



*Please reply to:*

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Date: 19 June 2023

## **Notice of meeting**

### **Environment and Sustainability Committee**

**Date:** Tuesday, 27 June 2023

**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:

M. Beecher (Chair)

K.M. Grant (Vice-Chair)

S.N. Beatty

H. Boparai

L. Brennan

T. Burrell

D. Clarke

S.M. Doran

K. Howkins

M. Lee

A. Mathur

L. E. Nicholls

K. Rutherford

J.R. Sexton

J. Turner

H.R.D. Williams

Substitute Members: Councillors C. Bateson, J. Button, J. Caplin, A. Gale, R. Geach and D. Geraci

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

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

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

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# Agenda

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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 Environment and Sustainability Committee meeting held on 25 April 2023.

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 their 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. **Strategic Planning Task Groups**

9 - 34

To consider the existing task groups, working group, and spending board composition and terms of reference.

7. **Climate Change Working Group**

35 - 40

To consider the continuation of the Climate Change Working Group and its proposed terms of reference, and to appoint a member representative to participate in the Greener Futures Partnership Board.

8. **Appointment as Member Representative to the River Thames Scheme**

41 - 44

To consider the appointment of a member representative for the River Thames Scheme for the 2023-24 municipal year.

9. **Update on Green Initiatives Fund**

45 - 54

To note the allocations to date of the Green Initiatives Fund.

**10. Response to Heathrow Noise Action Plan Consultation** **To Follow**

To receive an update on the Heathrow Noise Action Plan Consultation.

**11. Presentation on Biodiversity Net Gain** **Verbal Report**

To receive a presentation on Biodiversity Net Gain.

**12. Presentation on Net Zero Innovation Programme** **Verbal Report**

To receive a presentation on the Net Zero Innovation Programme.

**13. Forward Plan** **55 - 58**

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

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**Minutes of the Environment and Sustainability Committee  
25 April 2023**

**Present:**

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

**Councillors:**

M. Beecher	K.M. Grant	J.R. Sexton
T. Fidler	K. Howkins	
N.J. Gething	O. Rybinski	

**Substitutions:** Councillors J.T.F. Doran (In place of J. Button)

**Apologies:** Councillors A. Brar, V.J. Leighton and L. E. Nichols

**24/23 Minutes**

The minutes of the meeting held on 14 March 2023 were agreed as a correct record.

**25/23 Disclosures of Interest**

There were none.

**26/23 Questions from Members of the Public**

There were none.

**27/23 Ward Issues**

There were none.

## **28/23 Presentation from Heathrow Airport Limited**

The Committee received a presentation from the Head of Local Strategic Engagement, the Director of Communications and Sustainability and the Head of Carbon Strategy at Heathrow Airport Limited (HAL) on Heathrow Airport's Sustainability Plan: "Heathrow 2.0 Connecting People and Planet".

HAL explained that the Heathrow 2.0 Sustainability Plan was embedded in the business strategy for the airport. They stressed that the benefits of aviation should not come at a cost to the planet or society. The focus of the 2.0 Plan was "net zero aviation" and "a great place to live and work", with 10 key sustainability objectives which HAL wished to achieve by 2030.

HAL gave examples of net zero target highlights from 2022 and set out targets for 2030, such as cutting emissions in the air by 15% and on the ground by 45%, compared with a baseline of 2019.

A sustainable travel zone had been created focussing on bus routes and incentives to staff to use public transport to get to work. There were increased early and late bus and coach services to accommodate shift workers. There was work on noise management with a new action plan due for 2024-28. In relation to biodiversity, HAL was working with partners to support a nature network around Heathrow.

Funding was available from the Heathrow Community Trust and Heathrow Community Take Off Fund for initiatives which would benefit the environment or local community groups. HAL welcomed input from councillors as to how they could do more for the benefit of local residents and were already engaging with local councils. The Committee noted work with communities in the north of the borough as part of Heathrow's Giving Back Programme.

The Committee raised a number of areas of concern, including the lack of public transport south of the airport, the need for increased bus, coach and rail routes through the borough, a light rail access link to Heathrow, the lack of tree planting by HAL, local air quality, the small amount of grant funding received by the borough, increased employment at the airport and the potential pressures on local housing. HAL stressed that geography was not a factor for grant applications and that grants were awarded purely on the quality of the applications received. They also expressed the wish that jobs would go to local people who already lived in the vicinity of Heathrow.

In accordance with Standing order 32.3 the Chair briefly suspended discussion of this item to allow consideration of the item on Proposed Strategic Community Infrastructure Terms of Reference due to time constraints. The Committee agreed.

The Committee and HAL discussed the anticipated growth in sustainable aviation fuel (SAF) which was waste-based, primarily cooking oils, and noted that a 50% blend could be used in existing aircraft. The life expectancy of aircraft was around 25 years, but hydrogen fuelled second generation aircraft

were expected to enter UK regional services by 2030. Despite challenges in green hydrogen production it was expected that it would ultimately replace bio fuels.

Questions were asked in relation to the new drop off charge for vehicles entering Heathrow. The charge had been implemented to address congestion and incentivise passengers to use sustainable transport. The revenue for HAL would be reinvested into sustainable travel.

The Committee thanked HAL for their presentation and for facilitating the ensuing discussion.

The Committee **resolved** to note the presentation from Heathrow Airport Limited.

### **29/23 Proposed Strategic Community Infrastructure Levy Terms of Reference**

The Committee considered a report on the proposed Strategic Community Infrastructure Levy (CIL) Terms of Reference for the Working Group following the dissolution of the Spelthorne Joint Committee.

The Spelthorne Joint Committee had previously been the final decision maker with regard to CIL funding. Following its dissolution a new final decision maker was required. The proposal was for the Environment and Sustainability Committee to become the new final decision maker. The Committee was asked to agree the proposed changes to the Terms of Reference (ToR) for the CIL Working Group to enable this.

The Committee noted that the ToR had been amended to move from accepting applications for CIL on an ad-hoc basis, to a structured annual spending round, in agreement with the CIL Working Group.

The Committee **resolved** to agree the proposed Strategic Community Infrastructure Levy (CIL) Terms of Reference (ToR) following the dissolution of the Spelthorne Joint Committee.

### **30/23 Updates from Task and Finish and/or Working Groups**

The Committee received a verbal update on the work of the Climate Change Working Group.

The Chair of the Climate Change Working Group provided a summary of progress in relation to the climate strategy and action plan. These included knowledge of the carbon footprint for Spelthorne, the purchase and use of electric cars and mopeds, increased use of solar panels, the establishment of the Climate Change Officer role, a carbon literacy training programme for staff, workshops for local residents and strategies for the future. The Chair

thanked officers of the Council for their work and his Co-Chair for his help and support.

The committee **resolved** to note the update from the Climate Change Working Group.

### **31/23 Forward Plan**

The Committee considered the forward plan for future Committee business.

A member requested that discussion of working groups be added to the forward plan for the next meeting.

The Committee **resolved** to note the forward plan with the addition of the item referred to above.



# Environment and Sustainability

27 June 2023



<b>Title</b>	Strategic Planning Task Groups
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	<i>Heather Morgan, Group Head Place, Protection and Prosperity</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	
<b>Corporate Priority</b>	Community Affordable housing Environment
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ol style="list-style-type: none"> <li><b>1. Re-confirm the composition of the Local Plan Task Group and Terms of Reference (Appendix B)</b></li> <li><b>2. To delegate authority to the Chief Executive in consultation with the Chair and Vice Chair of this Committee to agree the names of those ward members on the Local Plan Task Group</b></li> <li><b>3. Re-confirm the composition of the Staines-upon-Thames Development Task Group and the suggested Terms of Reference (Appendix C)</b></li> <li><b>4. Re-confirm the composition of the Community Infrastructure Levy Working Group and the suggested Terms of Reference (Appendix E)</b></li> <li><b>5. Re-confirm the composition of the Local CIL Spending Boards and governance arrangements (Appendix F)</b></li> </ol>
<b>Reason for Recommendation</b>	<p>The Committee is asked to agree the terms of reference to ensure councillors understand more fully these key areas. This will ensure those particular councillors have the opportunity to be fully involved, informed, input their views and act as a conduit to feed back to the main committee.</p>

## 1. Summary of the report

- 1.1 This report sets out the current task groups, working group and spending boards that sit underneath the Environment and Sustainability Committee. No changes are proposed, and officers are asking the committee to re-confirm them for the new 4 year term.

## 2. Key issues

- 2.1 This report sets out the current task groups, working group and spending boards that sit underneath the Environment and Sustainability Committee (from a strategic planning point of view).
- 2.2 Officers are not recommending any changes to the current Terms of Reference, and are asking the committee to re-confirm them for the new 4 year term.
- 2.3 With so many new councillors, it is important that the roles of these task groups are shared and understood as quickly as possible so they can be agreed upon and meeting set up when required. This is particularly important for the Community Infrastructure Levy (CIL) work as the Local CIL bid window has closed and spending decisions need to be made. Bidding is now also open for strategic CIL bids as part of the annual spending round.

## 3. Options analysis and proposal

### **Option 1 - Re-confirm the existing task groups, working group and spending board compositions and terms of reference (recommended)**

#### Local Plan Task Group (LPTG)

- 3.1 It is recommended that the composition of the LPTG remains exactly the same as that agreed by E&S committee on 30 June 2021 (*Appendix A*). The Terms of Reference (ToR) are set out in *Appendix B* (the only amendments relate to dates/post titles and are shown as tracked changes).
- 3.2 The chair and vice chair of Environment and Sustainability Committee would be the chair and vice chair of the LPTG. The chair of planning committee would also sit on the group. In order to ensure appropriate representation across the borough, a member from each ward will be appointed.

#### Staines-upon-Thames Development Task Group (SDTG)

- 3.3 It is recommended that the composition of the LPTG remains exactly the same as that agreed by E&S committee on 30 June 2021 (*Appendix A*). The Terms of Reference (ToR) are set out in *Appendix C* (the only amendments relate to dates/post titles and are shown as tracked changes).
- 3.4 The chair and vice chair of Environment and Sustainability Committee would be the chair and vice chair of the SDTG. The chair of planning committee would also sit on the group. All ward councillors (cross party) for Staines, Staines South and Riverside and Laleham will be appointed.

#### Community Infrastructure Levy Working Group (CILWG)

- 3.5 It is recommended that the composition of the CILWG remains exactly the same as that agreed by E&S committee on 25 April 2023 (*Appendix D*). The Terms of Reference (ToR) are set out in *Appendix E* (with no amendments).

- 3.6 The working group would comprise the Leader of Spelthorne Borough Council, chair of E&S committee and the chairs of each of the five Local Spending Boards. The chair of the working group will be nominated by the working group. This working group can only meet once the Local CIL Spending Boards have met and agreed their chairs who will then sit on this group.

#### Local CIL Spending Boards (LCILSB)

- 3.7 It is recommended that the composition of the LPTG remains exactly the same as that agreed by E&S committee on 30 June 2021 (*Appendix A*). The governance arrangements are set out in *Appendix F* (with no amendments).
- 3.8 Each of the 5 spending boards would comprise all ward councillors from each locality – namely Ashford (Ashford Common, Ashford East, Ashford Town wards), Shepperton, Laleham and Charlton Village (Laleham and Shepperton Green and Shepperton Town wards), Staines (Staines, Staines South, Riverside and Laleham wards), Stanwell and Stanwell Moor (Stanwell North, Stanwell South and Ashford North wards) and Sunbury and Upper Halliford (Sunbury Common, Sunbury East and Halliford and Sunbury West wards). The chair of the spending board will be nominated by each individual spending board.

#### **Option 2 -To amend the membership of the task groups, working group and spending boards (not recommended)**

- 3.9 The committee might wish to amend the membership but the only two options here would be to (1) reduce the number of councillors on the SDTG, CILTG and LCSP or (2) increase the number of councillors on the LPTG.
- 3.10 Reducing the number of councillors would run counter to the need to be as inclusive as possible in briefing councillors on matters of importance, and allowing them to make recommendations up the E&S Committee, or decisions (Local CIL Spending Boards).
- 3.11 Whilst increasing the numbers on the LPTG is numerically possible, it is recognised that councillors already have a lot of pressures on their time (working lives, families, other committee and task groups, other outside commitment). The current numbers are considered to be proportionate to the critical role of the Local Plan to the Council.

#### **Option 3 – To amend the terms of reference to exclude or include additional areas of work (not recommended)**

- 3.12 The committee might wish to amend the work that the task groups, working group or spending boards undertake. All the groups have been operating very effectively under their current ToR since the Council changed to a committee system in May 2021. There have not been any calls during that two year period for the areas of work to be revised or amended.
- 3.13 Nor have there been any instances when officers have indicated that would not be able to facilitate a detailed discussion on certain matters. So, for example (1) several SDTG sessions on the public consultation and survey (2) deep dive sessions with ward councillors on looking a possible opportunities to increase densities on sites within the developed area to minimise the need to locate green belt land for development.

3.14 Moving into more detailed areas of work is not recommended as this would be moving away from the role of councillors to deal with strategi matters.

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

4.1 There are none for the Local Plan or Staines Development Task Groups. In terms of the CIL Task Group due to the move to a more structured spending round, there are unlikely to be any imminent financial implications. A valid ToR is required to enable recommendations and decisions to be made in a timely manner.

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

5.1 There are none.

#### **6. Procurement considerations**

6.1 There are none.

#### **7. Legal considerations**

7.1 There are none.

#### **8. Other considerations**

8.1 There are none.

#### **9. Equality and Diversity**

9.1 An Equality Impact Assessment was undertaken as part of the publication of the pre-submission version of the Local Plan. These matters will be considered as part of task group discussions.

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

10.1 A Sustainability Assessment and a Habitats Regulation Assessment were undertaken as part of the publication of the pre-submission version of the Local Plan. These matters will be considered as part of task group discussions.

#### **11. Timetable for implementation**

11.1 With immediate effect.

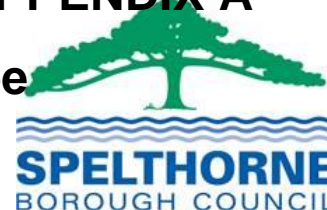
#### **12. Contact**

12.1 Heather Morgan - [H.morgan@spelthorne.gov.uk](mailto:H.morgan@spelthorne.gov.uk)

**Background papers: There are none.**

#### **Appendices:**

- A E&S committee report 30 June 2021
- B Local Plan Task Group Terms of Reference
- C Staines Development Task Group Terms of Reference
- D E&S Committee report 25 April 2023
- E Community Infrastructure Levy Task Group Terms of Reference
- F Local CIL Spending Boards governance



**30 June 2021**

<b>Title</b>	<b>Formation of new Task Groups under the Committee system</b>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Ann Biggs, Strategic Planning Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Housing Economic Development Clean and Safe Environment
<b>Recommendations</b>	<b>Committee is asked to:</b>  <ol style="list-style-type: none"> <li>1. Agree the composition of the Local Plan Task Group (Appendix A)</li> <li>2. Agree the composition of the Staines Development Task Group (Appendix B)</li> <li>3. Agree the composition of the Community Infrastructure Levy Local Spending Boards and the draft governance arrangements (Appendix D, with Appendix C included for information only)</li> </ol>
<b>Reason for Recommendation</b>	Under the new Committee system, it is a requirement that the first meeting of the Environment and Sustainability Committee agrees the formation of the task groups that were set up under the previous system.

**1. Key issues**

- 1.1 The three task groups subject to this report were set up by the Leader under the previous system before the Committee system commenced on 27 May 2021. As such, they require reconstituting under the current system. This report sets out the functions of these task groups and the recommendations for their future formation.

### Local Plan Task Group (LPTG)

- 1.2 This group was formed to steer the preparation of the new Local Plan and the proposed Terms of Reference are included at Appendix A. The work is of paramount importance as the existing Core Strategy 2009 is out of date and needs replacing. The decisions made will have an effect on the whole borough and its future in terms of meeting housing need, facilitating employment growth, delivering infrastructure requirements and protecting our important open spaces. It is particularly sensitive as the need for new homes is high and requires careful consideration of the options available to meet that need.
- 1.3 The former LPTG comprised the Portfolio Holder for Strategic Planning as Chair and a Member selected from each ward plus the Chair of Planning Committee and the Chair of Overview and Scrutiny. Whilst a large group, this ensured there was representation across the borough. Progress on the new Local Plan has been delayed due to a number of factors including the pandemic response, changes in national policy and guidance, and the change in Spelthorne's Administration last year, which saw the creation of the LPTG. However, a new Local Development Scheme timetable is due for publication shortly, which appears elsewhere on this agenda, and there has been positive progress in the past few months towards agreeing a revised strategy.
- 1.4 It is recommended that the composition of the LPTG virtually remains the same, with the Chair to be the Chair of the Environment and Sustainability Committee (ESC). The Vice Chair of ESC is recommended as an addition, who can also act as Vice Chair of the LPTG, replacing the now defunct Chair of Overview and Scrutiny. The Chair of Planning Committee would remain a member. Then a Member from each ward will be appointed, as per the former arrangements. It is further recommended that the nominated Members themselves remain largely the same (unless their new role as Chair or Vice Chair requires a new ward member to be appointed). This would ensure consistency and that the work done so far is able to progress at pace in order to meet the timetable for delivering the new Local Plan. Significant new membership would delay this progress whilst they are getting up to speed with the process and related tasks.

### Staines Development Task Group (SDTG)

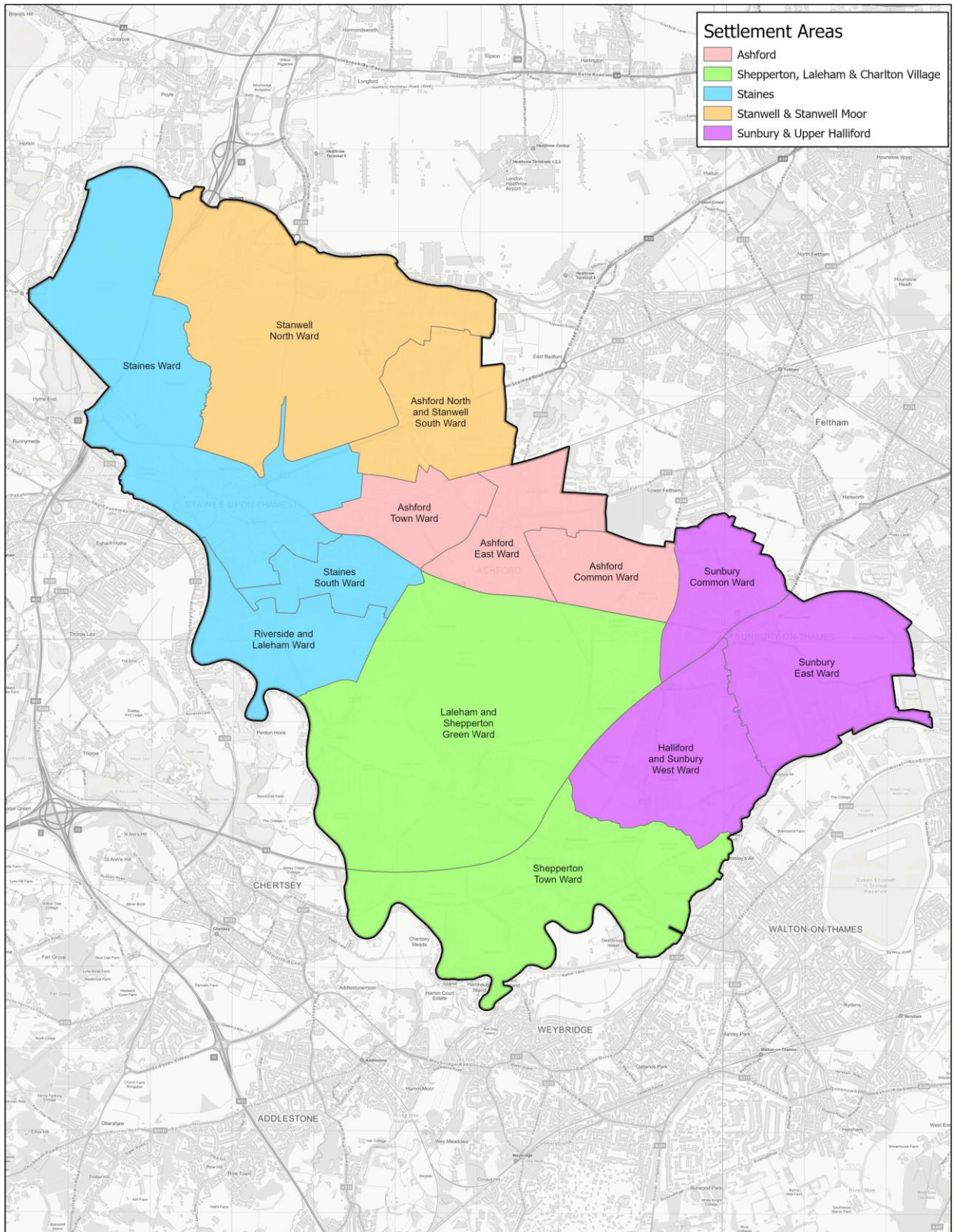
- 1.5 This group was formed to steer the progress of the Staines upon Thames Development Framework (SDF) and the proposed terms of reference are included at Appendix B. They are largely unchanged but for amendments required arising from the new committee system. The SDF will be adopted as a Supplementary Planning Document to support the new Local Plan and will set out policies to deliver the growth and ambition for a thriving town centre.

- 1.6 The proposed terms of reference for this group are found at Appendix B. The former composition was the Leader as Chair, Portfolio Holder for Strategic Planning, Chair of Planning Committee and each Member for the Staines wards. As with the Local Plan Task Group, whilst there have been delays there has also been significant progress made and the group has agreed the Review and Analysis paper, the Objectives and Options report and the questionnaire for the consultation that is currently underway. It is recommended that membership remains the same in order to maintain consistency and productivity (unless their new role as Chair or Vice Chair requires a new ward member to be appointed). The positions of Leader and Portfolio Holder for Strategic Planning would be replaced by the Chair and Vice Chair of the Environment and Sustainability Committee, acting as Chair and Vice Chair of this group respectively.

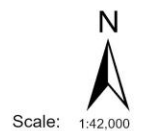
#### Local Spending Boards for Community Infrastructure Levy (CIL)

- 1.8 The Community Infrastructure Levy Task Group is responsible for making recommendations on how CIL is to be spent on infrastructure schemes in the borough. The funds are accrued from payments required of new developments to mitigate their impact on communities through additional pressure on services such as healthcare, education and highways. The Task Group is constituted by the Spelthorne Joint Committee and the Terms of Reference (Appendix C) were agreed at its meeting on 9 March 2021, which also agreed the first round of spending on a number schemes. As the task group comprised the Leader of Spelthorne Council, the Portfolio Holder for Strategic Planning and the Chair of the Joint Committee, this task group will need to be reconstituted on commencement of the Committee system, but it will be for the Joint Committee to agree this and no decision is required on Appendix C from the Environment & Sustainability Committee.
- 1.9 The CIL Task Group will make recommendations to the Joint Committee to fund strategic infrastructure schemes in the borough. However, there is also 15% of CIL funds available to be spent on local schemes. As such, the previous CIL Task Group had been considering the draft local governance arrangements (Appendix D) for this spend. They agreed that there would be five Local Spending Boards set up for the following areas with funds apportioned as per the governance arrangements:
- Ashford
  - Shepperton, Laleham & Charlton Village
  - Staines
  - Stanwell & Stanwell Moor
  - Sunbury & Upper Halliford





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- 1.10 As the decisions on local spending should rest with those local boards and not decided upon by Members outside of that area, these will not be referred to the Joint Committee and therefore it is for the Environment and Sustainability Committee to agree on their composition. It will be proposed to the Joint Committee (subject to the agreement of this Committee) that the composition of the CIL Task Group will include the Chair of each Local Spending Board so it falls to this committee to agree the membership and the chairs before the Joint Committee can agree the CIL Task Group composition. It is recommended that each Local Spending Board will comprise a Member from each ward falling within that local area, to be decided upon by this committee together with a chair for each board, and details of the ward groupings can be found within the draft governance arrangements. These arrangements have not yet been finalised, so it is further recommended that this committee confirms the Local Governance Arrangements.

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

- 2.1 Whilst there is no alternative option but to reconstitute the tasks groups listed in this report, there are various ways in which they can be constituted and the individual selection of Members. For the LPTG and the SDTG, changing the composition is likely to incur delay and erode the consistency and productivity achieved so far. At this critical time and with the need to remain on track under the new timetable for Local Plan and Staines Development Framework preparation, an alternative composition is not considered to be a feasible option.
- 2.2 There is more leeway with the Local Spending Boards for CIL as these had not been set up prior to the introduction of the committee system. The suggested composition is equitable and pragmatic to ensure local communities and individuals are represented in the process and that there is a clear line of communication between the boards and the CIL Task Group in making strategic decisions on spending. This is critical as there can be grey areas between which schemes should be funded from the strategic spend and which from the local spend. The selection of individual Members from the wards is down to the E&S committee and no options are set out for this.

## **3. Financial implications**

- 3.1 Until the CIL Local Spending Boards are agreed and the CIL Task Group constituted by the Joint Committee, no further CIL funding can be allocated to infrastructure schemes. The next meeting of the Joint Committee is on 19 July 2021 and if the task group is agreed then we can progress to present schemes to the group shortly after for recommendation. Otherwise there will be a delay in funding important projects that will benefit our community.

## **4. Other considerations**

4.1 No further considerations.

## **5. Equality and Diversity**

5.1 None identified.

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

6.1 The task groups are a key component of plan making, which includes sustainability appraisal as a requirement throughout the process. In particular, policies and site allocations need to have regard to environmental sustainability and climate change alongside social and economic considerations.

## **7. Timetable for implementation**

7.1 The task groups need to be constituted at this meeting so implementation will take place immediately and before any further meetings of the groups can be held but these are scheduled on an ad hoc basis. New terms of reference would be drawn up for the task groups as soon as possible to reflect the decisions made at this committee meeting.

**Background papers:** There are none

### **Appendices:**

**Appendix A:** Local Plan Task Group Terms of Reference – proposed June 2021

**Appendix B:** Staines Development Task Group Terms of Reference – proposed June 2021

**Appendix C:** Community Infrastructure Levy Task Group Terms of Reference (for information only)

**Appendix D:** Local Community Infrastructure Levy Governance Arrangements – proposed June 2021

## LOCAL PLAN TASK GROUP

### Responsibilities

The role of the Local Plan Task Group is to:

1. Advise Environment & Sustainability Committee on all matters relating to the review of the Local Plan
2. Provide in-depth consideration of the issues in terms of planning policy
3. Provide in-depth consideration of the proposed site allocations as part of the review of the Local Plan
4. Receive detailed briefings in order to develop an understanding of often complex issues
5. Reach conclusions based on the briefings and then make recommendations to Environment & Sustainability Committee.

### Membership June 2023

Chair of Environment & Sustainability Committee  
Vice Chair of Environment & Sustainability Committee  
Chairman of the Planning Committee  
One ward Councillor from each of the 13 wards

There will be no substitutions

#### Chair

Chair of Environment & Sustainability Committee

#### Vice Chair

Vice Chair of Environment & Sustainability Committee

### Decisions

The Working Party has no executive decision making powers over policy matters. Such decisions are made by ~~Cabinet~~ **Committee**/Council as appropriate.

### Confidentiality

Meetings are not open to the public and papers are confidential so enable free and open discussions on confidential matters before making recommendations.

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# APPENDIX C

## STAINES-UPON-THAMES DEVELOPMENT TASK GROUP

### TERMS OF REFERENCE

#### Purpose

To provide a strategic steer and oversight to lead officers and the consultants appointed by the Council tasked with delivering a Development Framework for Staines-upon-Thames. This will help shape and develop the town alongside the new Local Plan ~~which is being drafted, and which will be adopted in 2023.~~

Its primary purpose will be to ensure that the Staines Development Framework sets a clear vision and strategy for the transformation and regeneration of the centre of Staines, focusing on deliverable outcomes and policies. The final document plan needs to provide a workable, cost-effective plan.

#### Terms of Reference

1. To provide strategic steer and oversight:
  - a. Give a clear steer on what the political aspirations are for the Staines Development Framework, especially at the early 'visioning' stage
  - b. Ensure that the Staines Development Framework (as an end product) meets its stated outcomes by checking at key stages of the process (this will include ensuring it is workable and cost effective)
  - c. Challenge assumptions to ensure they are robust
  - d. Provide a 'sense check' on information, especially from stakeholder feedback, in light of local knowledge and experience
  - e. Give constructive feedback at key points in the process
2. The Staines-upon-Thames Development Group will run for the length of the Staines Development Framework process ~~(which is currently expected to be completed by March 2022).~~
3. The membership of the Group will be 12 cross party councillors appointed by the Environment & Sustainability Committee. This will comprise the Chair and Vice Chair of the Environment & Sustainability Committee, the Chairman of Planning Committee, and all ward councillors (cross party) for Staines, Staines South and Riverside and Laleham. Cllr J Sexton as a Staines resident.
4. The Chair and Vice Chair of the Group will be the Chair and Vice Chair of the Environment & Sustainability Committee respectively.
5. The Group has no decision making or executive powers
6. The Chairman of Group will report to the Environment & Sustainability Committee (as required) as the Framework progresses
7. The Chair and Vice Chair roles do not attract an SRA
8. The Group will confine itself to the Staines Development Framework and will not comment on or be consulted on planning applications within Staines-upon-Thames town centre during the development of the Staines Development Framework. Nor will it get involved in allocations and policies for the Local Plan unless directly relevant to the Staines Development Framework

09.06.23-24.05.24

## APPENDIX C

9. It is not within the remit of the group to engage or seek to engage with property developments or become involved in such development related matters
10. The Group will meet at least bi-monthly and prior to signing off the four key stages of the masterplan project (as set out in the tender process)
11. The Group will be supported by the Group Head of **Place, Protection, and Prosperity** ~~of Regeneration and Growth~~ and the Strategic Planning Manager. The Chief Executive, and other officers from the Council, will attend as required to provide strategic guidance or technical advice as necessary.
12. Committee Services will be asked to arrange the meetings in conjunction with the Chairman and the Group will keep notes of its meetings.



**Environment and Sustainability Committee**

**25 April 2023**

<b>Title</b>	<b>Proposed Strategic Community Infrastructure Levy (CIL) Terms (ToR) of Reference following the dissolving of the Spelthorne Joint Committee</b>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Joanna Ghazaleh – Infrastructure Delivery Coordinator
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Community Environment Service delivery
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ol style="list-style-type: none"> <li>1. Agree the proposed Strategic CIL ToR (Appendix A) following the dissolution of the Spelthorne Joint Committee.</li> </ol>
<b>Reason for Recommendation</b>	<p>The Spelthorne Joint Committee is currently identified as the final decision-maker with regards to Strategic CIL funding. Once the Committee is dissolved, the Strategic CIL ToR must be amended to reflect a new final decision-maker. It is proposed the Environmental and Sustainability (E&amp;S) Committee is the new final decision-maker, and the Committee is asked to agree the proposed ToR (Appendix A) to reflect this change.</p> <p>In addition to the above, the ToR have also been amended to move from accepting applications for CIL on an ad-hoc basis, to a structured annual spending round, in agreement with the CIL Task Group.</p>

**1. Summary of the report**

- 1.1 This report seeks agreement of the proposed Strategic CIL ToR (Appendix A) following the dissolution of the Spelthorne Joint Committee.

## **2. Key issues**

### **Background**

- 2.1 The CIL regime was implemented in Spelthorne in 2015. Monies collected via the CIL mechanism can be used in 3 ways, as follows; Administration costs (5%), Local CIL Funding (15%), and Strategic CIL Funding (80%).
- 2.2 This report, and the attached governance relates only to Strategic CIL. Local CIL is decided by Ward Members and has its own, separate governance.
- 2.3 It was under the remit of the Spelthorne Joint Committee to be the final decision maker for Strategic CIL Funding, as reflected in the current Strategic CIL ToR.
- 2.4 In 2022 Surrey County Council (SCC) served notice of their intention to withdraw from all Joint Committees. As a result, Spelthorne Council Standards Committee asked to recommend Council at its meeting on 23 February 2023 to “transfer the existing Council, delegated and advisory functions currently within the remit of the Joint Committee, back to this Council”. This was agreed.
- 2.5 It is understood SCC held a ‘Constitution of the Council’ meeting on 21 March 2023 to ratify the changes at their end.
- 2.6 These changes mean the responsibility of CIL allocation and spending is entirely in the gift of the Borough Council. Ongoing consultation and collaboration with SCC will continue on an Officer level, as with all infrastructure stakeholders.
- 2.7 As of the end of March 2023 the Spelthorne Joint Committee will no longer be in existence. As the Joint Committee is currently the final decision-maker with regards to Strategic CIL bids, the CIL ToR need to be amended to reflect the new final decision-maker will be the E&S Committee.
- 2.8 In exceptional circumstances, CIL decisions can be made by the CPRC Committee, as reflected in the amended ToR. However the default Committee to make final decisions on CIL will be the E&S Committee.
- 2.9 In addition to the above, the ToR have also been amended to move from accepting applications for CIL on an ad-hoc basis, to a structured annual spending round, in agreement with the CIL Task Group.
- 2.10 The Strategic CIL Bidding Round will run between the months of April and June. Where possible, final decisions should be published between September and October.
- 2.11 As Local CIL funding decisions are made by the Local Spending Boards, they are not affected by the dissolving of the Spelthorne Joint Committee. There are no changes to the Local CIL ToR.

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

### **Option 1 – Approve amendments to the ToR**

- 3.1 In order to progress with Strategic CIL funding, and to avoid any delays on current projects, it is key that the current ToR are amended to remain valid.
- 3.2 CIL is intrinsically linked to the planning system, therefore the E&S Committee is the best placed, and most informed group to take over as the final decision maker with regards to Strategic CIL funding.



- 3.3 The proposed ToR (Appendix A) removes reference to the Spelthorne Joint Committee and replaces it with the E&S Committee.
- 3.4 The ToR have also been amended to reflect a move from accepting bids on an ad-hoc basis, to a more structured, annual spending round. This was agreed by the CIL Task Group as it allows more certainty for both the Council and applicants, allows funding awards to align with long-term strategic goals, and allows the opportunity for CIL receipts to accrue.
- 3.5 It is proposed the Strategic CIL Bidding Round will run between the months of April and June. Where possible, final decisions should be published between September and October.
- 3.6 It is proposed Members agree to these changes in order for the CIL funding process to continue.

#### **Option 2 – Reject amendments to the ToR**

- 3.7 This option is not recommended. As the Joint Committee will no longer exist, not reflecting this change to the ToR would make them invalid and would halt the decision-making process.
- 3.8 CIL provides funding towards infrastructure required as a result of development in its area. Should the CIL spending process be halted, this would have an impact on the delivery on infrastructure in the Borough, as well as a knock on impact on residents.

#### **Option 3 – Amended wording to proposed changes**

- 3.9 This option would also not be recommended. The proposed changes have been made in consultation with the CIL Task Group.
- 3.10 The move to an annual bidding cycle is proposed in order to better the process and reflects best practice across other Boroughs within the surrounding area.
- 3.11 Any further changes to the ToR would potentially cause a delay in the process, which would have a detrimental effect to the Borough's infrastructure and residents.

### **4. Financial implications**

- 4.1 Due to the move to a more structured spending round, there are unlikely to be any imminent financial implications, however, without a valid ToR, future recommendations and decision may be delayed. For this reason, it is key to update the ToR to avoid any future financial implications.

### **5. Risk considerations**

- 5.1 Should the proposed changes not be made, this will halt the Strategic CIL spending process. CIL provides funding towards infrastructure required as a result of development in its area. A halt to the process would have an impact on the delivery on infrastructure in the Borough, as well as a knock-on impact on residents.

### **6. Procurement considerations**

- 6.1 No identified risks.

### **7. Legal considerations**

- 7.1 No identified risks.

## **8. Other considerations**

- 8.1 Should the amendments to the ToR be accepted, there are a number of changes to be made to the CIL webpages and information available online.
- 8.2 Key stakeholders would be made aware of the changes to the bidding cycle. This will be done both by direct and online communications.

## **9. Equality and Diversity**

- 9.1 None identified.

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

- 10.1 None identified.

## **11. Timetable for implementation**

- 11.1 The Strategic CIL ToR need to be amended in order to delay and future decision making with regards to funding. Therefore should the proposed ToR be agreed, these will take effect immediately.
- 11.2 As the proposed bidding cycle will run from April – June, communications would be made immediately to notify key stakeholders about the change.

## **12. Contact**

- 12.1 Joanna Ghazaleh – [j.ghazaleh@spelthorne.gov.uk](mailto:j.ghazaleh@spelthorne.gov.uk)

**Background papers: There are none.**

**Appendices:**

**Appendix A – Amended Strategic CIL Governance**

## Terms of Reference: Community Infrastructure Levy (CIL) Working Group

### 1. Remit

The CIL Working Group is a Councillor/Officer group set up to work jointly and collaboratively to advise the appropriate Committee on CIL generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

The CIL Working Group will assess bids for Strategic CIL funding and will recommend to the Environment & Sustainability (E&S) Committee for approval. Bid assessment will consider a number of factors including project cost, match funding, deliverability, and relevance to the identified infrastructure needs set out in the Infrastructure Delivery Plan (IDP).

In exceptional circumstances the Working Group may recommend bids to the Committee and Corporate Policy and Resource Committee (CPRC) should it be appropriate to do so.

### 2. Membership of the Working Group

The CIL Working Group comprises:

- The Leader of Spelthorne Borough Council
- The Chair of E&S Committee
- The Chairs of each of the five Local Spending Boards

The Chair of the Working Group will be nominated by the Working Group.

The following Officer representation will apply:

- Strategic Planning Manager
- Infrastructure Delivery Co-ordinator

The Working Group will reserve the right to draw in representatives from other Borough, County, and external service areas as required to assist it in its work.

### 3. Meetings

The Strategic CIL Bidding Round will run between the months of April and June. The Working Group will meet as soon as practical after the close of the Bidding Round to consider applications. Once recommendations have been decided, these will be taken to the appropriate Committee as soon as practical for final decision-making. Where possible, final decisions should be published between September and October.

The Working Group may also meet as required throughout the year to discuss Strategic CIL allocations and to ensure effective and timely allocation of CIL monies.

### 4. Objectives

The Working Group objectives are:

- To ensure overall programming of infrastructure projects agreed by the appropriate Committee.
- To advise and recommend to the appropriate Committee schemes that will have maximum benefits to the community.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund of approximately £1 million.

The Working Group will be responsible for:

- Recommending projects to the appropriate Committee which require CIL funding from resources allocated to it, following assessment in accordance with the agreed criteria.

## APPENDIX E

- Regular monitoring and reporting to the E&S Committee on the delivery of projects including revisions to timescales and expenditure.
- Reporting to the E&S after completion of each project.

### 5. Output

Regular project progress updates to the E&S Committee on CIL priorities and funding of projects.

DRAFT

## Local CIL Governance Arrangements

### 1. Introduction

- 1.1 The Community Infrastructure Levy (CIL) allows the Council to raise funds from new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the Borough.
- 1.2 An initial 5% of CIL funds collected is retained by the Council for administration purposes. Of the remaining amount, 15% of the funds are to be spent on infrastructure that is required in the communities where the development took place.
- 1.3 The remaining 80% of CIL funds will be used to fund or part fund strategic infrastructure across the Borough.
- 1.4 In accordance with the CIL Regulation where there is no parish or town council, the charging authority will retain the levy receipts but should engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding.

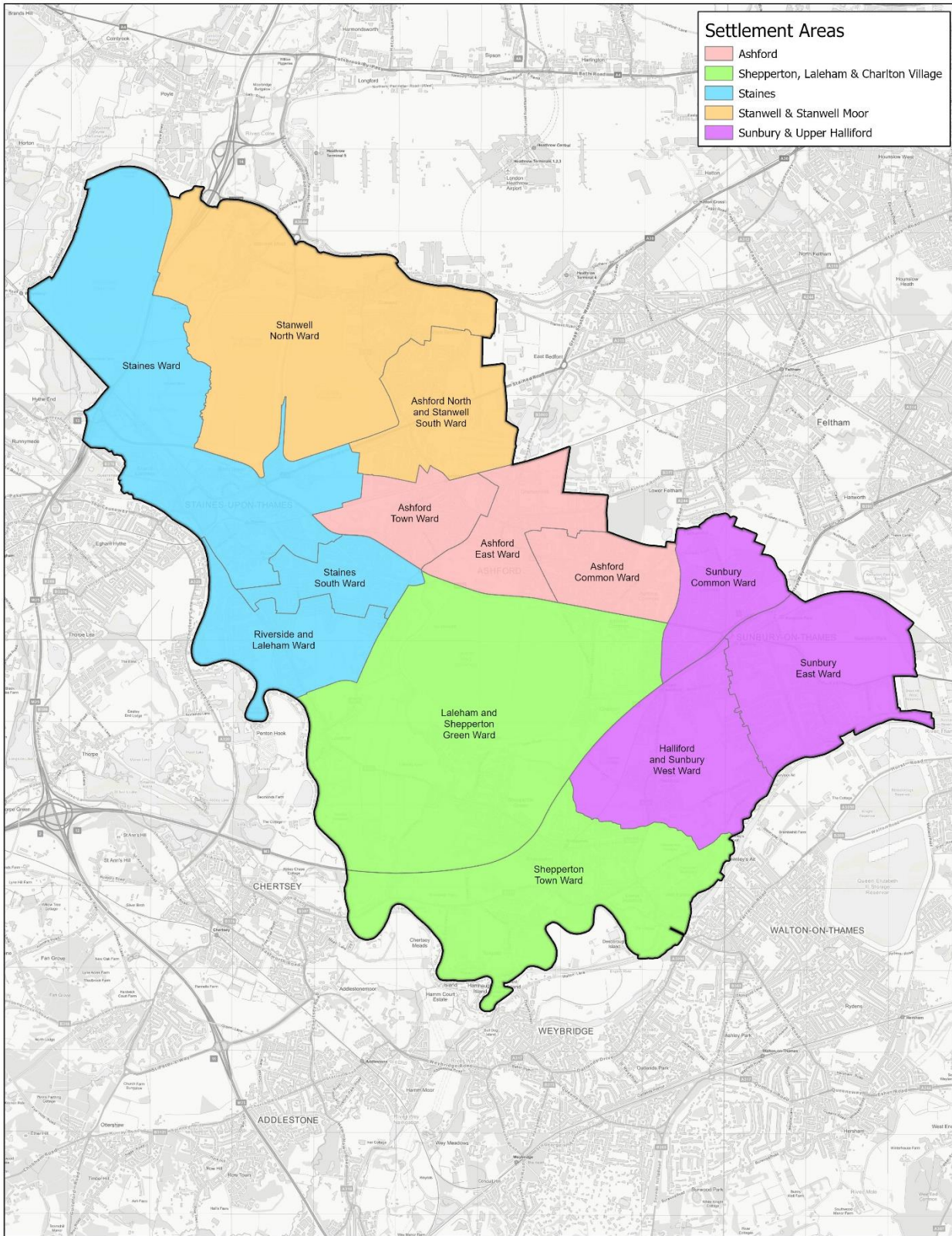
### 2. Allocating Local CIL Receipts

- 2.1 It is recommended to apportion CIL locally in line with the designated Local Plan Settlement areas. These areas are identified as follows –

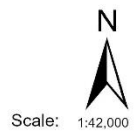
Ashford  
Shepperton, Laleham & Charlton Village  
Staines  
Stanwell & Stanwell Moor  
Sunbury & Upper Halliford

- 2.2 The Wards within each of the Settlement areas are as follows –

**Ashford** - *Ashford Common, Ashford East, Ashford Town*  
**Shepperton, Laleham & Charlton Village** - *Laleham & Shepperton Green, Shepperton Town*  
**Staines** - *Staines Ward, Staines South, Riverside & Laleham*  
**Stanwell & Stanwell Moor** - *Stanwell North, Ashford North & Stanwell South*  
**Sunbury & Upper Halliford** - *Sunbury Common, Sunbury East, Halliford & Sunbury West*



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- 2.3 CIL rates in Spelthorne are based on the following 3 Zones -
- Zone 1 – Stanwell and Stanwell Moor
  - Zone 2 – Ashford and Staines
  - Zone 3 – Shepperton and Sunbury
- 2.4 Differing rates have been set across these Zones, which are based on the CIL viability study conducted in 2014.
- 2.5 In order to allocate CIL based on development within the different areas, it has been decided to apportion the full 15% across the set areas based on the amount of development that has taken place.
- 2.6 This will be based on the net increase in dwellings on an annual basis. A CIL amount per unit will be set each year based on CIL receipts collected.
- 2.7 The amount available to each Zone will be based on payments received, not payments demanded.
- 2.8 Where no local projects have been identified, the Local Spending Board can agree to nominate a sum of money out of its funds to be spent on a specific strategic project, should that bid be agreed by the CIL Task Group.

### **3. Bidding Process**

- 3.1 Bidding rounds will take place once per annum. Receipts collected from the previous financial year will be allocated as agreed in para 2.5 for applicants to bid for.
- 3.2 The bidding application form, guidance and criteria will be available on the Spelthorne website. Projects must meet the CIL requirements and only complete and detailed applications will be valid.
- 3.3 It is recommended there is an officer level reviewing process in order to demonstrate due diligence. Valid and deliverable bids will be put forward to the decision-making body.

### **4. The requirement of Public Consultation**

- 4.1 The CIL Regulations state *‘Consultation should be at the neighbourhood level. It should be proportionate to the level of levy receipts and the scale of the proposed development to which the neighbourhood funding relates.’*
- 4.2 As we envisage there will be councillor representation from each Ward, it is recommended that Ward representatives use current consultation channels available to them in order to meet this

criteria. They would be able to take advantage of existing links to their communities, such as Member/Resident Forums.

- 4.3 The Council is required to set out clearly and transparently their approach to engaging with neighbourhoods using their regular communication tools for example, website, newsletters, etc. The use of neighbourhood funds should therefore match priorities expressed by local communities, including priorities set out formally in neighbourhood plans.
- 4.4 It is also recommended the Local CIL list is published and kept up to date online, accessible for the public to view.

## **5. Decision making process**

- 5.1 It is recommended that Local CIL Spending Boards are created comprising Ward members from within the particular Settlement Area.
- 5.2 It is recommended on each Local CIL Spending Board there will be an appointed Chair.
- 5.3 The Local CIL Spending Boards would be the final decision-making body allowing them to use the Local CIL money for local projects – provided the project meets the broad CIL criteria.
- 5.4 It is being recommended that, on the 15 June, the Environment and Sustainability Committee appoints Local Spending Board members, as well as a Chair for each Board.
- 5.5 Any further changes to membership of the Local CIL Spending Board would need to be referred and considered by the Environment and Sustainability Committee.
- 5.6 Applicants could be invited to the decision-making meeting where they would be given the opportunity to present their proposed project to members.
- 5.7 Members would decide which projects they wish to allocate money to. There would be the opportunity to fund ‘parts’ of projects where the funds available may not be sufficient to fund a whole project. Applicants would be made aware of this and be given the opportunity to break their projects down into individual parts.
- 5.8 The Local CIL Spending Boards will be the final decision makers with regards to Local CIL allocations.

## **6. Local CIL Awards**



- 6.1 Once a decision has been made, the successful applicant will be sent confirmation in writing as well as full terms and conditions set out by Spelthorne Borough Council.
- 6.2 Funds will be transferred on the provision of invoices submitted to the Council. This can be arranged on an ad hoc basis rather than on full completion, if required.
- 6.3 Site visits may also be conducted to ensure works have been carried out to an acceptable standard.

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# Environment and Sustainability Committee



27 June 2023

<b>Title</b>	Climate Change Working Group
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Sandy Muirhead Group Head Commissioning and Transformation
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Clean and Safe Environment
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ul style="list-style-type: none"> <li>• To agree the continuation of a climate change working group to focus on monitoring of actions towards carbon neutrality and to assess initial ideas on measures to address climate change before submission to the Environment and Sustainability Committee.</li> <li>• To agree the Terms of Reference</li> <li>• To agree member representation at the Greener Futures Partnership meetings</li> </ul>
<b>Reason for Recommendation</b>	As climate change issues permeate all of the Committee's remit in some form the Committee need to consider how the working group can continue to play a role in managing the Council's approach to climate change.

## 1. Key issues

- 1.1 Climate change, mitigation and adaptation are, and will be, significant issues affecting the future of Spelthorne. We need to both reduce the Council's and Borough's carbon footprints and adapt to future climatic changes, especially the increased risks of flooding and heat.
- 1.2 Therefore, the issues of climate change need to be addressed in all the Council does and particularly within the role of the Environment and Sustainability Committee.
- 1.3 Prior to the Committee system the Council had a Working Group on climate change since 2019 which gathered information and started to focus on actions to reduce our carbon footprint. This was revitalised in June 2021 and continued operating within the Committee system under the auspices of the Environment and Sustainability Committee. It has guided the development of

the Council's climate change strategy and action plan  
<https://www.spelthorne.gov.uk/article/21048/Climate-Change-Strategy-2022-2030>.

- 1.4 Moving forward the continuation of the group will help monitor reductions in our carbon footprint and have an “audit function” in checking we are “doing the right thing” to both reduce carbon and ensuring we put in adaptation measures to address future climatic changes. It has provided guidance on spending from the Green Initiatives Fund to ensure robust proposals are brought forward for agreement to the Environment and Sustainability Committee to assist delivery of the climate change action plan.
- 1.5 It has also acted as a body to produce forward-thinking, cutting-edge ideas to help reduce carbon and adapt to climate change. It provides the opportunity for ideas to be presented informally to the climate change working group, who do an initial evaluation before anything comes to the Environment and Sustainability Committee.
- 1.6 It is suggested the task group is kept small to undertake these tasks - comprising of 7 members.
- 1.7 If continuation of the working group is agreed the terms of reference also need to be agreed (Appendix A).
- 1.8 Surrey County Council has developed a Greener Futures Strategy and delivery plan which covers the whole of Surrey  
<https://www.surreycc.gov.uk/community/climate-change/what-are-we-doing/greener-futures-climate-change-delivery-plan-2021-to-2025>. Boroughs and Districts were part of its development and in May 2022 the Environment and Sustainability Committee agreed to support the strategy. There are regular climate change officer Borough and District meetings but also member/senior officer meetings under the title of the Greener Futures Partnership Board whereby members can receive updates on progress and suggest ways of ensuring the delivery plan is implemented. Therefore, a member needs to be identified to attend the Board.

## 2. Options analysis and proposal

- 2.1 Not to have climate change working party may make it difficult for the Environment and Sustainability Committee, given its wide remit, to remain focused on ensuring that we are achieving genuine carbon reduction in the Borough.
- 2.2 **Recommended** The preferred option therefore is to continue with a Working Group to undertake an audit function on our carbon reduction achievements, assist in delivering the strategy and to develop ideas which maximise our move to net zero carbon and address adaption issues.
- 2.3 **Recommended** To approve the proposed Terms of Reference (Appendix A)
- 2.4 **Recommended** to appoint a member representative to attend and participate in the Greener Futures Partnership Board.
- 2.5 Not to do so would potentially exclude us from opportunities, including funding, and learning on climate change and adaptation across Surrey.

**3. Financial implications**

3.1 None at this stage but further Green Initiative Fund bids will be brought forward.

**4. Other considerations**

4.1 None.

**5. Equality and Diversity**

5.1 Climate change could impact groups differently and therefore addressing the issues of climate change will help mitigate effects on particular groups.

**6. Sustainability/Climate Change Implications**

6.1 The subject matter will move the Council along its sustainability journey.

**7. Timetable for implementation**

7.1 Meeting dates to be agreed if Working Group to continue.

**Background papers:, There are none.**

**Appendices:**

**Appendix A, Proposed Climate Change Working Group 2023-2025 Terms of Reference.**

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## **Appendix A Terms of Reference**

The Spelthorne Climate Change Working Group will consist of 7 members  
The Terms of Reference for the Working Party are:

1. To implement the climate change strategy and action plan agreed in 2022 to deliver our target of carbon neutrality by 2030.
2. To make recommendations to Environment and Sustainability Committee on areas for improvement which can impact on 'climate change' and to identify, and make recommendations on, developing new environmental policies where required which will help move the Council and Borough towards carbon neutrality by 2030.
3. To report to Environment and Sustainability Committee appropriate action plans and targets to deliver the Council's 2030 target of zero carbon emissions.
4. To monitor progress with delivering the action plans and achieving targets and report on progress to Cabinet on a quarterly basis.
5. To consider government and wider authorities' consultation on documents relating to 'climate change' and assist Cabinet in formulating its response.
6. For members of the Working Party to act as 'climate change' champions by leading by example and advocating action on climate change. The Council has an important community leadership role to play regarding the 'climate change' agenda.
7. To identify areas for further research and invite presentations, workshops and discussions with experts as appropriate to help inform the Council's policies and action plans.
8. The Climate Change Working Group will consider the best way of engaging with key partners and work closely with the Government, the Environment Agency, Surrey County Council, local businesses, residents and other partners across the county and Borough to meet the target of making the Borough carbon neutral by 2030.
9. To consider and formulate a communication strategy to promote the Council's activities on climate change.

## **Membership and Proceedings of the Working Party on Climate Change**

1. To be a cross party working group
2. The Chair of the Environment and Sustainability Committee or appointee will chair the Group.
3. The Group will appoint its own vice chairman from within its membership.
4. The meetings of the Working Party will be internal and confidential to the Council. At the Chairman's discretion, some of the meetings will be open to all members of the Council to attend, particularly those to which outside speakers have been invited, to ensure wide engagement across the organisation.
5. The Working Party, can co-opt an external member to the Group, as required, to deal with, specialist areas. However, it remains the decision of the full Working Group as to what targets are recommended.
6. The Working Party will meet at least 4 weeks before an Environment and Sustainability but potentially more frequently depending on workload and actions required.
7. The Working Party should aim to deliver a consensual view to Environment and Sustainability Committee Where this is not possible it should aim to report fairly on the divergent views of the group. Voting is not considered appropriate or necessary. Proactive and innovative suggestions are encouraged.
8. Liaison and engagement with a wide range of stakeholders is welcomed. The Working Group should seek a wide body of opinion to inform its considerations including exchanging views on pertinent matters and receiving suggestions as to how climate change can be addressed in areas over which Spelthorne Borough Council has limited control or significant influence.



# Environment and Sustainability Committee



27 June 2023

<b>Title</b>	Appointment as member representative to the River Thames Scheme.
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Sandy Muirhead Group Head Commissioning and Transformation
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
<b>Recommendations</b>	<b>Committee is asked to:</b> Identify a member representative for the River Thames Scheme for the 2023-24 municipal year.
<b>Reason for Recommendation</b>	To ensure that the Council maintains appropriate representation on the River Thames Scheme.

## 1. Summary of the report

- 1.1 This report seeks the Environment and Sustainability Committee's agreement on a member representative to the River Thames Scheme (RTS).
- 1.2 The member appointed will need to attend meetings of the RTS members group to receive updates on the scheme's progress and to report back to Committee on progress with the scheme.

## 2. Key issues

- 2.1 The River Thames Scheme represents a new landscape-based approach to creating healthier, more resilient, and more sustainable communities by responding to the challenges of flooding, improving access to green open spaces and sustainable travel routes, encouraging inclusive economic growth, and increasing biodiversity. The River Thames Scheme will consist of a new flood channel in two sections, through the boroughs of Runnymede and Spelthorne in Surrey. In addition, there will be increases in capacity at three weirs and the Desborough Cut. There will be new recreation areas for communities and habitat for wildlife.
- 2.2 Further details on the scheme can be found at <https://www.riverthamesscheme.org.uk/>. The whole scheme has involved

partnership with Surrey County Council (SCC), Elmbridge, Runnymede, Royal Borough of Kingston upon Thames, London Borough of Richmond upon Thames, Thames Valley Berkshire Local Enterprise Partnership, Enterprise M3 Local Enterprise Partnership, Department for Environment Food and Rural Affairs (Defra), Thames Water, and Thames Regional Flood and Coastal Committee (RFCC).

- 2.3 The Council is more involved than some partners as we are part of the project team taking the implementation of the project forward. We are therefore, working closely with the Environment Agency, Surrey County Council, Elmbridge and Runnymede Borough Councils.
- 2.4 The large-scale nature of the project meant the Government directed that it be treated as a “project of national significance” in December 2020. Other examples of projects of national significance might be a wind farm, airport expansion or new rail line.
- 2.5 Projects of national significance require a type of consent known as a 'Development Consent Order' (DCO). A DCO removes the need to obtain many separate consents, including planning permission and is designed to be a quicker process than applying for these separately.
- 2.6 The DCO must be granted before full funding is approved and construction can begin.
- 2.7 Work on the River Thames Scheme has been ongoing for some years with officers and members being involved in moving the project forward from being part funded to a fully funded one so it can progress in line with Treasury and DCO guidelines for large infrastructure projects.

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

- 3.1 Option 1 **Recommended** To appoint a member representative to attend meetings on behalf of the Council as and when required. This will enable members to be kept updated and be fully aware of the details of the scheme when residents raise queries.
- 3.2 Option 2 Not to agree member representation which would mean Spelthorne would not be “at the table” for ongoing updates on the scheme and ability to provide input when required.

### **4. Financial implications**

- 4.1 In the earlier stages of the project, to enable initial development of the scheme whilst seeking full funding, Spelthorne and other Councils made revenue contributions over 5 years. Over 5 years we contributed £295k to the scheme. Additionally, Councils were asked to make a capital contribution to the scheme. This was agreed by Council as a contribution of £1.5M and is set out in the capital strategy.

### **5. Risk considerations**

- 5.1 In any large scheme of this nature there are always risks. Key ones are: -
  - that the planning inspectorate refuse the DCO but with the depth of work being undertaken to meet DCO requirements this risk should be minimal.

- Treasury refuse to accept the final business case- the risk has been minimised by ongoing discussions with DEFRA and the Treasury's infrastructure division, so they are fully aware of the scheme and its funding mechanisms.

**6. Procurement considerations**

6.1 There are none.

**7. Legal considerations**

7.1 A Service Level agreement has been developed between the key partners to ensure fairness and a mechanism for dealing with any issues between partners should they arise.

**8. Other considerations**

8.1 There are none.

**9. Equality and Diversity**

9.1 Design of associated recreational activities and biodiversity will consider equality and diversity to ensure access to all.

**10. Sustainability/Climate Change Implications**

10.1 With changing climate this scheme is an important part for mitigation of climate change effects from flooding but also provides opportunities for biodiversity and recreation contributing to health and well-being.

**11. Timetable for implementation**

11.1 The member's appointment will be effective on agreement by Environment and Sustainability Committee.

11.2 The DCO should be completed by end of 2024 and then assessed by the planning inspectorate in 2025. If the DCO is approved construction would start in 2026 with completion of the scheme in 2030.

**12. Contact**

12.1 Sandy Muirhead; [s.muirhead@spelthorne.gov.uk](mailto:s.muirhead@spelthorne.gov.uk)

**Background papers:.** <https://www.riverthamesscheme.org.uk>

**Appendices: None**

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**ENVIRONMENT AND SUSTAINABILITY COMMITTEE**  
**27 June 2023**



<b>Title</b>	<i>Green Initiative Fund Update</i>
<b>Purpose of the report</b>	To note allocations to date of Green Initiatives Fund
<b>Report Author</b>	Sandy Muirhead Group Head Commissioning and Transformation and Jilly Mowbray Climate Change Officer
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Environment and Community
<b>Recommendations</b>	<b>Committee is asked to:</b> <ul style="list-style-type: none"> <li>• To note the report</li> </ul>
<b>Reason for Recommendation</b>	The Green Initiatives Fund supports projects aiming to reduce the impact of climate change in the Borough.

**1. Summary of the report**

The Council allocated £747,000 to create the Green Initiative Fund to address the Climate Emergency the Council declared in October 2020. The purpose of the fund is to help Spelthorne move forward on addressing in climate change. This report provides a summary of monies/projects allocated from the fund to date.

**2. Key issues**

- 2.1 The Council declared a Climate Emergency in Oct 2020.
- 2.2 The Councils Climate Change Strategy 2022-2030 aims for the Council to be Net Zero 2030 for its Scope 1 and 2 carbon emissions by 2030.
- 2.3 The Green Initiatives Fund is an important factor in the Council's Net Zero 2030 target as it is the only internal budget available for carbon reduction and is listed in the Climate Change Strategy as one of the main funding streams. It has allowed the Council to undertake projects to reduce carbon emissions including the purchase of electric mopeds for the parking enforcement team.
- 2.4 The Green Initiatives Fund is also available to organisations, within the Spelthorne community, with a robust business case for projects which demonstrate a reduction in carbon emissions.
- 2.5 Submitted applications are assessed by the Climate Change Working Group, if approved by the Climate Change Working Group applications go forward to the Environment and Sustainability Committee for formal approval and release of funds.

- 2.6 To date £319,525.60 has been committed from the original £747,000, the spent amount is lower as some projects are either waiting to get underway or are underway and not yet complete, hence the money has not yet been spent.
- 3. Options analysis and proposal**
- 3.1 The report is to note.
- 4. Financial implications**
- 4.1 Appendix 1 details the project that money has been committed to date, so far £319,525.60 has been committed.
- 5. Risk considerations**
- 5.1 Fraudulent bids - however, a bidding application process was approved by Environment and Sustainability Committee in January 2022 ensure scrutiny of proposals.
- 6. Procurement considerations**
- 6.1 There are no procurement considerations arising from the report.
- 7. Legal considerations**
- 7.1 There are no legal considerations arising from the report.
- 8. Other considerations**
- 9. Equality and Diversity**
- 9.1 This is always a consideration in any project, where required an Equality Impact Assessment would be carried out for any new project.
- 10. Sustainability/Climate Change Implications**
- 10.1 The fund is sole budget available internally for Sustainability and Climate Change projects. In order to receive funding a project has to demonstrate how it will reduce carbon emissions in Spelthorne.
- 11. Timetable for implementation**
- 11.1 N/A.
- 12. Contact**
- 12.1 Sandy Muirhead and Jilly Mowbray

**Background papers:** There are none

**Appendices:**

**Appendix 1** Green Initiatives Fund Committed and Spent spreadsheet

**Appendix 2** Green Initiatives Fund Application form

Green Initiatives Fund						
Date	Project	Applied for	Amount Committed	Remaining Budget (committed)	Amount Spent	Remaining Budget
				£747,000.00		£747,000.00
Mar-21	Membership of APSE Energy	£1,000.00	£1,000.00	£746,000.00	£1,000.00	£746,000.00
Sep-21	Energy Audits	£9,000.00	£9,000.00	£737,000.00	£9,000.00	£737,000.00
Feb-22	LWCIP feasibility study	£20,000.00	£20,000.00	£717,000.00	£20,000.00	£717,000.00
Feb-22	Parking Service Electric Mopeds	£7,500.00	£7,500.00	£709,500.00	£6,500.00	£710,500.00
Feb-22	Membership of APSE Energy	£2,512.00	£2,500.00	£707,000.00	£2,512.00	£707,988.00
Feb-22	Membership of Colne Valley Partnership	£5,000.00	£5,000.00	£702,000.00	£5,000.00	£702,988.00
Feb-22	CLT external training	£2,589.00	£2,589.00	£699,411.00	£2,814.00	£700,174.00
				<b>£699,411.00</b>		<b>£700,174.00</b>
Apr-22	Hubbub Climate Comms Kit	£9,995.00	£9,995.00	£689,416.00	£4,995.00	£695,179.00
Apr-22	APSE membership	£2,512.00	£2,512.00	£686,904.00	£2,512.00	£692,667.00
May-22	ASPE Energy membership	£2,280.00	£2,280.00	£684,624.00	£2,280.00	£690,387.00
Jul-22	APSE Consultancy Local plan	£5,200.00	£5,200.00	£679,424.00	£1,950.00	£688,437.00
Aug-22	Kenyngton Manor Park Friends of Wildflower Planting	£150.00	£150.00	£679,274.00	£150.00	£688,287.00
Sep-22	Climate Changer Officer salary including on-costs	£181,492.60	£181,492.60	£497,781.40	£45,373.15	£642,913.85
Sep-22	Climate Change SPD - consultancy fees	£30,000.00	£30,000.00	£467,781.40		£642,913.85
Dec-22	Wildflower seeds for Greenfields Rec	£7,400.00	£7,400.00	£460,381.40	£6,591.00	£636,322.85
Jan-23	Sweeps Ditch Biodiversity improvement works	£8,000.00	£8,000.00	£452,381.40		£636,322.85
Mar-23	Solar PV for the nursery	£20,000.00	£20,000.00	£432,381.40		£636,322.85
Apr-23	APSE membership	£2,570.00	£2,570.00	£429,811.40	£2,570.00	£633,752.85
Apr-23	APSE Energy membership	£2,337.00	£2,337.00	£427,474.40	£2,337.00	£631,415.85
			<b>£319,525.60</b>	<b>£427,474.40</b>	<b>£115,584.15</b>	<b>£631,415.85</b>
	<b>Possible Future Bids</b>					
	ESG investment work	£15,000.00		£412,474.40		
	Men in Shed building improvements	£7,000.00		£405,474.40		
	Annual memberships - Colne Valley	£5,000.00		£400,474.40		

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Spelthorne Borough Council  
Requests for Funding from the  
Green Initiatives Fund



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

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

The project ...

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

Applicants must ...

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

**Contact details**

Name and position	
Organisation	
Charity CIO number (if applicable)	
Address of organisation	
Location services will be provided or project will take place	
Contact phone	
Contact email	

**Your Project**

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

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

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

<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	

How will you measure success?	
Indicative Timeframes	
Risks	
Stakeholder Identification	
Roles & Responsibilities	
Communication Plan	
Amount of funding applied for from Spelthorne	
Funding agreed from elsewhere	
Please identify where services will be delivered	
How have you identified the need for carbon reduction or environmental improvements?	

### **Reviewing the application**

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

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

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

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

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

**The final decision and payment**

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

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

Contact details S.Muirhead [s.muirhead@spelthorne.gov.uk](mailto: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

**The Aims of your organisation:**

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

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



## Spelthorne Borough Council 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 June 2023 to 23 May 2024

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 27 06 2023	Appointment as member representative to the River Thames scheme	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 27 06 2023	Climate Change Working Group	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 27 06 2023	Presentation on Biodiversity Net Gain	Non-Key Decision	Public	Jilly Mowbray, Climate Change Officer, Andi Roy, Bio-Diversity Officer, Laura Richardson, Senior Planning Officer
Environment and Sustainability Committee 27 06 2023	Presentation on Net Zero Innovation Programme	Non-Key Decision	Public	Jilly Mowbray, Climate Change Officer
Environment and Sustainability Committee 27 06 2023	Response to Heathrow Noise Action Plan Consultation	Non-Key Decision	Public	Ann Biggs, Strategic Planning Manager
Environment and Sustainability Committee 27 06 2023	Strategic Planning Task Groups	Non-Key Decision	Public	Heather Morgan, Group Head - Place, Protection and Prosperity



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 Green Initiatives Fund	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 05 09 2023	Housing Delivery Test Action Plan	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Hannah Bridges, Planning Officer
Environment and Sustainability Committee 05 09 2023	Planning Development Management Performance	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee 05 09 2023	Update on Climate Change Strategy	Non-Key Decision	Public	Jilly Mowbray, Climate Change Officer
Environment and Sustainability Committee	Staines Conservation Area Appraisal	Non-Key Decision	Public	Esme Spinks, Planning Development Manager, Russ Mountry, Principal Planning Officer
Environment and Sustainability Committee	Strategic Planning - Car Parks in Staines	Non-Key Decision	Public	Ann Biggs, Strategic Planning Manager

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