



Please reply to:

Contact: Christeen Abee
Service: Committee Services
Direct Line: 01784 446224
E-mail: c.abee@spelthorne.gov.uk
Date: 15 January 2024

Notice of meeting

Environment and Sustainability Committee

Date: Tuesday, 23 January 2024

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)

M.M. Attewell

S.N. Beatty

J.R. Boughtflower

T. Burrell

J.P. Caplin

S.M. Doran

N. Islam

M.J. Lee

L. E. Nichols

K.E. Rutherford

J.R. Sexton

J.A. Turner

H.R.D. Williams

P.N. Woodward

Substitute Members: Councillors C. Bateson, H.S. Boparai, J. Button, A. Gale, R.V. Geach, D.L. Geraci, K. Howkins and O. Rybinski

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

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

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 21 November 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. Review of the Coverage of the Spelthorne Air Quality Management Area** **9 - 26**

To note the proposed change in the coverage of the Air Quality Management Area (AQMA) and make a decision as to whether to act on the advice of DEFRA to reduce the coverage of the Spelthorne AQMA, in line with Local Air Quality Management guidance.
- 6. Approval of Community Infrastructure Levy (CIL) funding** **27 - 60**

To consider approval of Community Infrastructure Levy funding for the installation of three automatic number plate recognition (ANPR) cameras, and a medical centre extension.
- 7. Spelthorne Design Code Project** **To Follow**

To consider agreement to undertake the procurement process for the appointment of a consultant to support the Council in its development of the Spelthorne Design Code.
- 8. Draft Proposed Fees and Charges for 2024-25 (as part of the annual budget process)** **61 - 78**

To review and approve the proposed fees and charges for 2024-25 for this Committee and recommend to Corporate Policy and Resources Committee that they approve the proposed fees and charge for 2024-

25.

- | | | |
|------------|---|----------------------|
| 9. | Revenue Growth Bids, Revenue Savings Plans, Capital Growth Bids 2024-25 (as part of the annual budget process) | 79 - 148 |
| | <p>To formally review and approve the proposed Revenue Growth Bids, Savings Plan, and Capital Growth Bids for 2024-25, and recommend to Corporate Policy and Resources Committee that they approve the proposed Revenue Growth Bids, Savings Plan, and Capital Growth Bids.</p> | |
| 10. | Appointment of Member Representative to the River Thames Scheme | 149 - 152 |
| | <p>To consider the appointment of a member representative for the River Thames Scheme for the remainder of the 2023-2024 municipal year.</p> | |
| 11. | Update on Biodiversity Net Gain | Verbal Report |
| | <p>To receive an update on the Council's suggested approach to Biodiversity Net Gain.</p> | |
| 12. | Updates from Task and Finish and/or Working Groups | Verbal Report |
| | <p>To receive an update on the following task and finish and/or working groups:</p> <p>Climate Change Working Group – verbal update</p> | |
| 13. | Forward Plan | 153 - 158 |
| | <p>A copy of the Environment & Sustainability Committee Forward Plan is attached.</p> | |

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**Minutes of the Environment and Sustainability Committee
21 November 2023**

Present:

Councillor M. Beecher (Chair)
Councillor K.M. Grant (Vice-Chair)

Councillors:

S.N. Beatty	D. Clarke	K. Rutherford
L. Brennan	K. Howkins	J.R. Sexton
T. Burrell	M. Lee	J.Turner

Substitutions: Councillors C. Bateson (In place of L. E. Nichols)

Apologies: Councillors S.M. Doran, A. Mathur, L. E. Nichols and H.R.D. Williams

56/23 Minutes

The minutes of the meeting held on 05 September 2023 were agreed as a correct record.

57/23 Disclosures of Interest

There were none.

58/23 Questions from members of the Public

There were no questions from members of the public.

59/23 Ward Issues

There were no ward issues.

60/23 Update on the Air Quality Action Plan

The Committee considered a report from the Principal Pollution Control Officer on the advice from Defra regarding the Air Quality Action Plan and the Air Quality Management Area. Defra had advised the Council that a new plan would need to be in place by May 2024. The Group Head – Place, Protection and Prosperity had written to Defra to explain that a consultation process needed to be followed and to request an extension to the deadline.

The Committee queried how many air quality monitors there were in the Borough and were informed that there were 48 non-automatic monitors, one automatic one (located at Sunbury Cross), and a continuous analyser in Stanwell which is funded by Heathrow Airport.

The Committee asked why the May 2024 deadline set by Defra would not be met. The Principal Pollution Control officer advised that work had begun on a new plan in 2022 but had paused due to uncertainty relating to the ULEZ expansion. There was also a requirement to complete statutory reporting to Defra during the same time period.

The Committee **resolved** to:

1. Note the advice from Defra regarding updating the Air Quality Action Plan and the Air Quality Management Area.
2. Note the work required to complete the Air Quality Action Plan.

61/23 Local Plan Update

The Committee received a verbal update from the Service Lead for Strategic Planning and Enterprise, and the Group Head – Place Protection and Prosperity, on the Local Plan.

A summary of the update is included with these minutes.

The Committee queried whether the Environment Agency (EA) would be able to attend a future Committee meeting to discuss the flood risk issues. Councillor Beecher informed the Committee that he had spoken to the EA and been advised that they would be unable to attend any committee meetings due to volume of work and staffing issues.

The Committee asked whether the design codes, once established, would apply to developers looking to build within the borough and were advised that was the purpose of the codes.

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

62/23 Updates from Task and Finish and/or Working Groups

The Committee received an update from the Infrastructure Delivery Coordinator on Local CIL funding decisions.

There were no questions from the Committee on Local CIL decision.

The Committee received an update from the Chair of the Environment and Sustainability Committee on the Climate Change Working Group. Councillor Beecher advised that the working group had discussed Sweeps Ditch, EV Hubs, and the use of the shared prosperity fund to assist small and medium enterprises to reduce their carbon emissions.

The Group Head – Commissioning and Transformation advised the Committee that there had been instances of flooding along the River Ash. The EA had been contacted and had modified the flow of the river which had resolved the issue.

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

63/23 Forward Plan

The Committee considered the forward plan for future Committee business.

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

64/23 Exclusion of Public and Press

It was proposed by Councillor Sexton, seconded by Councillor Grant and **resolved** to exclude the public and press be excluded for the following agenda items, in accordance with paragraph 4 of part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

65/23 Service Plans (as part of the 24/25 Budget Process)

The Project Accountant advised that the service plans were the first step in the budget process and that there would be further opportunities to scrutinise service requirements when the draft budget was presented to committees in January 2024.

The Committee considered the Planning Development Service Plan, presented by the Planning Development Manager.

The Committee considered the Strategic Planning Service Plan, presented by the Service Lead for Strategic Planning and Enterprise.

The Committee **resolved** to note the service plans.

Meeting ended at 20:10

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Environment & Sustainability Committee



Date of meeting 23rd January 2024

Title	<i>Review of the Coverage of the Spelthorne Air Quality Management Area</i>
Purpose of the report	To make a Key Decision
Report Author	<i>Dr Claire Lucas, Principal Pollution Control Officer, Environmental Health</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	Environment
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. <i>Note the proposed change in the coverage of the Air Quality Management Area (AQMA).</i> 2. <i>Make a decision as to whether to act upon the advice of Defra to reduce the coverage of the Spelthorne AQMA, in line with Local Air Quality Management guidance.</i>
Reason for Recommendation	<p><i>Local air quality management is a statutory process introduced by the Environment Act 1985 (Part IV), which places a legal duty on all local authorities to regularly review both the current and future air quality within their areas.</i></p> <p><i>Defra have advised Spelthorne Borough Council that due to improvements in local air quality, the coverage of the Borough wide Spelthorne AQMA established in 2003 needs to be reviewed in line with technical guidance from Defra.</i></p> <p><i>To ensure that the Council complies with statutory obligations.</i></p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • As part of Spelthorne Borough Council’s statutory local air quality 	<ul style="list-style-type: none"> • This is a statutory requirement as advised by Defra.

management duties Defra require the coverage of the Air Quality Management Area (AQMA) to be reduced from the current borough wide AQMA on the basis of improved air quality monitoring data.	
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> The coverage of the AQMA must be reduced in line with statutory requirements and guidance from Defra. 	<ul style="list-style-type: none"> To achieve Committee approval of a reduced AQMA boundary in order to progress updates the borough's Air Quality Action Plan which legislation requires to be focussed on the coverage of the AQMA.

1.1 This report seeks to inform Members of the instructions to the Council from the Department for Food and Rural Affairs (Defra) to review the coverage of the borough wide Air Quality Management Area which is a crucial step in completing updates to the Air Quality Action Plan.

1.2 A technical review of the coverage of the AQMA has been undertaken in line with Local Air Quality Management guidance, and options for a proposed amended AQMA boundary are presented for consideration.

2. Key issues

2.1 Spelthorne currently has a borough wide Air Quality Management Area (AQMA), that was declared for nitrogen dioxide primarily attributable to pollutant emissions from traffic in 2003. Since the declaration in 2003 there have been improvements to local air quality meaning that the boundary of the AQMA can be modified. Air quality monitoring data shows that there is no longer borough wide exceedance of the statutory air quality objectives for nitrogen dioxide air pollution.

2.2 Sustained improvements in local air quality have been achieved in some areas of the borough and maintained over a 5-year period (excluding years with pandemic related travel restrictions). Defra guidance requires the coverage of the Air Quality Management Area, (AQMA), to be reviewed.

2.3 An Air Quality Action Plan (AQAP) provides the mechanism by which local authorities, in collaboration with national agencies and others, will state their intentions for working towards achieving the air quality objectives through the use of the powers they have available. AQAP's are focussed on improving the air quality within a declared AQMA's, thus the coverage of the AQMA must be refined to focus on areas of the borough that remain at risk of exceedance before the AQAP can be updated.

2.4 The motion passed by the Council on 14/10/21 to advocate for the WHO Global Air Quality Guidelines (WHO AQG's), is noted. Defra considers that working towards the WHO AQG's helps to safeguard local air quality when

the coverage of an AQMA is reduced and the motion will be included amongst the actions of the Council within the AQAP, however the coverage of the AQMA must be considered in line with Defra guidance which considers the statutory objectives set out in the Air Quality Standards Regulations 2010 and not the WHO AQG's.

3. Options analysis and proposal

- 3.1 The existing AQMA boundary is presented in Appendix 1, Figure 1.
- 3.2 Two alternative options for a revised coverage Air Quality Management Area are presented in Appendix 1, Figure 2 and Figure 3. The revision options are conservative considering nitrogen dioxide (NO₂) air quality monitoring data (see Appendix 2, Figures 1 and 2), and a borough wide air pollutant dispersion modelling exercise for 2017 which indicated areas of concern were associated with the strategic road network, (see Appendix 2 Figures 3 and 4). Further consideration has been given to Defra air pollution background mapping which is based on modelling and provides a pollutant concentration per 1km grid square.
- 3.3 In December 2023 Defra advised that Spelthorne should amend the boundary of the AQMA to exclude air quality monitoring sites that have been 10% below the objective since 2019 in line with the Defra guidance note FAQ 142 – Three or More Years of Compliance with Air Quality Objectives. Based on this advice the proposed new boundary is based upon the worst years monitoring data from 2019 onwards, which was 2019 when there were 9 Spelthorne monitoring locations exceeding the statutory objective for NO₂ set out in the Air Quality Standards Regulations 2010 and an additional 2 monitoring locations at the kerbside on the A316 where National Highways conducted monitoring. Refer to Figures 1 and 2 in Appendix 2.
- 3.4 The conservative revised coverage Option 2 also considers the need to safeguard air quality in the borough's high streets, and in areas that are subject to large developments which are not fully open at this point in time such as Shepperton Studios, so where a degree of traffic growth may occur, or where construction traffic may route over an extended period of time in relation to potential future developments such as the River Thames Scheme and development at Heathrow Airport.
- 3.5 More extensive coverage is given in the north of the borough in reflection of the most recent and only measured exceedance within the 2022 annual air quality monitoring dataset being on Stanwell Moor Road. The suggested coverage also reflects the uncertainty over potential for boundary impacts due to the London ULEZ extension, and the influence of Heathrow Airport and related industries on traffic. The borough to the north of the A308 retains extensive coverage within the revised AQMA boundary options which is consistent with the proximity to neighbouring London borough AQMA's which remain borough wide.
- 3.6 Coverage of the strategic road network and associated junctions has been maintained as well as coverage of the approach routes to Walton Bridge which experience traffic congestion. A buffer distance of 200m has been applied to major road sources based upon the principal that air pollution from a road source returns to near background levels within 200m, reducing with distance from the road.

- 3.7 It should be noted that revising the footprint of the AQMA does not have any implications for the boroughs Smoke Control Areas.
- 3.8 There is an implication for the threshold of vehicle flow changes that require an air quality assessment in accordance with the Institute of Air Quality Management Guidance on Land-Use Planning & Development Control: Planning for Air Quality. A higher threshold of vehicle flow change would apply to areas that are no longer within the AQMA before a detailed air quality assessment was required, however areas that are adjacent to the boundary where traffic will travel to into the AQMA would retain the current thresholds and the guidance still allows the Local Planning Authority to consider cumulative impacts in policy and decision making. The guidance is caveated to allow higher thresholds to be applied for whole borough AQMAs when monitoring indicates compliance with statutory objectives, so in reality this is not a significant change from the current situation, the guidance states that *“Where whole authority AQMAs are present and it is known that the affected roads have concentrations below 90% of the objective, the less stringent criteria are likely to be more appropriate”*.
- 3.9 Air quality monitoring will continue, and Spelthorne can reinstate areas back into the AQMA if needed in the future if air quality monitoring data demonstrates exceedance beyond the coverage of the revised AQMA. Annual reporting on the status of local air quality to Defra takes place each year, and as part of that process the AQMA coverage can be adjusted. This is a data driven process and decision making must be based upon technical data only.
- 3.10 The Committee are asked to make a decision as follows;
- Option 1 to not recommend adoption of a proposed modified AQMA boundary, against the advice of Defra. This Option would retain the existing boundary set out in Appendix 1. Figure 1.
 - Option 2 to recommend adoption of the proposed more conservative modified AQMA boundary detailed in Appendix 1, Figure 2.
 - Option 3 to recommend adoption of the proposed less conservative modified AQMA boundary detailed in Appendix 1. Figure 3.
- 3.11 It should be noted that it is a statutory requirement, based on air quality monitoring data that the coverage of the AQMA is reduced. Defra have identified this requirement which the Council are obliged to facilitate as part of the organisations statutory local air quality management duties, therefore Option 1 is not recommended in accordance with legislation.

4. Financial implications

- 4.1 The work to review the coverage of the AQMA was undertaken by an Officer who is a full member of the Institute of Air Quality Management and has prior Principal Consultant level experience in industry as an air quality specialist. This has presented a saving on the cost of sourcing an external specialist to undertake the AQMA review.

5. Risk considerations

- 5.1 Environmental Health’s provision of the Councils statutory air quality management duties was subject to an internal audit in autumn/winter 2022. Internal Audit’s assurance opinion is ‘Reasonable Assurance’ (there is a

generally sound system of governance, risk management and control in place).

- 5.2 At audit risks to the delivery of an updated AQAP were identified. To help mitigate the risk of competing resource demands a specialist consultant will be appointed to help deliver the updated AQAP.
- 5.3 Failure to modify the AQMA boundary in line with Defra guidance would present a risk to the delivery of the updated Spelthorne AQAP. There is risk of scope creep through the addition of non-statutory requirements to the AQAP process. This will be mitigated through rigorous application of the Defra guidance and the Defra AQAP template with recognition as to the regulatory roles and responsibilities of other government bodies where these are applicable such as the Environment Agency. Acting outside of the Council statutory jurisdiction will risk the updated AQAP not being accepted by Defra who have powers of audit over the AQAP as set out in the Air quality strategy: framework for local authority delivery and the Local Air Quality Management Framework underpinned by the Environment Act 1995 and the Air Quality (England) Regulations 2000 (as amended in 2002).

6. Procurement considerations

- 6.1 The AQMA review was undertaken in house at no additional cost.
- 6.2 The Consultant resource for updating the AQAP will be funded from existing budget as per the Update on the Air Quality Action Plan report presented to the Environment & Sustainability Committee on the 21st November 2023.
- 6.3 The appointment of a specialist consultant is being undertaken in line with the Councils exemption to Contract Standing Orders, with the assistance of the Procurement and Legal Teams.

7. Legal considerations

- 7.1 Local air quality management is a statutory process introduced by the Environment Act 1985 (Part IV), which places a legal duty on all local authorities to regularly review both the current and future air quality within their areas.
- 7.2 These air quality reviews must follow Government guidance that sets health-based objectives, which are based on what is considered acceptable given the known effects.
- 7.3 Paragraphs 3.9 and 3.11 of the report set out the statutory position and the legal position in terms of decision making.

8. Other considerations

- 8.1 There are none.

9. Equality and Diversity

- 9.1 The AQMA is intended to help secure improvements to local air quality which benefit all members of the community, particularly those who are considered most vulnerable to the health impacts of poor air quality.
- 9.2 Air pollution is known to disproportionately affect less economically affluent communities, often these communities have lower levels of car ownership and a greater level of poor respiratory health. Actions to improve air quality can benefit these communities. Reducing the coverage of the AQMA to focus

resource onto the areas of the Borough with poor air quality will help to improve equality in terms of public health.

10. Sustainability/Climate Change Implications

10.1 Updating the Borough's Air Quality Action Plan is an important step in seeking to reduce the Borough's emissions in terms of air pollutants. Actions and policies to reduce air pollutant emissions from traffic will also help to reduce traffic related greenhouse gas emissions.

11. Timetable for implementation

11.1 The review of the AQMA coverage is presented to this committee for a decision on whether to adopt the proposed revised AQMA boundary. The decision on the AQMA coverage must be undertaken before revisions to the AQAP can commence.

11.2 The timeline in its current form for progressing the AQAP updates is given in Appendix 3.

12. Contact

12.1 Please contact the Pollution Control team at Pollution.Control@spelthorne.gov.uk for queries relating to this paper.

Background papers:

There are none.

Appendices

There are 3 appendices to this report as follows.

- Appendix 1 Options for Revised Coverage of the Air Quality Management Area
- Appendix 2 Supplementary Figures Containing Technical Data Utilised in Determining the Revised AQMA Coverage Options
- Appendix 3 Timeline for Progressing the Air Quality Action Plan.

Appendix 1 contains a series of drawings illustrating the current AQMA and the options for revised AQMA coverage.

Option 1 is the current borough wide AQMA boundary.

Option 2 is a more conservative option which includes greater coverage in the south of the borough to take account of routes that may experience an increase in traffic due to the opening of the Shepperton Studios development and areas that may be impacted by construction traffic in relation to developments with long construction periods such as the River Thames Scheme.

Option 3 is a less conservative option that still retains extensive coverage in areas of concern, but that is based strictly on the Defra guidance and does not include the routes described above that are included in Option 1.

Both options for a revised AQMA are meeting the requirements of guidance and would be adequate to safeguard air quality within areas of recent exceedance.

The figures presented in Appendix 1 are as follows.

- Appendix 1, Figure 1 *Current Borough Wide AQMA Boundary Option 1*
- Appendix 1, Figure 2 *Proposed AQMA Boundary Conservative Option 2*
- Appendix 1, Figure 3 *Proposed Less Conservative AQMA Boundary Option 3*

Appendix 2 contains supplementary figures containing technical data used in determining the revised AQMA coverage options as follows.

- Appendix 2, Figure 1 and 2 *Proposed AQMA Boundary Options presented with 2019 Nitrogen Dioxide Monitoring Data*
- Appendix 2, Figure 3 and 4 *Proposed AQMA Boundary Options presented with 2017 Nitrogen Dioxide Dispersion Modelling Data*

It should be noted that in the most recent complete annual monitoring dataset for 2022 the only exceedance of the objective is on Stanwell Moor Road, and that in 2021 and 2020 there were no monitored exceedances, therefore monitoring data is presented for the worst year of 2019 out of the years that Defra required to be reviewed.

The 2019 monitoring data is presented in Appendix 2 Figure 1 and 2. Note that the monitoring data is presented on the figures in the context of the criteria set by Defra of a 10% threshold below the point of exceedance as $\geq 36 \mu\text{g}/\text{m}^3$ and exceedance as $>40 \mu\text{g}/\text{m}^3$.

In addition, illustration is provided in Appendix 2, Figure 3 and 4 of borough wide air pollutant dispersion modelling undertaken in 2017, which highlights the contribution of strategic roads to local air pollution which has also been considered in the proposed AQMA coverage.

Appendix 3 presents a draft timetable for production of the updated Air Quality Action Plan to follow on from the decision on the Coverage of the Air Quality Management Area which must be made before progressing with the updated Air Quality Action Plan. The context of the Air Quality Action Plan work was presented to the Environment & Sustainability Committee on the 21st of November 2023. The timetable presented in Appendix 3 is to update Members. The timeline is subject to agreement with Defra.

Appendix 1. Options for Revised Coverage of the Air Quality Management Area



Figure 1 Current Borough Wide AQMA Boundary Option 1

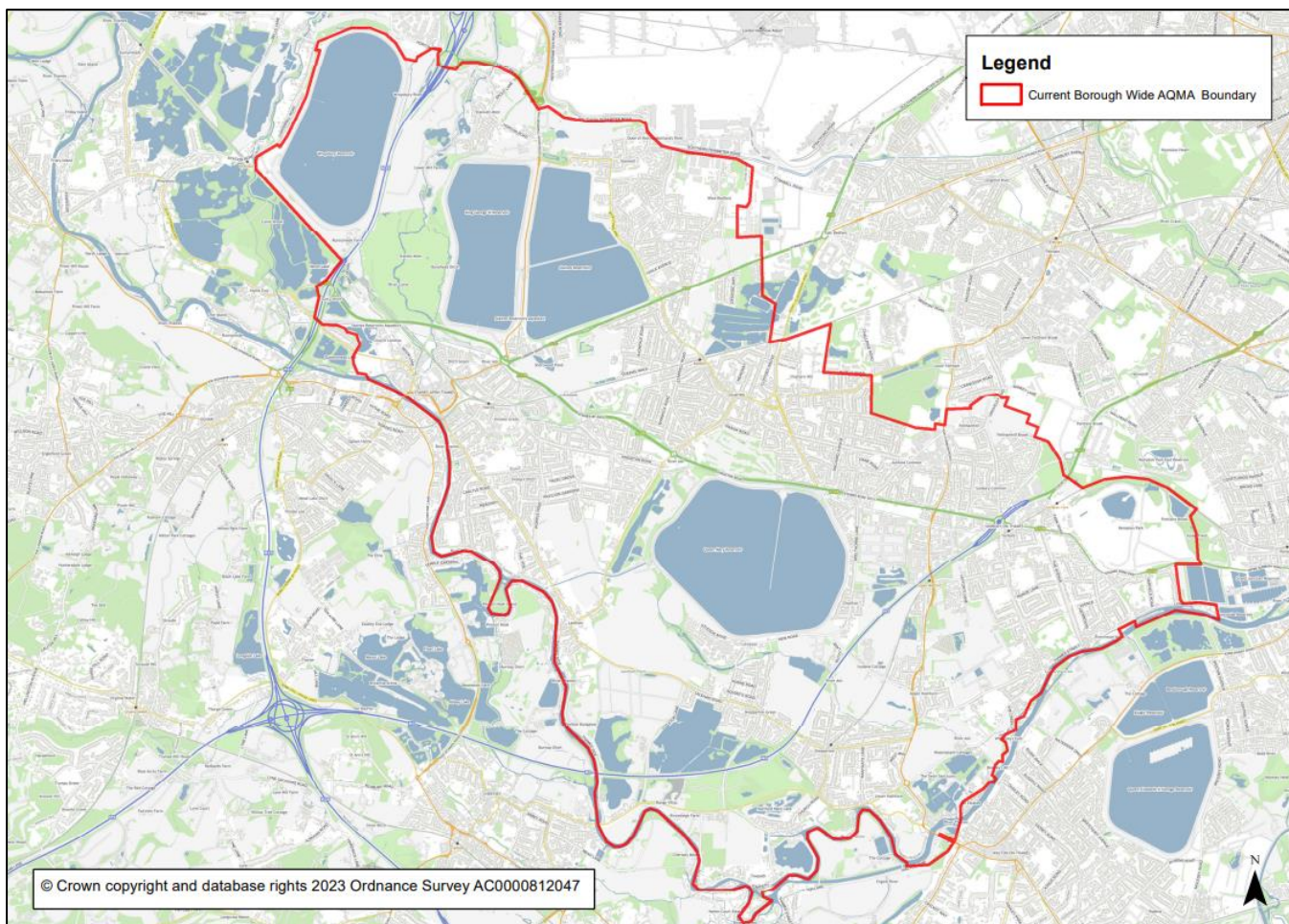


Figure 2 Proposed AQMA Boundary More Conservative Option 2

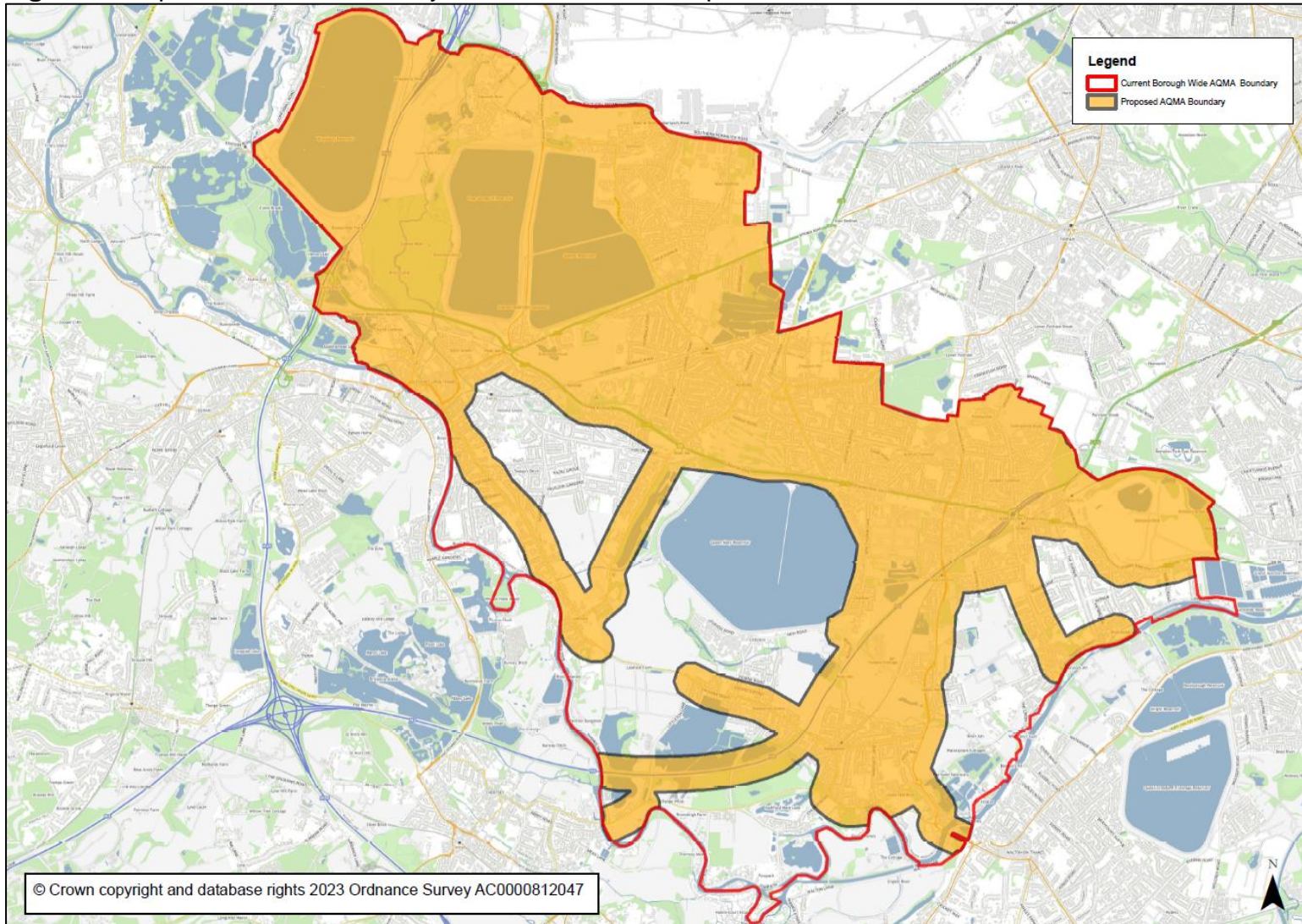
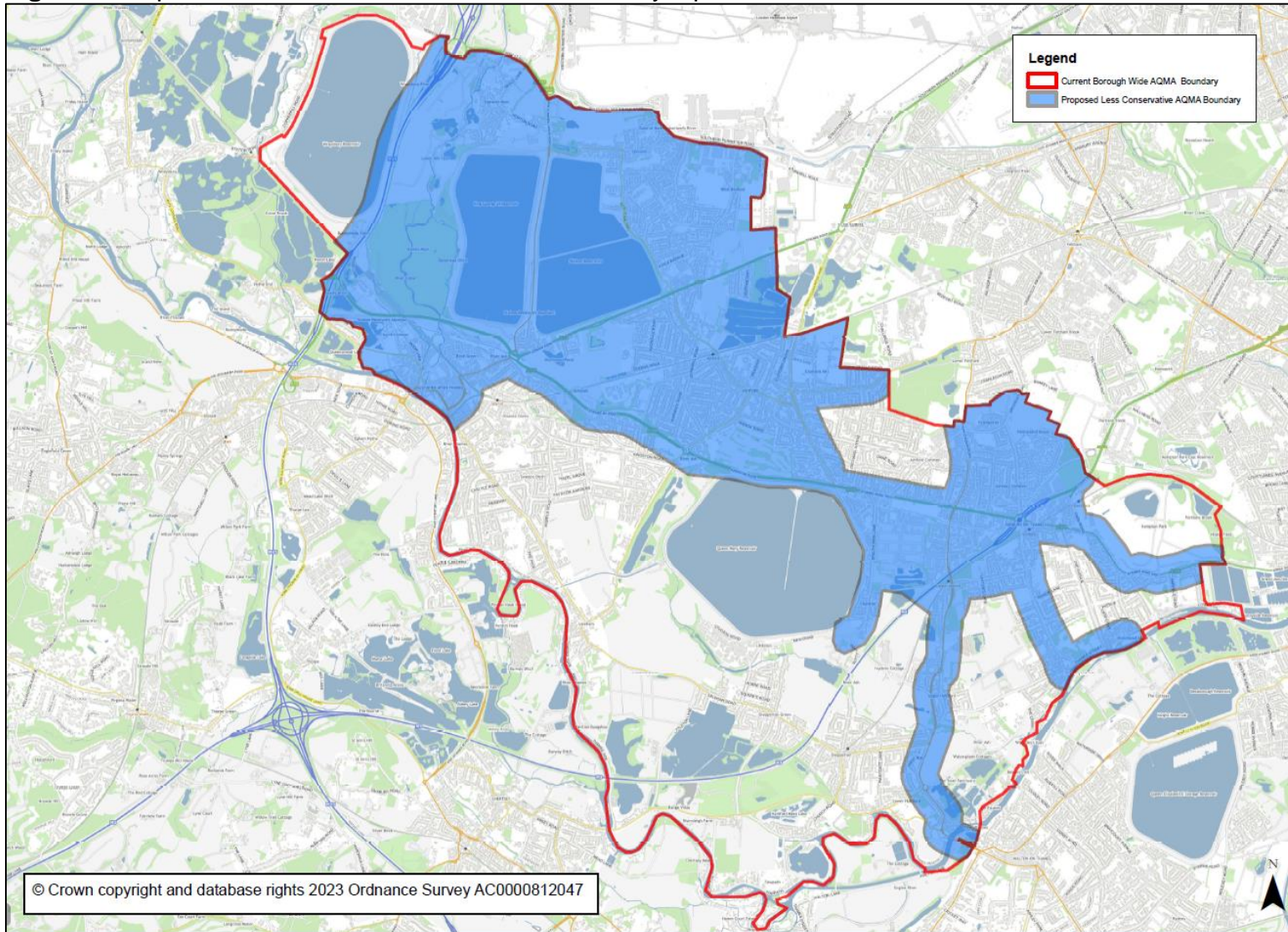


Figure 3 Proposed Less Conservative AQMA Boundary Option 3



Appendix 2. Supplementary Figures Containing Technical Data Utilised in Determining the Revised AQMA Coverage Options

Figure 1 Proposed AQMA Boundary Option 2 with 2019 Nitrogen Dioxide Monitoring Data

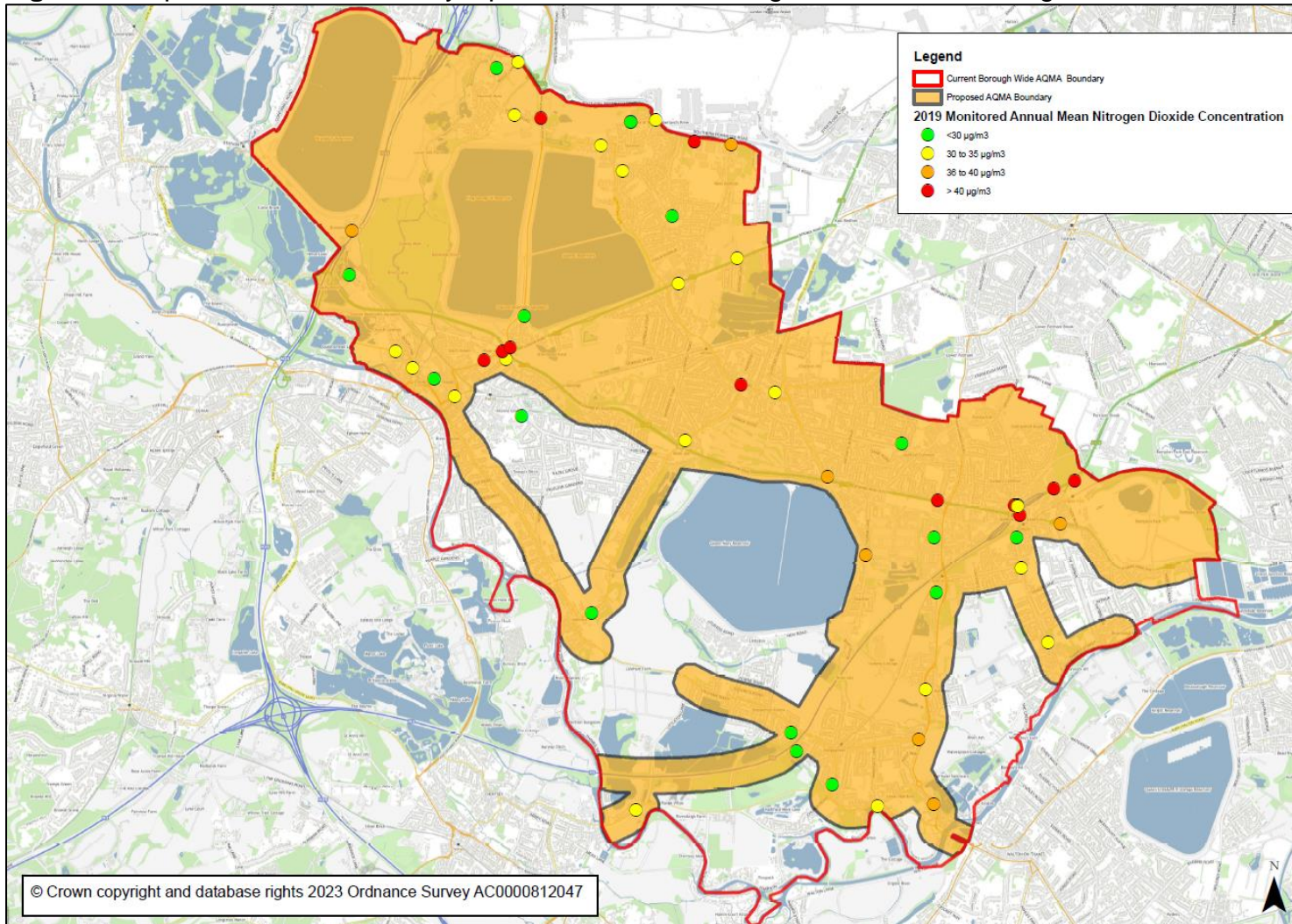


Figure 2 Proposed AQMA Boundary Option 3 with 2019 Nitrogen Dioxide Monitoring Data

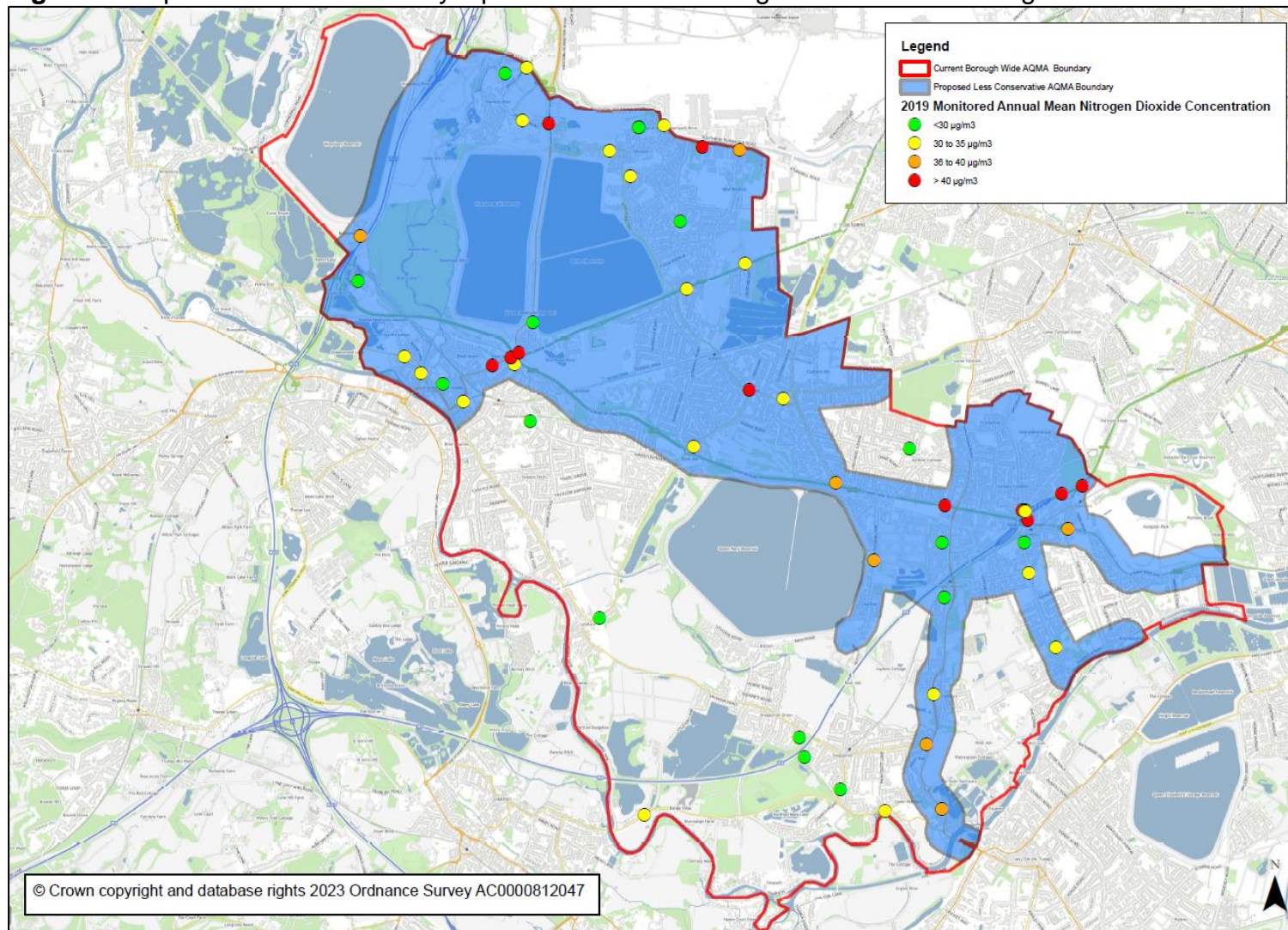


Figure 3 Proposed AQMA Boundary Option 2 with 2017 Nitrogen Dioxide Dispersion Modelling Data

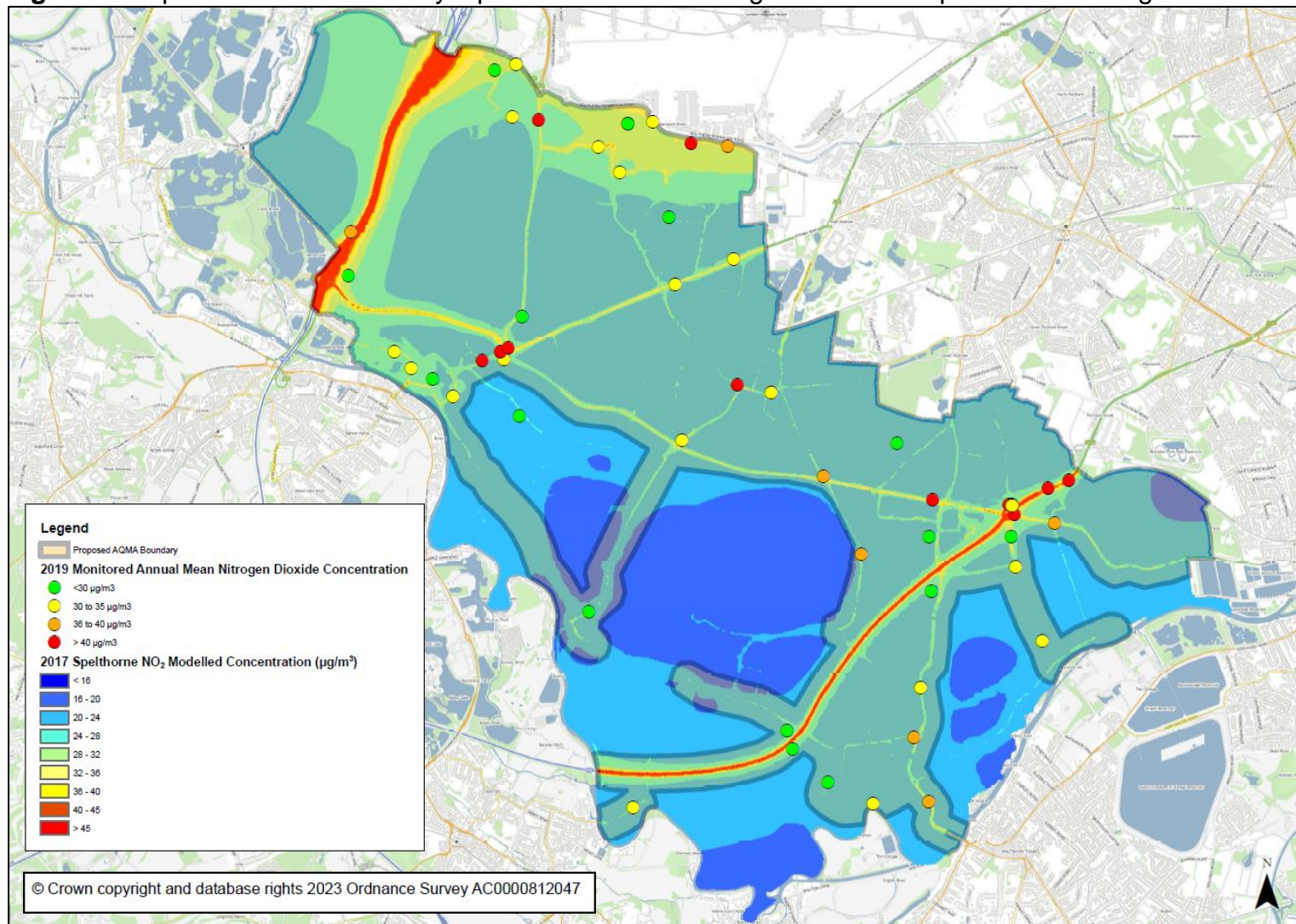
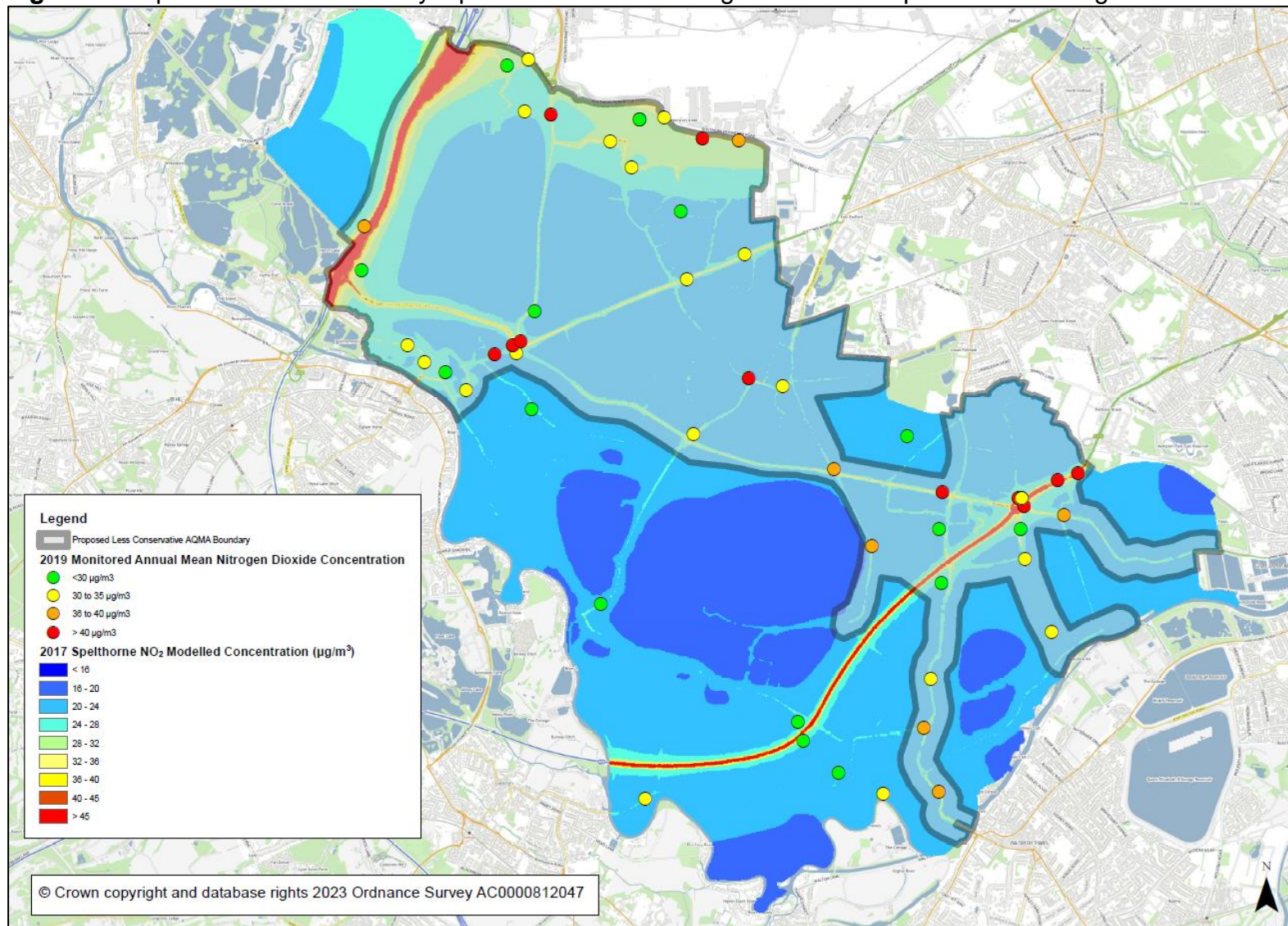


Figure 4 Proposed AQMA Boundary Option 3 with 2017 Nitrogen Dioxide Dispersion Modelling Data



Appendix 3. Timeline for Progressing the Air Quality Action Plan

Note that updating the coverage of the AQMA needs to be agreed before the updates to the Air Quality Action Plan can progress.

The timeline remains subject to changes, in agreement with Defra at the time of writing.

Timetable for Revisions to the AQMA boundary

Stage	Timeline
Briefing of Environment & Sustainability Committee Chair and Vice Chair.	10 th January 2024.
Report presented to Environment & Sustainability Committee for a decision on AQMA coverage.	23 rd January 2024.

Timetable for Production of an Updated AQAP

Stage	Timeline
Appointing a specialist consultant to support the remaining process of updating the AQAP. Note the source apportionment and modelling to explore measures that would secure compliance is already complete.	The tender period is underway and will close on the 17 th of January 2024. Tender responses to be reviewed 18 th January 2024. Contract award decision 31 st January 2022 following input from legal and procurement teams. Target commencement date for Consultant 31 st January 2024.
Update to Chief Executive, Monitoring Officer and Chair and Vice Chair of E&S Committee on progress.	4 th January 2024. 23 rd January 2024. 22 nd February 2024. 21 st March 2024. 18 th April 2024. 16 th May 2024. 13 th June 2024. 11 th July 2024. 8 th August 2024. 5 th September 2024.

Revised stakeholder engagement restricted to:

- The transport authority Surrey County Council as a key air quality partner.
- National Highways as a key air quality partner.
- The Environment Agency as a key air quality partner. Considered less crucial than the highways authorities, therefore we will proceed with consulting them at the public engagement stage if they can't meet our timescales.

The highways engagement must be retained in order to produce a meaningful AQAP as Spelthorne Borough Council are a Tier 2 authority so responsibility for roads sits with the County Council and road sources are the predominant focus of the AQAP for Spelthorne. Spelthorne is traversed by a number of strategic roads including the M25, A30, and M3 therefore National Highways are also a key partner.

Public Health actions will be captured from regular dialogue with Surrey's Public Health team over air quality through the Surrey Air Alliance consortium and the consortium workplan.

Heathrow's air quality policy and environmental team are accessible to Officers who are part of the Council for the Independent Scrutiny of Heathrow Airport (CISHA) Air Quality Working Group, therefore we will capture actions from published documentation and confirm by email with Heathrow to save time.

Consultation with neighbouring boroughs will be reserved for the

Requests for engagement meetings to be sent by 10th January in advance of Consultant being appointed.

Meetings to be scheduled for the week of 5th February and will be focused on agreeing measures for the AQAP actions table, noting that SBC and SCC already have a number of measures in progress.

Review of Heathrow and Public Health policies and actions to be undertaken in the week of 5th February.

public consultation period to save time.	
Consultation focus group with members following statutory consultee feedback.	13 th February 2024.
Post Member consultation amendments to draft AQAP by Consultant.	14 th February to 23 rd February 2024.
Internal review of the draft AQAP by Climate and Sustainability officers, Strategic and Development Planning, Environmental Health and Management Team. Draft AQAP to be shared with Surrey County Council. Dependent on availability within the timeline advice from APSE will be sought.	26 th February to 11 th March 2024.
Amendments to Consultant.	13 th March 2024.
Amended draft AQAP report received from Consultant.	22 nd March 2024.
An accompanying report for the Environment and Sustainability Committee will be required in order to present the item to Committee,	To be written whilst consultant is amending the draft AQAP. Draft AQAP to be attached as an Appendix.
Pre-Committee mandatory report circulation to internal Group Heads.	26 th March 2024 Report circulation prior to Management Team meeting.
Management Team meeting	2 nd April 2024.
Environment & Sustainability Chairs Briefing	10 th April 2024.
Presentation of draft AQAP to Members for approval to proceed to public consultation and submission of the draft AQAP to Defra.	Extraordinary E&S 16 th April 2024.
Public Consultation period to include consultation with neighbouring authorities as stakeholders and submission of draft AQAP Defra.	1 st May 2024.
The Council will confirm to Defra in writing when the consultation begins)	1 month consultation period following draft AQAP approval by Committee. The public consultation is estimated to run in May 2024.

Updates to the AQAP post consultation.	June 2024.
Internal review of changes to the AQAP.	July 2024.
Writing accompanying report in order to present the final AQAP to the Environment & Sustainability Committee.	July & August 2024.
Presentation of the Committee item to Management Team.	August 2024.
Presentation of the final AQAP to the Environment & Sustainability Committee. (The Council will confirm to Defra in writing when the amended post consultation AQAP has been accepted for presentation at Committee)	September 2024. <i>Committee dates unpublished, potential election may alter timetable.</i>
Adoption by full Council	October 2024. <i>Committee dates unpublished, potential election may alter timetable.</i>

Environment and Sustainability (E&S) Committee



23rd January 2024

Title	Approval of Community Infrastructure Levy (CIL) funding – Various
Purpose of the report	To make a decision
Report Author	Joanna Ghazaleh – Infrastructure Delivery Coordinator Ann Biggs – Service Lead for Strategic Planning and Enterprise
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community
Recommendations	<p>Committee is asked to:</p> <p>Following consideration by the CIL Task Group, the following schemes are recommended to the E&S Committee for approval. The E&S Committee is asked to approve CIL funding for the following;</p> <ul style="list-style-type: none"> • Visit Staines / Surrey Police – Installation of 3 Automatic Number Plate Recognition (ANPR) Cameras £43,189.04 (inc VAT) • Studholme Medical Centre / NHS - Medical Centre Extension £627,061 (inc VAT)
Reason for Recommendation	The CIL Regulations require the Council to use CIL towards funding the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development of its area. The above applications have been considered in context of existing and upcoming development within Spelthorne. The above schemes meet the general criteria to be considered for CIL funding, and following consideration by the CIL Task Group, it is recommended funding is granted.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> Following consideration by the CIL Task Group, two infrastructure schemes are being recommended to the E&S Committee to be granted CIL funding. 	<ul style="list-style-type: none"> The Council is required to allocate CIL funding to infrastructure projects required to support growth in the area. Two infrastructure providers have submitted applications for CIL funding.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Approve CIL funding towards these schemes which have already been reviewed by the CIL Task Group. This will improve infrastructure in the Borough, as well as ensure the Council is utilising CIL funding as required. 	<ul style="list-style-type: none"> Approve CIL funding. Both applicants are then required to enter into a funding / legal agreement with the Council to ensure the CIL funding is used as required.

- 1.1 The CIL Task Group meets to consider bids for Strategic CIL funding. Bids considered to meet both Spelthorne’s strategic objectives, as well as the general CIL criteria, are recommended to the Environment and Sustainability (E&S) Committee for approval. The E&S Committee is the decision-making body with regards to CIL Strategic Funding.
 - 1.2 A bid for the installation of 3 ANPR Cameras was received from Visit Staines (joint with Surrey Police) in the 2022-2023 Strategic CIL bidding cycle. The scheme was considered by the CIL Task Group on the 22nd November 2023. It was decided to recommend this bid for £43,189.04 to the E&S Committee for approval.
 - 1.3 A bid for extension of the Studholme Medical Centre, Ashford, was received directly from the Practice (joint with the NHS) in the 2022-2023 Strategic CIL bidding cycle. The scheme was considered by the CIL Task Group on the 22nd November 2023. It was decided to recommend this bid for £627,061 to the E&S Committee for approval.
- 2. Key issues**
- 2.1 The CIL Regulations require the Council to use CIL towards funding the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development of its area.
 - 2.2 As an evidence base for the upcoming Local Plan, the Infrastructure Delivery Plan (IDP) was published in May 2022. The document details existing, and required infrastructure across the Borough, and highlights existing and/or potential funding gaps.
 - 2.3 The IDP identifies the Borough’s infrastructure requirements and is used as a tool to inform how CIL should be allocated, and where S106 obligations should be secured.

- 2.4 Funding toward both policing & healthcare are identified in the IDP as areas where funding gaps exists.
- 2.5 These bids have been considered in context of existing and upcoming development within Spelthorne. The schemes meet the general criteria and are appropriate for CIL funding, therefore it is recommended funding is granted.
- 2.6 The CIL Regulations require CIL funds to be used towards infrastructure essential to support growth. Should funding not be granted towards these schemes, which have been considered to meet the required criteria, there is a risk of the infrastructure needs of Spelthorne not being met, and the Council not using CIL as required by legislation.

3. Options analysis and proposal

Visit Staines / Surrey Police – Installation of 3 ANPR Cameras (Appendix A)

- 3.1 This project seeks funding towards the installation of 3 ANPR Cameras in Staines.
- 3.2 This is a joint crime prevention initiative between Visit Staines & Surrey Police. By installing three new ANPR, all entry / exit points to the town centre will be covered.
- 3.3 According to Visit Staines; 'With the development of the town centre, Staines became a hot-spot for small crimes and anti-social behaviour. By installing these three ANPR cameras we will aim to use ANPR technology to help detect, deter and disrupt criminal activity at a local, force, regional and national level.'
- 3.4 The ANPR cameras will be positioned in optimum locations to capture all vehicles going into and out of Staines town centre.
- 3.5 This project is supported by Surrey Police who will be responsible for the ongoing maintenance cost of the cameras.
- 3.6 The CIL Regulations require CIL funds to be used towards infrastructure essential to support growth. Should funding not be granted towards this scheme, which has been considered to meet the required criteria, there is a risk of the infrastructure needs of Spelthorne not being met, and the Council not using CIL as required by legislation.
- 3.7 The total amount of CIL requested for this scheme is £43,189.04 and the scheme is recommended for approval.

Studholme Medical Centre / NHS - Medical Centre Extension (Appendix B)

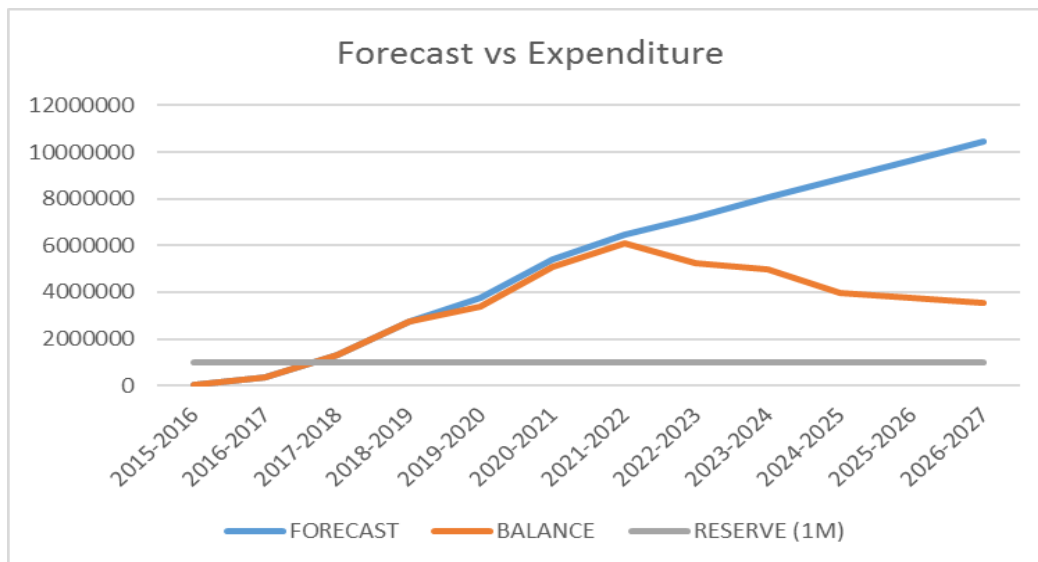
- 3.8 This project seeks funding to extend the ground floor of the existing Studholme Medical Centre to provide a total of 8 new clinical rooms, a clinical pharmacy room and a nurse treatment room with infection control ancillary rooms and patient WC. The total additional space is circa 226m² and is developed and designed to future proof the local GP services for the next 10 years.
- 3.9 The Studholme Medical Practice currently employs 50 staff and has a catchment area that spreads across Ashford. The Practice caters for 16,300

registered patients and has seen an increase of 862 newly registered patients in the last 12 months.

- 3.10 These Improvements will enable the Practice to recruit extra staff as part of the multi-disciplinary team. Funding via the NHS expansion scheme will allow the recruitment of two new clinical pharmacists, two practice based paramedics, two mental health practitioners as well as two new Practice based GPs.
- 3.11 These improvements, including the additional staff has the potential to provide an additional 720 appointments per week. Furthermore the nursing room could provide a further 120 nursing appointments per week. The Practice Manager has agreed to providing KPIs to demonstrate the above, which will be included in the Legal Agreement.
- 3.12 Reassurance has been given from the NHS Surrey Heartlands that once expansion is completed, there will be sufficient funding to resource additional GPs and Nurses. Furthermore it should be noted that with increased patient numbers NHS core funding increases proportionally allowing for the provision of staff to support a greater practice list size.
- 3.13 Planning permission (ref 22/01567/FUL) is already in place for this expansion, and the envisioned completion date will be January 2025.
- 3.14 The Studholme Practice manager has made tentative queries regarding staged payments for financing purposes. Please see further information on this point in Section 4 below.
- 3.15 The CIL Regulations require CIL funds to be used towards infrastructure essential to support growth. Should funding not be granted towards this scheme, which has been considered to meet the required criteria, there is a risk of the infrastructure needs of Spelthorne not being met, and the Council not using CIL as required by legislation.
- 3.16 The total amount of CIL requested for this scheme is £627,061 and the scheme is recommended for approval.

4. Financial management comments

- 4.1 The fundamental purpose of CIL is to support infrastructure required as a result of growth in an area. The schemes recommended above meet these criteria. They are scheme which will benefit the current, and future residents of the Borough.
- 4.2 Should CIL not be committed to these schemes, there is a risk of infrastructure need not being met for the residents of Spelthorne. Furthermore, the Council risks not utilising CIL as required by the Regulations.
- 4.3 Forecasting has been undertaken to ensure the Council has sufficient CIL funds to commit the requested amount of money to each scheme. It has been confirmed that the Council can commit to funding the above schemes whilst maintaining a £1 million reserve.
- 4.4 The following graph demonstrates the £1m reserve being maintained in the event CIL should be committed to the recommended schemes. The orange line shows the balance taking into account CIL commitments and monies already spent.



4.5 Where schemes are only partially reliant on CIL funding, it is understood that the remaining amount has been secured through alternative sources.

4.6 As CIL funding is used towards on capital projects, it is understood any revenue costs have been secured through alternative sources.

4.7 CIL is generally paid on project completion, however it is understood some schemes may require early or ‘staged’ payments to enable good financial management of the project. The CIL governance arrangements allow some flexibility on this point, accepting written requests for the CIL Task Group and E&S Committee to consider.

4.8 It is understood the Studholme expansion scheme may request staged payments. The amount of CIL requested for this scheme means that staged payments would not have an adverse impact on any other schemes which have been committed CIL funding. Furthermore staged payments would not affect the £1 million reserve.

5. Risk management comments

5.1 No comments received.

6. Procurement comments

6.1 This report covers the award of CIL money to the two named schemes

6.2 Neither of the schemes referred to require the Council to undertake a procurement. Any ensuing procurement of goods or works will be undertaken by the recipient of the CIL funds.

7. Legal comments

7.1 A charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.

7.2 The projects are clearly within the definition of ‘infrastructure necessary to support growth’.

7.3 The organisations seeking CIL funding have the legal right to carry out the proposed projects.

7.4 CIL governance arrangements comply with statutory requirements.

8. Other considerations

- 8.1 CIL funding should be used as 'top up' or match funding, as its purpose is to close funding gaps, rather than fund schemes in their entirety. The two schemes under consideration have both sought match-funding and have found CIL to be the most appropriate means of funding the required infrastructure.
- 8.2 CIL spending should not be retained by the Borough. The purpose of CIL is to fund infrastructure essential to support growth of the area. Both Healthcare and Policing have been identified in the IDP as the areas with the largest funding gap, therefore CIL would be appropriate as 'top-up' funding.

9. Equality and Diversity

- 9.1 The schemes recommended for CIL funding would bring a number of benefits with regards to equalities and diversity across the Borough.
- 9.2 The Visit Staines/Surrey Police scheme aims to prevent crime in both Staines and the wider area, therefore building public confidence and providing reassurance of the tackling of crime and improvements to safety in Spelthorne.
- 9.3 The NHS scheme would create enhanced local facilities for the residents of Spelthorne, regardless of their demographic.
- 9.4 By increasing capacity and improving the facilities at Studholme Medical Centre, the number of appointments per week can be significantly increased, therefore benefitting the local community.

10. Sustainability/Climate Change Implications

- 10.1 Both schemes have applied for CIL Funding due to the nature and purpose of the fund, being the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development of its area.
- 10.2 Both Policing and Healthcare were identified in the IDP as areas where a funding gap existed, and therefore developers' contributions may be sought in order to plug identified gaps.
- 10.3 Granting CIL funding to both these projects, that take future population increase in the Borough into account, allows for the provision of essential infrastructure and sustainable growth.

11. Timetable for implementation

- 11.1 If approved, the applicant will be required to enter into a Legal Agreement with the Council. Once the Legal Agreement is signed, the applicant may commence works. The Agreement will include a timeline for completion (set in agreement with the applicant) and will advise on the evidence required for CIL funding to be released.
- 11.2 At the time of application, Visit Staines indicated a completion date of 6 months from the date of funding confirmation.
- 11.3 At the time of application, Studholme GP Practice envisaged a completion date of January 2025.

12. Contact

- 12.1 Ann Biggs, Service Lead for Strategic Planning and Enterprise –

01784 448619
A.Biggs@Spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – Visit Staines CIL Application Form

Appendix B – Studholme GP Practice Application Form

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CIL Strategic Funding Application Form and Guidance Notes for Applicants

SPELTHORNE BOROUGH COUNCIL



Spelthorne Takes Shape

Guidance notes

What is CIL and how is it allocated

The Community Infrastructure Levy (CIL) allows the council to raise funds from some forms of 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. The council has been collecting CIL since April 2015.

An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated in local areas to infrastructure projects which are required in the communities where development took place.

Strategic CIL

The remaining 80% of CIL funds are allocated towards strategic borough-wide infrastructure, such as school expansions, CCG identified priorities, or highway schemes to support and enable growth.

Strategic CIL funds will also be allocated based on funding priorities identified during the Local Plan process and set out in the forthcoming Infrastructure Delivery Plan (IDP).

What is not eligible for CIL funding

- Projects that have commenced prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing council policies
- VAT that you can recover

Payment of CIL funds if awarded

Successful projects must be able to commence within the twelve months following the award and acceptance of the terms and conditions. Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project to the satisfaction of Spelthorne Borough Council and after submission of verifiable invoices. The original invoices/receipts need to be submitted to the council as proof of expenditure. You must have a bank account in the name of your organisation into which the council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

Publicity

The applicant needs to understand that it is a regulatory requirement for successful applications that the following information is published - name of your organisation, the project name, description, location and funding amount awarded.

Spelthorne Borough Council may use images of projects resulting from the award of CIL funding as part of publicity material. Should you not want images of this project included in any publication please ensure this is included on your application.

Completing the application form

To discuss a potential project or for further guidance, please contact the Strategic Planning Team on 01784 444 278 or email cil@spelthorne.gov.uk.

Please submit the completed application form and supporting evidence via email to cil@spelthorne.gov.uk

Please read the CIL Strategic Funding Application Form – Guidance Notes before completing this form.

This form must be used for all applications for Community Infrastructure Levy (CIL) funds. This includes projects decided by Spelthorne Borough Council or the Spelthorne Joint Committee.

Evidence for all bids must be supported by clear and robust information. All the following questions must be answered. You are welcome to seek further guidance on the likely eligibility of a project and information required from the Borough Council by contacting the Strategic Planning Team on 01784 444 278 or email cil@spelthorne.gov.uk .

Please return completed application forms and supporting information to: cil@spelthorne.gov.uk .

Please Note

Failure to answer all the questions on this form could impact upon the consideration and success of your application.

Application Form

Section A: Applicant Contact Information

Question	Answer
Organisation name	Visit Staines
Organisation address	214 Centurion House London Road, Staines-Upon-Thames TW18 4AX
Name of main contact	[REDACTED]
Position of main contact	BID Manager
Phone number for main contact	[REDACTED]
Email address for main contact	info@visitstaines.co.uk [REDACTED]
Type of organisation (If a charity, please provide registration number)	Non for profit
Is the organisation able to reclaim VAT?	Yes

Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	ANPR Cameras
2) Summary of the project proposal	Installation of three ANPR Cameras
3) Full address of project location	[REDACTED]
4) Project partner/s (if applicable)	Surrey Police
5) How will the proposed project help address the pressures caused by development in the borough?	<p>With the development of the town centre Staines became a hot spot for small crime and anti-social behaviour.</p> <p>As the Business Improvement District we invest around £60,000 every single year on patrolling the town centre on weekends and school holidays, however there is the need to do more to protect our residents, workers and businesses.</p> <p>This project aims to install three ANPR Cameras in key</p>

	<p>entrances of the town centre. These cameras will be connected to Surrey Police CCTV that will cross reference the vehicles registration numbers caught by these cameras with vehicles associated with any kind of minor, major crime or Anti-social behaviour and will allow the forces to deploy the correct assets to the town centre in a smaller timescale.</p> <p>At the moment, there is only one entrance to the town centre that has ANPR Cameras (Wraysbury Road). The installation of these three cameras will be allowing us to cover the entrances to the town centre.</p>
<p>6) What problem is the project addressing, and what are the expected outcomes?</p>	<p>Staines town centre is known to be a hot spot for anti-social behaviour and minor crime. By installing these 3 cameras we aim to use ANPR (Automatic Number Plate Recognition) technology to help detect, deter and disrupt criminal activity at a local, force, regional and national level. This includes travelling criminals (those using the road network to avoid being caught), organised crime groups and terrorists.</p> <p>ANPR provides lines of enquiry and evidence in the investigation of crime and is used by forces throughout England, Wales, Scotland and Northern Ireland.</p>
<p>7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.</p>	<p>“Community Safety Strategy 2022-2023” Appendix B - Review of CS Strategy 2022 2.pdf (spelthorne.gov.uk)</p> <p>Page 1/2 <i>“Our Priorities To Reduce:</i> <ul style="list-style-type: none"> • <i>Crime - with particular reference to Violent Crime, Residential Burglary; Domestic Abuse, Harm Caused through Misuse of Drugs and Alcohol; Vehicle Crime & Acquisitive Crime.</i> (...) • <i>Anti-Social Behaviour”</i> </p>
<p>8) Why is strategic CIL funding being sought? What other sources of funding have been considered and applied for? Please specify which elements of the project, the funding secured is required to deliver.</p>	<p>As a Business Improvement District when we were developing our Business Plan it was identified the need to install ANPR cameras. We contacted Surrey Police to understand their views and they advised us about the need to install 3 cameras to cover the full access to the town centre. They have presented us a quote, however our Safe and Secure budget is currently being allocated to BID Rangers that patrol the town centre areas on weekends and school holidays and act as deterrent agents of crime around the town centre. However, Surrey Police is keen on having these cameras installed to deter people to enter the town centre if they are “up to no</p>

	<p>good". As we cannot support this cost on our budget we pursued for public funding available and believe the CIL funding is the right one to allow us to achieve this goal.</p> <p>The regulations that govern how CIL is spent say that the fund can be used to improve roads and other transport infrastructure, which is the case here.</p>
9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?	Yes, the maintenance costs will be absorbed by Surrey Police.
10) Please set out the detailed breakdown of the estimated project cost and provide supporting costing documentation (e.g. planned spend profile, project cost estimates, supporting quotes, procurement policy).	<p>Cameras - £20,990.87 Electrical works by Milestone - £3,000 (estimated) Signal infrastructure by Wireless Logic - £2,000 (estimated)</p> <p>Due to the nature of this project we are not able to provide three quotes.</p>
11) Please set out the proposed project delivery plan, including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.	<ol style="list-style-type: none"> 1) Planning Permission – up to 3 months after fund approval; 2) Ground Works – up to 3 months after conclusion of point 1; 3) Cameras Installation - up to 3 months after conclusion of point 2;
12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).	Planning permission will be required from SCC, request has not been made yet.
13) Spelthorne Borough Council may use images of projects resulting from the award of CIL funding	

as part of publicity material. Should you not want images of this project included in any publication please state here.	
14) Is there any additional information that may support the application?	Please see quote issued to Surrey Police, our project partners.

Section C: Financial Summary

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

Funding Source	Amount	Detail
CIL funding sought	£25,990.87 + VAT	Please see point 10 for full details
Infrastructure provider contribution	£0	
Third party contribution	£0	
Total cost of project	£25,990.87 + VAT	

When you have completed the application, please read and sign the declaration below and submit the application form as directed.

Declaration

To the best of my knowledge the information I have provided on this application form is correct.


If Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognize the council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

<https://www.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

All organisations involved with the application will need to sign and date the form.

Applicant organisation signature

Signed:  _____

Organisation: Visit Staines

Date: 09/05/2023

Supporting organisation signature (if applicable)

Signed:  _____

Organisation: Surrey Police

Date: 09/05/2023

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CIL Strategic Funding Application Form and Guidance Notes for Applicants

SPELTHORNE BOROUGH COUNCIL



Spelthorne Takes Shape

Guidance notes

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Strategic CIL funds will also be allocated based on funding priorities identified during the Local Plan process and set out in the forthcoming Infrastructure Delivery Plan (IDP).

What is not eligible for CIL funding

- Projects that have commenced prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing council policies
- VAT that you can recover

Payment of CIL funds if awarded

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The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

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Please Note

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Application Form

Section A: Applicant Contact Information

Question	Answer
Organisation name	Studholme Medical Centre 
Organisation address	50 Church Road Ashford TW15 2TU
Name of main contact	
Position of main contact	Practice Manager
Phone number for main contact	
Email address for main contact	
Type of organisation (If a charity, please provide registration number)	NHS GP Practice
Is the organisation able to reclaim VAT?	No

Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	Studholme Medical Centre Extension
2) Summary of the project proposal	<p>This application is for 47% of project costs To extend the ground floor of the existing Medical Centre to provide 6 new clinical rooms plus another 2 clinical rooms, clinical pharmacy room and nurse treatment room with infection control ancillary rooms and patient WC. The total additional space is circa 226m².</p> <p>The land is already available onsite and does not impact on existing parking spaces or the daily running activities of the Surgery during the</p>

	construction works.
3) Full address of project location	50 Church Road Ashford Middlesex TW15 2TU
4) Project partner/s (if applicable)	n/a
5) How will the proposed project help address the pressures caused by development in the borough?	<p>Studholme health centre was built in 1948, and was expanded in 1992 to create additional clinical rooms.</p> <p>We now have an exciting project to bring modern, state of the art, primary health care facilities to the population of Ashford</p> <p>Currently there are 4 GP Practices within the area of Ashford:</p> <p>Studholme Medical Centre – 16,300 patients</p> <p>Fordbridge Medical Centre – 8,200 patients</p> <p>Stanwell Road medical Centre 10,117 patients</p> <p>Orchard medical Centre – 3,200 patients</p> <p>The Studholme Medical Practice currently employs 50 staff and has a catchment area that spreads across Ashford. The Practice caters for 16,300 registered patients and has seen an increase of 862 newly registered patients in the last 12 months. . The Practice is a member of the SASSE Primary Care Network (PCN). The PCN has 52,000 patients and is a collaboration between Studholme, Sunbury, Shepperton and Upper Halliford practice.</p> <p>Within Ashford there have been several housing developments of varying sizes which have, over a number of years, cumulatively added to the demands and complexity placed upon health care services. In the last 5 years the practice has grown by 5%.The Practice is situated next door to the previous Spelthorne College an 11 acre site which is being developed to accommodate 357 new residential units of mostly affordable family homes and some private homes. Phase 1 of the development has been released with phase 2 and 3 to be completed over the next 12 months. Given our proximity to the development it is reasonable to expect several of those residents to register at our Practice. Spelthorne is noted by the ONS as an area of high population increase based on historically data. 2020/2021 saw the population increase by 3.1% and the predicted grow rate over the next 10yrs is 4% by 2032</p> <p>This project will provide state of the art primary care health care clinical and treatment rooms within Ashford to serve the needs of the Ashford population both now and for the next 10yrs. Not just for our registered patients but for the wider community to support the outreach buddy</p>

	<p>services that we offer like a community complex wound management clinic. This facility will reduce the waiting time for patients and provides “right time” care to avoid the escalation and subsequent complications resulting from patients having to wait longer than ideal to receive treatment. It is well documented that early intervention within wound care management avoids longer term health care problems and costs with improved patient outcomes.</p> <p>It addresses the needs of a growing population and the needs of an aging population who require greater health care input and it provides a desirable and pleasant work space to attract health care professionals in a competitive workforce market place.</p>
<p>6) What problem is the project addressing, and what are the expected outcomes?</p>	<p>Ageing Population with Increasing Health Care Needs 18.1% of the Spelthorne population is over the age of 65 years old and this percentage is growing as patients live longer. Patients under the age of 64yrs see their GP approximately 5 times/yr on average however over the age of 65yrs this doubles to 10 times/yr. The level of significant health care problems (comorbidities) and health care needs and complexity significantly increases over the age of 65yrs and this requires more extensive healthcare facilities to be able to cope and plan for this demand.</p> <p>This facility will address those needs by providing the clinical space needed to run health care management clinics such as frailty assessment, diabetic annual review, COPD annual reviews, 24hr heart monitoring, etc which are services needed by the elderly. In addition it will provide an attractive space for patients and staff helping us to attract and recruit the clinical resources we need to meet the needs of elderly patients now and in the years to come.</p> <p>Increase In Social Care Housing There is a greater governmental emphasizes on social care and affordable housing. The majority of the Spelthorne College development, which is next door to our Surgery, is social care housing. There is a wealth of data that correlates social economic circumstances with greater health care needs. Often low income family’s diet and life style is not conducive to maintaining good health and the level of chronic conditions like diabetes, obesity and asthma is higher than within the general population. This is further exacerbated by higher levels of alcohol consumption, social unrest, depression, mental health issues and smoking.</p> <p>For example, in the last 3yrs, as new developments are being occupied, we have seen an increase in the number of patients with diabetes grow from 907 to 1110 an increase of 203 patients. Each of these patients require an annual diabetic review, medication checks, blood tests etc which are all required to be conducted in appropriate facilities. Diabetes</p>

is noted as a health concern of modern times with patients becoming diabetic at a younger age with a link to diet and social economic status.

This requires a health care facility that can cope with such increasing demand and serve the needs of our patients. Our proposal addresses this by providing professional clinical space and treatment rooms for caring for the needs of such patients.

Professional Environment and Recruitment

The facility will provide a modern and desirable environment to enable us to attract and retain health care staff in a competitive work force space. In addition, we want to be able to provide a welcoming space for patients to feel comfortable to attend.

Based on BMA patient per doctor ratios, with this new facility, our Practice could comfortably grow to accommodate new patients but just as importantly to also provide the care for the growing number of elderly high need patients and those from a lower social economic background.

We currently have 11 doctors and this facility will enable us to recruit extra staff as part of our multi disciplinary team. Funding via the NHS PCN ARRS scheme will allow us to recruit two new clinical pharmacists, 2 practice based paramedics and 2 mental health practitioners as well as 2 new Practice based GP's.

Support and treatment for patients with mental health issues is of huge public concern and an area where current services are stretched and waiting times long. This facility will allow us to initially bring onboard 2 PCN mental practitioners dedicated to supporting and treating the mental health care needs of the Spelthorne population. Our vision would be to grow this service further under the NHS GPimhs so that Studholme can be a centre of excellence in supporting primary care mental health care needs.

The NHS requirement is that all patients should be given direction on the day of their call to a Practice and not be asked to call back later for an appointment and that all patients should be able to book a routine appointment within 2 weeks.

Our vision is to enable patients to be able to see a clinician for a routine appointment within 1 week of contacting us and this facility provides the space to support staff levels to fulfil this vision.

Service expansion

The new Studholme developed is designed to future proof local GP services for the next 10 yrs with an additional 6 new clinical rooms, 2 further clinical rooms and a well equipped nursing room with infection control facility.

We want to expand our services to provide care not only for Ashford

	<p>residents but for the broader Spelthorne community under the primary care buddy scheme</p> <p><u>Complex wound care</u> Studholme already run a complex wound management service however our vision, once the new facility is completed, is to expand this service to cater for not only Studholme patients but to be accessible to all Spelthorne residents Monday to Friday from 8am to 4pm.</p> <p>Studholme is in the heart of Ashford and can provide a convenient and local service to residents avoiding the need to travel to the hospital or the walk in centre both of which are located on the outskirts of Ashford town.</p> <p>Several practices cannot provide wound care services in the required time frame and current services are struggling to meet demand. It is well documented that a delay in wound care management leads to further patient deterioration with poorer outcomes, increased health care costs and costs to society due to longer recovering times .</p> <p>Our vision, within this new facility, is to be able to provide complex wound care appointment or intervention within 48hrs of the patient contacting us or being referred to us.</p> <p><u>GP based Clinical Pharmacy</u> This new facility will allow us to provide improved levels of care by being able to better utilize the skills of our current staff.</p> <p>The new facility would provide a physical area for our clinical pharmacy team to provide early intervention to patients as a single cohesive team providing joined up care and support for our GP's and multi disciplinary team. For example we have 4 clinical pharmacists and 3 pharmacy technicians who will be able to provide face to face chronic disease patient reviews like Asthma, COPD , diabetes rather than in a virtual environment.</p> <p>This expanded clinical pharmacist service frees up GP time to be able to see more complex patients with complex health care needs.</p>
<p>7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.</p>	<p>Local Plan policy supports the provision of infrastructure, with Policy ID1 of the emerging Local Plan (2022-2037) outlining that the Council will work with infrastructure providers, developers and other key stakeholders to support the delivery of the infrastructure necessary to enable the development set out in the Local Plan.</p> <p>The Infrastructure Delivery Plan (2022-2037) recognizes that additional capital cost in the region of £21.2 - £21.6 million will be required over the next 15 years towards healthcare provision to account for the population increase caused by new housing in the Local Plan. It further notes that funding gaps will vary between 34-67% on a project by</p>

	project basis
8) Why is strategic CIL funding being sought? What other sources of funding have been considered and applied for? Please specify which elements of the project, the funding secured is required to deliver.	<p>CIL funding is being sought to support the health care needs of the residents of Ashford and the broader Spelthorne area via the primary care buddy system where patients can be referred into our practice for their care needs.</p> <p>Our vision is to make the Practice a centre of excellence and pride in the community which provides first class health care provision in a timely manner. We want this project to be a landmark of what can be achieved when the council and local health service work in partnership to improve services.</p> <p>Project cost is estimated at £1,328,880 The NHS contribution will be £701,819, comprising of an NHS grant of £250,000 and a GP Practice contribution of £451,819.</p> <p>The Practice therefore seeks a CIL grant of 47% of the overall scheme of £627,061.</p> <p>An application has been made to the ICB fo £250,000 in accordance with NHSE Capital Grant processes.</p>
9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?	<p>Yes, the ICB will meet increased recurrent revenue for new space generated under this scheme and specifically rent, rates, water, and clinical waste. These costs are evaluated independently by the VOA/District Valuer to ensure value for money and rent is abated in accordance with NHS regulations for all non-practice funding. In addition, a contractual obligation is required on the practice to continue to make the building available for Primary Care Services, for the period of the abatement, which on this basis would be for a 15 year period.</p> <p>All other premises operating costs will be met by the GP Practice.</p>
10) Please set out the detailed breakdown of the estimated project cost and provide supporting costing documentation (e.g. planned spend profile, project cost estimates, supporting	

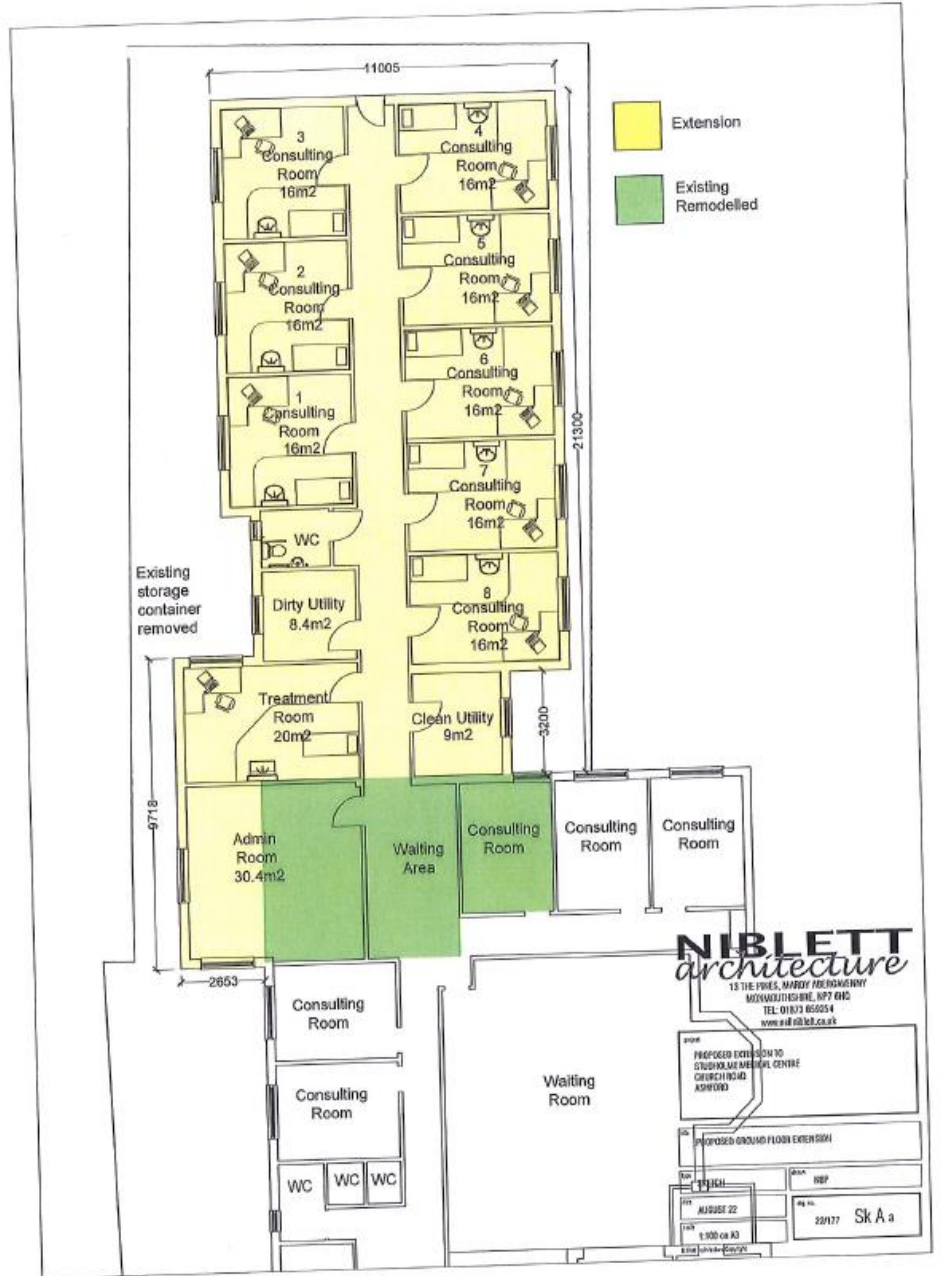
quotes, procurement policy).	STUDHOLME MEDICAL CENTRE				
	ASHFORD				
	Project costs				
	Extension cost	226m2	at £4100/m2		£926,600.00
	Internal alterations		say		£30,000.00
	Contingency		say		£23,400.00
	VAT				£196,000.00
	Professional Fees	13%			£127,400.00
	VAT				£25,480.00
				Total	£1,328,880.00
	These costs are for guidance only and subject to detailed design, local planning and NHSE approval, clients' requirements and specification and competitive tender.				
	Build costs are based on RICS BCIS data and for works to commence on site April 2023.				
	<p>Project costs have been prepared by Niblett Architecture who are experienced GP Premises advisors using the Royal Institution of Chartered Surveyors (RICS) Building Cost Index Service (BCIS). These costs are based upon the scheme design as prepared for planning permission.</p> <p>Upon receipt of funding approval detailed plans, specifications and schedules of work will be prepared and issued to contractors via a selective tendering procedure. All works will be in accordance with Dept of Health HBM guidance and NHSE premise cost directions and Valuation Office requirements.</p> <p>It is a condition of any NHSE funding that a competitive tendering procedure is adopted.</p> <p>All tenders will be analysed and a tender report prepared.</p> <p>A JCT Minor Works Contract will be entered into which will provide for monthly valuations based upon works completed on site. These will be certified for payment by Niblett Architecture. Any cost variations will be subject to the usual cost checks and quotations and Architects Instructions.</p>				
	11) Please set out the proposed project delivery plan, including key tasks and milestones (this can be	<p>Secure funding and NHS approvals Nov 23</p> <p>Bid for potential construction suppliers Dec/Jan 23/24</p> <p>Finalise Bids and select construction supplier Feb 24</p> <p>Begin ground works/construction March 24</p>			

appended to your application). Please include plans and maps where relevant.

Construction complete Dec 24

Open new facility for patients Jan 25

Please see attached Surveyor feasibility study



12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).	Yes – planning permission has been granted by Spelthorne Council under reference 22/01567/FUL.
13) Spelthorne Borough Council may use images of projects resulting from the award of CIL funding as part of publicity material. Should you not want images of this project included in any publication please state here.	The Practice would be happy to provide pre/post-project images, subject to patient privacy and confidentiality matters.
14) Is there any additional information that may support the application?	The Practice would like to arrange an opening ceremony once the building works are officially opened and we would be delighted if members of Spelthorne Council were available to join the opening ceremony.

Section C: Financial Summary

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

Funding Source	Amount	Detail
CIL funding sought	£627,061	
Infrastructure provider contribution	£451,819	GP Practice Funded
Third party contribution	250,000	NHSE/I

Total cost of project	£1,328,880	
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When you have completed the application, please read and sign the declaration below and submit the application form as directed.

Declaration

To the best of my knowledge the information I have provided on this application form is correct.

If Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognize the council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

<https://www.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

All organisations involved with the application will need to sign and date the form.

Applicant organisation signature

Signed: _____

Organisation: _Studholme Medical Centre_____

Date: _____26th June 2023_____

Supporting organisation signature (if applicable)

Signed: _____

Organisation: _____

Date: _____

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Environment & Sustainability Committee



23 January 2024

Title	<i>Draft Proposed Fees and Charges for 2024-25 for this Committee</i>
Purpose of the report	To make a decision and a recommendation to Corporate Policy & Resources Committee
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Review the proposed Fees and Charges for 2024-25 for this Committee. 2. Approve the proposed Fees and Charges for 2024-25 for this Committee. 3. Recommend to Corporate Policy & Resources Committee that they approve the proposed Fees and Charges for 2024-25
Reason for Recommendation	<p><i>Council approved Fees & Charges are an important source of income for the authority each year and are a key importance in balancing the Budget.</i></p> <p><i>Council must approve and publish the 2024-25 Fees and charges on the Council website by 1 April 2024.</i></p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • The Council has a legal obligation to set the Fees and charges for 2024-25 and publish them on the Council’s website by 1 April 2024. 	<ul style="list-style-type: none"> • As part of producing a balance budget the Fees & Charges raised from services provided are an important element of the Council’s

<ul style="list-style-type: none"> • The Committee is asked to review, approve the proposed Fees and Charges for 2024-25 as set out in Appendix A to D for this Committee. • In 2023-24, the Cost-of-Living crisis was impacting on residents and Council decided to limit the discretionary price increase to 5%, well below the level of inflation. This year, the proposals is still to limit the discretionary Fees & Charges increase to 5%, except in exceptional circumstances, which is slightly above the predicted level of inflation, and allows the Council to partially recover the shortfall from 2023/24. 	<p>budget account for approximately 22.5% of its total annual Committee Services level Revenue income.</p> <ul style="list-style-type: none"> • To fulfil the Council’s statutory obligation to publish a schedule of its 2024-25 Fees & Charges on the Council website by 1 April 2024.
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<ul style="list-style-type: none"> • Take a view of the proposed Fees and Charges, which are based upon the guidance provided by the Corporate Policy & Resources Committee, i.e., all discretionary fees & charges are increased by at least 5% and all statutory fees & charges are increased to the maximum charge permissible. • Question Budget Managers about their recommendations, particularly where the proposed increase does not comply the above directive. • Focus on the Fees and Charges that yield substantial fees & charges, i.e., over £10,000. • Consider alternative options for the proposed fee & charge. • To ensure that all discretionary services breakeven, or are fully subsidised. • Consider strategies for increasing demand for the Council’s services 	<ul style="list-style-type: none"> • That this Committee review the proposed fees and charges for 2024-25 • Approve the proposed fees and charges for 2024-25 • Recommend that Corporate Policy & Resources Committee approve the proposed fees and charges for 2024-25

<p>and getting residents to use the Council's services more frequently.</p> <ul style="list-style-type: none"> • Seek to maximise the Council's income from Fees & Charges. 	
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2. Appendices explained.

2.1 There are three appendices included in this report.

2.2 **Appendix A** – shows the list of fees and charges that this Committee is responsible for.

2.3 The following is then shown for each fee and charge:

- (a) Record number – this is for internal control purposes only.
- (b) 2023-24 charge – the Council approved charge for the current financial year
- (c) 2024-25 charge - the proposed charge for 2024-25, to be approved by Council.
- (d) VAT status
 - i) S indicates the standard rate of VAT, currently 20% will be applied to the proposed fee or charge.
 - ii) O indicates zero rate for VAT, i.e., 0%, i.e., no VAT will be applied to the proposed fee or charge.
 - iii) E indicates exempt from VAT, i.e., it is outside the scope of VAT and will not incur any VAT charge.
- (e) Statute – indicates if the charge is either:
 - i) Discretionary, i.e., this Committee has full control over the amount proposed to be charged.
 - ii) Statutory, i.e., the range of proposed fees and charges are set by a third party, usually a central Government department, who provide a range of charge, i.e., a lower and upper limit. It is for this Committee to decide where the charge is set, with the proposed recommendation from Corporate Policy & Resources Committee that the council charges the maximum amount permitted by the third part.

2.4 **Appendix B** – Statutory fees and charges income,

- (a) This report shows by Committee the following for each fee and charge, noting appendix D below:
 - i) Actual Income received for 2022-23
 - ii) Budgeted income for 2023-24
 - iii) Actual income year to date for 2023-24, as at 31 October
 - iv) Proposed income for 2024-25
 - v) General ledger code – internal use only

- vi) Proposed percentage increase

2.5 Appendix C – Discretionary Fees

- (a) This report shows by Committee the following for each fee and charge, noting appendix D below:
 - i) Actual Income received for 2022-23
 - ii) Budgeted income for 2023-24
 - iii) Actual income year to date for 2023-24, as at 31 October
 - iv) Proposed income for 2024-25
 - v) General ledger code – internal use only
 - vi) Proposed percentage increase

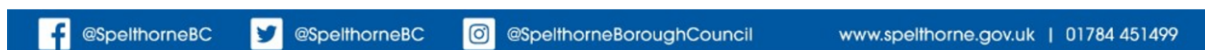
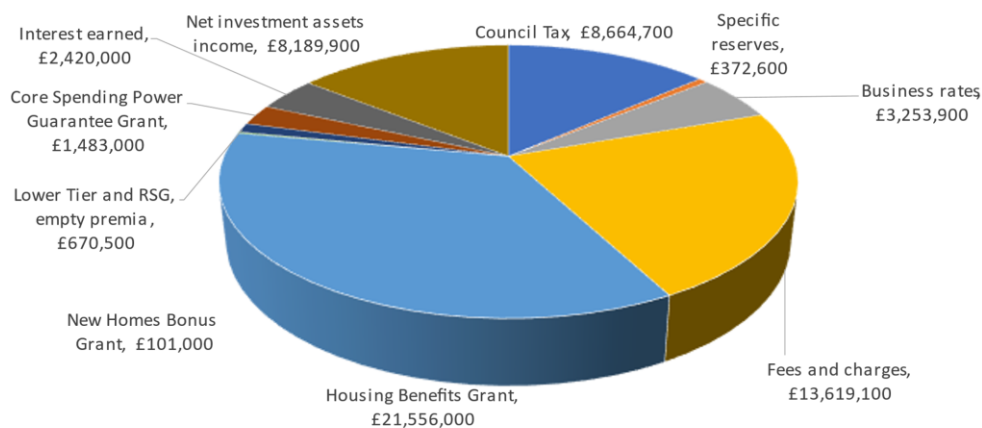
2.6 Major sources of income for this committee

Are Planning Application Fees and Pre Application Charges, (a breakdown will provided in the New Year)

3. Key issues

- 3.1 The Council generates £13.6m in fees and charges, which represents 22.5% of the Council’s budgeted income for 2023-24 and is an important part of balancing the 2024-25 budget, as shown in the chart below.

2023-24 Revenue Budget – How Gross £60.3m is funded



- 3.2 Corporate Policy & Resources Committee (CPRC) requested that the following minimum increases in Fees and Charges be applied for 2024-25:

- (a) Five percent increase on discretionary fees and charges.
- (b) Maximum charged for all statutory fees and charges.

- 3.3 The Committee must perform a balancing act between maximising additional income that can be generated through fees and charges and setting fee levels which are sustainable whilst not adversely impacting on volume of transactions with our residents and local businesses in the Borough.

- 3.4 All 2024-25 fees and charges proposed by Budget Managers were reviewed by the Senior Management Team and Group Heads in the context of the services concerned and the mandate received from Council.
- 3.5 The Cost-of-Living Crisis has impacted on the Council's fees and charges income in real terms. The funding provided by the Government to assist during the pandemic, was withdrawn and last year (2023-24) Council proposed a 5% increase in discretionary fees, knowing that inflation would be more than this figure.
- 3.6 This was a deliberate decision to aid the residents of the Borough and soften the impact of the Cost-of-Living crisis.
- 3.7 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the Council to the benefit of a particular community group. Please refer to our new Corporate Plan <https://www.spelthorne.gov.uk/corporateplan>
- 3.8 In presenting the proposed fees and charges for 2024-25 the Committee is acknowledging another challenging year for the Council as it strives to balance the 2024-25 budget.
- 3.9 Individual Committees are now required to discussed and reviewed the draft proposed fees and charges relating to the services under their remit and make their recommendations to Corporate Policy & Resources Committee.
- 4. Options analysis and proposal**
- 4.1 Following guidance from Corporate Policy & Resources Committee in September, every Committee has reviewed and considered each fee and charge and apart from the items in 2.7 below, considered the proposal to increase fees and charges by a minimum of 5% for the discretionary and to charge the maximum for statutory fees and charges, as the only option.
- 5. Financial management comments**
- 5.1 The fees and charges income will increase between 0% and 5% depending on the service, full details in Appendix A.
- 6. Risk management comments**
- 6.1 If Council does not approve the Fees and Charges for 2024-25 by 31 March 2024, at the latest, the Council will not be able to impose the Fees and Charges on the users of our service.
- 6.2 Reduced fee income combined with other financial pressures facing the Council could have an impact on the Council's ability to deliver services to its residents and communities.
- 6.3 The ongoing impact of the Cost-of-Living Crisis may present challenges for residents and local communities in paying for the Council's (fee paying) services. It is acknowledged earlier in this report that the Committee must perform a balancing act between maximising additional income that can be generated through fees and charges during financially challenging times and setting fee levels which are sustainable whilst not adversely impacting on volume of transactions with our residents and local businesses in the Borough. Budget monitoring processes provide a mechanism to ascertain actual levels of fee income being received into the Council's accounts.
- 7. Procurement comments**

7.1 There are none.

8. Legal comments

8.1 Please note that for Statutory Fees and Charges, the price is set centrally by third parties, usually central Government.

9. Other considerations

9.1 There are none.

10. Equality and Diversity

10.1 The Fees and Charges list, levy a reasonable charge on the people who use the services, where the Council becomes aware that a proposed increase in a fee or charge will have an impact on a particular cohort of residents, it will consider undertaking a quality impact assessment before implementing a proposed increase.

11. Sustainability/Climate Change Implications

11.1 There are none.

12. Timetable for implementation

12.1 An aggregated report of all the Committees approved fees and charges will be sent to Corporate Policy & Resources Committee for final approval, before a report recommending the 2024-25 Fees and Charges is sent to council for their approval at the 22 February 2024 Council meeting.

12.2 Once agreed by Council, the fees and charges proposed are to be implemented from 1 April 2024.

13. Contact

13.1 Paul Taylor Chief Accountant – p.taylor@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – List of individual fees and charges for this Committee

Appendix B – Schedule of Statutory fees and charges showing:

- Actual income for 2022-23,
- Budgeted income for 2023-24
- Actual income year to date at 31 October for 2023-24
- Proposed budgeted income for 2024-25

Appendix C- Schedule of Discretionary fees and charges showing:

- Actual income for 2022-23,
- Budgeted income for 2023-24
- Actual income year to date at 31 October for 2023-24
- Proposed budgeted income for 2024-25

Fees and Charges

2024/25



Printed Date: 06/11/2023

Last modified: 06/11/2023

A full schedule of the fees and charges for all Council services for the coming year

Environment & Sustainability

Planning Development Control

A) Pre-Application Charges

a) Householder Applications - Advice (Written)

Householder advice on acceptability of a proposal

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,249	100.00	105.00	S	Discretionary

b) Householder Applications - Other

Site Visit and advice on historic buildings

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,251	189.00	199.00	S	Discretionary

bb) Trees

Site visit and advice on trees - development site

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,673	368.00	386.00	S	Discretionary

Site visit and advice on trees - householder

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,250	116.00	122.00	S	Discretionary

c) Planning Investigation/Research - Commercial Organisations Only

Investigation/ Research Requiring Both Office And Site Based Work Per Hr

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
667	315.00	331.00	S	Discretionary

Investigation/ Research Requiring Office Based Work Only Per Hr

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
666	252.00	265.00	S	Discretionary

d) Planning Investigation/Research - Service Fees

High Hedge Legislation

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
665	685.00	724.50	S	Discretionary

e) Written Advice (Initial advice plus one additional response)

01) Single New Dwelling/Replacement Dwelling

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
1,303	326.00	342.00	S	Discretionary

02) Minor Proposals - 2 - 3 dwellings)

Record	2023/24 Charge	2024/25 Charge	VAT	Statute
780	498.00	523.00	S	Discretionary

Fees and Charges

Printed Date: 06/11/2023

Last modified: 06/11/2023

02b) Larger Minor Proposal (4-9 dwellings) or up to 1000 sq m commercial/other new build	1,672	995.00	1,045.00	S	Discretionary
05) Dropped kerbs - confirmation whether planning permission required	1,322	72.00	76.00	S	Discretionary
06) Advertisements, per advertisement	1,422	142.00	149.00	S	Discretionary
07) Other Miscellaneous developments (as agreed by the Planning Development Management)	1,423	160.00	168.00	S	Discretionary

f) Meetings (charge per meeting)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01) Single New Dwelling/Replacement Dwelling	1,304	398.00	418.00	S	Discretionary
02) Minor Proposal (2-3 dwellings)	777	682.00	716.00	S	Discretionary
02b) Large Minor Proposal (4-9 dwellings) or up to 1000 sq m commercial/other new build	1,671	1,328.00	1,394.00	S	Discretionary
03) Major Proposal 10 - 24 dwellings or 1,000 - 2,000 sq m commercial floor space	776	2,430.00	2,552.00	S	Discretionary
05) Strategic Proposals (25 -49 dwellings or 2,000- 10,000sq m commercial floor space)	774	3,720.00	3,906.00	S	Discretionary
06) Strategic Proposals (+50 dwellings or +10,000 sq m commercial)	775	5,720.00	6,006.00	S	Discretionary
07) Advertisements	1,424	395.00	415.00	S	Discretionary
08) Planning Performance Agreements for major/complex proposals (Terms to be agreed)	1,454			S	Discretionary

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B) Planning Application Fees

a) Household Development

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Alteration/Addition To Existing Dwelling	669	206.00	257.50	S	Statutory
Alteration/Addition To Two Or More Existing Dwellings	670	407.00	508.75	S	Statutory
Erection Of Outbuildings, Fences Etc Within Curtilage Of A Dwelling	671	206.00	257.50	S	Statutory

b) Outline Applications

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
The site area does not exceed 2.5 hectares: for each 0.1 hectare of the site area	673	462.00	577.50	S	Statutory
The site area exceeds 2.5 hectares (and an additional £115 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000;)	672	11,432.00	15,433.20	S	Statutory

c) Full Applications And Reserved Matters

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Erection Of Dwellings Per Dwelling Created Up To A Max of 50 Dwellings	674	462.00	577.50	S	Statutory
Where the number of dwellinghouses to be created by the development exceeds 50 (and an additional £115 for each dwellinghouse in excess of 50 up to a maximum total fee of £250,000)	675	22,859.00	30,859.65	S	Statutory

Fees and Charges

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d) Erection Of Buildings Other Than Dwellings, Agricultural Buildings, Glasshouses Or Plant And Machinery

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
No new floor space	680	234.00	292.50	S	Statutory
Where floor space does not exceed 40m ²	678	234.00	292.50	S	Statutory
Where the floor space created is between 40m ² and 75m ²	679	462.00	577.50	S	Statutory
Where the floor space created is between 75m ² and 3750m ²	677	462.00	577.50	S	Statutory
Where the floor space created is more than 3750m ² (with £115 for each additional 75m ² in excess of 3750m ² subject to a maximum fee of £250,000)	676	22,859.00	30,859.65	S	Statutory

e) Erection Of Other Agricultural Buildings On Land Used For Purposes Of Agriculture (Other Than Glasshouses)

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Where the gross floor space does not exceed 465m ²	686	96.00	120.00	S	Statutory
Where the gross floor space exceeds 540m ² but does not exceed 4215m ² £385 for the first 540m ² and an additional £385 for each 75m ² in excess of 540m ²	685	462.00	577.50	S	Statutory
Where the gross floor space exceeds 4215m ² £19,049 (and an additional £115 for each 75m ² in excess of 4215 up to a maximum fee of £250,000)	683	22,859.00	30,859.65	S	Statutory
Where the gross floor space exceeds 465m ² but does not exceed 540m ²	684	462.00	577.50	S	Statutory

f) Erection Of Glasshouses Used For Purposes In Agriculture

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Where the gross floor space does not exceed 465m ²	681	96.00	120.00	S	Statutory
Where the gross floor space exceeds 465m ²	682	2,580.00	3,225.00	S	Statutory

g) Erection, Alteration Or Replacement Of Plant And Machinery

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Where the site area does not exceed 5 hectares, £385 for each 0.1 hectare of the site area	688	462.00	577.50	S	Statutory
Where the site area exceeds 5 hectares £19,049 (an additional £115 for each 0.1 hectares in excess of 5 hectares subject to a maximum of £250,000)	687	22,859.00	30,859.65	S	Statutory

h) Applications other than Building Works

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Car Parks, Service Roads Or Other Accesses (Existing Uses Only)	704	234.00	292.50	S	Statutory

i) Exploratory Drilling For Oil Or Natural Gas

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
where the site area does not exceed 7.5 hectares, £423 for each 0.1 hectare of site area	699	508.00	635.00	S	Statutory

Fees and Charges

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where the site area exceeds 7.5 hectares, £31,725 (with an additional £126 for each 0.1 hectares in excess of 7 hectares up to a maximum fee of £250,000) 1,273 38,070.00 51,394.50 S Statutory

j) Operations For Winning And Working Of Minerals

where the site area does not exceed 15 hectares, £195 for each 0.1 hectare of the site area 701 234.00 292.50 S Statutory

where the site area exceed 15 hectares, £29,112 (and an additional £115 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000) 1,274 34,934.00 47,160.90 S Statutory

k) The carrying out of any operations not coming within any of the above categories

£195 for each 0.1 hectare of the site area, subject to a maximum of £1,690 703 234.00 292.50 S Statutory

For Non-Compliance With Conditions , Including Retention Of Temporary Building (If Not As A Revision) 705 234.00 292.50 S Statutory

l) Change Of Use Of Building To Use As One Or More Separate Dwellings - change of use is from a previous use as a single dwelling house to use as two or more single dwelling houses:

Where the change of use is to use as 50 or fewer dwelling houses £385 per new dwelling 1,275 462.00 577.50 S Statutory

where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000) 1,276 22,859.00 30,859.65 S Statutory

m) Change Of Use Of Building To Use As One Or More Separate Dwellings - In all other cases:

Where the change of use is to use as 50 or fewer dwelling houses £385 per new dwelling 1,277 462.00 577.50 S Statutory

where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000) 1,278 22,859.00 30,859.65 S Statutory

n) The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open

Where the site area does not exceed 15 hectares, £195 for each 0.1 hectares of the site area 1,279 234.00 292.50 S Statutory

Where the site area exceeds 15 hectares, £29,112 (and an additional £115 for each 0.1 hectare in excess of 15 hectares, subject to a maximum fee of £65,000) 1,280 34,934.00 47,160.90 S Statutory

o) Other Changes Of Use

Other Changes Of Use (Except Waste Or Minerals) 710 462.00 577.50 S Statutory

Fees and Charges

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p) Concessionary Fees and Exemptions

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01) Works To Improve The Disabled Person Access To A Public House, Or To Improve His Access, Safety, Health Or Comfort At His Dwelling House	689	0.00	0.00	S	Statutory
02) Applications By Parish etc. Councils (Advertisement Applications Also) - Half the normal fee	690	0.00	0.00	S	Statutory
03) Applications Required Because Of The Removal Of Permitted Development Rights By A Condition Or By Article 4 Direction	691	0.00	0.00	S	Statutory
04) Playing Fields (For Sports Clubs)	692	462.00	577.50	S	Statutory
05) Revised Or Fresh Application For Development Of The Same Character Or Description Within 12 Months C Receiving Permission	694	0.00	0.00	S	Statutory
06) Exemptions For Applications Following A Refusal, Withdrawn Application etc., Are Available On The Same Basis As For Planning Applications	723	0.00	0.00	S	Statutory
07) Revised / Fresh Application For Development (Or Advertisement_ Of Same Character Or Description Within 12 Months Of Expiratory Of Statutory 8 Weeks Period Where Applicant Has Appealed To Secretary Of State O The Grounds Of Non-Determination	693	0.00	0.00	S	Statutory
08) Duplicate Applications Made By The Same Applicant Within 28 Days - Normal fee for both applications	695	0.00	0.00	S	Statutory
09) Alternative Applications For One Site. Highest Of Fees Applicable For Each Alternative And A Sum Equal To Half The Rest.	696	0.00	0.00	S	Statutory
10) Development Crossing Planning Authority Boundaries, Requiring Several Applications - Only 1 Fee Is Paid The Authority Having The Larger Site, But Calculated For The Whole Scheme And Subject To Special Ceiling.	697	0.00	0.00	S	Statutory
11) Reserved Matters Where The Applicants Earlier Reserved Matters Applications Have Incurred Total Fees Equalling That For A Full Application For Entire Scheme	698	462.00	577.50	S	Statutory

q) Applications In Relation To Permission In Principle

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
£402 for each 0.1 hectare of the site area	1,219	402.00	502.50	S	Statutory

r) Advertisements

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Advance Signs Directing The Public To A Business	718	132.00	165.00	S	Statutory
Advertisements Relating To The Business On The Premises	717	132.00	165.00	S	Statutory
Other Advertisements	719	462.00	577.50	S	Statutory

s) Fees For Applications For Certificates Of Lawful Use Or Development

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
For Existing Use Or Development - The Amount That Would Be Payable In Respect Of An Application For Planning Permission	720			S	Statutory

Fees and Charges

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For Proposed Use or Development - Half The Amount That Would Be Payable In Respect Of An Application For Planning Permission	722			S	Statutory
Lawful not to comply with any condition	1,428	234.00	292.50	S	Statutory

t) Miscellaneous Applications

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Notification of Agricultural Or Forestry Development Or Demolition Under The General Development Order	712	96.00	120.00	S	Statutory
Notification of Demolition under the General Development Order	1,281	96.00	120.00	S	Statutory
Notification of Telecommunication Development Under The General Development Order	713	462.00	577.50	S	Statutory

u) Confirmation of Compliance with planning condition attached to Planning Permission

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Application or removal or variation of a condition following grant of planning permission	1,429	234.00	292.50	S	Statutory
Per Condition for a householder application	978	34.00	42.50	S	Statutory
Per condition for all other types of application	979	116.00	145.00	S	Statutory

v) Requests for Non Material Amendments

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Householder	783	34.00	42.50	S	Statutory
Others	782	234.00	292.50	S	Statutory

w) Hazardous Substances Consent

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Applications For Removal Of Conditions And Continuation Of An Existing Consent	716	200.00	250.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substance Is Not Exceeded	714	250.00	312.50	S	Statutory
Applications Where Twice The Controlled Quantity Of Substances Will Be Exceeded	715	400.00	500.00	S	Statutory

x) Fees For Certain Applications Under The General Permitted Development Order

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01) Part 4 Class CA (Provision of a temporary state-funded school on "vacant commercial land")	1,509	96.00	120.00	S	Statutory
02) Part 4 Class E (temporary use of land or building for the purposes of "commercial film making")	1,510	96.00	120.00	S	Statutory
03) Part 7 Class C (erection of a "collection facility" within the curtilage of a shop)	1,511	96.00	120.00	S	Statutory
04) Part 14 Class J (Installation of solar panels on a non-domestic building)	1,512	96.00	120.00	S	Statutory

C) Planning Miscellaneous Fees

Fees and Charges

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a) Photocopying Charges For Current Applications

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
01) A4 - First Sheet	654	3.80	4.00	S	Discretionary
02) A4 - Each Subsequent Sheet	655	1.15	1.20	S	Discretionary
03) A3 - First Sheet	656	4.85	5.10	S	Discretionary
04) A3 - Each Subsequent Sheet	657	1.37	1.40	S	Discretionary
05) A2 - First Sheet	658	22.13	23.20	S	Discretionary
06) A2 - Each Subsequent Sheet	659	3.30	3.50	S	Discretionary
07) A1 - First Sheet	660	22.13	23.20	S	Discretionary
08) A1 - Each Subsequent Sheet	661	4.40	4.60	S	Discretionary
09) A0 - First Sheet	662	22.13	23.20	S	Discretionary
10) A0 - Each Subsequent Sheet	663	6.00	6.30	S	Discretionary

b) Service Fees

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
Planning Decision Notice and copies of TPO's (Each)	651	33.70	35.40	S	Discretionary

c) Publicity Schedule Of Planning Proposals

	Record	2023/24 Charge	2024/25 Charge	VAT	Statute
By email	1,282	0.00	0.00	S	Discretionary
Paper Copy	664	116.00	121.80	S	Discretionary

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Appendix B

22/12/2023

Statutory Fees

Income
22/23

Budget
23/24

Income
23/24 YTD

Budget 24/25

ENVIRONMENT & SUSTAINABILITY

Planning Application Fees

552,738

531,000

320,267

690,100

ENVIRONMENT & SUSTAINABILITY TOTALS

552,738

531,000

320,267

690,100

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Appendix C

<u>Discretionary fees</u>	<u>Income</u>	<u>Budget</u>	<u>Income</u>	22/12/2023
	<u>22/23</u>	<u>23/24</u>	<u>23/24 YTD</u>	<u>Budget</u>
				<u>24/25</u>
ENVIRONMENT & SUSTAINABILITY				
Pre-Application Charges	102,468	70,000	52,714	73,500
Planning Miscellaneous Fees	90	-	79	-
ENVIRONMENT & SUSTAINABILITY TOTALS	102,558	70,000	52,793	73,500

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Environment & Sustainability Committee

23 January 2024



Title	<i>Revenue Growth Bids, Revenue Savings Plans, Capital Growth Bids 2024-25</i>
Purpose of the report	To make a decision and a recommendation to Corporate Policy & Resources Committee's on this committee's Cost Centre Budgets, as part of the overall budget process for 2024-25
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Affordable housing Recovery Environment Service delivery
Recommendations	<p>Fees & Charges are dealt with via a separate report.</p> <p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Formally review the proposed Revenue Growth Bids (Appendix B), Savings Plan (Appendix C) and Capital Growth Bids (Appendix D) for 2024-25 for this Committee. 2. Approve the proposed Revenue Growth Bids (Appendix B), Savings Plan (Appendix C) and Capital Growth Bids (Appendix D) for 2024-24 for this Committee. 3. Recommend to Corporate Policy & Resources Committee that they approve the proposed Revenue Growth Bids (Appendix B), Savings Plan (Appendix C) and Capital Growth Bids (Appendix D) for 2024-25.
Reason for Recommendation	<p><i>This relates to the Committee Cost Centres and forms part of the Net Revenue Expenditure budget, often referred to as above the line expenditure.</i></p> <p><i>The approved Revenue Growth Bids (Appendix B), Savings Plan (Appendix C) and Capital Growth Bids (Appendix D) are an important operational document and form the basis of each Cost Centre's budget for 2024-25.</i></p>

	<p><i>The Service Plans provide the starting point for the Committee discussions held in October & November and are published here for the sake of transparency.</i></p> <p><i>The Service Plans provide financial data for the three years beyond 2024-25, these are for indicative purposes only and will be subject to formal Committee approval, as part of the following years' budget setting process.</i></p> <p><i>Starting with the Council approved closing budget from 2023-24 the Revenue Growth Bids (Appendix B), Savings Plan (Appendix C) and Capital Growth Bids (Appendix D) have been included to arrive at the proposed budget for 2024-25, which is now before this Committee for approval.</i></p> <p><i>Members of this Committee have informally received all the documents in the attached appendices and have provided feedback to officers to develop their plans, including providing input into revenue and capital growth bids and the savings plan.</i></p> <p><i>The documentation is now formally provided for the agenda.</i></p> <p><i>Officers will use this information to shape the Council's Medium Term Financial Plan for the 4 years to 2027-28 and beyond.</i></p> <p><i>Council must approve a balanced budget at the annual Council meeting in February.</i></p> <p><i>This report does not cover the items referred to as 'below the line' and this will be dealt with at February's meeting.</i></p>
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Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • The Council has a legal obligation to set a balanced budget for 2024-25 at its Council Meeting on 22 February 2024, • The Committee is asked to review, approve the proposed Service Plans for each Cost Centre, which included the relevant Revenue and Capital growth bids and savings plans for 2024-25 as set out in Appendix A to D for this Committee. 	<ul style="list-style-type: none"> • As part of producing a balance budget, the Service Plans, and accompanying bids and plans provide the basis of the 2024-25 Budget. • To fulfil the Council's statutory obligation to agree a balanced Budget for 2024-25 at the Council Meeting on 22 February 2024, of before 31 March if not agreed.

<ul style="list-style-type: none"> Appendix E provides a summary of the draft Budget by cost centre for the Committee to provide a comparison and benchmark for each member of the Committee. 	
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<ul style="list-style-type: none"> Take a view of the Service Plans, which are based upon the guidance provided by this committee to Officers in November – December 2023. Question Budget Managers about their final plan, particularly if it does not agree with the input provided by this Committee late last year. Focus on the figures for 2024-25. Noting that the figures for 2025-26 and beyond are indicative and will be subject to Council approval in the future years’ budget setting process, so expect the figures to change over time, due to inflation changes, salary agreement settlements, change of strategy, , changing statutory requirements etc.. To ensure that all discretionary services breakeven or are fully subsidised. 	<ul style="list-style-type: none"> That this Committee review the proposed Service Plans and accompanying bids and plans as set out in Appendix A to D for 2024-25 Approve the proposed Service Plans for 2024-25 Recommend that Corporate Policy & Resources Committee approve the proposed Service Plans for 2024-25

1. Appendices

1.1 Included with this report are the following items for this Committee:

- (a) Service Plans, noting that a number of cost centres are amalgamated into one service plan.
- (b) Revenue Growth Bids
- (c) Savings Plan
- (d) Capital Growth bids
- (e) Summary Committee budget by cost centre
- (f) Detailed Committee budget by cost centre

2. Key issues

- 2.1 The Committee should provide a strategic steer to Officers, who will prepare the operational Service Plans to deliver the strategic outcomes desired by the Committee.
- 2.2 In the absence of any strategic direction, Officer will set the strategic direction and the Committee will then approve the strategy.
- 2.3 The Budget Manager originally prepared the Service Plan, and this was in turn reviewed by the relevant Group Head, then MAT, before being submitted to this Committee for review in October - November 2023.
- 2.4 The feedback provided by the Committee was incorporated into the Revenue Growth Bids (Appendix B), Savings Plan (Appendix C) and Capital Growth Bids (Appendix D) attached with this report.

3. Options analysis and proposal

- 3.1 Following guidance from this Committee in September, it is proposed to increase fees and charges by a minimum of 5% for the discretionary and to charge the maximum for statutory fees and charges, as the only option.

4. Financial management comments

- 4.1 The Council has a draft balanced budget for 2024-25 and should the Committee decide to increase or decrease the net revenue expenditure budget for this committee, it must state where the additional income or reduced services will come from to support a change, for example, should the Committee wish to an additional £50k service, then it will need to raise an additional £50k in income, through price increase, volume increase or increasing the frequency of spend or either reduce costs in one of more of the Committee Cost Centres to an aggregate of £50k, to maintain an overall draft balanced budget.

5. Risk management comments

- 5.1 Service Plans include a section on risk considerations and appetite. It is the responsibility of each Service Manager and Group Head to ensure that they identify, assess, and proportionately manage key risks relating to their service areas. This may include a range of risks that specifically impact the effective delivery of service objectives (and corporate priorities) The Council has an approved risk management policy that provides guidance in the management of risk, to support informed decisions.
- 5.2 The risk implications of approving any growth bids in terms of the financial impact on the draft balanced budget have been highlighted elsewhere in this report, along with proposed control and mitigation measures.

6. Procurement comments

- 6.1 Any new Council contracts taken on as part of the revenue and capital growth bids will be subject to the Council's procurement policies.

7. Legal comments

- 7.1 Any contracts required in connection with the revenue and capital growth bids shall have to comply with the Contract Standing Orders and the Council's duty to deliver best value under the Local Government Act 1999.

The Legal Services (g.legal@spelthorne.gov.uk) will assist with the preparation, review and negotiation of the contract terms and conditions where necessary.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 Individual projects are subject to equality and diversity impact assessments.

10. Sustainability/Climate Change Implications

10.1 All new actions and ongoing activities within service plans undertaken by the Council should meet the objectives of the Council's climate change strategy.

11. Timetable for implementation

11.1 Once approved the Service Plans will be presented to Corporate Policy & Resources Committee for approval at their meeting on 19 February, ahead of the full Council meeting on 22 February.

11.2 Once agreed by Council, the 2024-25 budget will be implemented from 1 April 2024.

12. Contact

12.1 Paul Taylor Chief Accountant – p.taylor@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – Service Plans for this Committee

Appendix B – Revenue Growth Bids for this Committee

Appendix C – Savings Plan for this Committee

Appendix D - Summary Committee budget by cost centre

Appendix E – Detailed Committee budget by cost centre

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**PLANNING
DEVELOPMENT
MANAGEMENT
SERVICE PLAN**

SERVICE PLAN 2024/25

1. SERVICE OVERVIEW

INSERT BRIEF OVERVIEW OF TEAM

Planning Development Management (PDM) plays a major role within the Council. The PDM team is responsible for processing all planning applications, dealing with all planning appeals and investigating planning enforcement cases. As part of the application process, PDM provides high quality advice to the general public, businesses, applicants (or their professional advisers) on whether permission is likely to be granted. Sound planning advice on development proposals is also provided on council assets. Planning applications are assessed and determined within government prescribed timescales and Section 106 agreements are negotiated and concluded where required. This also includes determining tree applications and giving advice on suitable works and giving advice on and determining applications in Conservation areas and listed buildings. The service is also responsible for leading on the River Thames scheme. Recently PDM has taken on the appraisal of the Borough's Conservation Areas and, for a temporary period, the making of Tree Preservation Orders.

PDM deals effectively with appeals submitted against the Council's refusal of planning permission, planning conditions, enforcement notices, non-determinations and other decisions. The team is also responsible for investigating complaints about buildings, structures or uses which have not taken place in accordance with a planning permission or which need permission but do not have it including court appearances and serving injunctions.

The PDM team plays a key role in giving training and general advice on all Development Management issues (members of the Planning Committee are required to have training). The officers are responsible for leading on and presenting planning applications to the Planning Committee for determination. In addition, the team engages positively with a range of internal and external key stakeholders and the wider community on planning issues.

WHO WE ARE

The team has a total of 24 staff (including one vacant Planning enforcement officer post); 21.56 full time equivalents (including the Group Head) with 14 posts being full time and 8 posts part time.

There are four teams;

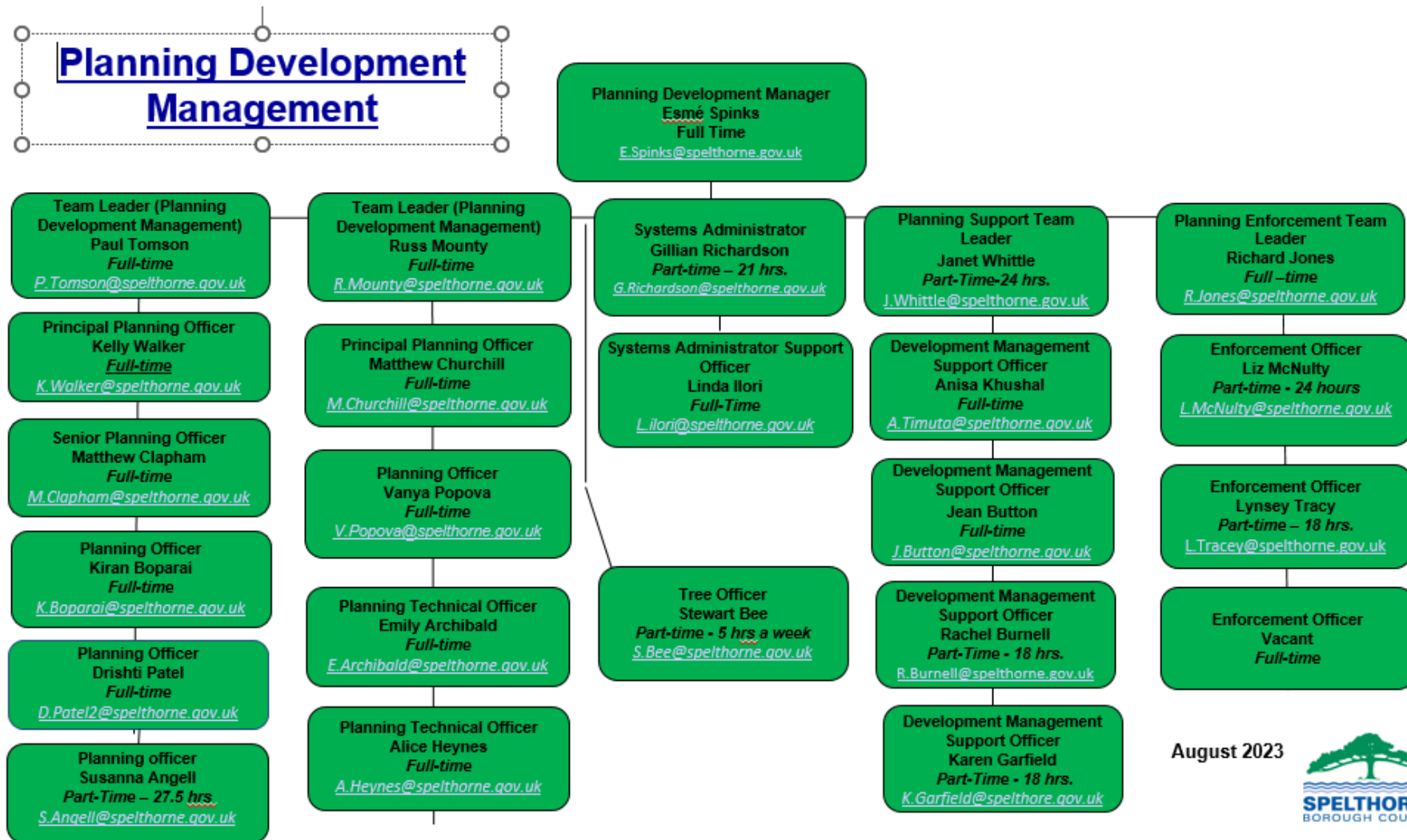
- Two planning officer teams each headed by a Team Leader (Planning Development Management)
- Planning enforcement team headed by a Planning Enforcement Team Leader

- Technical Support team headed by a Development Management Support Team Leader
- Systems Administrator and Support Officer.
- There is also a part time tree officer (0.2).

There is 1 Planning Development Manager, 8.6 f.t.e Planning Officers, 2 Planning Technical Officers, 3.16 f.t.e Planning Enforcement Officers, 3.6 f.t.e Technical Support Officers, 0.6 Systems Administrator, 1 Assistant Systems Administrator (temporary 23 months from 09/22) and 0.2 Tree Officer.

The Planning Development team is managed by a full time Planning Development Manager.

A family tree of the service is below.



August 2023



WHAT WE DO: Service Purpose and Core Business Functions

Planning Development Management (PDM) plays a major role within the Council. The PDM team is responsible for processing all planning applications, dealing with all planning appeals and investigating planning enforcement cases. As part of the application process, PDM provides high quality advice to the general public, businesses, applicants (or their professional advisers) on whether permission is likely to be granted. Sound planning advice on development proposals is also provided on council assets. Planning applications are assessed and determined within government prescribed timescales and Section 106 agreements are negotiated and concluded where required. This also includes determining tree applications and giving advice on suitable works and giving advice on and determining applications in Conservation areas and listed buildings. PDM receives a statutory planning fee for most types of planning applications. These fees will be increased by Government on 01/04/24 by 35% on major applications and 25% on other applications. From thereon in, application fees will rise annually on 1 April every year, in line with inflation, with a 10% cap and a three-yearly review. The Government states that it expects that local planning authorities protect at least the income from the planning fee increase to directly support increased resourcing for planning.

PDM deals effectively with appeals submitted against the Council's refusal of planning permission, planning conditions, enforcement notices, non-determinations and other decisions. The team is also responsible for investigating complaints about buildings, structures or uses which have not taken place in accordance with a planning permission or which need permission but do not have it including court appearances and serving injunctions.

The PDM team plays a key role in giving training and general advice on all Development Management issues. The officers undertake a regular and comprehensive planning training programme for all councillors. The officers are responsible for leading on and presenting planning applications to the Planning Committee for determination.

In addition, the team engages positively with a range of internal and external key stakeholders and the wider community on planning issues.

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN <i>And other key statutory and service elements</i>						
What is our corporate priority (CARES)? Is the function statutory or non-statutory	Provide clear outline of what the service wants to achieve including projects and outcomes/deliverables	How will we measure the difference made?	Is a business case required? and when do you hope to action the achieve this by? Or is this just a growth bid?	Who is the lead officer?	Which Committee sign off?	Other service resources e.g., procurement and budget required mention if also potential growth bids
Community Affordable Housing Environment Service Delivery Statutory	Processing large scale planning applications expeditiously and with high quality outcomes.	Statutory targets – Speed and Quality	On-going (statutory target) Growth bids to enable: 1) an existing Systems Administrator Support Officer on a temporary contract to be made permanent, 2) Biodiversity Net Gain consultant's advice, 3) Heritage and Design expertise, external	Planning Development Manager	Planning and Officer Delegation	Legal Services Environmental Health Climate change Neighbourhood Services Community Growth bid 1) 39,947 2) 25,000 3) 25,000

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN <i>And other key statutory and service elements</i>						
What is our corporate priority (CARES)? Is the function statutory or non-statutory	Provide clear outline of what the service wants to achieve including projects and outcomes/deliverables	How will we measure the difference made?	Is a business case required? and when do you hope to action the achieve this by? Or is this just a growth bid?	Who is the lead officer?	Which Committee sign off?	Other service resources e.g., procurement and budget required mention if also potential growth bids
			critical friend.			
Community Affordable Housing Environment Service Delivery Statutory	Processing all non-major applications expeditiously and with high quality outcomes	Statutory targets – Speed and Quality	Statutory targets – Speed and Quality Growth bids as above	Planning Development Manager	Planning and Officer Delegation	Legal Services Environmental Health Climate change Neighbourhood Services Community
Community Affordable Housing Environment Service Delivery Statutory	Defending planning appeals rigorously to ensure the LPA is nor 'Designated' (particular for major applications and to ensure a high level of performance and to	Statutory targets - Quality	On-going (statutory target) Growth bid to assist in defending complex planning appeals	Planning Development Manager	Planning Committee	Legal Services Environmental Health Commissioning & Transformation Neighbourhood Services Community Growth bid £50,000 consultants, £80,000 legal

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN <i>And other key statutory and service elements</i>						
What is our corporate priority (CARES)? Is the function statutory or non-statutory	Provide clear outline of what the service wants to achieve including projects and outcomes/deliverables	How will we measure the difference made?	Is a business case required? and when do you hope to action the achieve this by? Or is this just a growth bid?	Who is the lead officer?	Which Committee sign off?	Other service resources e.g., procurement and <i>budget</i> required mention if also potential growth bids
Community Environment Service Delivery Non Statutory	Continue to deliver a strong, effective and fair Planning Enforcement Service	Quality of the environment Number of complaints resolved	On-going Growth bid for 12 extra hours for existing planning enforcement officers to reflect the increasing workload.	Planning Development Manager	Neighbourhood Services and Enforcement	Legal Services Environmental Health £15,292 growth bid
Community Environment Service Delivery Statutory	Protection Regulations (GDPR) compliant, compliance with Document retention policy	Outcome of any referrals to the ICO	On-going Not a growth bid	Planning Development Manager	Corporate Policy and Resources	Data Protection Officer
Community Affordable Housing	Respond to pre-application requests in a positive, efficient and expeditious manner to enable	Provision of high quality development.	On-going Not a growth	Planning Development Manager	N/A	Environmental Health Commissioning

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN <i>And other key statutory and service elements</i>						
What is our corporate priority (CARES)? Is the function statutory or non-statutory	Provide clear outline of what the service wants to achieve including projects and outcomes/deliverables	How will we measure the difference made?	Is a business case required? and when do you hope to action the achieve this by? Or is this just a growth bid?	Who is the lead officer?	Which Committee sign off?	Other service resources e.g., procurement and <i>budget</i> required mention if also potential growth bids
Environment Service Delivery Non Statutory	a more efficient service delivery and improved outcome. To enter into planning performance agreements, where appropriate, with applicants. These enquiries can save an applicant time in preparing the application and the time taken by the Council to make a decision on it. In cases of proposals with little prospect of approval, early advice can avoid further abortive work. It can also quickly identify solutions to problems and therefore save costs.	Improved performance in terms of speed and quality. Improved Community engagement at an early stage.	bid			& Transformation
Community Environment Service Delivery Statutory	The making of Tree Preservation Orders. This is a function which was transferred from Strategic Planning for a temporary period pending the recruitment of officers in that Service. It currently remains with Planning	Protection of trees in the interest of visual amenity and biodiversity benefits	On-going Growth bid to fund the increasing tree preservation	Planning Development Manager	Planning and Officer Delegations	Environmental Health, Strategic Planning, Commissioning & Transformation Neighbourhood

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN <i>And other key statutory and service elements</i>						
What is our corporate priority (CARES)? Is the function statutory or non-statutory	Provide clear outline of what the service wants to achieve including projects and outcomes/deliverables	How will we measure the difference made?	Is a business case required? and when do you hope to action the achieve this by? Or is this just a growth bid?	Who is the lead officer?	Which Committee sign off?	Other service resources e.g., procurement and budget required mention if also potential growth bids
	Development Management.		work			Services £5,000 bid
Community Environment Service Delivery Statutory	River Thames Scheme (RTS) Lead Service on the RTS for Spelthorne BC. Consents for a major flood relief scheme by the Environment Agency, which will pass west to east throughout the whole borough. In conjunction with neighbouring authorities. Entered into a planning performance agreement to include funding from the Environment Agency/SCC for technical expertise. Discussions on-going 2023/24, DCO expected early 2024.	Improved flood risk for Spelthorne Borough– mid/long term. Environmental Enhancements	On-going	Planning Development Manager	Planning Environment and Sustainability	Environmental Health, Strategic Planning, Commissioning & Transformation Neighbourhood Services
Community Affordable Housing	On-going training for Councillors, on all planning matters.	Decision making by the Planning Committee on	On-going Not a growth bid	Planning Development Manager	Planning Environment	Legal Services

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN And other key statutory and service elements						
What is our corporate priority (CARES)? Is the function statutory or non-statutory	Provide clear outline of what the service wants to achieve including projects and outcomes/deliverables	How will we measure the difference made?	Is a business case required? and when do you hope to action the achieve this by? Or is this just a growth bid?	Who is the lead officer?	Which Committee sign off?	Other service resources e.g., procurement and <i>budget</i> required mention if also potential growth bids
Environment Service Delivery Non statutory		planning applications. Statutory Speed and Quality assessment on applications			and Sustainability	
Community Environment Service Delivery Statutory	To secure funding under PPAs to assist with the speedy discharge of Environmental Health conditions.	Speed of discharge	On-going	Planning Development Manager	Planning Environment and Sustainability	Environmental Health

2. RESOURCES 2023/24 IDENTIFY FOR EACH SERVICE AREA – THIS SHOULD BE YOUR APPROVED FIGURES FOR 2023/24 (ASK YOUR SERVICE ACCOUNTANT FOR ASSISTANCE AS REQUIRED).

Service Area	Revenue Expenditure Budget £	Capital Budget £	Projected Income £	Staff (Full time equivalents)	<i>Key risks for budget</i>
	1,382,500	N/A	603,000		Public Inquiries on large applications. Potential award of costs if reasons for refusal are not defensible. High Court costs for challenges.
Total	1,382,500	N/A	603,000	21.5 (inc GH)	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Details of bid	Reason for Bid and confirm which priority in the new corporate plan this relates to CARES (Community, Affordable Housing, Recovery, Environment & Service Delivery) include consideration of future years items.	Cost Centre code details	Start Date MM/YY	Gross Funding rec'd Separate line. If none enter n/a (£000)	Gross (Revenue or Saving) or Cost £000	Total bid Req'd .	End Date MM/YY	PID Req'd Y or N If no, why not?	Procurement involved. Y or N If no, why not?	24/25 £000	25/26 £000	26/27 £000	27/28 £000
Statutory advertising has been under budget for the last few years	We are required to statutorily advertise some applications in the local press. The budget is £12,000 but has cost £18,000 for the past few years. Therefore, a bid of an extra £8,000 is required to take the total budget to £20,000. Corporate Priority: Service Delivery	211024901	01/04/2024	8 Planning fee income	8	8	N/A		No – under the regulations, local press is required to be used	8	8	8	8
Budget for 'books and publications (£8,900) is	This budget is used to provide online planning and legal information which is essential for the officer's knowledge on legislation, etc. It has been underbudget by £5,000 for a while and an increase is therefore required.	211024312	01/04/24	5 Planning fee income		5		N/A	N/A only suppliers	5	5	5	5

Service Area	Revenue Expenditure Budget	Projected Income	Staff (Full time equivalents)	Savings	Total budget
Total 2024/25	0	689,000 + 70,000 + 413,000= 1,172,000	21.5 (incl. GH)	0	
Expenditure Costs	1,382,500+ 254,905 = 1,637,405		0	0	1,382,500+ 254,905 = 1,637,405
Project Income/Lost Income	0	689,000 + 70,000 + 413,000= 1,172,000	0	0	689,000 + 70,000 + 413,000= (1,172,000)
Staff	0	0	1,214,800	0	0
Savings	(0)	(0)	(0)	N/A	N/A
Total 2024/25 Provisional Revenue Budget 2024/25	1,637,405	1,172,000	21.5	0	465,405

Significant/Material anticipated revenue budget impacts:

Please highlight any estimate financial impacts (positive or adverse) anticipated over the next four years. For example, this could arise from new anticipated statutory requirements, contractual inflation/new contracts; impact of population growth etc

Service Cost Centre	Issues Description	2024/25 £000s	2025/26 £000s	2026/27 £000s	2027/28 £000s
211027331	Planning fee increase – 25 -35% form 01/04/24, thereafter an annual minimum increase of at	530,000 +30% = 159,000+530,000 = 689,000	689,000+10% = 757,900	757,900+ 10% = 833,690	833,690 +10% = 917,059

	least 10%				
211027331	Pre-application advice	70,000	70,000	70,000	70,000
Total £000s		759	827.9	833.69	917.059

PDM receives a statutory planning fee for most types of planning applications. These fees will be increased by Government on 01/04/24 by 35% on major applications and 25% on other applications. A new provision is added to the 2012 Fees Regulations so that, from 1st April 2025, all fees under those Regulations can be increased annually (new regulation 18A). The amount of any increase will be in line with inflation, or if lower, 10%. The Government states that it expects that local planning authorities protect at least the income from the planning fee increase to directly support increased resourcing for planning. A 30% increase to the current fees has been used to calculate the fee increases above.

The increase in planning fee income as projected in the table above is an estimation only, based on the 2023/24 budget. It assumes the economic situation does not deteriorate in the way it occurred under the previous banking collapse and Covid 19.

Capital Bids 24/25, 25/26 and 26/27. It is important that before you submit bid, particularly for a project, you must have gone through the PID process and discussed the project with procurement, if you have not done either, you bid will be rejected, as our medium term financial strategy indicates that cash flow will be extremely tight. Therefore, please consider likely impact of each items beyond 24/25 where feasible or where savings may emerge, it is essential that you enter figures for 25/26, 26/27 and 27/28, if you don't believe there will be any figures for a year enter n/a (not applicable).

Use a separate line for each item.

No Capital Bids

Details of bid	Reason for Bid and confirm which priority in the new corporate plan this relates to CARES (Community, Affordable Housing, Recovery, Environment & Service	Cost Centre code details	Start Date MM/YY	Gross Funding rec'd Separate line. If none enter	Gross Capital Cost £000	Total bid Req'd . £000's	End Date MM/YY	PID Req'd Y or N Mandat	Procurement involved. Y or N Mandat	24/25 £000	25/26 £000	26/27 £000	27/28 £000

(1)	Delivery) include consideration of future years items (2)	(3)	(4)	n/a (£000) (5)	(6)	(7)	(8)	ory (9)	ory (10)	(11)	(12)	(13)	(14)
Capital													
Total Capital													

3. CARBON FOOTPRINT – working in conjunction with our Climate Change Officer please highlight in the table below how you intend to reduce the Carbon Footprint (by tons) within your department over the next four years and beyond, if there is an invest to save element in your plans, please ensure that the cost element is highlighted in the relevant section above for revenue and or capital bids

Cost Centre	Initiative	24/25	25/26	26/27	27/28
	Carbon footprint reduction in the assessment of planning applications				
Total carbon reduction by ton					

4. PROCUREMENT CONTRACTS – please list below all contracts under £40,000 that will lapse and or will need to be renewed over the next four years

Cost Centre	Supplier	Contract details	2024/25 £000s	2025/26 £000s	2026/27 £000s	2027/28 £000s
211024401	Andrew Hill	Heritage Advice	9	9		
Total £000s			9	9	X	x

5. KEY PERFORMANCE INDICATORS -

Code	Key indicator description	Time period	Target
PDM 1	Determine planning applications within statutory timescales	Annually (measured over a 2 year period)	Speed of Major Development (60%) Oct 23 – Sept 25
PDM 2	Determine planning applications within statutory timescales	Annually (measured over a 2 year period)	Speed of Non-Major Development (70%) Oct 23 – Sept 25
PDM 3	Quality of Major development	Annually (measured over a 2 year period)	10% or less (the lower the better) Apr 23 – Mar 25
PDM 4	Quality of Non-Major Development	Annually (measured over a 2 year period)	10% or less (the lower the better) Apr 23 – Mar 25
PDM 5	Speed of determining planning applications (majors)	Annually (Apr 23-Mar 24)	60% in 13 weeks
PDM 6	Speed of determining planning applications (minors)	Annually (Apr 23-Mar 24)	65% in 8 weeks

PDM 7	Speed of determining planning applications (others)	Annually (Apr 23-Mar 24)	80% in 8 weeks
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7. KEY ISSUES/RISKS FOR 2024/25 –

WORKFORCE PLANNING ISSUES/TRAINING REQUIREMENTS
<p>The number of complex large applications is likely to increase next year as the emerging local plan progresses. This will put an increased pressure on planning officers and support staff. The applications will be accompanied by a planning application fee, which can be large providing it is a ‘full’ rather than ‘outline’ application. It is unknown at this stage if the impact on workforce will be significant.</p> <p>In addition, the planned national fee increase will come into effect next year, there will be scope to fund additional resourcing.</p> <p>The emerging local plan and national issues require DM staff to receive guidance from experts and new Planning SPDs on matters relating to climate change, infrastructure, affordable housing and green/biodiversity issues. There will also be a requirement for expert Building Control advice on new builds in relation to emerging planning policies.</p> <p>There will also be additional workload in 2024/25 with the Development Consent Order for the River Thames Scheme which Planning DM is leading on for Spelthorne Council.</p> <p>The fast moving legislative changes in planning, requires officers to be continually in step with the details and resulting change in processes.</p> <p>There are a number of free online training sessions on legislation and others with minimal cost. Some Surrey wide training is undertaken for planning and enforcement officers, the cost of which has been relatively low. There is a need for on-going ICT training with Idox to further develop and improve the system to ensure the smooth and constant update of the planning software which is essential for the continued successful paperless way of working.</p>
COMMUNICATION/CONSULTATION
<p>Continuous consultation on planning proposals, including with councillors on sensitive matters.. Encouragement in the application of the</p>

agreed consultations process for larger major proposals
LEGAL ISSUES (likely to require additional legal support)
The main impact on legal will be from possible planning appeals, on-going enforcement work and unplanned court work.
GDPR
Due to the high volume of external correspondence received and uploaded to the internet, a large amount of officer time is spent redacting personal and sensitive information
PROCUREMENT OR CONTRACTS (upcoming procurements or contracts required)
Counsel is selected from the legal framework of barristers. An exemption of contract standing orders for procurement may be necessary for certain specialist technical advice as has been the case in 2023/24.
ICT (e.g. provide information on systems to be purchased or support needed)
Constant on-going for Idox Uniform and Enterprise
Climate Change
Climate change is becoming increasingly important with the consideration of planning applications. DM officers require guidance to assist and have been communicating with the climate change officer on the process. It is anticipated that the draft SPD will be adopted by (or before) 2024.
SERVICE RISKS (consider likelihood and impact) – relate where appropriate to corporate risk
There is a risk that the ‘Major Quality’ target is not met. Members have been advised of the consequential ‘Designation’ process if the figure rises towards 10% and beyond. Possible decrease in planning application submissions and as a consequence, less than expected planning fee increase. Possible loss of staff due to a very competitive job market.
NON-LEGAL ISSUES
Possible resourcing/workforce issues are dealt with above.
EQUALITY and DIVERSITY
All planning application reports assess the proposal under the Equality Act 2010 and associated Public Sector Equality Duty and the Human Rights Act 1998

8. LOOKING FURTHER AHEAD: OTHER KEY ISSUES/RISKS FOR THE NEXT THREE YEARS – issues e.g. legislation that we need to plan for in the medium term, financial changes, climate change,

SERVICE AREA
<p>New planning legislation is expected, date currently unknown.</p> <p>Increased Public Inquiries with the likely refusal of large scale schemes.</p> <p>Biodiversity Net Gain (BNG) will come into effect in in November 2023 (Majors) and April 2024 (Non-Majors).</p> <p>Additional areas of expertise required to assist DM planners, (e.g. climate change, biodiversity (BNG), building control, water).</p>

9. KEY CONTACTS

Esmé Spinks	Planning Development Manager
29/08/23	

10.0 MANAGEMENT AND PORTFOLIO HOLDER

10.1 Group Head’s comment/signoff

Signature/ date	Comments

10.2 Comments/sign off from the Deputy Chief Executive/Chief Executive *(delete as appropriate)*

Signature/date	Comments

Document Reference:	Service Plan 2024/25
Version:	V4
Date of issue	28/08/2023
Originator:	
Reviewer:	
Plan Status:	Final

19-4-23

STRATEGIC PLANNING SERVICE PLAN

SERVICE PLAN 2024/25

1. SERVICE OVERVIEW

The Strategic Planning team is responsible for forward planning and policy development, most notably the production and review of Spelthorne’s Local Plan. This sets out where new housing, employment and other development will take place over a 15-year period and includes policies that will be used to determine planning applications and enforcement action. We are also responsible for overseeing and inputting on significant infrastructure proposals that affect our borough, such as Heathrow Expansion, and respond to consultations from Central Government and statutory undertakers. We manage the Community Infrastructure Levy (CIL) regime, including collection and infrastructure delivery, and monitor legal agreements relating to planning applications. We work with teams throughout the Council and provide planning policy advice internally and externally on the many areas our service overlaps with. In early 2023, it was agreed that the Strategic Planning Manager would take over management of the Economic Development team, initially through a pilot arrangement while the establishment review was ongoing but this was confirmed in July 2023. The Strategic Planning Manager was retitled Service Lead for Strategic Planning and Enterprise to reflect this additional responsibility and it is planned to merge the teams fully, although developments in the Local Plan have resulted in a delay in taking this forward. This service plan only covers Strategic Planning for expediency reasons but a joint plan is intended for 2025/26.

WHO WE ARE

- Service Lead for Strategic Planning and Enterprise (FT)
- Local Plans Manager (PT)
- Principal Planning Officer (FT)
- Senior Planning Officer (FT)
- Senior Planning Officer (FT)
- Planning Officer (FT) [Vacant]
- Planning Policy Technician (FT)
- Infrastructure Delivery Coordinator (FT)
- CIL Administrator (PT)

WHAT WE DO:

<p align="center">SERVICE AREA – provide “Golden Thread as to how service links to corporate plan priorities CARES (Community, Affordable Housing, Recovery, Environment, Service Delivery)</p>	<p align="center">Specify link (CARES)</p>
<p>Produce and review Spelthorne’s Local Plan</p>	<p>Community Affordable Housing, Recovery, Environment, Service Delivery</p>
<p>Input into major infrastructure proposals affecting the Borough</p>	<p>Community, Environment</p>
<p>Respond to key consultations relating to planning, housing, the environment, infrastructure etc. Recently, these have included the SCC Minerals and Waste Plan, Surrey Place Ambition, Local Cycling and Walking Infrastructure Plans, Local Transport Scheme 4, River Thames Scheme and central government consultations on planning, infrastructure and related matters.</p>	<p>Community, Environment</p>
<p>Administer the Community Infrastructure Levy regime and spending of monies on infrastructure projects, including liaising with other teams and services in the Council to ensure a coordinated approach</p>	<p>Community, Environment, Service Delivery</p>
<p>Provide policy advice on development proposals and liaison both internally and externally on planning policy matters</p>	<p>Community, Affordable Housing, Environment, Service Delivery</p>

2. RESOURCES 2023/24

Service Area	Is this a new service or are you stopping a service	Projected Expenditure £000s	Capital Budget £000s	Projected Income £000s	Staff (FTE)	Key risks for budget
Policy		621,200	0	(85,600) Funding CIL posts	8.13	Additional costs of progressing Local Plan to adoption (discussed below)
Total						

Growth Bids 24/25 Capital and Revenue

DRAFT

Details of bid	Reason for Bid and confirm which priority in the new corporate plan this relates to CARES (Community, Affordable Housing, Recovery, Environment & Service Delivery) include consideration of future years items.	Cost Centre code details	Start Date MM/YY	Gross Funding rec'd Separate line. If none enter n/a (£000)	Gross (Revenue or Saving) or Cost £000	Total bid Req'd.	End Date MM/YY	PID Req'd Y or N If no, why not?	Procurement involved Y or N If no, why not?	24/25 £000	25/26 £000	26/27 £000	27/28 £000
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Cost - Revenue	Resumption of examination hearings The initial three weeks of Local Plan examination hearings were paused after the first week so further hearings will be required to complete the examination process once it resumes. Costs are for the Planning Inspector (£1k per day), Programme Officer and legal fees plus any attendance by specialist consultants who have produced evidence for the Local Plan. Relates to all CARES priorities	21101/4401	04/24	n/a	50,000	50,000	12/24	N Not a project	N Existing contracts for consultants	50,000	0	0	0
	Completion of design code work Initial work will commence on design codes in 2023/24 as the	21101/4401	04/24	n/a	100,000	100,000	03/25	N Not a project	Y Procurement will be	100,000	0	0	0

Council considers this work to be vital to shape the future character of the Borough and Staines in particular, seeking to accelerate the programme that was originally planned for after adoption of the Local Plan. These initial costs will need to be met in-year as there is no budget for this work. A decision on a bid for the Planning Skills Delivery Fund is awaited and if successful this would cover some of the initial training and community engagement work. The growth bid for 2024/25 is for remaining costs to complete the design codes. Relates to all CARES priorities as design codes support the Local Plan.

involved in appointing consultants to work with officers on producing design codes

150,000 150,000

Total Cost - Revenue

Income - Revenue

Total Income - Revenue													
Staff - Revenue	<p>Increase in part-time hours for Local Plan Manager post</p> <p>The post-holder has been working these increased hours (from 22.5 hours per week to 27.5 hours) on a temporary basis for around a year, with the cost offset by the vacant Planning Officer post. Now that it is intended to fill that post, a growth bid is sought to continue with the increased hours on a permanent basis. These additional hours are required to deliver the Local Plan through to adoption and for other related work programmed concurrently and beyond adoption, e.g. design codes and other supplementary guidance. Note that it is the personal circumstances of the post-holder that means the position is part-time rather than the post not requiring a full-time officer.</p>	21101/1001	04/24	n/a	11,642	11,642		No PID - not a project	No procurement – staff recruitment	11,642	11,875	12,113,355	12,355

	Relates to all CARES priorities (Local Plan delivery)											
	<p>Increase to fixed term Policy Officer post</p> <p>The Planning Officer post is currently vacant but as set out in this service plan it is the intention to fill the vacancy to allow for the team to grow to full strength. The post is fixed for two years, however we wish to offer an apprenticeship with this post to allow the successful candidate to complete their training. This used to be offered as a Master course paid for out of my budget but the apprenticeship levy means we could offer full training and qualifications at no additional cost beyond the salary. The apprenticeship lasts 3 years so the fixed term needs to be extended to cover this period and beyond so that we can reap the benefits of the qualified officer. This additional salary cost to increase the fixed term does not kick in until 2025/26.</p>	21101/1001	04/25	n/a	93,548.3 2	93,548.3 2	N Not a project	N	0	45,857.0 2	47,691. 30	0

Total Staff - Revenue					105,190.32	105,190.32				11,642	57,732.02	59,804.30	12,355
Savings - Revenue													
Total Savings - Revenue													

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* Note that this is a low estimate and will depend on factors not yet known or outside the Council’s control, such as how many further hearing days will be required. It also does not include any further work or evidence required as a result of suggested modifications to the Local Plan that Members may agree after publication of the revised NPPF.

Revenue, Staff and Savings Bids 24/25, 25/26 and 26/27. Given the medium term financial strategy is extremely tight please consider likely impact of each items beyond 24/25 where feasible or where savings may emerge, it is essential that you enter figures for 25/26, 26/27 and 27/28, if you don’t believe there will be any figures for a year enter n/a (not applicable).

Use a separate line for each item.

Provisional 2024/25 revenue cost/income budget requested.

Service Area	Revenue Expenditure Budget	Projected Income	Staff (Full time equivalents)	Savings	Total budget
Total 2024/25		0	8.13	0	X
Expenditure Costs	151,500	0	0	0	151,500

Project Income/Lost Income	0	(85,600)		0	(85,600)
Staff	0	0	469,700 11,642 <hr/> 481,342	0	481,342
Savings	(0)	(0)	(0)	(X)	(X)
Total 2024/25 Provisional Revenue Budget 2024/25	X	X	X	X	547,242

Significant/Material anticipated revenue budget impacts:

Please highlight any estimate financial impacts (positive or adverse) anticipated over the next four years. For example this could arise from new anticipated statutory requirements, contractual inflation/new contracts; impact of population growth etc

Service Cost Centre	Issues Description	2024/25 £000s	2025/26 £000s	2026/27 £000s	2027/28 £000s
Total £000s		X	X	X	x

Capital Bids 24/25, 25/26 and 26/27. It is important that before you submit bid, particularly for a project, you must have gone through the PID process and discussed the project with procurement, if you have not done either, you bid will be rejected, as our medium term financial strategy indicates that cash flow will be extremely tight. Therefore, please consider likely impact of each items beyond 24/25 where feasible or where savings may emerge, it is essential that you enter figures for 25/26, 26/27 and 27/28, if you don't believe there will be any figures for a year enter n/a (not applicable).

Use a separate line for each item.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Details of bid	Reason for Bid and confirm which priority in the new corporate plan this relates to CARES (Community, Affordable Housing, Recovery, Environment & Service Delivery) include consideration of future years items	Cost Centre code details	Start Date MM/YY	Gross Funding rec'd Separate line. If none enter n/a (£000)	Gross Capital Cost £000	Total bid Req'd. £000's	End Date MM/YY	PID Req'd Y or N Mandatory	Procurement involved Y or N Mandatory	24/25 £000	25/26 £000	26/27 £000	27/28 £000

Capital													
Total Capital													

3. CARBON FOOTPRINT – working in conjunction with our Climate Change Officer please highlight in the table below how you intend to reduce the Carbon Footprint (by tons) within your department over the next four years and beyond, if there is an invest to save element in your plans, please ensure that the cost element is highlighted in the relevant section above for revenue and or capital bids

Cost Centre	Initiative	24/25	25/26	26/27	27/28
	None identified				
Total carbon reduction by ton					

4. PROCUREMENT CONTRACTS – please list below all contracts under £40,000 that will lapse and or will need to be renewed over the next four years

Cost Centre	Supplier	Contract details	2024/25 £000s	2025/26 £000s	2026/27 £000s	2027/28 £000s
Total £000s			X	X	X	x

5. KEY PERFORMANCE INDICATORS

Code	Key indicator description	Time period	Target
	None (Planning KPIs all relate to Development Management)		

6. KEY ACTIVITIES FOR 2024/25 –

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN And other key statutory and service elements						
What is our corporate priority? Is the function statutory or non-statutory	What do we want to achieve? Provide clear outcomes/deliverables	How will we measure the difference made?	When will the business case be produced and when will we achieve this by?	Who is the lead officer?	Which Committee sign-off?	Other service resources and budget required
Statutory requirement – Corporate Priorities are Community, Affordable Housing, Recovery, Environment and Service Delivery	Progress the new Local Plan, including the Staines Development Framework, from the examination stage (currently paused) and adoption	Complete remaining stages of Local Plan examination, receipt of Inspector letter to advise if the Plan is sound and if not what modifications are required. Further consultation on modifications then adoption by the Council	31 December 2024 (dependent on length of pause and PINS timetable for remainder of examination)	Service Lead for Strategic Planning and Enterprise	Environment & Sustainability (Council for decision to adopt)	No existing budget as funds were spent on the examination costs to date (noting that costs relating to

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN And other key statutory and service elements						
						examination are dependent on the number of further hearings required and are unknown at present)
Statutory requirement – Corporate Priorities are Community, Affordable Housing, Recovery, Environment and Service Delivery	Commence production of further Supplementary Planning Documents and guidance. The Climate Change SPD is currently out to consultation and will be adopted early 2024. Further policy documents on design codes, flood risk and Green/Blue Infrastructure	Progress according to new LDS timetable once new work programme agreed following Local Plan examination pause	31 March 2025	Local Plans Manager	Environment & Sustainability	Some work requires growth bids (see service plan)
Any DCO or planning application consultation is a statutory requirement and it is expected LPAs will participate. Other engagement is discretionary – Corporate Priorities are Community, Recovery, Environment	Continue to engage with Heathrow Airport Ltd and the Heathrow Strategic Planning Group on expansion of the airport following the judicial review that upheld the Airports National Policy Statement. Whilst the proposals can now progress, the pandemic has paused expansion plans but are expected to resume in 2024/25 with a longer timeframe for expansion via the planning application	Extent to which our views are taken into account during any expansion proposals announced over the coming year and participation in ongoing HSPG activities	31 March 2025	Service Lead for Strategic Planning and Enterprise	Environment & Sustainability and Economic Development	Within existing budget

KEY ACTIVITIES DELIVERING THE COUNCIL'S CORPORATE PLAN And other key statutory and service elements						
	route rather than DCO					
Any DCO consultation is a statutory requirement and it is expected LPAs will participate. Other engagement is discretionary – Corporate Priorities are Community, Recovery, Environment	Engagement with the project group on the River Thames Scheme DCO, which is currently at the pre-application stage. Inputting jointly with Development Management and other internal teams at the Council plus the members of the RTS group (Spelthorne, Runnymede, Elmbridge and Surrey)	Building on the extensive engagement we have had on the project since before it was announced as a DCO project (previously to be dealt with via multiple planning applications) to ensure our interests are reflected in the final submission scheme	31 March 2025	Service Lead for Strategic Planning and Enterprise	Environment & Sustainability and Economic Development	Within existing budget
Non statutory. Corporate Priorities – Community, Environment	Continue spending CIL monies and prioritise infrastructure needs, including continued liaison with other services across the Council to ensure effective co-ordination of spend on CIL/grant funding opportunities	Ensuring CIL money is spent on locally important infrastructure and specific schemes for expenditure have been identified, taking account of the Infrastructure Delivery Plan	31 March 2025	Infrastructure Delivery Coordinator	Environment & Sustainability	Within existing budget

7. KEY ISSUES/RISKS FOR 2022/23 – this section highlights key issues/risks which may affect other services that work with us or support our work

FINANCIAL (short term and cover any issues we need to plan for in the medium term)
1. At the time of writing this service plan, the Local Plan remains at examination but has been paused by the Inspector at the Council's request, following the ECM on 14 September 2023. This has significant financial implications and many of the additional costs can only be estimated at

this stage. Once the changes to the National Planning Policy Framework have been agreed (expected by end of 2023), Members will need to consider and agree proposed modifications to the Local Plan and request the Inspector includes them for his consideration. As the Government has intervened to prevent Members withdrawing the Plan, it is reasonable to assume the examination hearings will recommence at some point. For the purposes of this service plan, the assumption is that this will not be until the 2024/25 financial year. Simply resuming the hearings will result in costs of at least £30-50k, comprising examination fees to the Planning Inspectorate (£1k per day for the Inspector), Programme Officer costs, legal representation and appearance at the hearings by technical consultants. This will depend on the number of 'sitting' days for the hearings and there could be further evidence required. The longer the pause, the higher the costs as the first week of hearings may need to be revisited as evidence becomes out of date. Further work is expected to be required to advance Design Codes, which are likely to be the subject of an in-year growth bid for 2023/24 as there is no budget for this work, which is estimated at £120k-160k. There will also be costs to set up Citizens Panels at appx £30k initially but could be rolled out further. A funding bid has been made to the Planning Skills Delivery Fund but even if successful this will not cover the full cost of this work, only the training and community engagement elements. As such, this service plan will require updating when the costs and delivery timescales of this work are better understood. Further policy guidance and documents can be produced within existing budgets as they can largely be prepared in-house.

2. Since the previous Service Plan, when CIL monies were accruing, many projects have now had expenditure committed and the resulting pot is now low (whilst maintaining the reserve sum). This will lead to increased competition from infrastructure providers bidding for contributions and consideration will need to be given to prioritise projects in line with the needs set out in the Infrastructure Delivery Plan.
3. A growth bid is proposed to fund the permanent increase in hours for the Local Plans Manager post due to the high level of workload anticipated over the coming years to deliver the Local Plan up to and post adoption. The Planning Officer post has been held vacant until there was more certainty on the Local Plan and this will now be filled. An apprenticeship will be offered with that post, funded by the Government's apprenticeship levy at no additional cost beyond the salary for this post. However, that post is fixed term for 2 years and this will need to be extended via a growth bid in the 2025/26 service plan to allow for completion of the apprenticeship (3 years) and a suitable period after that for the Council to benefit from the fully qualified post-holder.

WORKFORCE PLANNING ISSUES/TRAINING REQUIREMENTS

1. All posts in the team currently filled, with the exception of a fixed term Planning Officer post, which has been held vacant since the post-holder left in May 2022. This was due to the need for flexibility in resources, for example the underspend resulted in the ability to take on a casual officer over the Summer 2022 to support the consultation events and more recently to fund additional hours for the part-time Local Plan Manager. With a degree of certainty over the future work programme, the Planning Officer post will be advertised in the coming months so that we have a full team for the work ahead. A point to note is that the post is only fixed-term for two years and we would offer an apprenticeship, which HR advises will require the term to extend the full term of the apprenticeship plus a further period to reap the benefit of

the cost of having trained the post-holder. For previous planning officers, we have sought growth bids for the Masters course, whereas the apprenticeship would be funded by the Government’s apprenticeship levy so this would be the preferred route to growing new talent within the team.

2. Permanent increase in hours for one part-time officer in the team to reflect the additional work to take the Local Plan through to adoption and the concurrent or future work to support the new Local Plan (growth bid).
3. The Principal Planning Officer is due to commence maternity leave at the end of October 2023. This post will be covered by a temporary officer from an agency for the full period of absence at a Senior level, with one of the existing Senior Planners acting up to Principal. This will give that officer a greater level of experience and responsibility to support their progression at Spelthorne.

COMMUNICATION/CONSULTATION

The team will continue to work closely with the Communications team to keep our community informed of the progress of the examination and other important news updates. The Strategic Planning team set up a ‘microsite’ to host the examination library as required by PINS so we don’t require assistance from the Comms team on this but we try to ensure the Council’s own news pages are consistent, such as publishing letters from the Inspector or the Department of Levelling Up, Housing & Communities. Consultation will be integral to the production of future planned Supplementary Planning Documents and Design Codes. The team is currently looking to set up Citizens Panels to ensure positive community engagement in future, including reflecting the demographics of the Borough (growth bid).

LEGAL ISSUES (likely to require additional legal support)

We have had regular engagement with Counsel during this year to discuss our approach to the Local Plan preparation, submission and examination, and particular issues that arose in this period. Legal Services have been involved in these interactions. Our advisory Counsel is engaged him represent Spelthorne at the Examination of the Local Plan as he now benefits from a wealth of background and knowledge of our preparation to date, which we expect to continue once the hearings resume.

GDPR

Regular meetings with GDPR officers to monitor and update the asset register

PROCUREMENT OR CONTRACTS (upcoming procurements or contracts required in next four financial years from 1 April 2023 to 31 March 2027)

A number of key pieces of work were produced by specialist consultants, including the Staines Development Framework, viability assessment and additional work on our housing market needs to support the new Local Plan. When the examination hearings resume, these consultants will be required to appear in order to provide technical responses and may be needed to produce additional evidence, depending on whether Members seek changes to the Local Plan. Procurement officers understand the reasons to maintaining existing contractual arrangements with the same consultants to avoid repeating work already carried out. Further work to support the production of Design Codes will be requires, so this will involve a procurement exercise.

ICT (e.g. provide information on systems to be purchased or support needed)
The Inovem software purchased to assist in consultation and publishing of the Local Plan remains an ongoing contract to support future consultations, not just from Strategic Planning but other teams at the Council. We have been in discussion with Communications to explore an alternative consultation platform and will seek to migrate to that system, particularly for further consultation exercises.
Climate Change
The new Local Plan contains policies that are stronger than ever to reduce the effects of climate change arising from new development. It is also one of the themes in the Sustainability Appraisal that we are required to assess Local Plan policies against. Production of a new Climate Change SPD has begun, which will provide more detail for developers, and this is now out to consultation at the time of writing.
SERVICE RISKS (consider likelihood and impact) – relate where appropriate to corporate risk
<ol style="list-style-type: none"> 1. The pandemic and administration changes have resulted in considerable delays to the Local Plan preparation. The team has worked hard to catch-up on as much time as possible and the submission version was agreed by the Council in May 2022, followed by submission in November 2022. However, the examination hearings that began in May 2023 have now been paused twice and the Council is now subject to an intervention by central government to prevent withdrawal of the Local Plan. The latest pause is dependent on factors outside the Council’s control, namely publication of changes to the NPPF, and there will then be a period during which Members and officers need to discuss any resulting changes to the Local Plan that we wish to suggest to the Inspector. During this period until the hearings resume and we can progress forward to adoption of the Local Plan, we will continue to be falling short of our housing need, which leaves us vulnerable at appeal for speculative development. There have already been delays to adoption of our Plan and a large degree of uncertainty over when this is likely to take place. 2. Further intervention in the Local Plan by DLUHC ministers is possible if the examination does not resume in a timely fashion. This could involve DLUHC taking over the remainder of the Plan entirely or seeking another body, such as Surrey County Council, to take this forward. Officers have already advised Members of this risk and will continue to do so. 3. Whilst turnover of staff in the Strategic Planning team has been relatively low compared to other authorities, there is a risk that further uncertainty and delay may result in more vacancies arising and stress levels amongst officers is high. Managers and MAT are providing support, for which the team is grateful, but there is currently no clear end in sight for adoption of the Local Plan and for when officers can move on to other key pieces of work. 4. Governance arrangements have now been in place for some time for the spending of CIL, plus Local CIL, after considerable time to put in place, and projects have been identified for funding. This will be an area of development as there is much for infrastructure improvements to be delivered and there will be debate on what the priorities are when the cost of the schemes outstrips the amount of funding available, which they are beginning to do.
NON-LEGAL ISSUES
None

8. LOOKING FURTHER AHEAD: OTHER KEY ISSUES/RISKS FOR THE NEXT THREE YEARS –

SERVICE AREA
Failure to have a Local Plan in place risks speculative development proposals coming forward on Green Belt sites not proposed for release or that the Plan could be produced by a third party if the Secretary of State deems we have not made satisfactory progress, particularly in light of the current intervention measures. The Plan will need to adapt to further changes proposed by national legislation and policy, including on climate change, or any change in the position on Heathrow Expansion and any other key infrastructure projects affecting the borough. Maintaining the current progress is key to reducing this risk so that our Local Plan is adopted as soon as possible.

9. KEY CONTACTS

Ann Biggs a.biggs@spelthorne.gov.uk	Service Lead for Strategic Planning and Enterprise
Jane Robinson j.robinson@spelthorne.gov.uk	Local Plans Manager
Joanna Ghazaleh j.ghazaleh@spelthorne.gov.uk	Infrastructure Delivery Co-ordinator

10.0 MANAGEMENT

10.1 Group Head’s comment/signoff

Signature/ date	

8.2 Comments/sign off from the Deputy Chief Executive

Signature/date	Comments

Document Reference:	Service Plan 2023/24
Version:	V3 (PT)
Date of issue	
Originator:	
Reviewer:	
Plan Status:	Final

Appendix A SERVICE PLAN TEMPLATE – Risk Appetite

There are numerous Services operating across the Council, possibly with varying risk appetites. Being clear on your Service risk appetite will assist you as Managers in making transparent and informed risk-based decisions as part of service provision and delivery of objectives, as well as ensuring the application of proportionate actions and risk mitigation measures (as far as practical and possible) that align with your appetite.

As an example to assist the risk appetite of the Regeneration and Growth Service sits is outlined below:

Appetite Category	Minimal	Cautious	Exploratory	Seeking
Appetite Description	Areas where Spelthorne will apply a strong control environment to reduce or minimise the likelihood that a risk will occur and/or reduce the impact of any risk	Areas where Spelthorne seeks low-risk delivery options and will pilot innovation only in a controlled environment	Areas where Spelthorne strikes a balance between the potential upside benefits and downside risks of a decision and explores new solutions and	Areas where Spelthorne takes risks by working with new ideas and approaches, looking for innovation and recognizing that failures are an opportunity for learning and improving.

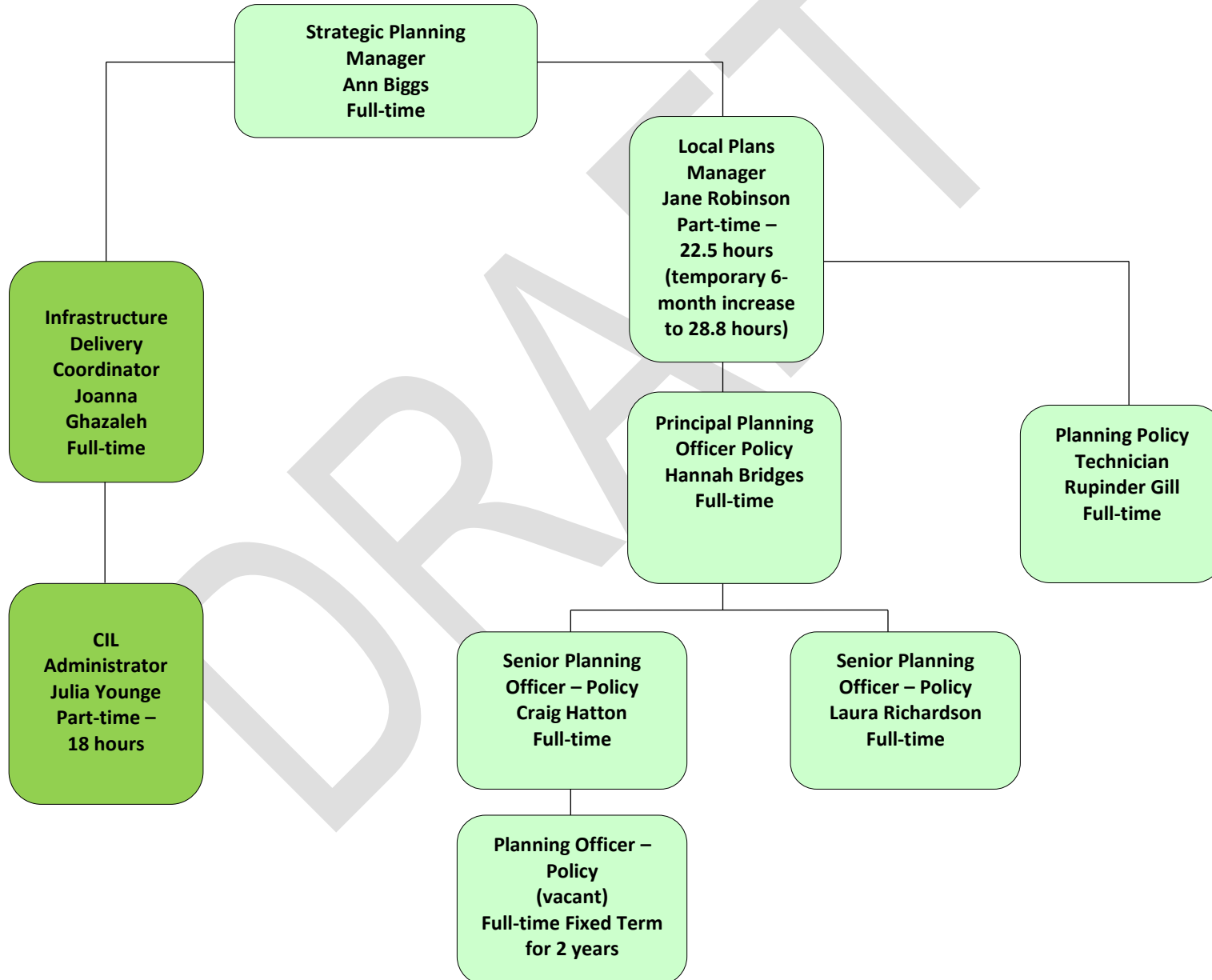
			options for delivery	
How are each of these appetites articulated when applied across the RAF impact measure for 'Service Provision'	Services delivered as planned with mandated developments only	Tried and tested changes made. Use of limited pilots to develop new approaches	Open to new ways of doing things and taking a balanced and pragmatic (capacity-driven) approach to making changes	Continuous re-evaluation of services and how they are delivered to explore new ideas, learn from failures to invest in ever-improving delivery
What is the Council's overall risk appetite for 'Service provision' (CURRENT)?		X		
Use the information above, review the content within your Service Plan and reflect on your Service approaches to establish where your specific Service risk appetite is currently positioned. Add X				
Appetite Category	Minimal	Cautious	Exploratory	Seeking
2.Strategic Planning		X		
<p>Why does your service risk appetite(s) sit against this category? Provide one or two examples of practices and approaches within your Service to support your assessment. For example, if you define your Service(s) to have a minimal or cautious risk appetite is this influenced by a strong regulatory working environment presenting wider implications or repercussions if this appetite category was not adhered to.</p> <p>The 'Cautious' approach applied to the Strategic Planning service area is a result of the highly regulated nature of Local Plan preparation. Plans must comply with the tests of soundness by being consistent with national planning policy and guidance so there is little scope for a more exploratory attitude to risk. Furthermore, Plans are required to be evidence-based, i.e. the evidence informs the policies we produce, so again there is limited opportunity to depart from how the evidence steers the direction of the Plan. This position has been explained to those Members who have, at times, sought a different strategy to what the evidence would support. Throughout preparation of the Local Plan,</p>				

officers have sought legal advice internally and from Counsel, plus planning advice from a visiting inspector on two occasions and had regular dialogue with senior officers from the Department for Levelling Up, Housing and Communities (and previous iterations of this government department). The current intervention does not presume that the Local Plan will be found sound, only that by preventing its withdrawal this will ensure that the examination can be completed and the soundness of the Local Plan can be assessed. It is likely that Members will seek to make changes to the Plan upon publication of the revised NPPF but it will be for the Inspector to consider whether such changes are required on soundness only. Changes that would result in a new strategy are likely to trigger withdrawal, which is not an option open to Members under the current ministerial direction.

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Organisation Chart

Strategic Planning Team – September 2022



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Details of Growth Bid	FTE Statutory / Discretionary / Funding		Reason for Growth Bid	Service Area	Committee	Cost Centre	Cost Centre Code details	Amount	Funding	Full / Part Year	Ongoing or one off	General Fund Net Cost 2024/25	General Fund Net Cost 2025/26	General Fund Net Cost 2026/27	General Fund Net Cost 2027/28	Requested By
	FTE	Funding														
Loss of rental income for Parks properties		Discretionary	Reduction in Parks properties income due to letting of flat to a community user	Asset Management	Environment & Sustainability Committee	31003	310037501	8,300		Full	Ongoing	8,300	8,300	8,300	8,300	Coralie Holman
Request for temporary contract of an existing Systems Administrator Support Officer to be made permanent	1.00	Discretionary	The temporary contract existing Systems Administrator Support Officer expires in August 2024. The work undertaken by this highly skilled postholder is essential for the service and it is requested the temporary contract be made permanent.	Planning Development Management	Environment & Sustainability Committee	21102	211021001	39,522	39,522	Full	Ongoing	0	0	0	0	Esme Spinks
Biodiversity Net Gain (BNG) expert consultant's advice.		Statutory	BNG will be statutory from November 2023 for major applications and from April 2024 for non-major applications.	Planning Development Management	Environment & Sustainability Committee	21102	211024401	25,000		Full	Ongoing	25,000	25,000	25,000	25,000	Esme Spinks
Heritage Design consultants		Discretionary	SE review Panel for complex proposals (Staines in particular)	Planning Development Management	Environment & Sustainability Committee	21102	211024401	25,000		Full	One off	25,000				Esme Spinks
Additional twelve hours for existing part time Planning Enforcement Officer	0.33	Discretionary	Additional twelve hours required for existing part time Planning Enforcement Officer. Currently advertising for 24 hours planning enforcement vacant post but it is a difficult post to fill and the lack of suitable applicants is concerning. It is anticipated that a full time enforcement officer post would attract a wider employment market.	Planning Development Management	Environment & Sustainability Committee	21102	211021001	13,173	13,173	Full	Ongoing	0	0	0	0	Esme Spinks
Increase to fixed term Policy Officer post	1.00	Discretionary	The Planning Officer post is currently vacant but as set out in this service plan it is the intention to fill the vacancy to allow for the team to grow to full strength.	Strategic Planning	Environment & Sustainability Committee	21101	211011001	45,857	45,857	Full	Ongoing	0	0			Ann Biags
Completion of design code work		Discretionary	Initial work will commence on design codes in 2023/24 as the Council considers this work to be vital to shape the future character of the Borough and Staines in particular, seeking to accelerate the programme that was originally planned for after adoption of the Local Plan. These initial costs will need to be met in-year as there is no budget for this work.	Strategic Planning	Environment & Sustainability Committee	21101	211014401	90,000	90,000	Full	One off	0				Ann Biags

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Details of Savings Offered	Explanation of proposed saving	Service Area	Committee	Cost Centre	Cost Centre code details	Amount	Full / Part Year	Ongoing / one off	General fund 2024/25	General fund 2025/26	General fund 2026/27	General fund 2027/28	Service impact Assessment of saving	Offered By (Group Head)
Increase in Planning Fees	Increase in statutory planning application fees for major applications will be 35%, and all other applications 25%; all fees to be increased annually in line with inflation, or if lower 10%; doesn't apply to pre-application advice	Planning Development Management	Environment & Sustainability Committee	21102	211027331	159,000	Full	Ongoing	159,000	174,900	183,645	189,154	None	Heather Morgan

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Net Expenditure Budget 2024/25 by committee

22 December 2023

Appendix D

Committee	Revised 2023/24 £000s	Proposed 2024/25 £000s	Change from 2023/24 £000s	Increase %	Breif Explanation for increase or decrease in budget
Emergency Planning	95.5	95.5	0.0	0%	
Energy Initiatives	9.7	10.1	0.4	4%	
Planning Development Control	779.5	720.6	(58.9)	-8%	Growth bids
Planning Policy	535.6	572.8	37.2	7%	Growth bids
Water Courses & Land Drainage	8.7	6.0	(2.7)	-47%	Growth bid
Parks Properties project	(19.3)	(10.8)	8.5	-44%	Loss of income at one Flat due to letting to community user.
Environment & Sustainability Committee	1,409.7	1,394.2	(15.5)	-1%	

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Budget Report for 24/25 & 23/24**Environment & Sustainability**

<u>Staines Metropolitan Common</u>	<u>15201</u>	<u>24/25</u>	<u>23/24</u>
2201	Grounds maintained noncontract	0.00	0.00
2204	Site improvements	0.00	0.00
2206	Fences and walls	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>War Memorials</u>	<u>15301</u>	<u>24/25</u>	<u>23/24</u>
5903	Depn	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Planning Policy and Implement</u>	<u>21101</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries	380,400.00	365,800.00
1002	Overtime	400.00	400.00
1003	Committee Attendance	400.00	400.00
1101	National Insurance	42,200.00	37,200.00
1111	Superannuation	65,800.00	63,200.00
1601	Professional subscriptions	1,200.00	1,200.00
1701	Professional and CPD training	5,000.00	0.00
1803	Employee related insurance	800.00	1,500.00
3901	Public Transport	300.00	300.00
3902	Essential User Car Allowance	8,300.00	8,300.00
3905	Car Mileage Allowance	600.00	800.00
4301	Internal printing	500.00	500.00
4316	Shredding	0.00	0.00
4401	Consultants fees	143,400.00	125,000.00

Budget Report for 24/25 & 23/24

4507	Postage Envelopes	0.00	0.00
4511	Telephones call charges	200.00	200.00
4552	Computer Software	1,500.00	1,500.00
4602	Conference expenses	4,000.00	0.00
4603	Conference fees travel & subst	1,000.00	0.00
4701	Subscriptions General	0.00	0.00
4728	SASIG	1,900.00	1,900.00
4901	Other Advertising	500.00	1,000.00
4978	Insurance Excess Charge	0.00	0.00
4979	Other Miscellaneous Expenses	2,000.00	12,000.00
4983	Unders/Overs	0.00	0.00
5042	Other LA Surrey County Council	0.00	0.00
7158	Contributions from CIL	-87,600.00	-85,600.00
7235	Sale of Planning Publications	0.00	0.00
7236	Charge for Photocopying	0.00	0.00
		<u>572,800.00</u>	<u>535,600.00</u>

<u>Development Control</u>	<u>21102</u>	<u>24/25</u>	<u>23/24</u>
1001	Salaries	950,300.00	911,800.00
1002	Overtime	3,000.00	3,000.00
1003	Committee Attendance	1,600.00	1,600.00
1101	National Insurance	103,600.00	100,500.00
1111	Superannuation	164,000.00	157,300.00
1209	Fire Wardens Allowance	400.00	400.00
1601	Professional subscriptions	2,600.00	2,600.00
1606	Cash Alternative to leased car	12,300.00	12,300.00

Budget Report for 24/25 & 23/24

1803	Employee related insurance	2,100.00	3,900.00
3901	Public Transport	100.00	100.00
3902	Essential User Car Allowance	17,400.00	17,100.00
3905	Car Mileage Allowance	2,100.00	4,200.00
4301	Internal printing	2,000.00	2,000.00
4312	Books & publications	13,900.00	8,900.00
4315	Microfilming	0.00	0.00
4401	Consultants fees	138,000.00	88,000.00
4406	Legal and Court Costs	25,000.00	25,000.00
4412	Land registry	1,000.00	1,000.00
4507	Postage Envelopes	6,000.00	6,000.00
4511	Telephones call charges	500.00	500.00
4516	Mobile phones	2,500.00	2,500.00
4552	Computer Software	21,800.00	21,000.00
4601	Subsistence	300.00	300.00
4603	Conference fees travel & subst	500.00	500.00
4901	Other Advertising	15,300.00	12,000.00
4983	Unders/Overs	0.00	0.00
7131	Legal costs reimbursed	0.00	0.00
7136	Requests for Minor Amendments	-1,100.00	-1,000.00
7137	Compliance with Condition	-2,100.00	-2,000.00
7236	Charge for Photocopying	0.00	0.00
7331	Planning Application fees	-689,000.00	-530,000.00
7334	Pre-Application Advice	-73,500.00	-70,000.00
7335	Housing Viability Advice Fees	0.00	0.00
7338	Planning Performance Agreement	0.00	0.00

Budget Report for 24/25 & 23/24**720,600.00****779,500.00**

<u>Bridge Street Car Park</u>	<u>21106</u>	<u>24/25</u>	<u>23/24</u>
4979 Other Miscellaneous Expenses		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Riverside Car Park</u>	<u>21107</u>	<u>24/25</u>	<u>23/24</u>
4979 Other Miscellaneous Expenses		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Tothill Car Park/Elmsleigh IV</u>	<u>21108</u>	<u>24/25</u>	<u>23/24</u>
4979 Other Miscellaneous Expenses		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Energy Initiatives</u>	<u>21401</u>	<u>24/25</u>	<u>23/24</u>
4401 Consultants fees		5,100.00	4,300.00
4903 Promotions and Exhibitions		4,500.00	3,000.00
4979 Other Miscellaneous Expenses		500.00	2,400.00
		<u>10,100.00</u>	<u>9,700.00</u>
<u>Street Furniture</u>	<u>26503</u>	<u>24/25</u>	<u>23/24</u>
2515 Notice Boards		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Environmental Maintenance</u>	<u>26510</u>	<u>24/25</u>	<u>23/24</u>
4994 Christmas Lights		0.00	0.00

Budget Report for 24/25 & 23/24

		<u>0.00</u>	<u>0.00</u>
<u>Water Courses & Land Drainage</u>	<u>26802</u>	<u>24/25</u>	<u>23/24</u>
2210	Sweeps Ditch Maintenance	3,400.00	3,100.00
4002	Operational Equipment Maint.	2,600.00	2,600.00
4979	Other Miscellaneous Expenses	0.00	0.00
		<u>6,000.00</u>	<u>5,700.00</u>
<u>L. Thames Flood Relief Scheme</u>	<u>26806</u>	<u>24/25</u>	<u>23/24</u>
4979	Other Miscellaneous Expenses	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
<u>Pavilion Flat, Long Lane Rec</u>	<u>31003</u>	<u>24/25</u>	<u>23/24</u>
2001	Responsive maintenance	0.00	0.00
2403	Management fees	0.00	3,300.00
2408	Premises Insurance	0.00	0.00
4403	Valuers	0.00	0.00
7501	Rents	-500.00	-12,100.00
		<u>-500.00</u>	<u>-8,800.00</u>
<u>Flat,Staines Park Pavillion</u>	<u>31004</u>	<u>24/25</u>	<u>23/24</u>
2001	Responsive maintenance	0.00	0.00
2403	Management fees	3,500.00	3,300.00
2408	Premises Insurance	0.00	0.00
4403	Valuers	0.00	0.00
7501	Rents	-13,800.00	-13,800.00

Budget Report for 24/25 & 23/24**-10,300.00****-10,500.00**

<u>Emergency Planning</u>	<u>31803</u>	<u>24/25</u>	<u>23/24</u>
4001	Operational Equipment purchase	0.00	0.00
4511	Telephones call charges	100.00	100.00
4516	Mobile phones	0.00	0.00
4979	Other Miscellaneous Expenses	0.00	0.00
5012	External Contracts	95,400.00	95,400.00
7151	Other Reimbursements	0.00	0.00
		<u>95,500.00</u>	<u>95,500.00</u>
<u>Grand Total:</u>		<u>1,394,200.00</u>	<u>1,409,700.00</u>

Environment and Sustainability Committee



23 January 2023

Title	Appointment as member representative to the River Thames Scheme.
Purpose of the report	To make a decision
Report Author	Sandy Muirhead Group Head Commissioning and Transformation
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
Recommendations	Committee is asked to: Identify a member representative for the River Thames Scheme for the remainder of the 2023-24 municipal year.
Reason for Recommendation	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). Following approval by Council on 14 December 2023 for the re-allocation of Committee seats after a by-election, the previously appointed representative is no longer on the Environment and Sustainability Committee.
- 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

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

Appendices: None

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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.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 February 2024 to 31 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 23 01 2024	2024/2025 Budget	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Environment and Sustainability Committee 23 01 2024	Air Quality Management Area Review Sustained improvements in local air quality have been achieved in some areas of the borough and maintained over a 5-year period (excluding years with pandemic related travel restrictions). Defra guidance requires the coverage of the Air Quality Management Area, (AQMA), to be reviewed. Currently the AQMA is borough wide, but air quality monitoring data shows that there is not borough wide exceedance of the statutory air quality objectives for nitrogen dioxide air pollution. A report will be brought before the Environment & Sustainability Committee specifying the options for a revised AQMA.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Claire Lucas, Principal Pollution Control 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 23 01 2024	Approval of Community Infrastructure Levy (CIL) funding	Key Decision	Public	Joanna Ghazaleh, Community Infrastructure Levy (CIL) Officer, Ann Biggs, Strategic Planning Manager
Environment and Sustainability Committee 23 01 2024	Design Codes	Key Decision	Public	Heather Morgan, Group Head - Place, Protection and Prosperity, Laura Richardson, Senior Planning Officer
Environment and Sustainability Committee 23 01 2024	Update on Biodiversity Net Gain	Non-Key Decision	Public	Gina Cook, Climate Change Officer
Environment and Sustainability Committee 27 02 2024	Climate Change Supplementary Planning Document	Non-Key Decision	Public	Laura Richardson, Senior Planning Officer
Environment and Sustainability Committee 27 02 2024	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	Ann Biggs, Strategic Planning Manager
Environment and Sustainability Committee 27 02 2024	River Thames Scheme Consultation Response	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Esme Spinks, Planning Development Manager, Kelly Walker, Principal Planning 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 18 06 2024	Draft Air Quality Action Plan A report will be presented with the draft AQAP in order to allow Members to decide to start the public consultation process for the AQAP.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Claire Lucas, Principal Pollution Control Officer, Tracey Willmott-French, Senior Environmental Health Manager
Environment and Sustainability Committee	Strategic Planning - Car Parks in Staines	Non-Key Decision	Public	Ann Biggs, Strategic Planning Manager
The following reports will be assigned dates for the Committee's forward plan from Summer 2024:				
Environment and Sustainability Committee	Lower Sunbury Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee	Lower Halliford Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee	Laleham Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee	Upper Halliford Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee	Shepperton Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee	Manygate Lane Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager

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	Stanwell Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager

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