately calculate the embodied carbon footprint of a new development. Therefore, more accurately calculated methods of carbon reduction are proposed. These are outlined in detail in Appendix A.
- 2.2 The main outcomes of the analysis in Appendix A demonstrate there is not easily used and universally agreed method of calculating embodied carbon. There are, however, good methods for assessing operational carbon which allow an assessment of carbon use over the life of the building.

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

- 3.1 Preferred Option is to utilise planning policy through the creation of an SPD to include more rigorous design-based policy to reduce operational carbon footprints of developments. Also, to consider utilising methods to reduce embodied carbon through planning policy via the production of an SPD without explicitly requiring an embodied carbon calculation of new developments
- 3.2 Other options to be considered is.
- 3.3 Not to consider options for the supplementary planning guidance will hinder moving developments forward to minimise their carbon footprint which is needed urgently to address the threat of climate change. Developments minimising carbon use both in the build and though the life of the building can benefits residents of such buildings by reducing their energy costs and providing a more pleasant home environment.

## **4. Financial implications**

- 4.1 None at this stage

## **5. Risk considerations**

- 5.1 None at this stage

## **6. Procurement considerations**

- 6.1 None at this stage

## **7. Legal considerations**

- 7.1 None at this stage, maybe future issues regarding planning

## **8. Other considerations**

- 8.1 None at this stage

## **9. Equality and Diversity**

- 9.1 None at this stage

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

- 10.1 The proposal is directly correlated to reducing carbon intensity within the borough and therefore would have positive climate change and sustainability implications.

## **11. Timetable for implementation**

11.1 If decided, this decision can be implemented into the upcoming climate change SPD.

## **12. Contact**

12.1 Tim Snook, Sustainability Officer

12.2 [T.snook@spelthorne.gov.uk](mailto:T.snook@spelthorne.gov.uk)

12.3 01784 446376

### **Background papers:**

**Not applicable**

### **Appendices:**

**List as Appendix A,**

- A. **Embodied Carbon Foot Printing associated with new construction of SBC assets and associated estates and recommendation to new developments – Full Report.**

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## Appendix A

### **Embodied Carbon Foot Printing associated with new construction of SBC assets and associated estates and recommendation to new developments – Full Report:**

#### **Minutes E&S Committee 10-05-2022:**

*As a result of the discussions during the presentation on climate change, it was suggested that any future developments of land owned by the Council or KGE Ltd should include a carbon calculation at application submission stage with a view to an appropriate recommendation being made to Council. It was also suggested that the information was requested from other developers.*

*The Committee agreed to add an item to their forward plan regarding*

- (i) Submission of a carbon calculation statement for any future developments owned by the Council or KGE*
- (ii) A request for a carbon calculation statement for developments submitted by other parties*

#### **Report:**

The purpose of this report is to undertake an analysis into the viability of undertaking embodied carbon foot-printing of new Spelthorne Borough Council owned developments (through Knowle Green Estate) and request embodied carbon footprints for new private developments through the planning process.

#### **Terms and Definitions:**

<b>Carbon budget</b>	The maximum amount of cumulative equivalent carbon dioxide emissions that can be emitted without reaching a tipping point for climate catastrophe.
<b>Carbon Footprint</b>	The amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organization, or community.
<b>Embodied Carbon</b>	All carbon emissions emitted in producing a material or building. Estimated from energy use associated with extraction and manufacture.
<b>Scope 1 Emissions</b>	Emissions that occur directly on site as a result of organisational activity.
<b>Scope 2 Emissions</b>	Emissions that are associated with electricity production of electricity that is used on site.
<b>Scope 3 Emissions</b>	Associated emissions attributed to the upstream and downstream supply chain of an organisation.
<b>Operational/In-use Carbon</b>	All carbon emissions produced by the operation of the development.
<b>LETI</b>	London Energy Transformation Initiative

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<b>RIBA</b>	Royal Institute of British Architects
<b>RICS</b>	Royal Institute of Chartered Surveyors
<b>BREEAM</b>	Building Research Establishment Environmental Assessment Method
<b>SPD</b>	Supplementary Planning Document
<b>tCO2e</b>	Tonnes of Carbon Dioxide Equivalent
<b>LCA</b>	Life Cycle Assessment

### **Executive Summary:**

In analysing approaches from other councils, it was found that no local authority at any level implements embodied carbon foot printing calculation into its developments or in planning applications. Therefore, it was not possible to implement known calculation methods into a form in which would be acceptable for Spelthorne Borough Council to utilise in its own assets, or in proposed developments within the borough.

Options from bodies such as LETI, RIBA and BREEAM were considered which included embodied carbon calculation guidelines. However, each method varied in scope and in their approach to analysing datasets and materials. Resulting in drastically different embodied carbon values, dependent upon a multitude of factors, for example the LETI document referenced specifically that 0.113kg of CO2e is released per kg of concrete used. However, the RIBA analysis says an accurate calculation cannot be provided, stating that total emissions need to be calculated on a case-by-case basis as it is dependent on factors such as transportation distance etc. This discrepancy between these reputable bodies, coupled with the range in values found in other sources, throws doubt as to the viability of these quoted figures. Therefore, to recommend calculating in this way would not be accurate as finding true values would take considerable time and calculation.

Councils such as Cheltenham Borough Council have used LETI guides as examples of how reducing embodied carbon within developments can be conducted in their climate change Supplementary Planning Documents (SPDs).

Conversely to embodied carbon footprints, in-use operational carbon footprints of buildings are reliably calculated and recorded. Therefore, actions can be taken to reduce these footprints accurately and with a greater impact on life cycle carbon emissions than that of embodied carbon footprints.

Options for retrofitting and reusing exiting assets and materials were also considered.

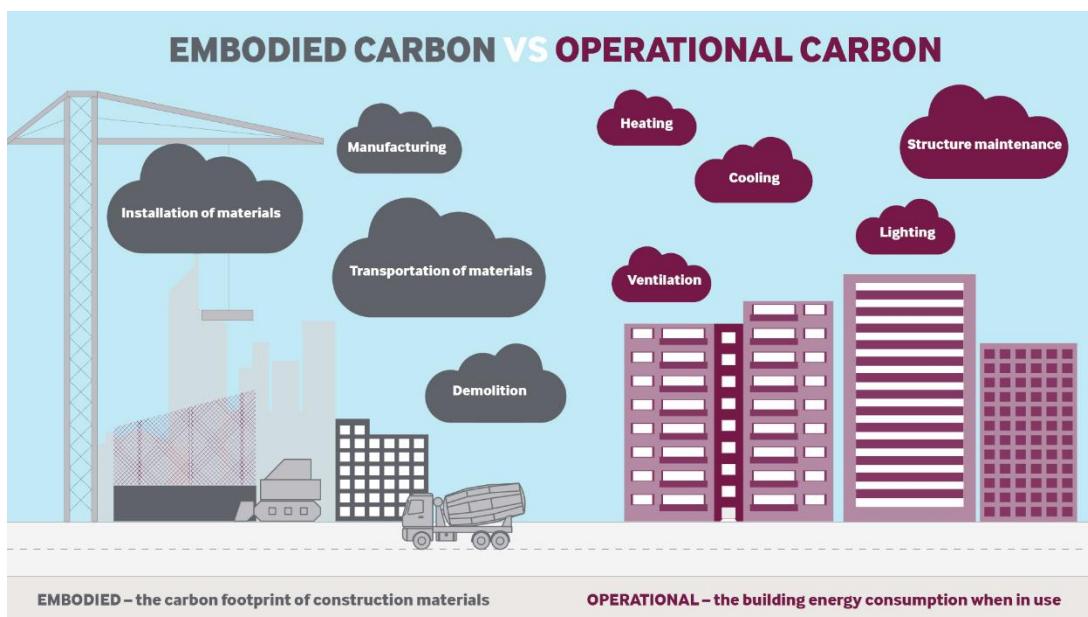
Taking actions to reduce in use carbon footprints and utilise existing assets and materials could be implemented in the form of an SPD or specific design guide for developers in future planning applications. This could be implemented as a policy for any council owned developments or future developer led developments.

The report recommends that a decision on a policy focus should be given which will outline ways that will reduce embodied carbon, without requiring an outright embodied carbon calculation, through an SPD.

## Appendix A

### Introduction:

In the context of building developments and building operations, a carbon footprint is defined as being the total emissions of greenhouse gases produced throughout the lifecycle and operation of a building, measured in tonnes of carbon dioxide equivalent. Given this, the carbon footprint calculation can be calculated in two distinct ways, life cycle embodied carbon and in-use carbon emissions per annum. This is illustrated in the diagram below:



### Building life cycle (embodied carbon in the production stage):

Building lifecycle within the context of embodied carbon emissions without considering end of life emissions consists of ‘cradle to gate’ or A1-A3 product stage emissions, in addition to the emissions associated with the construction process itself. A1-A3 can be seen in the picture below, and further explained in figure 2 within the appendix.

Cradle to gate (A1-A3 partial product LCA, seen in figure 2 in Appendix), covers the impacts of a material or product before use in construction, covering raw material extraction, transport, and manufacturing emissions.

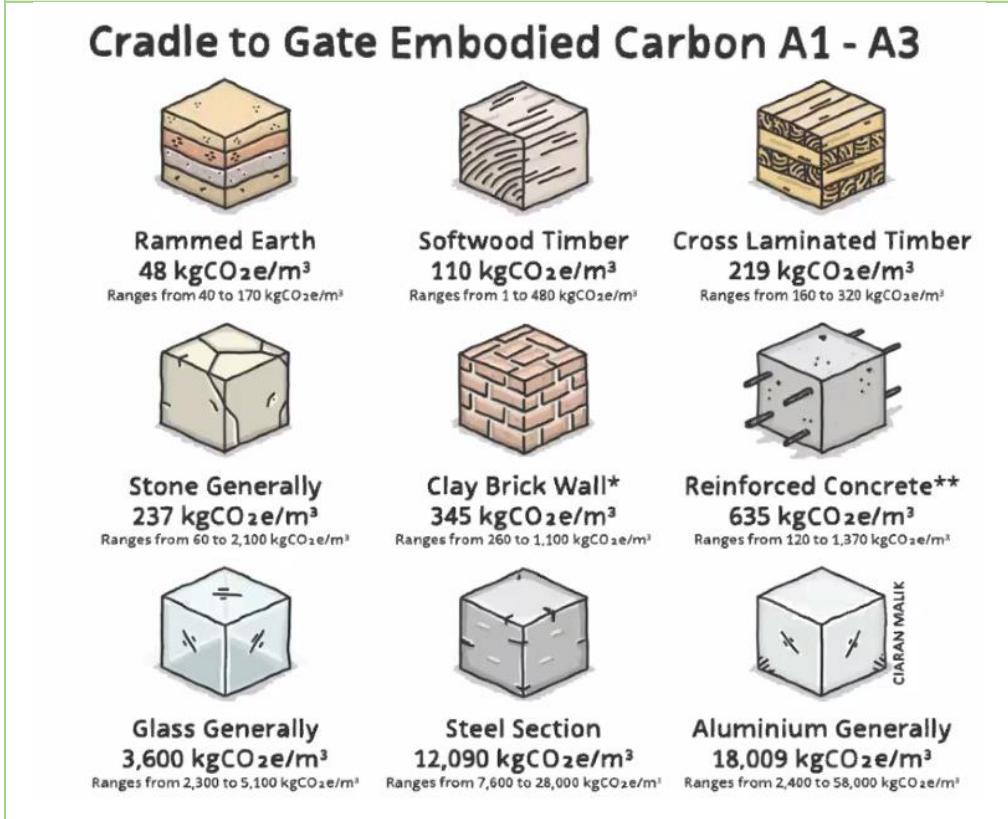
Cradle to grave (A1-C4 full product LCA) covers the entire lifecycle of a product, from resource extraction to construction, use phase and disposal. A diagram of all embodied carbon within the lifecycle of a building can be seen in figure 2 within the appendix.

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### Most common building materials in the UK:

Material	Cradle to Gate embodied carbon A1-A3 (kgCO <sub>2</sub> e/m <sup>3</sup> )
<b>Brick</b>	260 to 1,100
<b>Concrete</b>	120 to 1,370
<b>Steel</b>	7,600 to 28,000
<b>Glass</b>	2,300 to 5,100

*Table 1: Cradle to gate embodied carbon emissions ~ carbon calculation varies note ranges depending on method of calculation used (circularrecology.com)*



Through calculating the embodied carbon of the largest material components of new builds against the above matrix, a comparison can be drawn to that of a standardised national average of materials for different building types and sizes. However, given the variation of values attributed to embodied carbon within materials, this is method contains complexity in that the calculation will be vastly different dependent upon the values chosen or calculated in each separate development.

### Life cycle analysis viability:

For successful analysis of ‘cradle to gate’ or ‘cradle to grave’ life cycle analysis (Appendix 1 figure 2) of a building, a strict calculation must be undertaken that would

## Appendix A

be resource intensive, particularly for developers. This would require specialist knowledge and consultation to determine the true values of embodied carbon, which is a known difficulty given the varied complexity of different calculation methods.

### Implementing design standards that consider embodied carbon/life cycle emissions:

Using existing standards on which buildings can be constructed to consider embodied carbon and life cycle analysis within them. BREEAM is one such sustainability assessment method on which buildings can be assessed, whereby a building can be awarded one of a number of levels of BREEAM achievement (Appendix 1 Figure 6). Additionally, the RIBA/RICS standard full life carbon assessment is another such design guide.

Potential solutions that could reduce the overall difficulty in calculating embodied carbon include:

1. Implementing standards that would need to include embodied carbon. Standards such as BREEAM Excellent or Outstanding, which include a degree of carbon calculation for embodied carbon through life cycle assessment (see Appendix 1 Figure 6)
2. Adopting methodologies in calculating embodied carbon within buildings in line with external bodies such as LETI or RIBA.
3. Generating a matrix based on known quantities of embodied carbon for commonly used building materials, on which to compare new buildings' materials against, seen in Table 1 above.

### Different methods and guidelines around approaching full life/embodied carbon:

#### RIBA (Royal Institute of British Architects) standard full life carbon assessment:

RIBA's standard Full Life Carbon Assessment considers embodied life carbon along the lines of the British standard BS EN 15978:2011. RIBA suggest that the British standard is open to interpretation and lacks reliability and repeatability. Therefore, they created a professional statement document to supplement this standard and give further advice and guidance as to how embodied carbon calculations can be conducted and reported. This is an extensive guide that could be utilised to inform embodied carbon calculations worked in collaboration with RICS (Royal Institute of Chartered Surveyors). However, this guide must be used on every individual building to ensure accuracy, and, therefore, would require a degree of knowledge and understanding of embodied carbon calculations to implement.

The RIBA considers embodied carbon to be between 66% and 75% of a building's overall life cycle carbon emissions, as seen in Appendix 1 figure 4.

#### LETI (London Energy Transition Initiative) analysis into building decarbonisation:

## Appendix A

LETI have concluded that there are 4 building archetypes that comprise most of the new buildings within the UK as seen below (together make up 75% of new buildings to be built between now and 2050). Therefore, the analysis into decarbonisation of buildings can be conducted against these average building archetypes.

- **Small scale residential:** terraced, semi-detached
  - or detached homes, up to three floors
- **Medium and large scale residential:** four floors
  - and above
- **Commercial office**
- **School:** Primary or secondary

In analysing these archetypes, LETI has concluded that in the case of embodied carbon emissions, it is more impactful to firstly reduce all operational carbon, and only making reductions of embodied carbon once this has been optimised. LETI life cycle assessments indicated that embodied carbon makes up between 25% and 33% of the overall carbon footprint of a building.

Upon reducing the operational carbon footprint of a building, using the principles of a circular economy, the embodied footprint can be reduced by including the maximum material from previous development into new development. This reduces the need for further resource extraction and prolongs the life of the original building materials. So reutilising materials from a previous development into a new development will reduce the embodied carbon on a project as it reduces the need for using further resources.

Baseline (business as usual) and reduction targets over baseline as seen in the first graph of Appendix 1 figure 5.

Although no authority requests calculation of embodied carbon, some (such as Cheltenham Borough Council) have utilised design guides written by LETI to inform a reduction in embodied carbon within development through SPDs. This could be a method in which embodied carbon can be reduced, without the need for a full calculation.

### **Using embodied carbon footprints**

In analysing the general patterns around the ‘product’ and ‘construction’ stage (A1-A5, Appendix 1 figure 2) of the embodied carbon footprint of each typical building type, it has been demonstrated that this information can be utilised to support the reduction of carbon emissions for future assets and developments in the borough.

Additionally, a more complete picture as to the entire carbon outlay of all the council’s areas of influence can be realised. This can inform policy direction and allow a wider understanding of the impacts the council has upon the built environment and greenhouse gas emissions. From this information, estimations as to the whole embodied carbon footprint of the Borough can be made. Using this, a

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carbon budget can be determined to set realistic climate targets related to embodied carbon within Spelthorne's developments.

### **Limitations to embodied carbon foot printing:**

In addition to the difficulty and complexity involved in conducting full embodied carbon foot printing, there remains limited opportunity for the footprint to be of use in reducing the overall climate impact of a development. Most sources indicate that the majority of emissions contained within a lifecycle of a building come from the in-use phase of the building. Therefore, a more meaningful analysis would be to focus attention onto scope 1, 2 and 3 emissions within the in-use phase of a building.

### **Conclusions in assessing embodied carbon:**

In evaluating two prominent examples of embodied carbon calculation key conclusions can be realised.

Firstly, both RIBA and LETI have vastly different outlooks on what proportion of life cycle carbon is attributed to embodied carbon. RIBA suggest that embodied carbon makes up between 66% and 75% of the overall life cycle carbon footprint, whilst LETI outlines it to being only 25% to 33%.

This discrepancy between these highly reputable organisations is reason enough to suggest that there is no clear consensus, nor reliable and repeatable way to produce these statistics. Therefore, it is unwise to ask for embodied carbon calculations from developers given the inconsistency likely to be found within results.

Secondly, LETI discusses that in-use carbon footprints for Scope 1+2 emissions associated with developments can be accurately measured and recorded. Therefore, reducing these would result in a measurable reduction in carbon footprint of the life cycle of a building.

Therefore, it can be concluded in-use operational efficiency changes would be the most optimum, effective and measurable way to reduce the carbon footprint of developments.

### **Re-using existing assets and materials**

Utilising the embodied carbon of existing developments is an element of design approach that can also be explored. Although the calculation methods are unreliable, pre-existing developments do contain embodied carbon. Therefore, by re-using materials or recycling associated with existing developments, a reduction of the embodied carbon can be made within new developments.

Where buildings already exist, there remains the potential to re-use/retrofit the entire, or parts of the building for a different purpose. In some cases, this may not be viable due to design standards or material efficiency concerns. However, a policy whereby new builds are required to utilise and incorporate, where possible, pre-existing

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materials from the previous building into their own design would be a unique way of ensuring a reduction of the overall embodied carbon of the new development.

A design guide or supplementary planning document is best placed to be an avenue whereby the council can implement a policy of maximising the re-use of buildings to preserve embodied carbon.

### **Brief overview of operational (in-use) carbon footprints in buildings:**

A building's carbon footprint can be broken down into the 3 scope of emissions. Scope 1 is defined as all combustion that occurs on the site of the building, primarily through gas cookers and gas boilers. Scope 2 is defined as all emissions associated with the use of electricity in the building, and the greenhouse gases emitted through the generation of this electricity. Scope 3 is all associated emissions within the supply chain of the building in use, which is broken down below:

2023 will see the introduction of newly updated building regulations.

Scope 1 – Emissions that occurs directly on site.

Examples include:

- Gas Boilers
- Cooking with gas
- Furnaces
- Fireplaces
- Leaking refrigerant
- Firefighting foams

Scope 2 - electricity usage associated emissions.

Scope 3 - associated emissions along the supply chains:

Upstream:

All the materials that are created and transported to the building for use in its operation. Including gas/maintenance etc.

Downstream:

All associated carbon that occurs after the point of use within the building. This could include waste disposal, recycling of used materials and associated carbon emissions.

### **Examples of areas in which operational carbon footprints can be reduced:**

The design of a development has a significant impact on the overall operational carbon footprint over a building's life cycle. Through strengthened design, such as

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that proposed by the newly proposed building regulations for 2023, a greater degree of carbon efficiency will be achieved in new buildings. This can be taken further through local planning policies to strengthen the local plan's climate change commitment and reduce operational carbon emissions in the borough.

Elements of building design, such as location/orientation, material efficiency design, heat sources and electricity production and consumption can all be utilised and strengthened to reduce the operational carbon footprint of building. Therefore, having significant impacts on the life cycle carbon of a development.

### **Conclusions:**

Due to the overall unreliability of the core data, embodied carbon calculations for council owned developments and as a condition of planning are not effective measures of reducing overall carbon emissions in the borough.

It is the recommendation of this report that instead of focusing efforts on calculating and reducing operational carbon footprints of council owned assets planning policies are strengthened too. This is because operational carbon footprints are more easily calculated and are known to have a significant impact on the overall lifecycle carbon of a development.

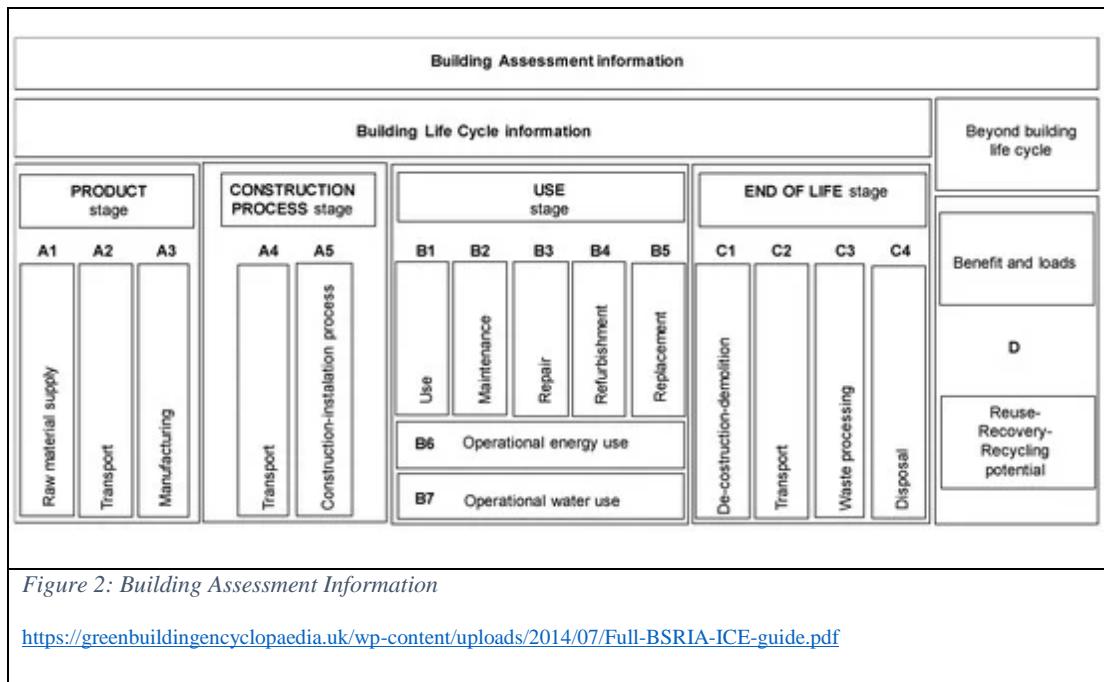
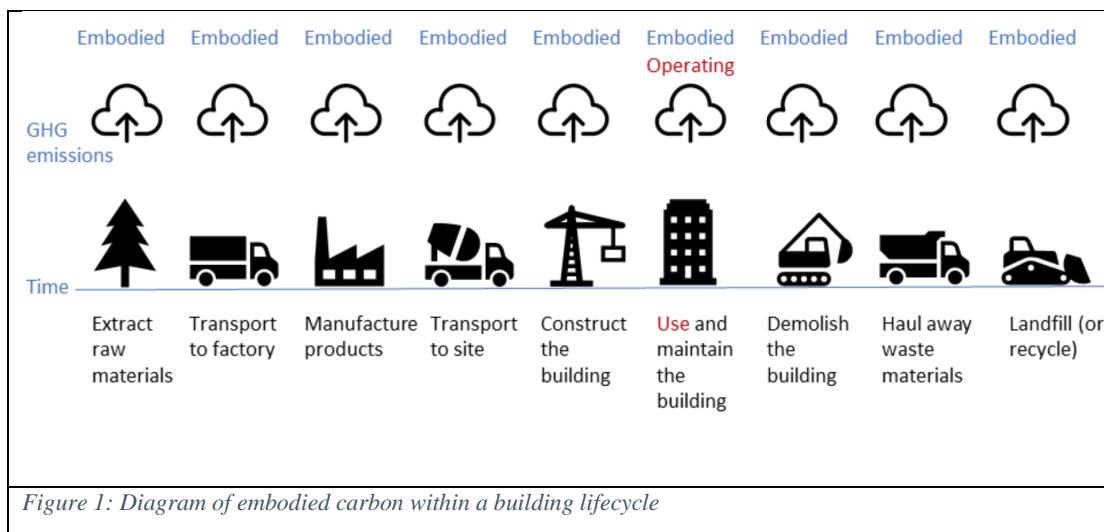
To implement these recommendations, options such as further strengthening council policy over owned assets should also be considered. The Council can therefore consider producing supplementary planning documents which sit alongside the local plan to provide strengthened design guides for developers to follow, allowing them to calculate and reduce operational carbon footprints in all new developments in the Borough. Additionally, this can be conducted through the development of a design guide to encompass low embodied carbon building practices.

The report advises a decision on the implementation of embodied carbon policy:

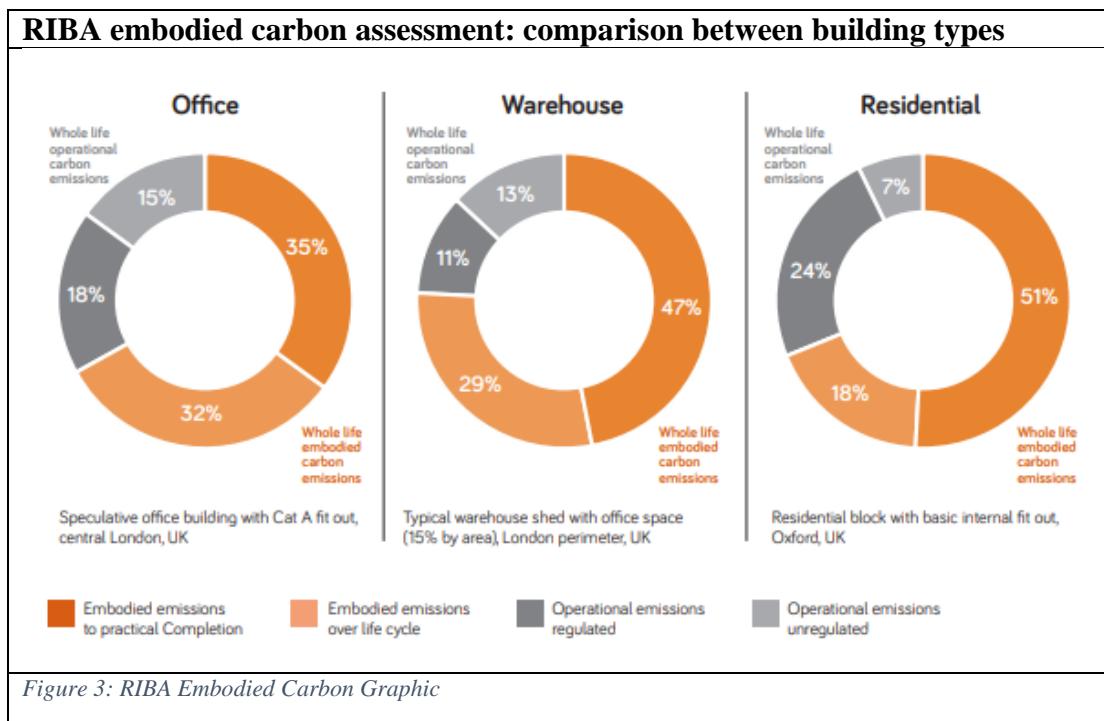
Although no authority has mandated the calculation of embodied carbon foot printing, some have utilised LETI or RIBA advice documents in directing SPDs for new developments to consider. Given this, the focus should be on outlining methods to reduce embodied carbon, without requiring an outright embodied carbon calculation.

## Appendix A

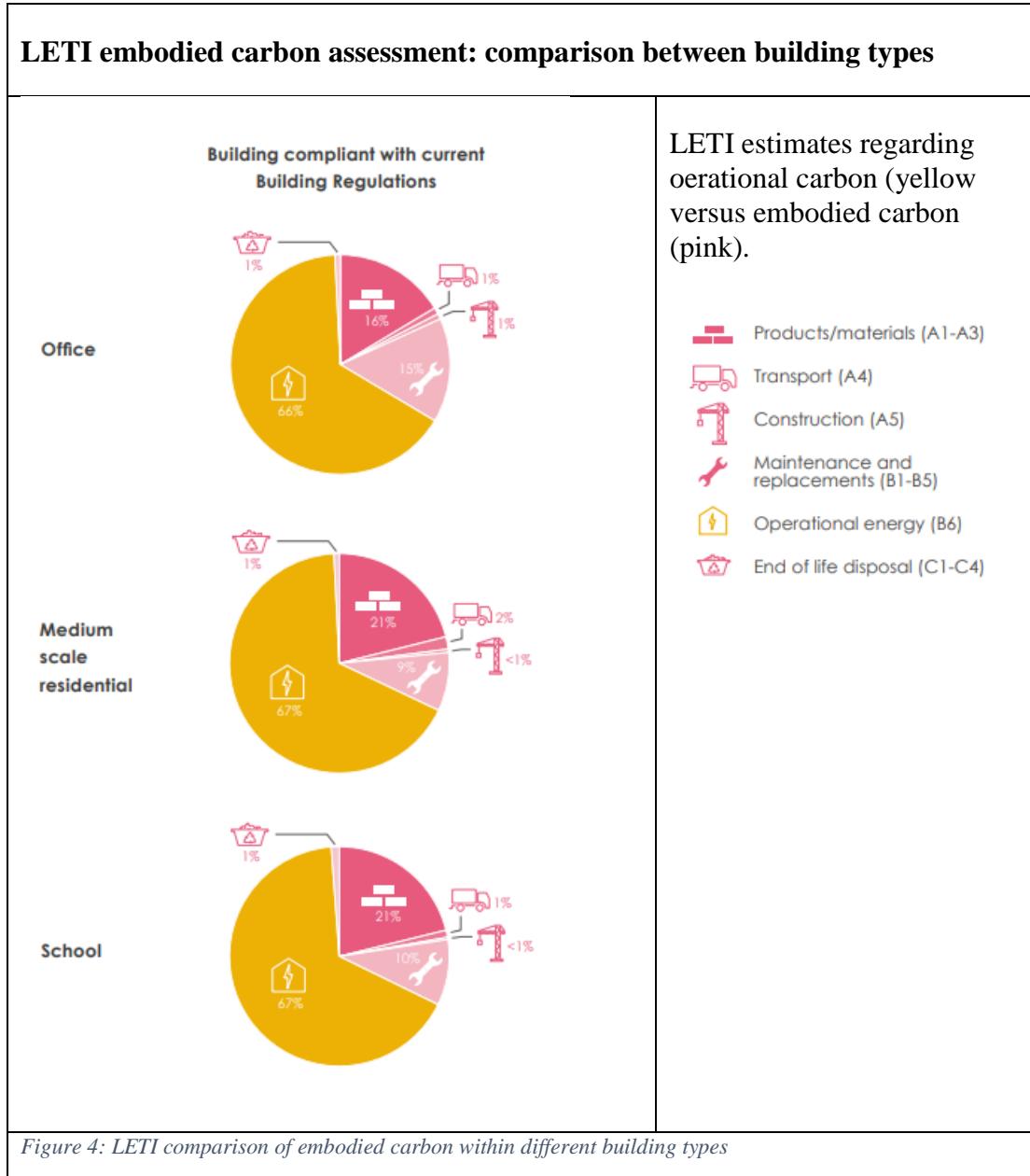
### Appendix:



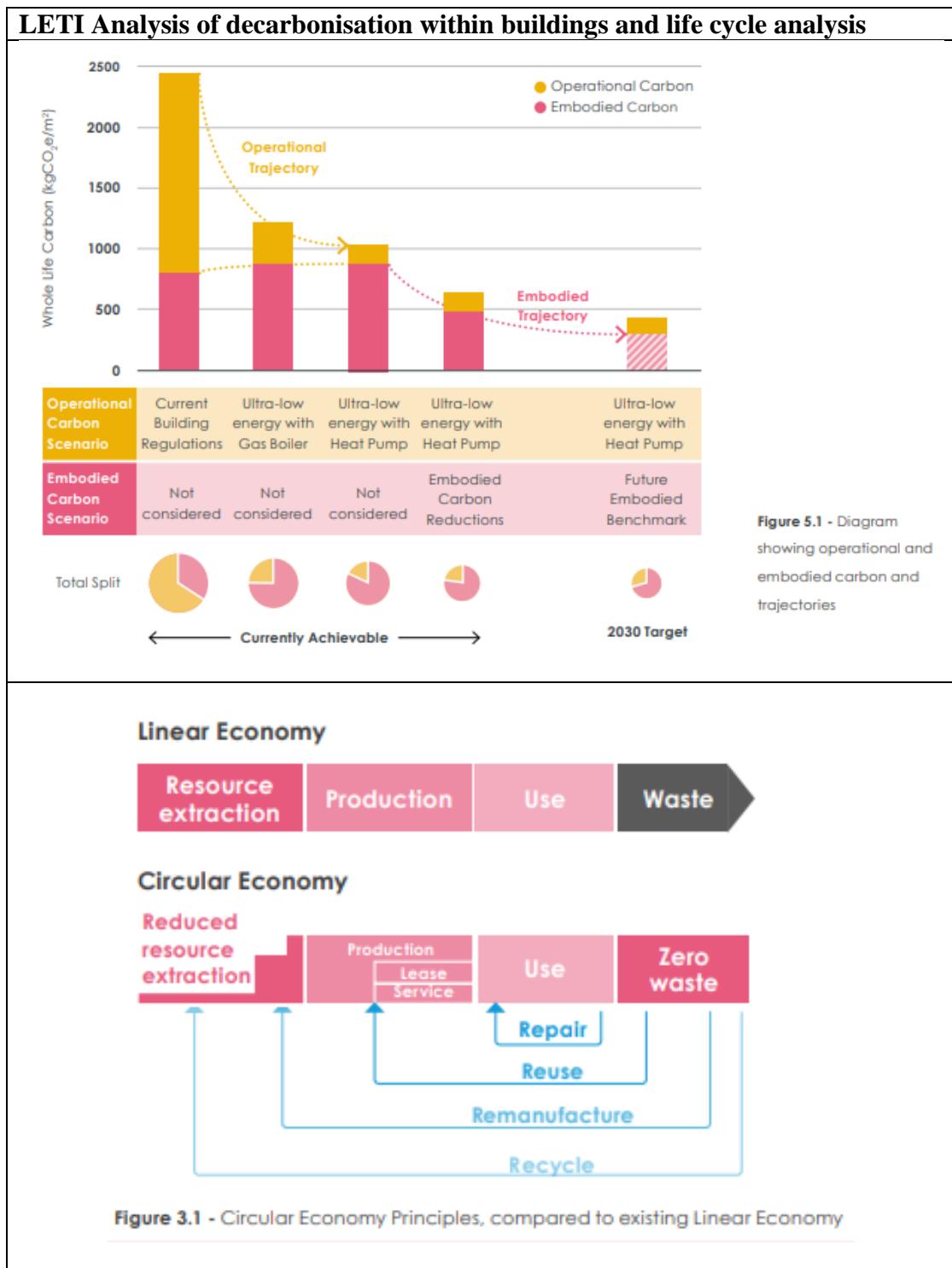
## Appendix A



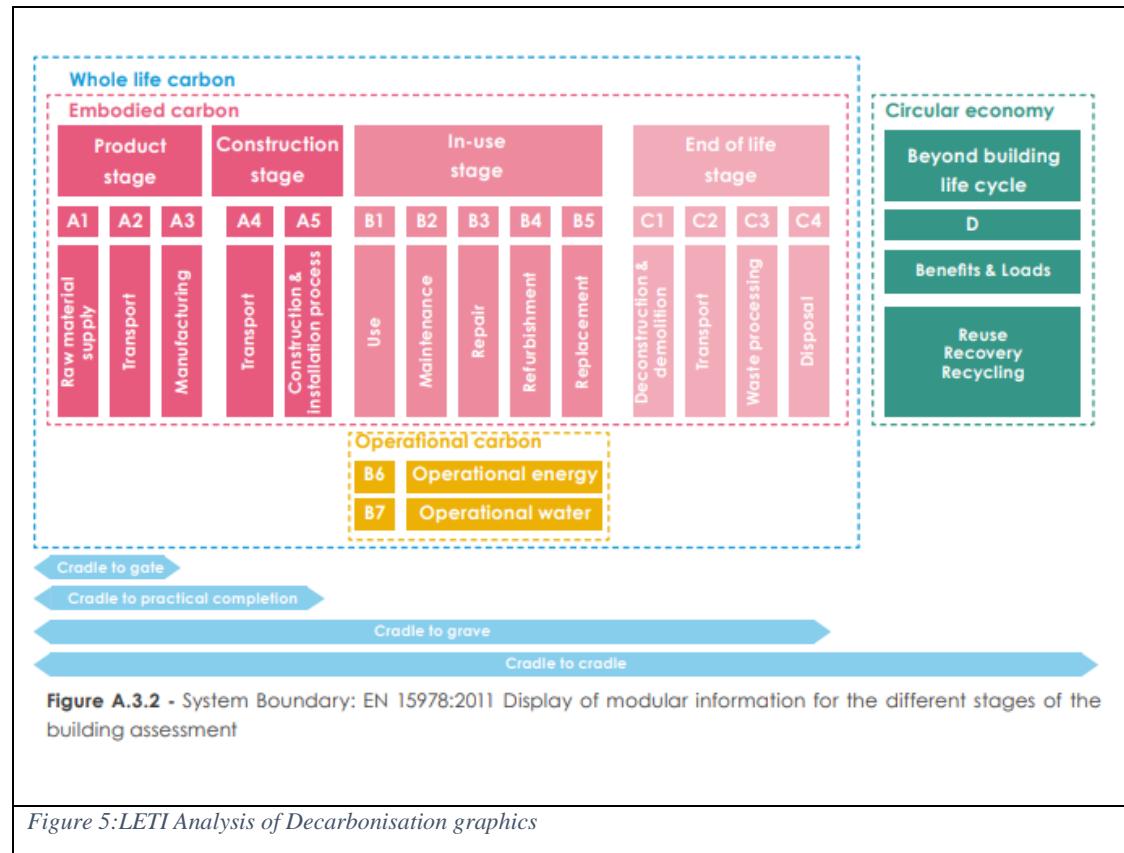
## Appendix A



## Appendix A



## Appendix A



BREEAM rating	% score
Outstanding	★★★★★
Excellent	☆★★★★★
Very good	☆☆★★★
Good	☆☆☆★
Pass	☆☆☆☆★
Unclassified	☆☆☆☆☆

**Figure 6: Table of BREEAM ratings**

**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	[REDACTED]
Organisation	<b>Friends of Kenyngton Manor Park Association</b>
Charity CIO number (if applicable)	
Address of organisation	[REDACTED] [REDACTED]
Location services will be provided or project will take place	<b>Kenyngton Manor recreation ground, Bryony Way Sunbury-on-Thames</b>
Contact phone	[REDACTED]
Contact email	[REDACTED]

## 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.

Considerations	Response
Aims and Project Objectives	<b>Since the 1930s, we've lost 97% of our wildflower meadows in the UK.* Source <a href="#">WWF</a></b> <b>Our aim is to create a small Wildflower meadow at our local park to increase the biodiversity, encouraging more wildlife. We will be involving the community and hope to build up slowly over the years and incorporate the local school children.</b>
Business justification provided and options considered including.	<b>To encourage more wildlife, biodiversity, education, community engagement and park use.</b> <b>We feel this project will improve the wellbeing of the committee members and visitors to the park. It will also play a small, but important role on the impact climate change is having on our environment. Promoting a better habitat for wildlife, encouraging more pollinators and</b>

## Appendix 1

- Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	<b>various other insects. The project was inspired by other local projects like Staines Park. We would like to follow their success and possibly inspire others to follow.</b>
How will you measure success?	<b>How well the meadow grows, how the environment changes over the next 2 or 3 years.</b>
Indicative Timeframes	<b>1 year</b>
Risks	<b>Health and safety whilst digging and planting.</b>
Stakeholder Identification	<b>Local community</b>
Roles & Responsibilities	<b>[REDACTED] main organiser Dennis Codd – Council maintenance Andi Roy – Council biodiversity Officer</b>
Communication Plan	<b>We have regular committee meetings and contact officers from Spelthorne council as needed.</b>
Amount of funding applied for from Spelthorne	<b>£150</b>
Funding agreed from elsewhere	<b>Voucher from Squires Garden centre amount tbc</b>
Please identify where services will be delivered	<b>Kenyngton Manor recreation ground</b>
How have you identified the need for carbon reduction or environmental improvements?	<b>Yes – no other local wildflower meadows offering a variety of species to encourage wildlife and pollinators.</b>

### Reviewing the application

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

## Appendix 1

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.

Contact details S.Muirhead s.muirhead@spelthorne.gov.uk

**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
YourFundSurrey	New playground	£200,000	Pending
North Surrey voluntary support	Committee laptop	£299.99	Pending
National lottery	Jubilee event	£600	Funded
Arnold Clarke	New playground	£1000	Funded
Better neighbourhood grant	Jubilee event	£500	Funded

## Appendix 1

### **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?	January 2021
If you have charity status when was it awarded?	
Why was your organisation created?	To improve the park for the community. We formed to be able to apply for a large YourFundSurrey grant to improve the playground.
What are you aiming to achieve?	We are hoping to improve the playground facility, plant more trees, spring bulbs and a wildflower meadow. We want to encourage more visitors to the park, help with people's physical and mental health and help the environment by planting more.
How do you measure success generally?	We have already seen an increase in park usage and a decrease in anti-social behaviour. We hope that our projects all coming together will give the local community somewhere to be proud of and look after.

## Kenyngton Manor Park planting plans Autumn 2022

So our plans so far after research and speaking with [REDACTED] and [REDACTED]

We plan to start with a small Wildflower patch in the corner by the empty field/rugby club or along that path (tbc) Planting Naturescape N5F LONG SEASON MEADOW MIX FLOWERS as advised by the Biodiversity Officer. We would also like to add just a small amount of the basic cornfield mix as [REDACTED] says it worked well for her and got people talking and taking an interest in the first year. These would be scattered at the front edge to give an immediate impact in Year 1 whilst the perennials become established.

We also want to add to the already planted spring bulbs. These are along the main path amongst the trees towards the back entrance and work the way around the paths depending on funds and permissions. Again, maybe we can start small and build up in future years. Spring bulbs will add colour to the park and provide a source of nectar for early pollinators.



### Plans -

Sept 24/25<sup>th</sup>

Plant spring bulbs.

Prep wildflower area - tie in with council cutting and may need a hard strim if possible. Mark out areas and scarify the ground to create 50% bare ground patches, using a hoe, scraping off the surface plants rather than any real digging. Dig over every now and again before seeding.

Oct 22nd

Dig over the patches and mix seeds with sand, scatter and rake over. Water if needed and possible.

**Bulbs** – depending on what's available

Crocus

British Bluebell

Star of Bethlehem

Daffodils

Snowdrops

**Tools needed-**

Hoes/rakes

Gardening spades/forks

Sharp sand

**Full species list -**

Yarrow3%*Centaurea nigra*Common Knapweed5%*Centaurea scabiosa*Greater Knapweed3%*Daucus carota*Wild Carrot5%*Echium vulgare*Viper's Bugloss2%*Galium verum*Lady's Bedstraw6%*Geranium pratense*Meadow Cranesbill2%*Hypochaeris radicata*Common Catsear2%*Knautia arvensis*Field Scabious3.5%*Lathyrus pratensis*Meadow Vetchling2%*Leontodon hispidus*Rough Hawkbit2%*Leucanthemum vulgare*Oxeye Daisy5%*Linaria vulgaris*Common Toadflax1%*Lotus corniculatus*Birdsfoot Trefoil4%*Malva moschata*Musk Mallow3%*Plantago media*Hoary Plantain2.5%*Primula veris*Cowslip3%*Prunella vulgaris*Self Heal7%*Ranunculus acris*Meadow Buttercup5%*Ranunculus bulbosus*Bulbous Buttercup5%*Rhinanthus minor*Yellow Rattle6%*Rumex acetosa*Common Sorrel5%*Scabiosa columbaria*Small Scabious3%*Silene dioica*Red Campion4%*Stachys officinalis*Betony3%*Succisa pratensis*Devilsbit Scabious2%*Trifolium pratense*Wild Red Clover2.5%*Verbascum nigrum*Dark Mullein1.5%*Vicia cracca*Tufted Vetch

# Environment & Sustainability Committee

11 October 2022



<b>Title</b>	<i>Quarter 1 (30 June 2022) Capital Monitoring report</i>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	<i>Paul Taylor Chief Accountant</i>
<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>	<b>The Committee is asked to note the £87k overspend on capital expenditure against its Capital Programme provision as at 30 June 2022, as set out in 2.7(c) and 3.4 of the attached report and appendices which were discussed at the Corporate Policy &amp; Resources Committee meeting on 12 September 2022.</b>

## 1. Summary of the report

- 1.1 This report seeks to update members of the Environment & Sustainability Committee on the performance of the allocated capital projects against the approved budget, as at 30 June 2022.
- 1.2 Officers will be available to answer questions on the Committee's capital projects at the meeting.

## 2. Contact

- 2.1 Paul Taylor [p.taylor@spelthorne.gov.uk](mailto:p.taylor@spelthorne.gov.uk)

**Background papers:** None.

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# Corporate Policy & Resources Committee

12 September 2022



<b>Title</b>	<i>Quarter 1 (30 June 2022) Capital Monitoring report</i>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	<i>Paul Taylor Chief Accountant</i>
<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><b>The Committee is asked to note the (£8.6m) underspend on capital expenditure against its Capital Programme provision as at 30 June 2022 for the Council and in particular the Corporate Policy &amp; Resources Committee.</b></p> <p><b>(Please note that individual committees will receive a full copy of this report once issued as part of the papers for Corporate Policy and Resources Committee (CPRC) meeting on 12 September and that the Elmsleigh project has been disaggregated from 1 April 2022.</b></p>

## 1. Summary of the report

- 1.1 This report seeks to update Councillors on the performance of our capital projects against the approved budget, as at 30 June 2022.
- 1.2 Please note that this report is based on activity at 30 June 2022, subsequent events may have changed and if material, will be highlighted in the report.

## 2. Key issues

- 2.1 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.
- 2.2 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.
- 2.3 Officers are beginning to see the impact of Brexit, longer term economic impacts of COVID-19 on our building costs, availability of labour and shorter

fixed price guarantees from building suppliers. Over the next few years the uncertainty around the inflationary risk to our development projects, is not clear. As with the Bank of England forecasts, some commentators expect to see construction cost inflation rise, while others predict a fall. The impact of global events continues to influence commodity prices, whilst Brexit has created a shortage of labour in the construction sector, and finally the impact of the Cost of Living crisis cannot be ignored, therefore, taking these issues into account, officers will continue to closely monitor these risks and assess the impact on our Estimated Capital Programme for 2022/23 to 2025/26.

- 2.4 As reported last quarter (31 March 2022) officers continue to monitor the impact of the inflation on the material and labour costs for our development contracts, which is forecast to have a £40m+ adverse impact on the Council's Capital budgets (over the current 2022/23 to 2025/26 estimated Capital Programme) and this will have a knock-on impact on our revenue budgets due to increased interest charges, as notified by the Public Works Loan Board (PWLB) and greater costs to be financed.
- 2.5 Further, a number of projects have been handed over as completed, such as West Wing and we are awaiting the final contract to be signed off. Officers don't believe that there will be any further increase in the forecast for these projects.
- 2.6 For the quarter ended 30 June 2022 our approved Capital Programme was £394.1m (March: £337.4m). The latest forecast outturn position is £385.6m (March: £350.5m), giving a projected aggregate underspend of (£8.5m) (March: overspend of £13.1m) as per Appendix A below.
- 2.7 The projected aggregate overspend by Committee as per Appendix B is as follows:
  - (a) Administrative – projected underspend (£171k) (March: underspend (£35k) no change since last quarter).
  - (b) Community Wellbeing & Housing – projected overspend £14.7m (March: overspend £13.0m).
  - (c) Environment & Sustainability – projected overspend £87k (March: overspend £81k)
  - (d) Corporate Policy & Resources Committee – projected underspend (£23.2m) (March: over/underspend £nil).
- 2.8 In arriving at the cumulative expenditure to date, the Finance Team account for capitalised borrowing costs, salaries, and all costs of acquisition on each development project.
- 2.9 As highlighted last quarter, the average monthly cost to the Council for the delays in moving the development properties forward is £170k (£140k revenue and £30k capital)
- 2.10 **Capitalisation of borrowing costs**
- 2.11 Under normal circumstances, officers would capitalise the borrowing costs associated with the six development properties in Staines-upon-Thames area based on the requirements of section 4 of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting, however, the delays caused by the moratorium and the Planning

Committee process in approving the Council's plans has had a significant impact on the Council's finances.

- 2.12 As the Council progresses with the plans for each development, following the end of the moratorium, officers, in consultation with our external auditors, will have to reassess each project and if the design of the buildings has significantly altered, once the Planning Committee has approved the revised plans and in order to comply with the above CIPFA Code, Council may have to charge the design fees for the previous building designs from Capital to the Revenue budget and this could have a significant adverse impact on the revenue outturn, increasing the predicted budget deficit even further.

### **3. Variance analysis**

- 3.1 We report on any significant movement in forecast variance over £50k or 20% of budget, whichever is the highest, or if there has been a significant development since last quarter, by committee as follows:
- 3.2 Administrative – projected underspend (£171k) (March: underspend (£35k))
- (a) Scan Digital Rollout – underspend (£20k) (March: underspend (£20k)) Data scanning progressing well has now been incorporated within the digital transformation processes, which will reduce paperwork and thus reducing need for scanning. Funds no longer required and the capital programme will be amended to reflect this saving.
  - (b) Corporate Electronic Document Management System (EDMS) Project – underspend (£131k) (March: £nil over/underspend). A substantial amount of the work will be dealt with from the SharePoint budget (Cost centre 43512) and therefore £131,200 is no longer required and the capital programme will be amended to reflect this saving.
  - (c) Forward Scanning – underspend (£20k) (March: (£20k)) Data scanning progressing well has now been incorporated within the digital transformation processes, which will reduce paperwork and thus reducing need for scanning. Funds no longer required and the capital programme will be amended to reflect this saving.
- 3.3 Community Wellbeing & Housing – projected net overspend £14.1m (March: overspend £14.5m)
- (a) Ashford MSCP - £1.6m overspend, (March: £500k overspend) due to building material and labour cost inflation, Development Subcommittee to receive a request for increased budget in September.
  - (b) Benwell 1 - £2.6m underspend (March: (£2.7m) underspend) an additional £100k spent on replacement trees.
  - (c) Oast House - £13.4m overspend (March: £13.4m overspend). As directed by Corporate Policy & Resources Committee at their July meeting, Officers will present in October, a revised budget based on the plans currently being finalised, to Development Subcommittee for approval.

- 3.4 Environment & Sustainability – projected overspend £87k (September: £83k overspend)
- (a) Laleham Park Upgrade – Overspend £87k, unchanged from last quarter. As requested by Development Subcommittee, Officers will shortly be submitting revised plans for approval by the Development Subcommittee.
- 3.5 Corporate Policy & Resources – Underspend (£23.2m) (March: £nil under/overspend)
- (a) Acquisition of a potential housing/regeneration asset – underspend (£20m) (March: £nil over/underspend) project will not proceed, therefore, the funds will be removed from the capital programme.
- (b) 91/93 High Street – Underspend (£1.2m) (March: (£1.2m) underspend) Please note that these projects have been disaggregated from the global budget for Elmsleigh Centre, with effect from 1 April 2022
- (c) Former Decathlon unit – underspend (£2m). Subject to signing the contract with Surrey County Council, this capital expenditure is no longer required and the capital programme will be amended to reflect this saving.

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

- 4.1 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.
- 4.2 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.
- 4.3 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.

#### **5. Risk considerations**

- 5.1 The significant risks for our capital programme continues to be the delay in commencing our development projects, which in turn is seeing costs rise as the construction industry experiences significant inflationary increases in building and labour costs. Further, the recent upward trend in interest base rates is impacting on our development properties, as the Council funds these projects from short term borrowing, before fixing the loan interest via the Public Works Board on completion of each project.

#### **6. Legal considerations**

- 6.1 None.

#### **7. Other considerations**

- 7.1 During 2022/23 officers will be expected to progress their capital projects, and where projects have not commenced, may be requested to cancel the project and reapply for capital funds, so that the unused funds can be utilised

elsewhere by council, rather than being tied up in projects that are not progressing.

## **8. Equality and Diversity**

- 8.1 This Council is committed to delivering equality, improving diversity and being inclusive in all our work as a service provider and an employer.
- 8.2 We incorporate equality into our core objectives, making every effort to eliminate discrimination, create equal opportunities and develop good working relationships between different people.

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

- 9.1 Spelthorne Borough Council has declared a climate emergency and each capital project will be looking to reduce its carbon footprint within the financial constraints imposed on it.

## **10. Timetable for implementation**

- 10.1 Not applicable.

## **11. Contact**

- 11.1 Paul Taylor [p.taylor@spelthorne.gov.uk](mailto:p.taylor@spelthorne.gov.uk)

**Background papers: None.**

### **Appendices:**

**Appendix A – Summary Capital Monitoring Report by Committee as at 30 June 2022.**

**Appendix B – Detailed Capital Monitoring Report by Committee as at 30 June 2022.**

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## CAPITAL MONITORING REPORT AT 30 JUNE 2022

Portfolio / Service Head	Cost Centre	Description	Current Cumulative Budget	Cumulative Actuals to date for the project	Managers	Cumulative Budget vs Projected Outturn at 30 June	Projected Outturn Variance	Comments
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<u>Other Capital Programme</u>								
<b>Environment &amp; Sustainability</b>								
Jackie Taylor	<a href="#">41302</a>	Car Park Mgmt. System Update	250,000	0	250,000	0	Currently on hold pending an update from SCC who are taking back this service.	
Jackie Taylor	<a href="#">41308</a>	Car Park Mgmt. & Issue System	50,000	0	50,000	0	Currently on hold pending an update from SCC who are taking back this service.	
Jackie Taylor	<a href="#">41503</a>	Replacement Refuse Vehicle	80,000	0	80,000	0	This forms part of a procurement exercise being undertaken in July/Aug 22, we anticipate orders being agreed October 22 delivery may potentially slip into 23/24 due to supply issues	
		External Funding	<b>-45,000</b>	-	<b>-45,000</b>	0	This income is an insurance payback and offsets the item above	
Jackie Taylor	<a href="#">41606</a>	County Transit Site	127,000	0	127,000	0	Project on hold until site can be agreed. This is a contribution towards cost of a site in another part of the County.	
Jackie Taylor	<a href="#">41608</a>	River Ash Broadwalk	150,000	0	150,000	0	This project is now with the procurement team	
		Bronzefield reserve Funding	<b>-150,000</b>	0	<b>-150,000</b>	0		
Jackie Taylor	<a href="#">41609</a>	Replacement Spelride Bus	100,000	0	100,000	0	More electric minibuses are now available for consideration and a new tender exercise will commence later this year.	
Jackie Taylor	<a href="#">41615</a>	Laleham Nursery Portacabins	116,000	<b>0</b>	116,000	0	Work is in progress and options are being considered, with an update next quarter.	
Jackie Taylor	<a href="#">41620</a>	Wheelie Bins - annual programme	50,000	13,268	50,000	0	Wheelie bins purchased as and when supply demands through the year	
		Total	<b>£728,000</b>	<b>£13,268</b>	<b>£728,000</b>	<b>£0</b>		
Tracey Willmott-French	<a href="#">41314</a>	Air Quality	24,500	0	24,500	0	After a report to E&S Committee and following their permission further NOX pollution reduction scenario modelling work has been commissioned, which marks progression of this project in 2022-23.	
		Total	<b>£24,500</b>	<b>£0</b>	<b>£24,500</b>	<b>£0</b>		
Lee O'Neil	<a href="#">41026</a>	Laleham Park Upgrade	250,000	70,521	336,580	86,580	Demolition works completed in 21/22. As per Dev Sub meeting, officers will be submitting new plans for approval.	
		Total	<b>£250,000</b>	<b>£70,521</b>	<b>£336,580</b>	<b>£86,580</b>		
		Committee Total	<b>£1,002,500</b>	<b>£83,789</b>	<b>£1,089,080</b>	<b>£86,580</b>		

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# Environment & Sustainability Committee

11 October 2022



<b>Title</b>	<i>Quarter 1 (30 June 2022) Revenue Monitoring report</i>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	<i>Paul Taylor Chief Accountant</i>
<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>	<b>The Committee is asked to note the (£119,760) projected underspend on revenue expenditure for the Environment &amp; Sustainability Committee against its Budget as at 30 June 2022, as set out in 2.1(f) of the attached report and appendix C6, which was discussed at the Corporate Policy &amp; Resources Committee meeting on 12 September 2022.</b>

## 1. Summary of the report

- 1.1 This report seeks to update members of the Environment & Sustainability Committee on the forecast revenue performance against the approved cost centre budgets within their portfolio, as at 30 June 2022.
- 1.2 Officers will be available to answer questions on the Committee's revenue outturn report at the meeting.

## 2. Contact

- 2.1 Paul Taylor [p.taylor@spelthorne.gov.uk](mailto:p.taylor@spelthorne.gov.uk)

**Background papers** - None

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# Corporate Policy & Resources Committee

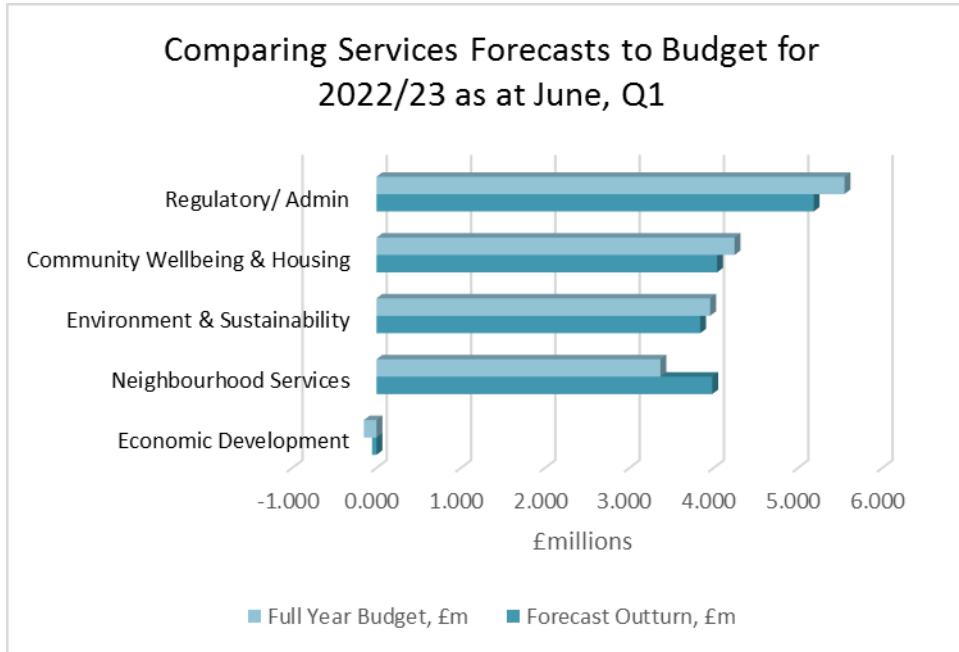


12 September 2022

<b>Title</b>	<b>Q1 Revenue Monitoring Report as at 30 June 2022</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>	<b>Committee is asked to note the Quarter 1 position for 2021/22 as at 30 June 2022</b>
<b>Reason for Recommendation</b>	Not applicable

## 1. Summary of the report

- 1.1 This report provides a summary of the Quarter 1 (Q1) for the financial year 2022/23 as at 30 June 2022, which is a net £69k deficit.
- 1.2 The purpose of this report is to produce reasonable forecasts for the year. However, a range of issues such as post-COVID effects, the cost-of-living crisis and global crises are expected to impact on the budget. The COVID-19 pandemic created a dynamic environment requiring frequent reassessment of plans and projections. The current cost-of-living crisis in the UK has seen steep price increases across fuel, utilities, food and other goods, resulting in successive uplifts in the Bank of England interest rate; all of which are expected to continue to increase significantly over the coming months. International and global crises, such as Ukraine and climate change, are adding to uncertainty and inflationary pressures. Such issues give context to the council's circumstances and will be considered as far as practical, noting that detailed consideration is outside the scope of this report.
- 1.3 The services budgets and outturn are shown in the chart below. Key variances are detailed by committee in the next section, 2.



## **2. Committee commentary**

2.1 The following tables identify significant (greater than £20,000) differences from budget for services within each Committee.

*The (negative) and positive variances indicate:*

*(negative): favourable = an (underspend) or (over-recovery) of income*  
*positive: adverse = an overspend or under-recovery of income*

### **(a) Regulatory/ Administrative Committee**

Service	Variance £'000	Comment
Committee Services	(20)	Underspend expected due to vacant posts, partially covered by overtime.
Corporate Governance	88	Vacant posts are being covered by Agency staff with higher costs
Corporate Management	(220)	Underspend on budgeted COVID-19 expenditure (£200k), and on general subscriptions (£20k).
Information & Comms Technology	(50)	Savings expected due to vacant posts
Legal	(20)	Underspends of (£20k) expected due to vacant posts, partially covered by agency staff.
	<b>(222)</b>	<b>Total significant net variances</b>

*Details for the service committee are given in Appendix C1.*

**(b) Corporate Policy & Resources Committee**

Service	Variance £'000	Comment
Accountancy	(34)	Savings expected due to vacant posts.
Asset Management Administration	(27)	Underspend due to 4 current vacant posts. Actual amount to be recharged to KGE Ltd less than budgeted due to changes in staff time on KGE work and vacancies.
Customer Services Management & Support	(40)	Underspent due to vacant posts, partially covered by agency staff and additional overtime payments.
Development Properties	265	Consists of: (1) Forecast overspend of £515k is based on 2021/22 outturn with consideration to high gas and electric costs expected this year and overspends relating to empty and void properties; offset by (2) unbudgeted income of (£250k) NHS contribution towards planning costs for the Oast House development.
General Property Expenses	(42)	Underspend totalling (£74k) on Consultants, Surveyors and Valuers as more work undertaken by staff in-house. Offset by £22k under-recovery of income relating to: covid relief allowed for tenants; some tenants having left. Budget amended in 2022/23 to reflect lower income.
Planned Maintenance Programme	(135)	Estate programme maintenance budgets expected to be underspent (£75k) of which (£20k) will be used to fund overspend on the Knowle Green Car Park capital project. Also, expected savings of (£60k) from unused one-off Surveyors budget and Computer Software budget.
Project Management	(20)	Underspent expected due to vacant posts.
Unapportionable Central Overheads	(17)	Consists of: (1) Monthly superannuation payments to Surrey County are expected to be (£268k) lower than budgeted based on number of staff in post; offset by (2) Pension Fund payments £251k higher than budgeted.
	<b>(50)</b>	<b>Total significant net variances</b>

*Details for the service committee are given in Appendix C2.*

**(c) Community Wellbeing & Housing Committee**

Service	Variance £'000	Comment
SPAN (Spelthorne Alarm Network)	(57)	The underspend is the result of SPAN service moving to Mole Valley at the end of September 2022. Staff were transferred 1st July, with (£102k) underspend of the budget for the rest of the year, and corresponding £103k under-recovery of recharged income. In addition, there are underspends of (£57k) forecast on non-employee costs due to the move.
Community Centres	31	Overspends forecast for increases in cost of living.
Spelthorne Family Support	0	Staff underspends of £30k due to vacant post, partially being covered by temporary staff. Remainder of costs are expected to be recharged for work relating to Afghan Refugees. Income is forecast to be under-budget by £22k but is expected to cover costs.
Community Development	38	Increased allocation of Better Neighbourhood grants agreed, for councillors to spend on the Jubilee celebrations.
Homelessness	(90)	Lower numbers in Rent Assure scheme are contributing to lower expenditure and income than budgeted. Demand is slowly increasing
Housing Benefits Admin	(92)	Variance includes: (1) Underspend of (£43k) forecast on vacancies, which are being recruited to; and (2) (£52k) unbudgeted income from additional new burdens grants received from DWP. These grants are ringfenced to Housing Benefits, but the council has no control over if and when the grants are issued.
Housing Benefits Payments	6	Additional expenditure £205k and grant income (£199k) relates to Household support fund scheme, which has been extended into 2022/23.
Leisure Administration	(40)	Unbudgeted income of (£40k) relates to funds from Public Health for covid outreach worker secondment.
Spelthorne Leisure Centre	(32)	Spelthorne's profit share has increased with reference to inflation.
	<b>(236)</b>	<b>Total significant net variances</b>

*Details for the service committee are given in Appendix C3.*

**(d) Neighbourhood Services Committee**

<b>Service</b>	<b>Variance £'000</b>	<b>Comment</b>
Car Parks	589	Under-recovery of £589k as income is forecast to be lower due to slower than expected recovery post COVID-19.
Neighbourhood Services Management Support	(20)	Savings expected due to vacancies, partially covered by agency staff and overtime.
Environmental Health Admin	0	Expected to be higher by £128k due to an additional contractor and agency costs to cover vacant posts and EH COVID-19 response Supplement service. Costs to be offset, funded by (£128k) from Surrey County Council.
Street Cleaning	0	Savings of (£20k) expected due to vacant posts, partially covered by agency staff and overtime. Off-set by fuel costs which are forecast to be £20k higher than budget.
Spelride	30	Income is forecast to be lower due to slower than expected recovery post COVID-19.
	<b>599</b>	<b>Total significant net variances</b>

*Details for the service committee are given in Appendix C4.*

**(e) Economic Development Committee**

<b>Service</b>	<b>Variance £'000</b>	<b>Comment</b>
Staines Market	90	Income is forecast to be lower due to slower than expected recovery post COVID-19.
	<b>90</b>	<b>Total significant net variances</b>

*Details for the service committee are given in Appendix C5.*

**(f) Environment & Sustainability**

<b>Service</b>	<b>Variance £'000</b>	<b>Comment</b>
Grounds Maintenance	30	Savings of (£20k) expected due to vacant posts, partially being covered by agency staff and overtime. This off-sets overspend on fuel costs expected to be £50k higher than budgeted.
Planning Development Control	(90)	Underspends relate to 3 vacant posts.
Planning Policy	21	Consists of: (1) (£28k) Underspend relating to 1 vacant post which is currently on hold until filled as a temporary one-year post); offsetting (2) £49k Overspend associated with Local Plan work, which can be funded from Local Plan reserve set up in 2021/22 from budget underspend.
Refuse Collection	(90)	Higher than budgeted income from green waste bins due to more clients.
	<b>(129)</b>	<b>Total significant net variances</b>

*Details for the service committee are given in Appendix C6.*

*Go to next page for 2.2*

## 2.2 Net Asset Income (Commercial and Regeneration Assets)

The tables below show the latest monitoring position for the acquired assets, and exclude figures relating to developments on properties to be transferred to Knowle Green Estates Ltd. The net income from commercial assets is used to meet additional spend pressures resulting for example from reduced funding from government grant and Surrey County Council.

- 2.3 Net commercial rental income is forecast to be £1.183m under budget due for example to termination of leases following downturns in commercial tenants' circumstances after COVID-19. The net shortfall is funded by drawdown from sinking funds.

<b>Commercial Assets</b>	<b>Revised Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
Rental Income (as per signed lease)	(54,001)	(52,327)	1,674
/less: Landlord costs	8,161	7,670	(491)
<b>Net Rental Income receivable</b>	<b>(45,840)</b>	<b>(44,657)</b>	<b>1,183</b>
Loan Interest Payable	22,420	22,420	0
Minimum Revenue Provision	11,067	11,067	0
Sinking Funds - contributions to	6,062	6,062	0
Sinking Funds - release from	(3,767)	(4,950)	(1,183)
Set Asides for specific revenue purposes	455	455	0
<b>Net Income (to fund Revenue budget)</b>	<b>(9,603)</b>	<b>(9,603)</b>	<b>(0)</b>

<b>Regeneration Assets</b>	<b>Revised Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance £'000</b>
Rental Income (as per signed lease)	(5,245)	(5,114)	131
/less: Landlord costs	883	1,415	532
<b>Net Rental Income receivable</b>	<b>(4,363)</b>	<b>(3,700)</b>	<b>663</b>
Loan Interest Payable	747	747	0
Minimum Revenue Provision	900	900	0
Sinking Funds - contributions to	751	751	0
Sinking Funds - release from	(57)	(720)	(663)
Set Asides for specific revenue purposes	675	675	0
<b>Net Income</b>	<b>(1,347)</b>	<b>(1,346)</b>	<b>0</b>

- 2.4 The Council places a significant amount of the income earned into sinking funds, with £6.812m planned to cover future changes in circumstance, such as capital refurbishments or rent-free periods, and (£4.965m) forecast to be applied during the year, which would increase our sinking funds reserves by £1.847m.

	<b>Balance 31/03/22 £'000</b>	<b>Additions 2022/23 £'000</b>	<b>Applied 2022/23 £'000</b>	<b>Balance 31/03/23 £'000</b>
Proposed Allocation to Reserves	33,623	6,812	(5,669)	34,766

## 2.5 Retained Business Rates

The payment to or from preceptors for business rates is adjusted according to the balance on the collection fund. The Business Rates Equalisation Reserve is used to cover under-recovery of business rates when required, which is budgeted at £1.929m.

- 2.6 **Knowle Green Estates Ltd (KGE Ltd)** is a wholly owned company set up to meet the housing needs of residents, including affordable rented and private rented accommodation and key worker homes. The company is still in the early stages of its development, and it would not be appropriate at this time to take on the burden of fixed overhead costs until it becomes more mature. Costs charged to the company by the Council are for staffing support and for debt financing.
- 2.7 The company does not directly employ staff, with staffing services provided by the Council at cost £395k for 2022/23. Debt financing relates to loans representing assets transferred from Spelthorne Borough Council to Knowle Green Estates Ltd. Interest payable for 2022/23 was £821k.
- 2.8 KGE Ltd is forecast to have a net £364k loss by the end of the year, as shown in the summary next.

<b>Knowle Green Estates Ltd</b>	<b>Full year budget 2022/23</b>	<b>Forecast outturn 2022/23</b>
	£'000	£'000
Expenditure	1,097	1,464
Income	(1,100)	(1,100)
<b>Net (Profit)/Loss</b>	<b>(3)</b>	<b>364</b>

- 2.9 The difference between the budget and the forecast is due to an oversight in the business plan in respect of Benwell phases I and II, which is a timing issue and has no impact on the overall 50-year projections for KGE. In the original projections, the loan (capital and interest) costs for Benwell I were allocated to Benwell II and vice versa. Rental income is not affected.

- 2.10 **Spelthorne Direct Services Ltd** (SDS Ltd) is a wholly owned company set up to trade in commercial waste disposal, with directly employed staff. The company has loans with the council through a loan facility, to help support the company through the first years of trading, which has been affected negatively by COVID-19. The annual interest payable on current loans is £22k, with £16k payable for 2022/23.
- 2.11 SDS Ltd is forecasting a net £11k loss by the end of the year, as shown in the summary below.

<b>Spelthorne Direct Services Ltd</b>	<b>Full year budget 2022/23</b>	<b>Forecast outturn 2022/23</b>
	£'000	£'000
Expenditure	413	324
Income	(355)	(313)
<b>Net (Profit)/Loss</b>	<b>58</b>	<b>11</b>

- 2.12 The forecast for income is lower than budgeted, with less customers than originally expected. However, forecast costs have also been reduced to reflect this, resulting in a £47k reduction in the overall loss compared to budget.
- 2.13 **2022/23 Pay Award**
- Budget was increased for 2022/23 pay award to allow for a 2% increase across all grades, and 2.5% for grades 1 to 5. This was implemented for staff with effect from 1<sup>st</sup> April. However, in July, the national employers made a final offer to the Unions of a fixed sum of £1,925 per FTE which would equate to an average increase of 3.7% on Spelthorne grades.
- 2.14 As a fixed sum approach, the national offer is worth most to the staff on the lowest grades. For example, for the lowest SBC scale point it equates to 9.78% and then proportionally decreases as a percentage as you move up the pay scales.
- 2.15 Once the national outcome is known for 2022-23, the Committee will need to consider whether it wishes to recommend to Council increasing our local offer to match the national offer. Doing so would add another £400k to the base budget. The projections in this report have not built in any assumption around this.
- 2.16 This is highlighted as a risk consideration in this report.

### **3. Financial implications**

- 3.1 As set out within the report and appendices.

#### **4. Risk consideration**

- 4.1 Current national negotiations on pay and the broader cost of living pressures could indirectly affect local pay negotiations by potentially requiring a further uplift on top of the pay increase implemented from 1 April 2022 possibly on the scale of £400k for the full year. That impact is being reviewed separately and is outside the scope of this report.
- 4.2 With the current cost of living crisis, there is a significant risk that the net spend position worsen during this financial year. To illustrate this, the budget was prepared in December 2021 on 2% inflation, but recent inflation forecasts are up to 10%, and higher. The impact of spend pressures will be cushioned in the period before existing agreements are uplifted or changed. As a result, an associated risk is that managers will not be able to quantify the impact yet.

#### **5. Legal considerations**

- 5.1 None expected. Legal will be consulted for comments on this report.

#### **6. Other considerations**

- 6.1 There are none.

#### **7. Equality, Diversity and Inclusion**

- 7.1 There are no specific areas to highlight. However, equality, diversity and inclusion (EDI) are central to everything that we do and are woven throughout our Strategic Plans. Equality Impact Assessment will be undertaken where savings proposals are put forward for 2023-24.

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

- 8.1 This report is intended to inform Councillors and senior management of key financial statistics, thereby facilitating effective management of the Council's resources.

#### **9. Timetable for implementation**

- 9.1 Monthly financial monitoring reports are produced for Management team, and quarterly for Committees.

**Background papers:** List of carry forward requests for 2022/23 revenue budgets

#### **Appendices:**

Appendix A – Revenue 2022-23 Q1 Summary

Appendix B – Revenue 2022-23 Q1 By Committee

Appendix C1 – Revenue 2022-23 Q1 Regulatory Administrative

Appendix C2 – Revenue 2022-23 Q1 Corporate Policy & Resources

Appendix C3 – Revenue 2022-23 Q1 Community Wellbeing & Housing

Appendix C4 – Revenue 2022-23 Q1 Neighbourhood Services

Appendix C5 – Revenue 2022-23 Q1 Economic Development

Appendix C6 – Revenue 2022-23 Q1 Environment & Sustainability

## Environment & Sustainability

<b>Results to 30-Jun-22</b>	Budget Revised £	Forecast Outturn £	Variance of Forecast from Revised Bgt £	Staffing Budget FTE	Staffing Actual FTE	Comments
Employees	0	0	0			
Other Expenditure	3,500	3,500	0			
Income	0	0	0			
<b>Abandoned Vehicles</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0			
Other Expenditure	23,000	25,000	2,000			
Income	(36,200)	(36,200)	0			
<b>Allotments</b>	<b>(13,200)</b>	<b>(11,200)</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0			
Other Expenditure	65,100	65,100	0			
Income	(1,000)	0	1,000			
<b>Emergency Planning</b>	<b>64,100</b>	<b>65,100</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0			
Other Expenditure	10,100	10,100	0			
Income	0	0	0			
<b>Energy Initiatives</b>	<b>10,100</b>	<b>10,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0			
Other Expenditure	21,000	21,000	0			
Income	0	0	0			
<b>Environmental Enhancements</b>	<b>21,000</b>	<b>21,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## Environment & Sustainability

<b>Results to 30-Jun-22</b>	<b>Budget Revised</b> £	<b>Forecast Outturn</b> £	<b>Variance of Forecast from Revised Bgt</b> £	<b>Staffing Budget</b> FTE	<b>Staffing Actual</b> FTE	<b>Comments</b>
Employees	1,437,500	1,417,500	(20,000)	44.22	31.00	Savings expected due to vacant posts, partially being covered by agency staff and overtime payments.
Other Expenditure	631,400	681,400	50,000			Fuel costs are expected to be higher than budget.
Income	(248,600)	(248,600)	0			
<b>Grounds Maintenance</b>	<b>1,820,300</b>	<b>1,850,300</b>	<b>30,000</b>	<b>44</b>	<b>31</b>	
Employees	0		0			
Other Expenditure	12,200	12,200	0			
Income	(25,900)	(25,900)	0			
<b>Parks Properties Project</b>	<b>(13,700)</b>	<b>(13,700)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0			
Other Expenditure	77,200	87,200	10,000			
Income	(73,300)	(73,300)	0			
<b>Parks Strategy</b>	<b>3,900</b>	<b>13,900</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	
Employees	1,106,200	1,016,570	(89,630)	20.93	18.33	3 current vacant posts.
Other Expenditure	189,200	189,200	0			forecast at budget as no forecast from department
Income	(675,900)	(675,900)	0			forecast at budget as no forecast from department
<b>Planning Development Control</b>	<b>619,500</b>	<b>529,870</b>	<b>(89,630)</b>	<b>21</b>	<b>18</b>	
Employees	459,300	430,970	(28,330)	8.13	7.13	1 vacant post currently on hold until filled (as temp 1 yr post)
Other Expenditure	74,500	123,700	49,200			Costs assosicated with Local Plan work. Overspends can be funded from Local Plan reserve set up in 2021/22 from budget underspend.
Income	(81,400)	(81,400)	0			
<b>Planning Policy</b>	<b>452,400</b>	<b>473,270</b>	<b>20,870</b>	<b>8</b>	<b>7</b>	

## Environment & Sustainability

<b>Results to 30-Jun-22</b>	<b>Budget Revised</b> £	<b>Forecast Outturn</b> £	<b>Variance of Forecast from Revised Bgt</b> £	<b>Staffing Budget</b> FTE	<b>Staffing Actual</b> FTE	<b>Comments</b>
Employees	0	0	0			
Other Expenditure	7,200	8,200	1,000			
Income	(27,400)	(27,400)	0			
<b>Public Halls</b>	<b>(20,200)</b>	<b>(19,200)</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	
Employees	1,442,100	1,442,100	0	50.00	43.50	
Other Expenditure	885,000	885,000	0			
Income	(979,000)	(1,069,000)	(90,000)			
<b>Refuse Collection</b>	<b>1,348,100</b>	<b>1,258,100</b>	<b>(90,000)</b>	<b>50</b>	<b>44</b>	Higher green waste bins income due to more clients.
Employees	0	0	0			
Other Expenditure	5,500	5,500	0			
Income	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>	
Employees	0	0	0			
Other Expenditure	0	0	0			
Income	(342,000)	(347,000)	(5,000)			
<b>Waste Recycling</b>	<b>(342,000)</b>	<b>(347,000)</b>	<b>(5,000)</b>	<b>0</b>	<b>0</b>	
Total Employees	<b>4,445,100</b>	<b>4,307,140</b>	<b>(137,960)</b>	<b>123</b>	<b>100</b>	
Total Other Expenditure	<b>2,004,900</b>	<b>2,117,100</b>	<b>112,200</b>			
Total Income	<b>(2,490,700)</b>	<b>(2,584,700)</b>	<b>(94,000)</b>			
Net Total	<b>3,959,300</b>	<b>3,839,540</b>	<b>(119,760)</b>	<b>123</b>	<b>100</b>	

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### CIL Update

On 16 August 2022 the CIL Task Group met with the NHS to seek clarification around the sustainable transport options of their bid. It was agreed the bid will proceed to Joint Committee for consideration with the Electric Vehicle (EV) charging points removed. Subsequent to this meeting, it came to the knowledge of the Task Group that alternative Strategic CIL bids would be submitted imminently, for organisations other than the NHS. Due to the limited amount of CIL available it was decided that these bids will be considered by the Task Group prior to the NHS bid being taken to the Joint Committee. We are currently awaiting submissions of these alternative bids.

### Staines Development Task Group

The consultation on the draft Staines Development Framework closed on 5 September and officers have been working with the consultants, DLA, to consider the comments received and resulting proposed amendments to take to the task group on 3 October 2022. The final version will then be considered by Environment & Sustainability Committee on 8 November 2022, together with any recommendations and comments from the task group.

### Local Plan Task Group

Following the extension to the consultation period until 21 September 2022, officers are working through the representations and finalising the submission version of the Local Plan. Whilst no further substantive changes will be made to the document agreed by Council, there may be some technical amendments arising from comments by statutory consultees. Other representations will be considered through discussion at the examination hearings. It will be submitted to the Planning Inspectorate together with the final version of the Staines Development Framework after it has been agreed by E&S Committee on 8 November 2022.

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## Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect 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

### Service Committees Forward Plan and Key Decisions for 1 October 2022 to 26 May 2023

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 11 10 2022	Capital Monitoring Report (Qtr 1 April-June)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Environment and Sustainability Committee 11 10 2022	Embodied Carbon Foot Printing	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 11 10 2022	Emergency Planning Update	Non-Key Decision	Public	Ed Walker
Environment and Sustainability Committee 11 10 2022	ES Service Plan (as part of the 23/24 Budget Process)	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Paul Taylor, Chief Accountant
Environment and Sustainability Committee 11 10 2022	Request for Funding from Green Initiatives Fund	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 11 10 2022	Revenue Monitoring Report (Qtr 1 April-June)	Non-Key Decision	Public	Paul Taylor, 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 11 2022	240m Boardwalk down the Eastern Bank of the River Ash Improvement Site	Non-Key Decision	Public	Andi Roy, Bio-Diversity Officer
Environment and Sustainability Committee 08 11 2022	Staines Development Framework final version Staines Development Framework final version	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Ann Biggs, Strategic Planning Manager
Environment and Sustainability Committee 08 11 2022	Update of Rivers and Waterways	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 08 11 2022	Update to Local Development Scheme Update to Local Development Scheme	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Ann Biggs, Strategic Planning Manager
Environment and Sustainability Committee 08 11 2022	Update/Presentation on LCWIP	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 10 01 2023	Purchase of electric Taxis - Project Update	Non-Key Decision	Public	Claire Lucas, Principal Pollution Control Officer
Environment and Sustainability Committee 10 01 2023	Update on Climate Change Strategy	Non-Key Decision	Public	Jilly Mowbray, Climate Change Officer

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 27 06 2023	Update on Climate Change Strategy	Non-Key Decision	Public	Jilly Mowbray, Climate Change Officer
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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