



Please reply to:

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Date: 19 February 2024

Notice of meeting

Environment and Sustainability Committee

Date: Tuesday, 27 February 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

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Agenda

Page nos.

- 1. Apologies and Substitutes**

To receive any apologies for absence and notification of substitutions.
- 2. Minutes** **5 - 12**

To confirm as a correct record the minutes of the Environment and Sustainability Committee meeting held on 23 January 2024.
- 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. Green Initiatives Fund Bid - Home Canvassing Visits** **13 - 22**

To consider a request for funding from the Green Initiatives Fund towards tablets for home canvassing.
- 6. Climate Change Supplementary Planning Document** **23 - 140**

To consider and make a recommendation to Council for approval and adoption of the Climate Change Supplementary Planning Document.
- 7. River Thames Scheme Consultation Response** **To Follow**

To consider Spelthorne Borough Council's response to the River Thames Scheme consultation.
- 8. Establishment of Spelthorne Design Code Task Group and Terms of Reference** **141 - 146**

To consider

 - 1) The establishment of the Spelthorne Design Code Task Group
 - 2) Approval of the Terms of Reference for the Spelthorne Design Code Task Group
 - 3) Approval of the appointment of the members of the task group and the Chair
- 9. Updates from Task and Finish and/or Working Groups** **147 - 148**

To receive an update on the following task and finish and/or working groups:

Community Infrastructure Levy Task Groups – written update

Climate Change Working Group – verbal update

10. Forward Plan

149 - 154

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

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**Minutes of the Environment and Sustainability Committee
23 January 2024**

Present:

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

Councillors:

M.M. Attewell	J.P. Caplin	J.R. Sexton
S.N. Beatty	S.M. Doran	J.A. Turner
J.R. Boughtflower	L. E. Nichols	H.R.D. Williams
T. Burrell	K.E. Rutherford	

Substitutions: Councillor K. Howkins (In place of P.N. Woodward)
O. Rybinski (In place of M.J. Lee)

In Attendance: Councillor C. Bateson

66/24 Minutes

The minutes of the meeting held on 21 November 2023 were agreed as a correct record.

67/24 Disclosures of Interest

There were none.

68/24 Questions from members of the Public

There were no questions from members of the public.

69/24 Review of the Coverage of the Spelthorne Air Quality Management Area

The Committee considered a report from the Principal Pollution Control Officer on the proposed changes to the coverage of the Air Quality

Management Area (AQMA) in line with improved air quality measurements since the establishment of the AQMA.

The Committee queried what the differences were between options 2 and 3 and were advised that option 2 presented a cautious approach which retained coverage in the south of the borough where it was expected that there would be traffic growth due to the development of Shepperton Studios and the River Thames Scheme. Furthermore, it would have greater coverage of High Streets within the borough. Option 3 would retain extensive coverage in the north of the borough but with less precautionary coverage linked to development. The Committee were informed that on a practical level, the difference would impact planning where air quality surveys were required for developments of a certain size, and areas outside the AQMA would have different thresholds.

The Committee **resolved** to:

1. Note the proposed change in the coverage of the Air Quality Management Area (AQMA)
2. Agree Option 2 to recommend adoption of the proposed more conservative modified AQMA boundary detailed in Appendix 2, Figure 2.

70/24 Approval of Community Infrastructure Levy (CIL) funding

The Committee considered a report from the Service Lead for Strategic Planning and Enterprise on two schemes recommended for CIL funding. The Committee were advised that these had been the only two bids received and both had been extensively debated by the CIL Task Group.

The Committee queried who would be monitoring the ANPR Cameras and were advised that this would be done by Surrey Police.

The Committee asked what measures were in place to ensure that the increase in number of appointments provided by the extension to the Medical Centre were met. The Service Lead for Strategic Planning and Enterprise advised that KPI's had been agreed with the Practice Manager to demonstrate that the targets were being met.

The Committee expressed their thanks to the Infrastructure Delivery Coordinator and the CIL Task Group for their work.

The Committee **resolved** to approve CIL funding for:

1. Visit Staines / Surrey Police – Installation of 3 Automatic Number Plate Recognition (ANPR) Cameras. £43,189.04 (inc VAT)
2. Studholme Medical Centre / NHS – Medical Centre Extension. £627,061 (inc VAT)

71/24 Spelthorne Design Code Project

The Committee considered a report from the Principal Planning Officer (Strategic Planning) on the procurement of a Consultant to support the Council in the development of the Spelthorne Design Code and were informed that having a Design Code was now covered by legislation and was a requirement for all Local Planning Authorities.

The Committee queried the ambitious timetable that had been set out and asked for reassurance that it would be adhered to. The Principal Planning Officer (Strategic Planning) advised that while they could not guarantee that the timetable would be achieved, they advised that any delays, and the reasons for them, would be communicated to Members. The Committee went on to ask about the funding for the project and were informed that government funding had already been secured for £45,000 and other bids were being submitted for all applicable funding streams.

The Committee asked whether there was scope for collective learning with other boroughs that were also working on Design Codes and were advised that Design South-East were setting up a group for South-East authorities and that Spelthorne would be part of that.

The Committee asked how the Citizens Panel would be formed and were advised that individuals would apply to be on the panel and would then be sent a questionnaire. The results would be anonymised and participants blind selected to ensure that a cross section of residents were appointed.

The Committee **resolved** to:

1. Note that a growth bid for £90,000 to assist with delivering the Spelthorne Design Code project has been submitted
2. Agree to undertake the procurement process for the appointment of a Consultant to support the Council in its development of the Spelthorne Design Code (in line with the draft specification as set out in Appendix A)
3. Delegate permission to award the contract to the successful bidder to the Chair of the Environment and Sustainability Committee and the Group Head of Pace, Protection and Prosperity and authorise the Group Head of Corporate Governance to enter into a contract with the successful bidder.

72/24 Draft Proposed Fees and Charges for 2024-25 (as part of the annual budget process)

The Committee considered a report from the Chief Accountant on the draft Fees and Charges for this Committee and were advised that the Corporate Policy and Resources Committee (CPRC) had agreed that for discretionary fees above £25, these would be rounded up to the nearest whole pound.

The Committee requested that the Solicitor send a note to all Members explaining the process in relation to the approval by CPRC of the change in Discretionary Fees and how it would apply to all other Service Committees.

The Committee queried why some of the Statutory Fees had increased by so much. The Group Head of Place, Prosperity and Protection advised that for Planning Application fees, there was a national decision by Central Government to increase fees by an average of 30% in recognition that Planning departments had not had sufficient resourcing for a period of time such that the cost of running the service was not in line with the fees that were being charged.

The Committee **resolved** to:

1. Approve the proposed Fees and Charges for 2024-25 for this Committee
2. Recommend to Corporate Policy and Resources Committee that they approve the proposed Fees and Charges for 2024-25.

73/24 Revenue Growth Bids, Revenue Savings Plans, Capital Growth Bids 2024-25 (as part of the annual budget process)

The Committee considered a report from the Chief Accountant on the Revenue Growth Bids, Revenue Savings Plans and Capital Growth Bids 2024-25.

The Chief Accountant advised the Committee that the sub-totals for Appendix B had been omitted and informed them the figures were as follows; total amount of Growth Bids = £246,852, total amount of funding = £188,552, and Net increase of £58,300. The Chief Accountant informed the Committee that the increase in income from Planning Applications, set out in Appendix C, should be identified as a budget increase as opposed to a saving. The Chief Accountant further advised that as there were no Capital Bids, this could be removed from the recommendation in the report.

The Committee queried why the budget for Watercourse and Land Drainage had been reduced. The Group Head of Sustainability and Transformation informed the Committee that this year had seen an increase in demand for the clearing of ditches which had been supplemented from another budget. The Chief Accountant advised that there was a budget of £200,000 for in-year Growth Bids which could be considered for this. The Committee asked who had decided to reduce the budget for Watercourses and Land Drainage and were informed that the Chief Accountant would provide a written response.

The Committee queried why the budget for Planning Development Control had decreased and were informed that the Chief Accountant would provide a written response.

The Group Head of Place, Prosperity and Protection queried why the Growth Bid of £50,000 for when the Local Plan returned to examination had not been included on Appendix B and were informed that the Chief Accountant would provide a written response.

The Committee **resolved** to:

1. Approve the proposed Revenue Growth Bids and Savings Plan and for 2024-25 for this Committee.
2. Recommend to Corporate Policy & Resources Committee that they approve the proposed Revenue Growth Bids and Savings Plan for 2024-25.

74/24 Appointment of Member Representative to the River Thames Scheme

The Committee considered a report from the Group Head Commissioning and Transformation on the member representative for the River Thames Scheme for the remainder of the 2023-24 municipal year.

Councillor Boughtflower proposed Councillor Attewell and was seconded by Councillor Howkins.

Councillor Burrell proposed himself and was seconded by Councillor Beatty.

Councillor Attewell removed her name from consideration.

The Committee **resolved** to agree that Councillor Burrell be nominated as member representative to the River Thames Scheme for the remainder of the 2023-24 municipal year.

75/24 Update on Biodiversity Net Gain

The Committee received an update from the Group Head Commissioning and Transformation on the Council's suggested approach to Biodiversity Net Gain (BNG) and were advised that the dates for mandatory BNG were 12 February 2024 for major applications, 2 April 2024 for small site applications, and November 2025 for nationally significant infrastructure projects.

The Group Head Commissioning and Transformation informed the Committee that developers would need to provide, as part of the application process, a complete biodiversity metric which would highlight any lost habitat and how they would account for this. Developers would also need to provide a Biodiversity Gain plan which would mean planning could not commence until it had been approved. Surrey Wildlife Trust will provide expertise in biodiversity metrics when planning applications are received, additionally Surrey County Council intend to create a pool of ecologists that could be use by Surrey boroughs.

In relation to the use of Spelthorne land to offset BNG delivery, developers would need to provide BNG onsite initially where possible, alternatively there is the option to go offsite or purchase Government statutory credits. Local Planning Authorities could sell Biodiversity units from its own land holdings but could not direct developers to use them. Potential Council owned sites, to be included on the register, had been identified and a paper would be presented to the February Committee meeting.

The Committee queried whether the River Thames Scheme would need to consider BNG and were advised that it would.

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

76/24 Updates from Task and Finish and/or Working Groups

The Committee received an update from the Chair of the Environment and Sustainability Committee on the work of the Climate Change Working Group.

The Chair advised the Committee of a report that would be presented to the Corporate Policy & Resources Committee on 19 February 2024 on the installation of a Papilio 3 unit in Elmsleigh Surface Car Park. A Papilio 3 was a converted container that once set down and connected could provide charging to electric vehicles.

The Committee asked whether there would be a charge for using the Papilio 3 unit and were advised that there would be a fee but it would be competitive. It was further stated that it would be investigated to see whether a scheme could be put in place to provide residents with a discounted rate.

The Committee asked where the power would come from for the unit and were advised that the Papilio 3 does not use as much power as an ultrafast charger, and that the unit has solar panels on the roof to provided additional power.

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

77/24 Forward Plan

The Committee considered the forward plan for future Committee business.

The Committee queried why the report on 'Strategic Planning – Car Parks in Staines' had no date assigned to it and were advised that the report needed further discussion with the Group Head Assets as to which Committee it should be presented to.

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

Meeting ended at 20:50

Actions Arising from Meeting

The following actions arose from the meeting:

The Solicitor agreed to send a note to all Members explaining the process in relation to the approval by CPRC of the change in Discretionary Fees and how it would apply to all other Service Committees.

The Chief Accountant agreed to provide a written response as to who had decided to reduce the budget for Watercourse and Drainage.

The Chief Accountant agreed to provide a written response as to why the budget for Planning Development Control had been decreased.

The Chief Accountant agreed to provide a written response as to why the Growth Bid of £50,000 for when the Local Plan returned to examination had not been included on Appendix B.

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Environment and Sustainability Committee



27 February 2024

Title	Green Initiatives Fund Bid
Purpose of the report	To make a decision in relation to an application for Green Initiatives Funding.
Report Author	Tim Snook Sustainability and Flood Risk Officer.
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Environment
Recommendations	<p>Committee is asked to:</p> <p>Consider the request for funding for the leasing of 20 electronic tablets and licences to replace the high material, high carbon option currently in use by Electoral Services.</p>
Reason for Recommendation	Decisions need to be made by the Committee following consideration of bid by the Climate Change Working Group.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The committee is asked to consider the funding application for green initiatives funding concerning a project to reduce material output and cut carbon. 	<ul style="list-style-type: none"> To reduce the carbon emissions and material output associated with electoral services.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Approve the green initiatives funding to lease 20 tablets and software for electoral services. 	<ul style="list-style-type: none"> Utilising the green initiatives fund, actioning the proposals set out within the bid.

- 1.1 This report seeks to set out a decision on the grant of funding from an application by Electoral Services, considered by the Climate Change Working Group in accordance with the Council's requirements for bids to the Green Initiatives Fund.

2. Key issues

- 2.1 The bid form set out the criteria that the proposed project should meet, as well as guidance on who may apply.

3. Options analysis and proposal

- 3.1 Option 1, to agree the proposed green initiatives fund bid amounting to £9,272.50 to offset the cost of the leasing of 20 tablets and licences.
- 3.2 Option 2, not to agree to funding.

4. Financial management comments

- 4.1 The Council allocated £747,000 to create the Green Initiative Fund to address the Climate Emergency the Council declared in October 2020 and bids totalling £265,000 so far have been awarded.

5. Risk management comments

- 5.1 Any proposals need take risks and mitigation measures.

6. Procurement comments

- 6.1 The only procurement consideration may relate to the procurement by the Council of any service.

7. Legal comments

- 7.1 There are no legal considerations to be taken into account.

8. Other considerations

- 8.1 There are other considerations.

9. Equality and Diversity

- 9.1 Any proposals need take account of equality and diversity and mitigation measures.

10. Sustainability/Climate Change Implications

- 10.1 The nature of the applications to the Green Initiatives Fund requires them to meet the criteria set out in the Bid Form.

11. Timetable for implementation

- 11.1 13th February 2024 - Climate Change Working Group
- 11.2 27th February 2024 – E&S Committee
- 11.3 September 2024 - Delivery & Roll out.

12. Contact

- 12.1 Liz Harvey Elections Manager l.harvey@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A - Bid form from Liz Harvey, Elections Manager, Spelthorne Borough Council

Spelthorne Borough Council
Requests for Funding from the
Green Initiatives Fund



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

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

The project ...

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

Applicants must ...

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

Contact details

Name and position	Liz Harvey
Organisation	Spelthorne Borough Council
Charity CIO number (if applicable)	
Address of organisation	Spelthorne Borough Council Knowle Green Staines-Upon-Thames TW18 1XB
Location services will be provided, or project will take place	Spelthorne Community
Contact phone	01784 448 601
Contact email	liz.harvey@spelthorne.gov.uk

Your Project

Considerations	Response
<p>Aims and Project Objectives</p> <p>The Elections Service seeks to transform and digitise the home visit section of the Canvassing process within the Elections Service, creating, environmental improvements, savings, and efficiencies.</p> <p>Corporate Priority Alignment</p> <p>Community Using tablets means canvassers can devote more time to their doorstep engagement with householders. They can perform their door-knocking role more easily and quickly as there is no need to carry significant quantities of paper forms or for these to be returned to the office once completed. This will reduce carbon emissions, as less traveling is required and saves on paper, printing, and postage.</p> <p>Service Delivery As the world becomes more digitally focused, switching to tablets for canvassing also means that the Spelthorne Electoral Service team is aligning with the corporate service delivery goal to adapt to the changing needs of the community. This will help the team meet new challenges and work more efficiently with our communities.</p>	

<p>Environment</p> <p>The environmental impact of paper canvassing is significant. Paper is currently used for all visits, including A3 and left over forms are manually posted from the office. Any returned to the office are scanned and discarded.</p> <p>The pulp and paper industry are one of the largest contributors to air, water, and land pollution. Discarded paper and paperboard make up roughly 26% of solid municipal waste in landfill sites.</p> <p>In addition, paper production releases carbon dioxide during the manufacturing process, contributing to global warming and climate change. The de-inking process during paper recycling is also a source of emissions due to chemicals released in the effluent.</p> <p>When canvassers post leftover forms by Royal Mail, it can lead to additional environmental impact. The Royal Mail delivery system, by law, must operate a “universal service” which means that the whole delivery system will function in the same way whether mail is sent first or second class.</p> <p>Therefore, funding tablets for election canvassing can be a sustainable initiative that aligns not only with Spelthorne’s sustainability goals but also with the goals of the Green Initiative Fund.</p> <p>It will help reduce paper usage, paper waste and the level of travel required for canvassing, as the level of visits to the office will no longer be required, which helps toward the reduction of carbon dioxide.</p>	
<p>Business Justification</p> <p>Digitalising the home visit section of the Canvassing process within the Elections Service can bring about several benefits, such as improved accuracy, time-saving, and enhanced security. Nine canvassers were asked to trial tablet canvassing in 2023, and the feedback was overwhelmingly positive.</p> <p>This would directly impact key actions 1 and 10 of Spelthorne’s Climate Change Strategy.</p>	
<p>How will you measure success?</p> <p>Alongside several KPI’s which will measure the success of tablet canvassing in all areas, the following specifically target the environmental impact.</p> <p>Reduction of paper and printing: over the next 12 months, monitor the reduction in print and paper use.</p>	

<p>Cost per household visited: This KPI measures the cost of visiting each household using tablets. It will help evaluate not only the cost-effectiveness of our canvassing activities but and identify areas where we have or need to reduce costs.</p>	
<p>Indicative Timeframes</p> <p><u>13th February 2024</u> MAT & Climate Change Working Group</p> <p><u>15th February 2024</u> Managers Briefing</p> <p><u>27th February 2024</u> E&S Committee</p> <p><u>September 2024</u> Delivery & Roll out</p>	
<p>Risks</p> <p>The risks associated with using tablets for Canvassing.</p> <ul style="list-style-type: none"> • Cost: Tablets can be more expensive than paper forms, and there may be additional costs associated with training staff and maintaining the tablets. • Data security: Electronic systems can be vulnerable to hacking and other security breaches, so it is important to ensure that any electronic registration system is designed with privacy and security in mind, including measures such as encryption, firewalls, and secure data storage. • Training: Staff may need to be trained on how to use the tablets and any associated software, which can be time-consuming and costly. • Accessibility: Tablets may not be accessible to everyone, particularly people who do not have access to the internet or who are not comfortable using technology. • User acceptance: Some people may be resistant to change and may prefer paper forms over electronic systems. <p>Technical issues: Electronic systems can be prone to technical issues, such as software glitches or hardware malfunctions, which can cause delays and other problems.</p>	
<p>Stakeholder Identification</p> <ul style="list-style-type: none"> • Canvassers • Residents • Staff 	
<p>Roles & Responsibilities</p>	

<ul style="list-style-type: none"> • Electoral Registration Officer (ERO): The ERO is responsible for planning and delivering the annual canvass, in moving to tablet canvassing they will need to provide all Training and Support for all Canvassers and to monitor KPI's and provide reporting. • Canvasser: Canvassers main duties and responsibilities include visiting households within a designated area in the timeframe set by the Elections team, planning routes according to the properties required to visit, attempting to obtain a response from anyone living at those addresses, and advising and assisting residents on the completion of a canvass form. In moving to tablet canvassing this doesn't change, however instead of carrying paper and having the associated GDPR risks and responsibilities, they need to protect their password and the tablet as reasonably expected. 	
<p>Communication Plan N/A</p>	
<p>Amount of funding applied for from Spelthorne.</p> <p>£9,272.50</p>	
<p>Please identify where services will be delivered.</p> <p>Spelthorne Borough Council Knowle Green Staines-Upon-Thames TW18 1XB</p>	
<p>How have you identified the need for carbon reduction or environmental improvements?</p> <p>The Electoral Service has identified the need for carbon reduction, due to the level of paper use, paper waste, postage and printing currently within the service. The switch to tablet canvassing will ensure the Electoral Service Department remains committed to improve Spelthorne's services for Climate Change and remain in line, with Spelthorne's corporate plan.</p>	

Reviewing the application

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

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

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

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

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

The final decision and payment

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

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

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

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

Financial status:

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

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

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

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

The Aims of your organisation:

Appendix 1

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

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

Environment and Sustainability Committee



27 February 2024

Title	Climate Change Supplementary Planning Document
Purpose of the report	To make a decision
Report Author	<i>Gina Cook - Climate Change Officer (Projects), Laura Richardson – Principal Planning Officer (Strategic Planning)</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	n/a
Corporate Priority	Community Resilience Environment
Recommendations	To approve the Climate Change Supplementary Planning Document and recommend to Council for adoption.
Reason for Recommendation	After declaring a Climate Emergency in Oct 2020, a Climate Change Supplementary Planning Document (SPD will support the effective implementation of the climate change policies within the current and future Local Plan). The SPD will encourage the delivery of more sustainable design for future developments within Spelthorne.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Council declared a Climate Change Emergency in 2020. The decision was taken by the Environment and Sustainability Committee to fund the development of a Climate Change SPD through the Green Infrastructure Fund. 	<ul style="list-style-type: none"> The SPD will support the delivery of the climate policies in the current and emerging Local Plan and contribute to Spelthorne achieving its climate goals.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> The SPD has been developed and the consultation required under 	<ul style="list-style-type: none"> E&S to approve and recommend to Council for adoption.

<p>the Town and Country Planning Regulations has been undertaken.</p> <ul style="list-style-type: none"> We want to adopt the SPD as soon as possible, so that we can implement the checklists as part of the planning process, to encourage the delivery of sustainable design. We do not need to wait for a new local plan to adopt this guidance. 	<ul style="list-style-type: none"> Adopt the SPD, which can be used alongside the current and future Local Plan.
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1.1 Spelthorne Borough Council declared a Climate Emergency in October 2020.

1.2 The newly created Climate SPD encourages the delivery of more sustainable design for future developments within Spelthorne. The adoption of the SPD will support implementation of climate change policies within the current and future Local Plan.

2. Key issues

2.1 A Climate Change Supplementary Planning Document has been created to set out the Council's expectations for new development to encourage development that responds proactively to the climate emergency through appropriate mitigation and adaptation actions and measures.

2.2 A Supplementary Planning Document (SPD) is a planning policy document which builds upon and provides more detailed guidance to policies in the Local Plan.

2.3 An SPD forms part of the adopted development plan (also known as the Local Plan) and sets out further guidance to support the implementation of the relevant policies within the Plan. Upon adoption, the SPD can be 'hooked' onto the existing climate change policy within the current Spelthorne Core Strategy (2009). Thus, it will be used when determining planning applications from the date of the adoption of the SPD in advance of the adoption of the new Local Plan.

2.4 Funding, as well as agreement for the creation of Climate Change SPD (£30,000) was approved from the Green Initiatives Fund by the Environment and Sustainability Committee in November 2022. The GIF bid is attached at Appendix 2.

2.5 It is intended that once a new Local Plan has been adopted by the Council, the Climate Change SPD will be updated, if required, and then "hook" onto the new climate change policy within the Local Plan. This will mean that the SPD will continue to be used in determining planning applications made in the Borough to ensure that the requirements of the SPD are implemented.

2.6 A working group comprising of the Climate Change officer, Strategic Planning officers, Development Management Planning officers, Sustainability officer, Building Control manager, Biodiversity officer, Principal Pollution Control officer, and Group Head for Commissioning and Transformation developed a specification for the SPD.

- 2.7 Following the procurement process David Lock Associates were awarded the contract for the creation of the Climate Change SPD and worked with officers on the production of the document which went out to consultation.
- 2.8 The SPD seeks to provide additional guidance on the following areas:
- Energy use - including the energy hierarchy and renewable energy systems
 - Water - including sustainable drainage systems, managing flood risk and greywater use
 - Building design - including orientation and layout to maximise potential for renewable energy generation and avoid the impacts of climate change
 - Transport - including walkable and low car neighbourhoods
 - Green Infrastructure – including planting species selected for climate resilience
 - Materials and construction – including reduction of embodied carbon lean design and sustainable material choice
- 2.9 The created SPD has 3 checklists for householder applications, minor applications and major applications. Developers must use these as part of a planning application submission to demonstrate clearly how they have addressed the climate change mitigation measures included within the SPD.
- 2.10 The SPD consultation took place between 18th September 2023 to the 16th of October 2023. The documents were published on the Council website as well as being available for the public to view in public libraries and at the civic centre during office hours.
- 2.11 29 responses were received from the consultation. These responses have been analysed and addressed.
- 2.12 From the consultation responses, some changes were made to the SPD. The consultation responses and feedback are attached in Appendix 3.
- 3. Options analysis and proposal**
- 3.1 **Option 1:** For the Committee to recommend the Climate Change SPD to Council for adoption (recommended option)
- 3.2 **Option 2:** The SPD is not recommended for adoption, resulting in business as usual for development within the borough, and undermining the climate emergency declaration (Not recommended option)
- 3.3 **Option 3:** Create an alternative Climate Change SPD however, this will cost additional money, take time to develop and push back action (Not recommended option)
- 4. Financial implications**
- 4.1 There are no additional direct financial implications to the Council.
- 4.2 Indirect financial implications could include the cost of measures that the guidance highlights can be implemented. However, if developments are built to higher climate resilient standards now, this will remove the risk of having to retrofit buildings in the future, which will have a greater financial cost.
- 5. Risk considerations**

- 5.1 At this stage there is no risks to the council.
- 5.2 There are many risks if effective action is not taken, specifically on the built environment within Spelthorne. The SPD guides applicants on how to build development that is better prepared for the future impacts of climate change, through the appropriate mitigation and adaptation actions. The guidance will influence development in the Borough and contribute to the delivery of better prepared buildings and reduce retrofitting in the future. It will also support the design guide.
- 6. Procurement considerations**
- 6.1 There are no procurement considerations at this time.
- 7. Legal considerations**
- 7.1 Addressing climate change is one of the core land use planning principles which the National Planning Policy Framework expects to underpin both plan-making and decision-taking. To be found sound, [Local Plans](#) will need to reflect this principle and enable the delivery of sustainable development in accordance with the policies in the [National Planning Policy Framework](#). These include the requirements for local authorities to [adopt proactive strategies to mitigate and adapt to climate change](#) in line with the provisions and objectives of the [Climate Change Act 2008](#), and co-operate to deliver strategic priorities which include climate change.
- 7.2 In addition to the statutory requirement to take the Framework into account in the preparation of [Local Plans](#), there is a [statutory duty](#) on local planning authorities to include policies in their Local Plan designed to tackle climate change and its impacts. This complements the sustainable development duty on plan-makers. The National Planning Policy Framework emphasises that responding to climate change is central to the economic, social and environmental dimensions of sustainable development.
- 7.3 The proposed SPD will not only assist in addressing the above mentioned requirements and duties but is also a measure that will serve as a proactive step to tackle climate change within the borough.
- 8. Other considerations**
- 8.1 Spelthorne Borough Council has declared a Climate Emergency and this guidance will assist applicants in making decisions when it comes to the built environment, that support the Council's commitment to tackling climate change.
- 9. Equality and Diversity**
- 9.1 The climate emergency and its impacts will affect all of us. However, many of the effects will be disproportionately felt by those residents and communities who are most vulnerable. The proposed climate change SPD seeks to address some of these issues by ensuring all new development is resilient to the impacts of climate change including heatwaves and flooding.
- 10. Sustainability/Climate Change Implications**
- 10.1 There will be significant implications as the aim of the SPD is to ensure that any new development in Spelthorne responds proactively to the climate emergency through appropriate mitigation and adaptation actions.

10.2 The Local Plan and a new SPD are central to addressing climate change in Spelthorne. It is vital that opportunities exist within the local planning framework to ensure developers contribute to Spelthorne Borough Council's environmental priorities and adapt to the future impacts of climate change.

11. Timetable for implementation

11.1 To be submitted to the Environment and Sustainability Committee on the 27 February 2024 and to council on 25th April 2024. If adopted to be implemented immediately.

12. Contact

12.1 Laura Richardson l.richardson@spelthorne.gov.uk

12.2 Gina Cook g.cook@spelthorne.gov.uk

Background papers: There are none.

List as Appendices:

Appendix 1: Climate Change Supplementary Planning Document

Appendix 2: Consultation responses overview document

Appendix 3: Climate Change SPD Consultation – Officer Responses

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Spelthorne Borough Council

Climate Change

Supplementary Planning Document

David Lock Associates

January 2024





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| 1.0 OVERVIEW

1.1 Human-induced climate change is the most pressing and complex challenge of the 21st century. The UN's International Panel on Climate Change (IPCC)'s 2023 report states:

“Human activities, principally through emissions of greenhouse gases, have unequivocally caused global warming, with global surface temperature reaching 1.1°C above 1850-1900 in 2011-2020.”

“Widespread and rapid changes in the atmosphere, ocean, cryosphere and biosphere have occurred. Human-caused climate change is already affecting many weather and climate extremes in every region across the globe.”

“Some future changes are unavoidable and/or irreversible but can be limited by deep, rapid and sustained global greenhouse gas emissions reduction ... Limiting human-caused global warming requires net zero CO2 emissions.”

1.2 We must all play our part in tackling this emergency. To do so requires examining many aspects of how we live, including how we develop and manage the buildings, places and spaces around us.

1.3 Although the UK Government has committed to Net Zero Carbon at a national level by 2050, through the Climate Change Act, Spelthorne Borough Council (SBC) has declared a climate emergency, with an ambition of achieving Net Zero carbon status by 2030. This is supported by Spelthorne's Climate Change Strategy 2022-2030.

1.4 This Supplementary Planning Document (SPD) sets out how new development in Spelthorne Borough, that is controlled through the planning system, can play its part in reducing the effects of climate change, and in adapting successfully and resiliently to a changing climate. This SPD and the associated Core Strategy policy that it relates to is a key part of the Council's efforts to implement the strategy and achieve the overall Net Zero goal.

1.5 The changes we need to make to how and what we build and develop are more than just about avoiding a long-term future of extreme climate change. When considered as a fundamental part of the design of places, they can enhance our quality of life by:

- Making our homes and buildings more efficient, and cheaper to run
- Reducing travel costs by making it easier and more convenient to walk and cycle in our daily lives
- Encouraging daily physical activity and healthy places
- Ensuring nature has space to thrive in our towns and open spaces
- Enabling contact with nature for people, which has been shown to improve our mental health and wellbeing
- Improving air quality, road safety and reducing noise through more use of active travel, clean public transport and electric vehicles
- Preserving our valued open spaces and countryside through more compact and better-located development
- Creating places that are more socially equitable and prosperous for the long-term

1.6 These objectives align strongly with SBC’s corporate objectives as a council, as expressed in the SBC Corporate Plan 2021-23 and is supported by national guidance such as the National Design Guide, the Department for Transport’s Gear Change strategy, and Sport England’s Active Design guidance (supported by Active Travel England and Office for Health Improvement and Disparities).

What causes climate change?

1.7 The immense amount of greenhouse gases humans have released into the atmosphere are causing our climate to change. The burning of fossil fuels, releasing greenhouse gases, has increased the amount of heat from the sun trapped in our atmosphere.

1.8 Carbon dioxide emissions, the primary cause of human-induced climate change, are emitted from the burning of fossil fuels such as oil, gas, petrol and diesel to generate energy, in both electricity generation plants and in vehicle engines. Because energy use is fundamental to our modern economy and way of life, this means that tackling climate change requires action that needs to be taken in a range of areas, not least in development and construction. Considerable amounts of energy consumed are also wasted through inefficiency.

1.9 UK Government statistics for 2022 (shown in Figure 1) show that 25% of the UK’s emissions were from the supply of energy (electricity), 33% from transport (internal combustion engines), 18% from residential (primarily gas or oil boilers), and the remaining 24% made up of business, public sector, industrial processes and other processes.

1.10 In each of these sectors there is a challenge to reduce carbon emissions, by making our use of energy more efficient and less wasteful and moving away from energy sources that emit carbon towards clean, renewable generation.

1.11 Our electricity grid is moving rapidly towards clean, zero-carbon energy, and as a result, there is much focus on electrification of sectors as a core approach. This should also be accompanied by energy efficiency measures to ensure that the transition can happen successfully.

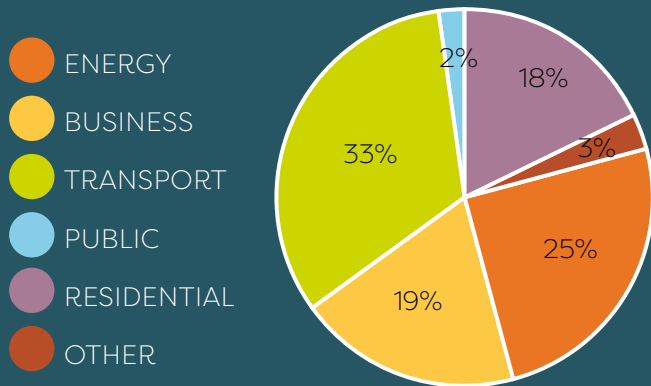


FIGURE 1: UK CARBON EMISSIONS BY SECTOR, 2022 - PROVISIONAL (DEPT FOR ENERGY SECURITY & NET ZERO, OFFICE FOR NATIONAL STATISTICS)

What effect is climate change having (and will have)?

1.12 Climate change is changing weather patterns across the world. Greenhouse gases, of which the most prevalent is carbon dioxide, trap heat and increase the average global temperature in the air, oceans and land, meaning that established patterns of weather are disrupted. This is leading to more extreme weather than we are used to, such as extended heatwaves, heavy rainfall events and storms, and higher rainfall or extreme cold weather in winter.

1.13 These have an effect on humans, through changes to agriculture, damage to property or even loss of life, as well as a reduction in overall quality of life. Recent years have shown that such events, which are becoming more likely, can inflict severe economic damage on areas affected.

1.14 An overall warming climate is also leading to changes in the ecosystems around us, as species that rely on certain temperatures, weather patterns and other climate-related signals have to adapt or lose their habitats. It means that the UK is seeing different species move in (as well as losing other native species). This can disrupt delicate ecosystems where many species rely on each other to survive and thrive.



The Planning System and Climate Change

1.15 The built environment, in its construction, operation and the effect it has on our behaviours, is a major contributor towards the carbon emissions that are causing global climate change. The planning system therefore has a major role in ensuring that new development is of the highest environmental standards, helping the UK move towards its national target of Net Zero carbon emissions by 2050.

1.16 Research has shown that the location, density¹ and connectivity of new development has a substantial effect on anticipated lifetime carbon emissions of a place. Higher density urban locations can have more sustainable transport choices and local facilities. They can have around 1/3 of the emissions of development in rural or isolated areas, which are dependent on cars².

¹Lee, Sungwon and Bumsoo Lee. 2014. *The influence of urban form on GHG emissions in the U.S. household sector. Energy Policy* 68: 534-549.

²Source: *Greater Cambridge Local Plan - Strategic spatial options appraisal: implications for carbon emissions. Scenario shown implementing zero-carbon policies for new buildings, in line with RIBA/LETI guidance and Future Homes Standard*

1.17 Healthy habitats sequester carbon, removing it from the atmosphere and storing it away. Land can be used to either remove carbon from the atmosphere with woodland or wetland habitats, or to generate clean energy through solar or wind power. This must be balanced against other benefits of woodland and habitat restoration.

1.18 Individual buildings, primarily through how they are heated, cooled and ventilated, make a major contribution towards emissions in their operation, especially buildings with poor insulation, carbon-emitting heat sources or design that contributes to overheating in the summer. Buildings consume considerable amounts of 'embodied' carbon as

part of being built, in the materials (e.g. concrete, brick and cement) and methods of construction used. Cement and concrete are particularly carbon intensive, due to the chemical processes involved in their production.

1.19 The changes that climate change is already making to our weather patterns also affects the built and natural environment, and how we use it. More extreme weather events can cause flash flooding, overheat homes, or make the public realm unusable due to excessive heat, exacerbated by the urban heat island effect. The planning system has a role in helping to ensure that the spaces and places we create now are adapted and resilient to this future.

1.20 The planning system has to anticipate changes that could occur in the future. There is already strong evidence of changing lifestyles and attitudes around these issues. The COVID-19 pandemic has also caused a rethink in how people view and interact with their local neighbourhood, the quality of the environment, and its overall sustainability.

Role of the Climate Change SPD

1.21 This SPD has been prepared to build upon and provide more detailed guidance to applicants on how to implement SBC's Core Strategy strategic policy SP 'Climate Change and Transport' of SBC's Core Strategy (2009). The policy states:

Policy [SP7] seeks to reduce climate change effects by:

- a) promoting inclusion for renewable energy, energy conservation and waste management in new and existing developments*
- b) development reduces the need to travel and encourages alternatives to car use*
- c) encourage non car-based travel,*
- d) promoting the efficient use and conservation of water resources,*
- e) promoting measures to reduce flooding and the risks from flooding,*
- f) supporting measures to enhance and manage Staines' role as a public transport interchange.*

1.22 Supporting this strategic policy are three implementation policies:

Policy CC1: Renewable Energy, Energy Conservation and Sustainable Construction. Policy requires residential development of one or more dwellings and other development involving new building or extensions exceeding 100m² to: optimise design, layout and orientation of development to minimise energy use, and include measures to provide at least 10% of the development's energy demand from on-site renewable energy sources unless it can be shown that it would seriously threaten the viability of the development. Encouraging renewable energy equipment installation, sustainable construction materials, encouraging developments to attain high energy efficiency rates e.g. BREEAM 'very good'.

Policy CC2: Sustainable Travel. The Council will seek to secure more sustainable travel patterns. Staines public transport interchange, development to be accessible by non-car means, site specific travel plans for major developments.

Policy CC3: Parking Provision. This policy details that the Council will require the provision of sufficient, safe, weatherproof, convenient and secure cycle parking within developments to assist in promoting cycle use.

1.23 SBC's Pre-Submission Local Plan to 2039 was published for consultation in June 2022 and submitted for examination in Nov 2022, with a new policy PS1 on climate change, which in due course will replace the Core Strategy (2009). This SPD has been designed so that when this updated policy comes into force, upon adoption of the Local Plan, it will be updated with relevant references and necessary changes but the core principles and guidance on implementation will remain the same, giving applicants certainty even as the underlying policy framework may change.

1.24 Planning applications submitted to SBC will need to demonstrate how they have considered the guidance in this SPD as part of their design, and how they have satisfied the policy requirements. To support this, SBC's validation requirements for material submitted with different types of application has been updated to require this information. This guidance provides checklists and templates for applicants to submit along with their proposals to make this process easier. These are detailed in 'How to use this guidance' below, and in the final chapter 'Submitting your application'. **This SPD is a material consideration in decision making, meaning that whether or not a development scheme has taken into account this guidance, and demonstrated how it has done so, will be taken into account when determining the planning application.**





MAJOR APPLICATIONS: DEMONSTRATING SUSTAINABILITY

For major applications, demonstrating how you have addressed this guidance may be facilitated through industry-accepted metrics and certifications.

Where these are available they are set out at the end of each Theme. These are not SBC policy requirements but are suggested approaches.

Other supporting policy

1.25 Along with SBC's planning policy, a number of other key documents support action on climate change within the built environment, and have informed this SPD:

-  [The National Planning Policy Framework \(2021\)](#)
-  [Surrey County Council Transport Plan and supporting Local Cycling and Walking Infrastructure Plans \(LCWIPs\)](#)
-  [Spelthorne Borough Council Climate Change Strategy \(2022-2030\)](#)
-  [Surrey County Council Climate Change Strategy \(2020\)](#)



How to use this guidance

1.26 This document is intended to be a practical guide to achieving Spelthorne’s climate change objectives through the planning system. It is set out in three key parts:

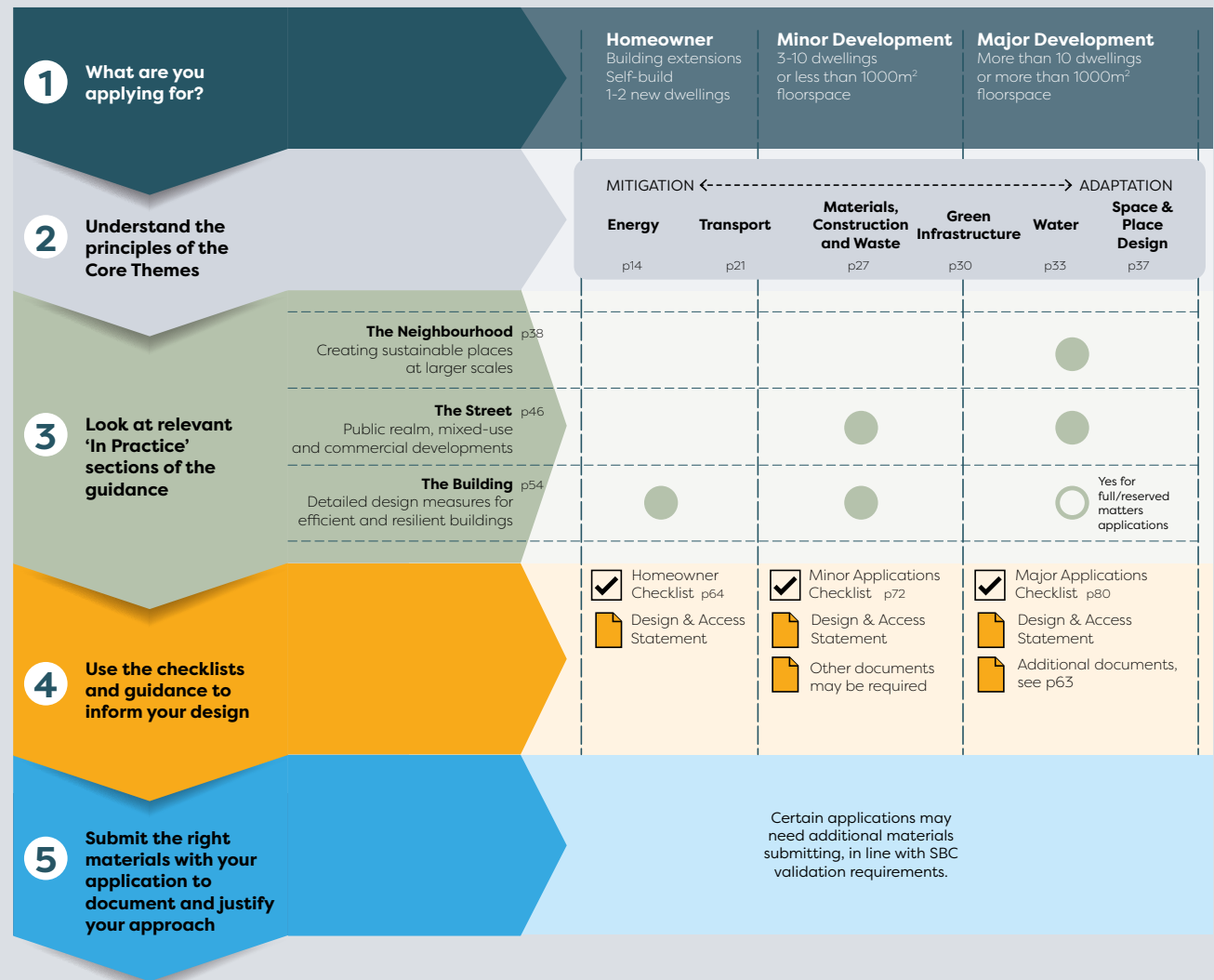
- **Core Themes:** the key principles of design that underpin the six themes of this document: Energy; Transport; Materials, Construction and Waste; Green Infrastructure; Water; and Space and Place Design.
- **In Practice:** demonstration of how the principles can be implemented in practice at a range of scales: The Neighbourhood; The Street and The Building.
- **Preparing your Application:** what materials you need to submit with your planning application to demonstrate you have considered climate change issues, with checklists for householder, minor and major applications.

1.27 For applicants preparing typical development planning applications, the flowchart below sets out how this document should be used for different types of development, the key sections that should be consulted, and what should be submitted with your planning application.

1.28 For specialist applications that are outside the scope of this guidance, it is recommended that SBC is consulted on relevant requirements through a pre-application process.

HOW TO USE THIS GUIDANCE

FIGURE 2: GUIDANCE TABLE

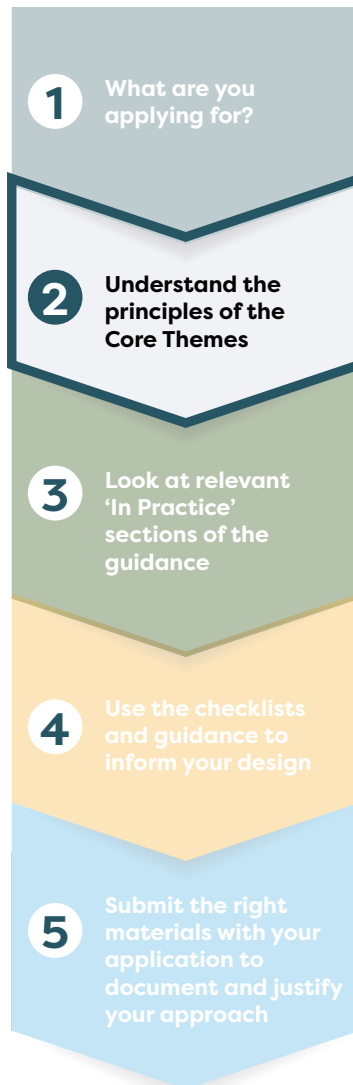


Key Definitions

1.29 Many terms are used in the field of climate change and carbon emissions may not be familiar or can be used in different ways. The following table provides definitions for the terms used most frequently in this SPD.

Term	Definition
Greenhouse Gases	<i>Gases, both emitted natural and by human activity, that when accumulated in the atmosphere trap heat from the sun. A natural level of greenhouse gases keeps the planet with a stable climate and prevents all the sun's energy from escaping into space. A rising and unnatural level causes a runaway 'greenhouse effect', where too much heat is trapped.</i>
Carbon / CO2e	<i>The main human-emitted greenhouse gas is carbon dioxide (CO₂), although others such as methane (CH₄) exist, which are less prevalent but often trap more heat. Collectively, they are measured by their equivalent warming effect to carbon dioxide, CO₂ equivalent, to ensure consistency of measurement. Carbon dioxide emissions are primarily due to the burning of fossil fuels such as oil, gas, petrol and diesel for energy, in both electricity generation plants and in vehicle engines.</i>
Net Zero / Carbon Neutral	<i>A project, entity or building that balances any carbon emissions with equivalent carbon removal from the atmosphere, or does not emit any carbon emissions at all. This term should be used carefully and when used, it should be clearly stated whether it is a 'whole life carbon' net, and what scope of emissions it considers. (see definitions below)</i>
Operational Carbon	<i>The carbon emissions generated by a building or piece of infrastructure in its normal operation and maintenance. Typically this concerns 'regulated' energy (see below).</i>
Upfront / Embodied Carbon	<i>The carbon emissions generated during a building or piece of infrastructure's construction, for example through the choice of materials, production of concrete and cement, construction vehicles, and other activities generated by the one-off act of construction.</i>
Whole life carbon	<i>The combined sum of operational carbon and embodied carbon for a building, measured over its whole design life span.</i>
Regulated Energy	<i>Energy consumed by a building, associated with fixed installations for heating, hot water, cooling, ventilation, and lighting systems.</i>
Unregulated Energy	<i>Energy consumed by a building that is outside of the scope of Building Regulations, e.g. energy associated with equipment such as fridges, washing machines, TVs, computers, lifts, and cooking.</i>
Scope 1/2/3	<i>In order to take action to reduce emissions, scopes of emissions help understand and measure where they're sourced. They are the level of emissions considered or accounted for by a single entity, project or building.</i> Scope 1: <i>emissions from sources owned or controlled directly – for example from burning petrol or diesel in a fleet of vehicles, or from heating a building through gas.</i> Scope 2: <i>emissions caused indirectly and from where the energy purchased and used is produced. For example, the emissions caused when generating the electricity used in a building.</i> Scope 3: <i>emissions, including all indirect emissions which are not included in scope 2. It encompasses emissions that a building or entity is indirectly responsible for up and down its supply chain.</i>
Offsetting	<i>An approach to achieving Net Zero carbon emissions, by creating new natural habitats or employing other methods that will remove carbon emissions from the atmosphere, offsetting residual emissions that cannot be reduced by other means.</i>

| 2.0 CORE THEMES



2.1 Designing and planning for climate change has two aspects:

- Mitigation: reducing or eliminating carbon emissions from development, homes, transport, buildings and the lives we lead, so that Spelthorne plays its part in reducing climate change overall
- Adaptation: anticipating what a changing climate will mean for the built and natural environment, and designing to meet these changes and challenges

2.2 Mitigating and adapting for climate change covers many fields and requires a co-ordinated approach that goes beyond energy efficiency measures and should be a fundamental part of all design and planning.

2.3 This document sets out how mitigating and adapting for climate change in development proposals can be achieved, across six core themes as follows:

2.4 The themes are arranged on a sliding scale from Mitigation through to Adaptation (anticipating what a changing climate will mean for the built and natural environment, and designing to manage these changes). Where a theme is closer to Mitigation, it means that reduction in carbon emissions is the largest part of the measures recommended or required. Where a theme is closer to Adaptation, it means that theme deals more with the likely effects of climate change.

2.5 This chapter sets out core design principles for each theme, which should be used to guide the design process and will help assess how development proposals have considered climate change and whether this is shown in the planning application. Guidance and examples of how best to implement these principles in practice, across a wide range of scales and contexts, is contained in the following chapter 'In Practice'.

2.6 The core design principles are the first things an applicant for new development should consider when designing their schemes and submitting applications. However they are not exhaustive, and other evidenced and quantified approaches to achieve the same outcomes are encouraged.



FIGURE 3: CORE DESIGN PRINCIPLES

Energy

Energy

2.7 The use of energy in the built environment, particularly for heating and cooling in homes and other buildings, is one of the top contributors to carbon emissions in the UK through the burning of fossil fuels. Although the UK electricity generation sector is decarbonising rapidly, existing carbon-emitting uses (such as gas boilers), are still prevalent.

Follow the Energy Hierarchy

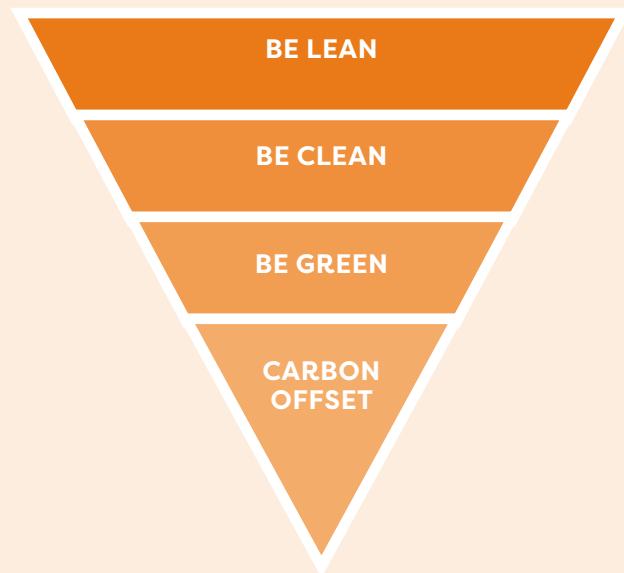


FIGURE 4: ENERGY HIERARCHY

2.8 When considering sustainable energy options, the Energy Hierarchy should be used to prioritise and assess them. It sets out a priority approach to assist progress towards a more sustainable energy system, in order of most sustainable (highest immediate impact on emissions) to least. This can help make and justify design decisions that aim to reach Net Zero in the most efficient way.

2.9 The Energy Hierarchy is, in the following order:

1. Be lean: use less energy and manage demand during operation through fabric and servicing improvements and the incorporation of measures that actively reduce usage or encourage lower demand
2. Be clean: exploit local energy resources (such as secondary heat) and supply energy efficiently and cleanly by connecting to district heating networks
3. Be green: maximise opportunities for renewable energy by producing (e.g. PV panels), storing (e.g. through batteries) and using renewable energy on-site

4. Offsetting of residual emissions through external accredited carbon offsetting schemes

2.10 Proposals should demonstrate how they have maximised opportunities at each level of the hierarchy before seeking opportunities further down.

Be lean: Retrofit existing buildings

2.11 It is anticipated that 85-90% of the buildings that will be standing in 2050 have already been built, making it imperative that their operational carbon emissions are reduced. This should be undertaken, where possible, through an energy hierarchy approach of fabric-level improvements before maximising opportunities for energy generation, such as photovoltaic (PV) panels. When planning changes to existing buildings, it is therefore important to consider how energy demand could be reduced or the potential for renewable energy generation on site.

2.12 Further details on key interventions are set out in 'The Building' in the 'In Practice' chapter.

Energy

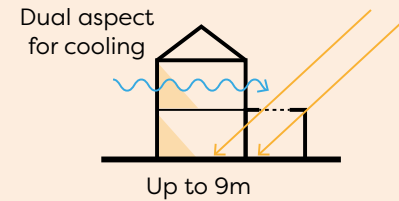
Be lean: Design buildings to be passively cooled, lit naturally and need minimal heating

2.13 Using energy to heat, cool and light buildings is the largest single source of carbon emissions from the built environment. Much can be achieved in the design of buildings to reduce this need.

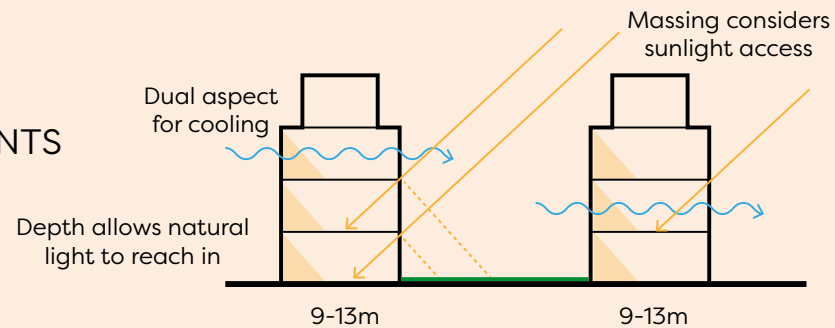
2.14 Key measures include:

- Design buildings considering how the sun could provide heating and light (solar gain). This should consider aspect and how the building will respond throughout the year. Southern elevations should maximise the window area but include either fixed or moveable shades or blinds to cut sunlight in the summer and prevent overheating. East and west elevations should ensure they have moveable shading to cut out the lower sun angles at sunrise and sunset in the summer, but still able to maximise heating at other times of year. Lower floors should have more glazing as they are likely to have reduced incoming light due to surrounding buildings.

HOMES



APARTMENTS



COMMERCIAL & MIXED USE

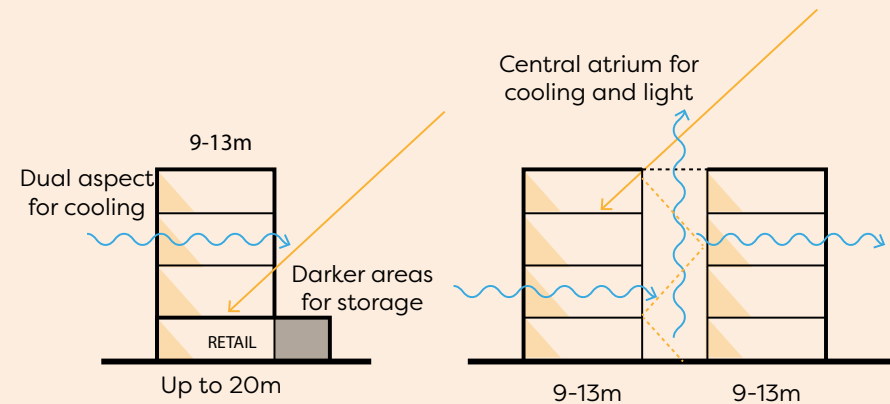


FIGURE 5: DESIGN FOR PASSIVE HEATING AND COOLING FOR DIFFERENT TYPES OF BUILDING

Energy

- Building dimensions should allow natural light to reach as much of the interior as possible., Beyond around 4-5m little light reaches an interior from a side window. Use of interior atriums, skylights and light wells can reduce the need for artificial lighting. Light analysis may be needed to demonstrate that internal levels of light are acceptable.
- Building design that creates dual aspect dwellings, where air can flow through from one side to another. This is especially important in the design of apartment buildings.
- For larger buildings, design can encourage natural interior air flow instead of relying on energy-hungry heating, ventilation and air-conditioning (HVAC) systems.
- All buildings should be insulated to the highest standards, with high levels of high-performance exterior wall and roof insulation employed. Windows are major locations of heat loss and should be either triple-glazed or have high-performance modern double glazing. Doors and other openings should be well-sealed and insulated to modern standards.
- The exterior form factor of a building (its massing) affects how much of a heated interior is exposed to the outside. Reducing the exterior surface area by simplifying the form factor reduces how much insulation will be needed and how much heat will be lost.



FIGURE 6: PASSIVE COOLING / HEATING PRECEDENTS (BOTTOM LEFT: GREAT KNEIGHTON, CAMBRIDGE; BOTTOM RIGHT: CAMPBELL HEIGHTS, MILTON KEYNES)

Energy

Be clean: Connect to heating networks and exploit local heat sources

2.15 Developments within existing district heating networks should connect to them or make provision for this to be possible. These centralised sources of heat are more efficient and can be more easily converted to clean energy sources than individual boilers. They are most suitable for denser development, such as apartments.

2.16 Waste heat from nearby generators (for example industrial fridges and air-conditioning units) can also be recovered and used within such networks.



FIGURE 7: ENERGY CENTRE AT EDDINGTON, CAMBRIDGE, WHICH REUSES WASTE HEAT FROM SUPERMARKET FRIDGES TO SUPPLY THE LOCAL AREA WITH HEAT, AND IS INTEGRATED BEHIND SURROUNDING HOMES

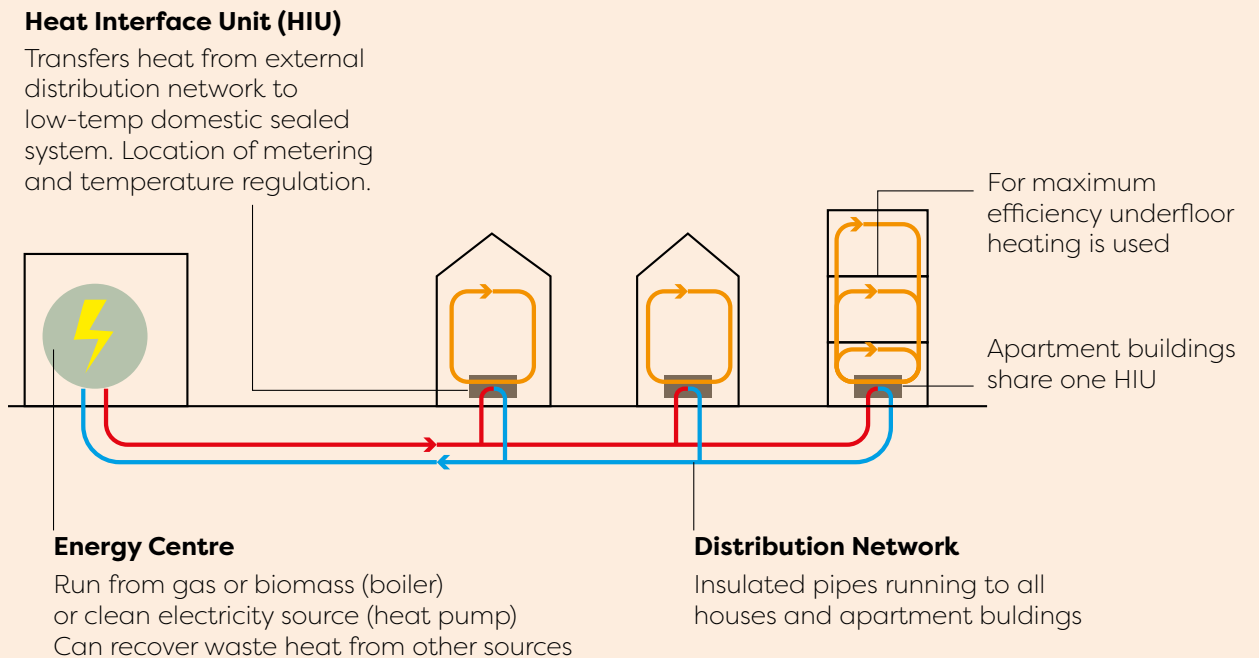


FIGURE 8: HOW HEAT NETWORKS WORK

Energy

Be green: Generate and store energy on site

2.17 On-site generation of renewable energy is typically accomplished through solar panels (photovoltaic or PV panels) on roofs, although other approaches such as wind turbines and solar water heating are also possible. They can provide a significant portion of a home or business's energy needs, and can feed into the electricity grid when they are producing in excess of on-site demand, further offsetting an individual's electricity bill. All major applications must generate at least 10% of demand from on-site renewables

2.18 Although solar panel installations will be generally supported, in designated conservation areas or other areas with Article 4 restrictions on permitted development rights there may be some restrictions on the installation of panels on roofs, to preserve a historic street scene or character. In these circumstances SBC should be consulted for advice.

2.19 The supply of renewable zero-carbon energy can fluctuate depending on weather conditions, so it is possible to store surplus energy for use later when demand is higher. Home or on-site batteries, connected as part of a solar panel installation, can be an effective way of achieving this.



FIGURE 9: ILLUSTRATIVE APPROACHES TO CLEAN ENERGY GENERATION AND STORAGE

Energy

Observe standards and obtain accreditation

2.20 Building Regulations (part L) sets the legal standards for energy efficiency and consumption measures within new and existing buildings. Beyond this, the Future Homes Standard will uplift part L requirements from 2025. This will require low carbon heating and very high levels of energy efficiency.

2.21 Other standards exist for different building types. BREEAM set detailed standards for commercial buildings, and it is expected that such buildings will attain at least 'Very Good' status, with Excellent or Outstanding preferred.

2.22 For residential buildings, standards such as Passivhaus exist, demonstrating the very highest levels of energy efficiency in design. Passivhaus principles can be applied to both new and existing buildings.



FIGURE 10: : GOLDSMITH STREET, NORWICH, DEVELOPMENT OF PASSIVHAUS HOMES (MIKHAIL RICHES ARCHITECTS)

Energy

Utilising data, monitoring and energy targets







- 2.23** Modern technology can assist building managers and homeowners in understanding the performance of existing buildings and identifying opportunities for improvements. These can include, depending on the type of building:
- Smart meters for electricity and gas giving real-time information on usage
 - Thermographic surveys to identify heat loss through the external envelope, prioritising where insulation and replacement of windows and doors might best be undertaken
 - Demand-responsive lighting and heating, ventilation and air-conditioning (HVAC) systems, based on presence of users
 - Energy Performance Certification (EPCs) to assess key opportunities for performance improvement

2.24 Proposals for the retrofit and alteration of existing buildings should endeavour to use such tools to inform their design proposals, addressing the largest opportunities identified through such data.


2.25 Where proposals commit to measurable targets in carbon emission reduction (or absolute targets), this must be accompanied by details of how this will be measured and evaluated over time.

Further Reference

2.26 More detailed information on these topics can be found in the following guidance:

-  [LETI Climate Emergency Design Guide](#)
-  [Passivhaus Trust/Etude/Levitt Bernstein - Passivhaus Design: Easi Guide](#)
-  [Future Homes Standard](#)
-  [UK Net Zero Carbon Building Standard](#)
-  [RIBA Climate Challenge 2030](#)
-  [Historic England: Energy Efficiency and Historic Buildings](#)

MAJOR APPLICATIONS: DEMONSTRATING SUSTAINABILITY

-  BREEAM Building Certification
-  PassivHaus Certification

Transport

Transport

2.27 Transport is the largest single source of carbon emissions in the UK by sector, and based on current travel patterns, one of the most difficult to decarbonise. Reducing our dependence on private vehicle transport (primarily petrol or diesel-driven cars), and encouraging walking, cycling and other active travel measures for more of our daily journeys, is the simplest way to reduce transport carbon emissions. This should be supported by wider implementation of Liveable Neighbourhood principles, and comprehensive and convenient public transport for longer-distance journeys.

What is a Liveable Neighbourhood?

Liveable Neighbourhoods are areas of a town or city that are improved to be people-centred and more 'liveable'. Typically, this may involve changes to town centres and surrounding residential areas to improve conditions for walking and cycling and reduce traffic dominance. This may include new pedestrian crossings, a network of good cycle routes, reduced parking provision, redesigned junctions, restrictions on motor traffic in town centres, high streets and residential streets, and wider improvements.

What is active travel?

Active travel is not just walking and cycling. It also includes all physically active ways of getting about, such as wheeling, which covers assistive wheeled mobilities such as wheelchairs, mobility scooters or similar. It can also include pushchairs or buggies for children.

Cycling can mean more than the traditional two wheeled bicycle, as it can also include cargo bikes, electric bikes, hand-powered recumbent bikes, bikes with trailers, tricycles and other pedal-powered transport. A full definition of cycles to consider is set out in the Department for Transport's Local Transport Note (LTN) 1/2014.

Transport

Follow the Travel Hierarchies

2.28 In line with Surrey County Councils Local Transport Plan (LTP4), design proposals should aim to, in the following order:

1. Avoid the need to travel, and reduce distance travelled by improving the efficiency of the land use and transport systems. For example, by locating shops, schools and other regularly used places close to as many homes as possible.
2. Shift to lower energy consumption travel, and more efficient modes: public transport, walking and cycling. For example, by strengthening walking and cycling networks to make them more attractive and quicker to use, and by providing high-frequency, reliable bus services.
3. Improve the energy efficiency of modes, operational efficiency of networks, and reducing vehicle emissions using technology. For example, by prioritising active travel and public transport at junctions, or by supporting electric vehicles through the provision of charging infrastructure.

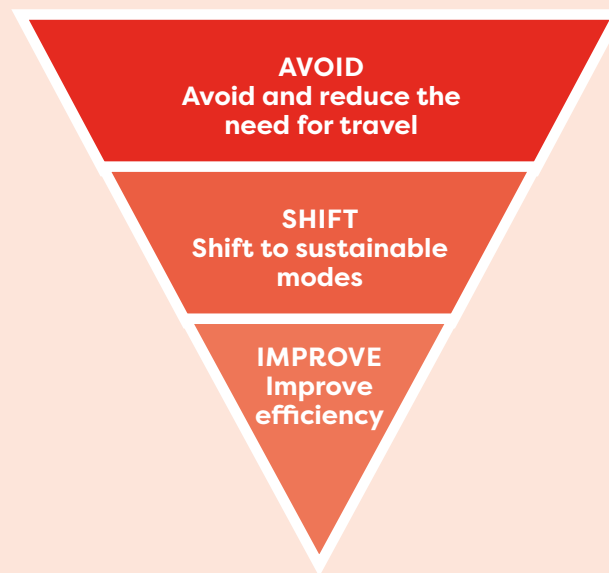


FIGURE 11: HIERARCHY FOR OVERALL APPROACH TO TRAVEL

2.29 When considering the design of places to facilitate movement, design should encourage the most sustainable transport choices, with the lowest carbon emissions per unit travel. This can be done by following a hierarchy of design as set out in the diagram below:

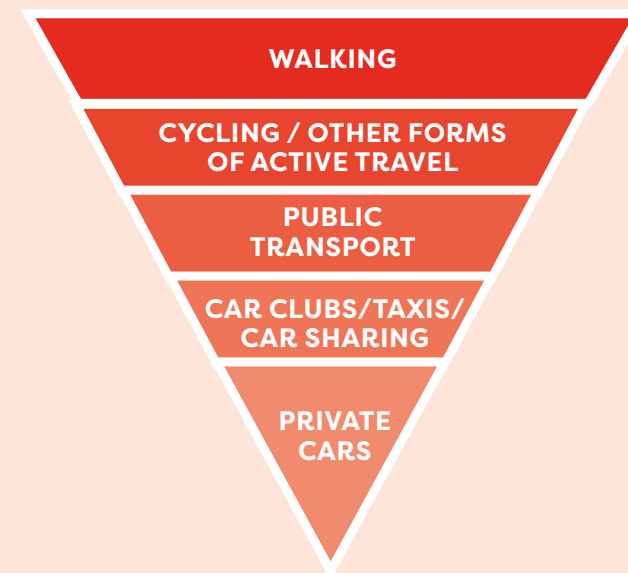


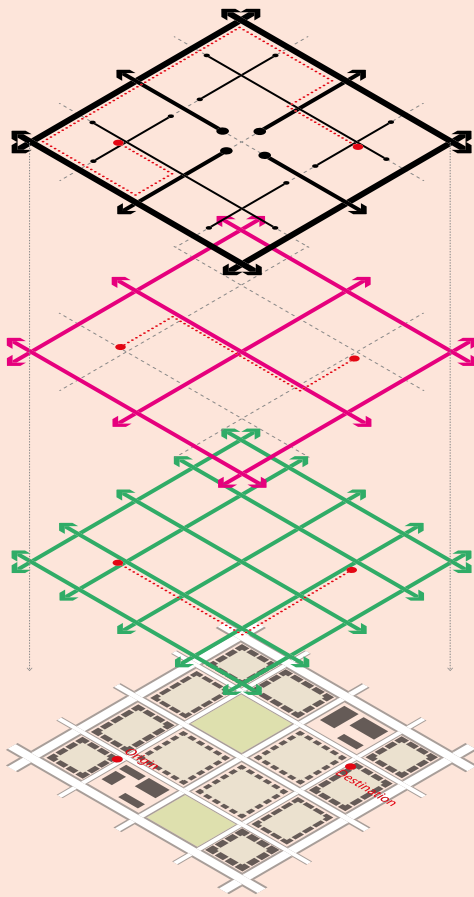
FIGURE 12: DESIGN HIERARCHY FOR MOBILITY

2.30 This hierarchy is set out in Surrey's Local Transport Plan (LTP4). In practice, it means placing the needs and requirements of those users who are higher in the hierarchy (e.g. pedestrians) first, before accommodating the needs of e.g. private vehicles.

Transport

Design for ‘filtered permeability’ and Liveable Neighbourhoods

Page 51



Cars / Private Vehicles

Through routes limited to main routes to discourage rat-running, create quieter streets, and make walking and cycling more convenient without restricting access.

Emergency vehicles could still be provided access through gaps in the network.

Public Transport

Buses able to run along key streets continuously including through bus gates that create gaps for private vehicles.

Active Travel

Connected and continuous streets for walking and cycling.

2.31 Residential areas in cities and towns are often used by through-traffic, which creates noise, pollution and hazards. By reducing the dominance of vehicles, Liveable Neighbourhoods reconsider how street space is reallocated, creating healthier outdoor spaces for everyone to share, as well as vibrant places where people want to dwell and spend money.

2.32 To support this, the principle of filtered permeability is that active travel routes should form a continuous and connected grid through streets. Private vehicle movement along the same streets should be less direct, with no-through routes for cars created by design interventions such as street planting, bollards, materials changes or similar, without blocking pedestrians and cyclists. Active travel connections should have good natural surveillance from buildings for safety.

2.33 The same principle can be used to support direct public transport routes through communities, which support active travel networks by providing onward connections. Bus connections should be direct and uninterrupted, with the use of bus gates (where buses are allowed through but cars are not) at key locations to provide an advantage over private vehicle traffic.

2.34 Modern mobile app navigation has increased the use of side streets as cut-throughs for motor vehicles. Filtered permeability, by removing such through routes for vehicles (but not cyclists or pedestrians) in residential streets, puts traffic back onto main streets, which are designed to be able to accommodate through vehicle movement. This can make smaller, residential streets more attractive, with a better environment, improved air quality and safer for active travel.

FIGURE 13: GETTING ABOUT BY DIFFERENT MODES OF TRAVEL IN LIVEABLE NEIGHBOURHOODS

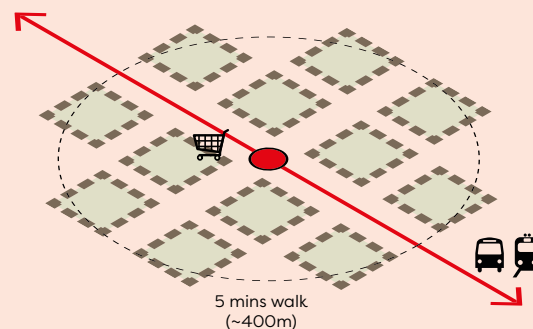
Transport

Locate development for sustainable travel choices

2.35 The location of development has the biggest impact on whether residents and users need to travel (point 1 in the travel hierarchy), and if they do need to travel, the modes and choices available to them. Development should be located close to other destinations, active travel networks and public transport services.

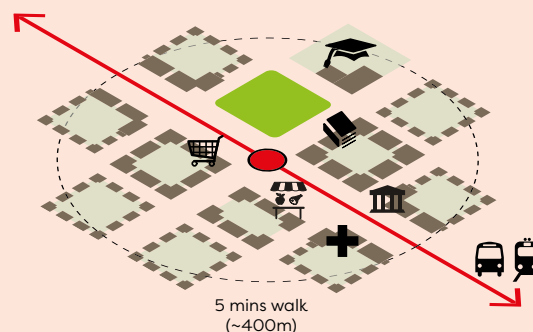
2.36 This means that locations such as town centres, public transport corridors and local centres should have higher densities of development and a greater mix of uses and services than less well-connected areas. This principle is known as ‘transit-oriented development’. It means that people in those locations have a choice of services on their doorstep, and a choice of sustainable transport options for longer journeys elsewhere. It also ensures that everyone connected to those locations by active travel and public transport can access a wide variety of services by sustainable means.

2.37 When masterplanning larger sites, mixed uses and higher densities should be located close to sustainable transport choices and active travel routes.



Low Density Housing

- People within 5 mins walk of public transport
- Facilities close to public transport



Mix of uses and concentrating development near public transport

- People within 5 mins walk of public transport
- Facilities close to public transport

FIGURE 14: LOCATING DENSITY, FACILITIES AND DEVELOPMENT NEAR TO PUBLIC TRANSPORT

Transport

Provide infrastructure for sustainable transport



2.38 Many vehicles are now being electrified. This change requires a rethink in the infrastructure provided to power vehicles, moving from fuel filling stations towards charging points. Electric charging points for cars and e-bikes should be provided where possible. Car parks and areas of parking within local and town centres should include public charging points.

2.39 All buildings should ensure that active travel is the easiest choice for most journeys, with secure and convenient cycle parking that is easier to use than getting in the car. Secure visitor cycle parking in the public realm should be in prominent locations and close to entrances of buildings.



FIGURE 15: ILLUSTRATIVE INFRASTRUCTURE TO SUPPORT SUSTAINABLE TRAVEL

Transport



FIGURE 16: DESIGN PRINCIPLES FOR EFFECTIVE SUSTAINABLE TRAVEL MOBILITY HUBS

2.40 Where different sustainable modes of travel interchange (e.g. between walking/cycling and bus, two different bus routes, or rail/bus), consideration should be given to providing a mobility hub. These should provide:

- 1 A clear and simple interchange between modes
- 2 Secure cycle storage
- 3 Safe pedestrian movement and crossings
- 4 Covered, safe waiting areas
- 5 Real-time travel information
- 6 Supporting shops and facilities

2.41 Mobility hubs should also integrate other transport choices, such as car clubs, licensed e-scooter and e-bike hire, and EV charging points.

Further Reference

2.42 More detailed information on these topics can be found in the following guidance:

-  [RTPI: Net Zero Transport](#)
-  [TCPA: The 20 Minute Neighbourhood Guide](#)
-  [Surrey Local Transport Plan 4](#)
-  [Local Cycling & Walking Infrastructure Plans \(LCWIPs\)](#)
-  [Surrey Bus Service Improvement Plan](#)
-  [Active Design \(Sport England, Active Travel England and Office for Health Improvement and Disparities\)](#)
-  [Healthy Streets for Surrey Design Guide](#)
-  [Surrey Electric Vehicle Parking Guidance in New Developments](#)

Materials, Construction & Waste

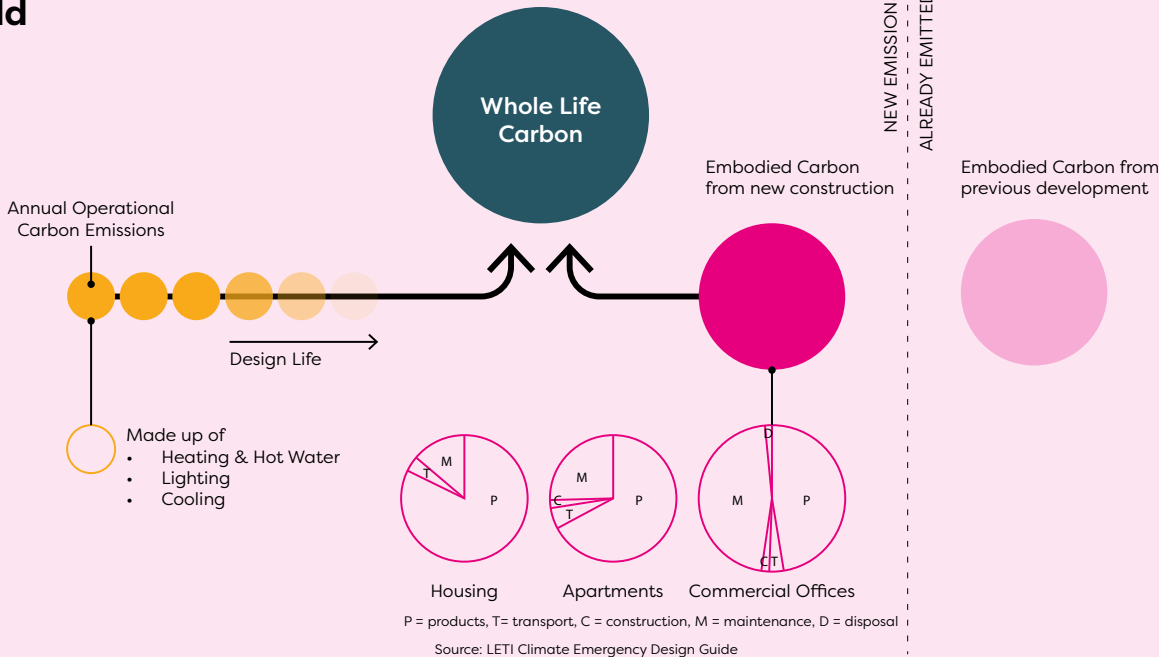
2.43 The construction industry is responsible for around 20% of emissions from the built environment³. This is primarily through the sourcing and production of materials such as cement, concrete, glass, steel and aluminium, and direct emissions from vehicles and equipment used in the construction process. New materials and construction approaches have the potential to reduce this, and using a whole life carbon methodology can assess the climate change impact of new development versus improvements to existing buildings.

**MAJOR APPLICATIONS:
DEMONSTRATING SUSTAINABILITY**

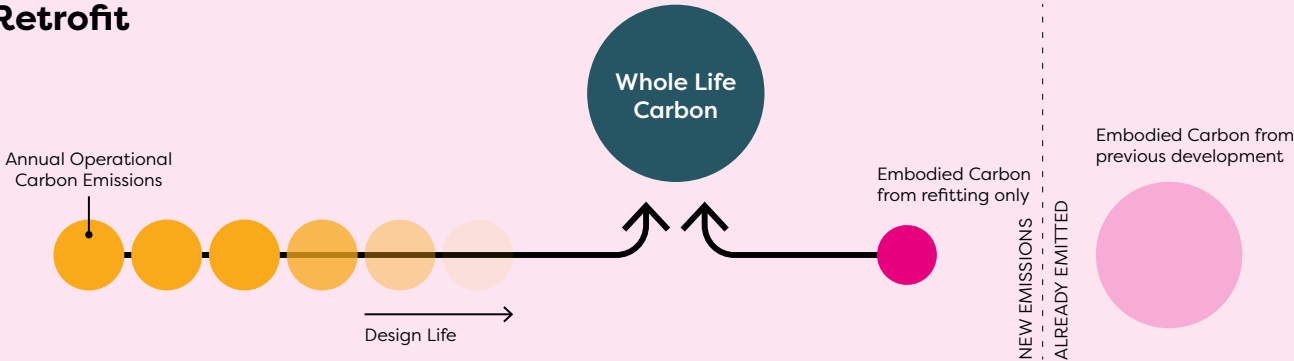
- RICS Whole Life Carbon Assessment

FIGURE 17: WHOLE LIFE CARBON CONSIDERATIONS FOR NEW BUILD AND RETROFIT DEVELOPMENT OPTIONS

Undertake a Whole Life Carbon Assessment New Build



Retrofit



³UK Green Building Council, 2023

Materials, Construction & Waste

2.44 ‘Embodied carbon’ is the emissions produced during the construction of a building. It is a ‘one-off’ cost and is the result of materials production (such as concrete), energy for machinery and fuel used by construction and delivery vehicles.

2.45 Although a new building may be more operationally efficient than an old building, this may be offset by the emissions generated in its construction, leading to an overall increase when considered as lifetime or whole life carbon emissions.

Whole Life Carbon = embodied carbon + (operational carbon x years of operation)

2.46 It is important to assess whole life carbon when considering development projects if there is an alternative scheme available that would, for instance, re-use an existing building. It is often the case that refitting and adapting existing buildings has lower whole life emissions. Before considering new construction, it is important to consider through such analysis whether retrofit of an existing building would be feasible or would result in higher whole life carbon emissions compared to new-build.

Follow the Construction Hierarchy

2.47 The whole-life carbon approach underpins a hierarchy of construction that should be considered early in the design process:

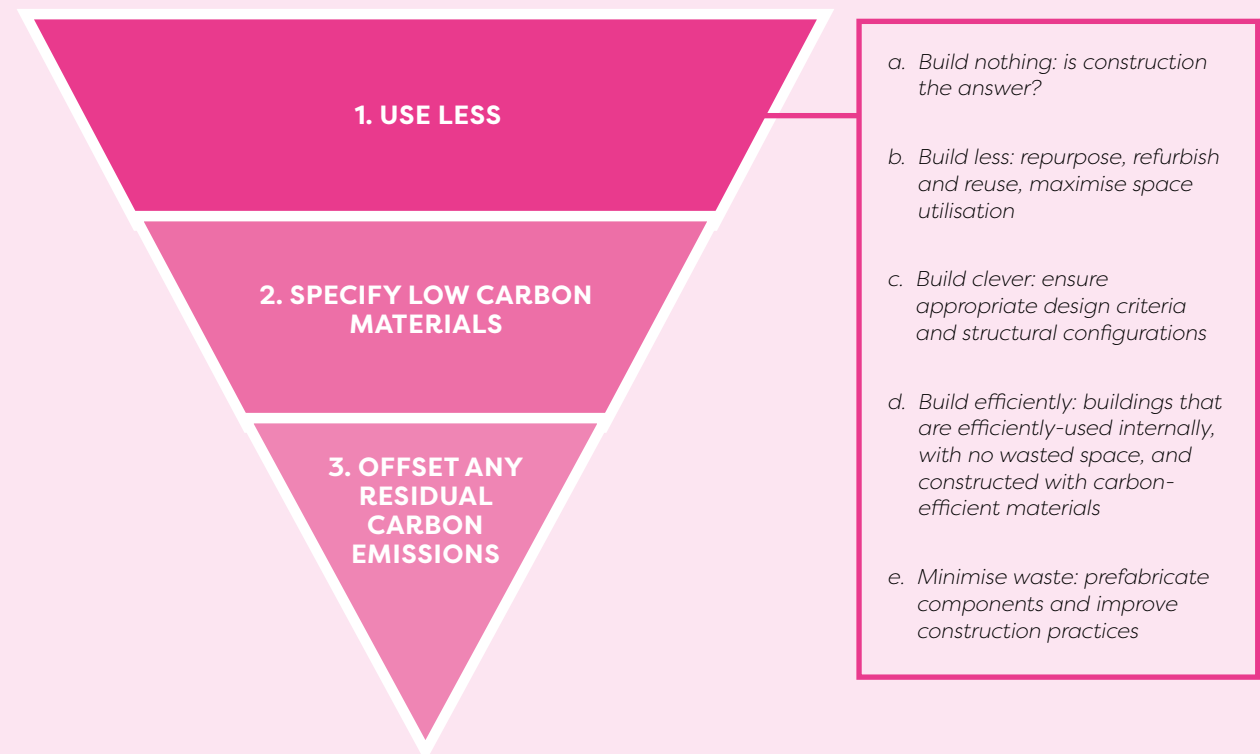
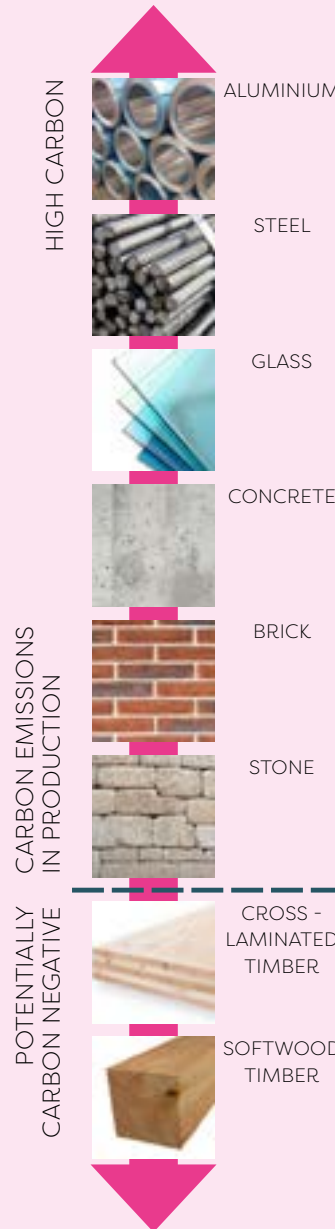


FIGURE 18: CONSTRUCTION HIERARCHY

Materials, Construction & Waste

FIGURE 19: RELATIVE EMBODIED CARBON OF DIFFERENT CONSTRUCTION MATERIALS



Use low-carbon construction materials

2.48 If a new building or new construction is necessary, it is essential to consider the carbon emissions embodied within materials used, either through their sourcing, mining, or creation (e.g. concrete). Each material should be chosen only where it is the best at performing the function it is required to perform with the lowest whole life carbon impact. It may be that higher embodied carbon materials are chosen due to their roles in reducing operational carbon over a building's lifetime.

2.49 As a preference, locally-sourced or reclaimed materials should be used. Materials chosen should also prioritise potential for recycling and reuse, to ensure that in the future the embodied carbon impact of their reuse is as close to zero as possible.

2.50 Low carbon materials include (in this order) softwood timber, cross-laminated timber, stone and brick. These are also able to be re-used and recycled - see figure 19.

2.51 Higher carbon materials include (highest first) aluminium, steel, glass and concrete. Glass and concrete are usually unable to be reused, and steel and aluminium typically require energy-intensive recycling and transformation processes before reuse.




Choose appropriate materials for a changing climate

2.52 Extreme weather events such as high temperatures or intense rainfall will demand a new approach to material selection. Materials with a high specific heat capacity can smooth out variations in temperature internally and provide effective insulation, retaining heat in the winter and taking longer to heat up in the summer. This must be balanced against their tendency to re-radiate heat, which could create unpleasant microclimate effects in prolonged periods of hotter weather.

2.53 Permeable materials for the public realm and landscaped spaces can reduce the effects of intensive rainfall events. This can include permeable paving or green materials for new driveways and other hard landscaped areas. See 'Water' on page 33 for more information.

Further Reference

2.54 More detailed information on these topics can be found in the following guidance:

-  [UK Green Building Council: The Retrofit Playbook](#)
-  [LETI Climate Emergency Design Guide](#)
-  [UK Green Building Council Net Zero Carbon Buildings Framework](#)

Green Infrastructure

2.55 Vegetation, planting, trees, green open spaces and natural habitats are a vital tool in mitigating climate change, and in ensuring that our places remain habitable in extreme weather. Together they are known as green infrastructure.

What is biodiversity net gain?

Biodiversity net gain (BNG) is an approach to development, and/or land management, that aims to leave the natural environment in a measurably better state than it was beforehand. Biodiversity net gain delivers measurable improvements for biodiversity by creating or enhancing habitats in association with development. Biodiversity net gain can be achieved on-site, off-site or through a combination of on-site and off-site measures.

Under the Environment Act 2021, all planning permissions granted in England (with a few exemptions) except for small sites will have to deliver at least 10% biodiversity net gain when the regulations come fully into force. Large scale or strategic BNG projects may be able to trade 'credits' with other projects that are unable to deliver BNG on-site, under certain circumstances.

Green Infrastructure

Capture carbon in natural habitats

2.56 Healthy natural habitats and ecosystems absorb carbon, through plants that 'fix' carbon as part of their natural growth. Woodland habitats can provide a particularly effective ongoing carbon capture sink, especially as the trees begin to reach maturity after 5-10 years. Other habitats that provide good carbon capture are freshwater wetlands, which can be incorporated into sustainable drainage systems and river restoration/nature recovery schemes.

2.57 Where possible, and where this is compatible with overall biodiversity strategies, such habitats should be considered as part of a proposal's overall climate change approach and corresponding biodiversity net gain strategy.

Green Infrastructure

Ensure biodiversity resilience

2.58 As the climate changes, plants and animal species will have to adapt to the new conditions. Natural ecosystems are complex and interconnected, and this will have a number of effects, many of which cannot be anticipated fully:

- Native species being unable to thrive in the new climate and dying off
- The arrival of non-native species, which may disrupt local ecosystems. An example is invasive species of beetle or other insects such as Oak Processionary Moth that can destroy natives trees
- Some native species becoming dominant, leading to a loss of biodiversity and poor natural ecosystems

2.59 When creating new habitats, or including trees or planting in new proposals, biodiversity resilience should be considered. This means choosing a mix of plants that are likely to be robust to changes, and avoiding monocultures that may be vulnerable to invasive species. Planting species chosen should also aim to reduce water consumption.









FIGURE 20: EXAMPLES OF GREEN INFRASTRUCTURE IN THE PUBLIC REALM (SHEFFIELD)

Green Infrastructure

Further Reference

2.62 More detailed information on these topics can be found in the following guidance:

-  [NHBC Biodiversity in new housing developments](#)
-  [Building with Nature](#)
-  [Natural England Green Infrastructure Guidance](#)
-  [Forest Research: The Urban Tree Manual](#)
-  [Healthy Streets for Surrey Design Guide](#)
-  [Surrey Sustainable Drainage Systems Guidance](#)

MAJOR APPLICATIONS: DEMONSTRATING SUSTAINABILITY

- Urban Greening Factor (UGF) as set by Natural England
- DEFRA Biodiversity Net Gain Metric v4

Provide green infrastructure throughout built environment

2.60 The inclusion of green infrastructure throughout the built environment has wider benefits relevant to climate change and environmental sustainability, that include:

- Reduction in temperatures of spaces during hot weather, through shade and the evaporation cooling effect of trees and planting
- More effective management of heavy rainfall events through absorption
- Improvements in air quality
- Biodiversity improvements and the potential to link habitats through networks of green infrastructure

2.61 Proposals should consider how to integrate green infrastructure throughout to maximise these effects.

FIGURE 21: EXAMPLES OF GREEN INFRASTRUCTURE IN DEVELOPMENT (MALMO, SWEDEN TOP & CENTRE, DERWENTHORPE BOTTOM)



Water

2.63 Extreme weather events that cause heavy and sudden rainfall are likely to increase under conditions of climate change. Effective management of water flows through urban environments will be even more crucial, to protect homes and critical infrastructure and ensure the public realm remains usable.

2.64 Although the intensity of water in storm events will increase, climate change is likely to make overall water resources scarcer, especially in the south-east of England. This means that efficiency of water usage is essential for all new development.

Integrate Sustainable Drainage Systems (SuDS)

2.65 All proposals should follow the principles of sustainable drainage systems, by absorbing and slowing down runoff through permeable surfaces, before allowing it to be filtered and infiltrate slowly. By doing so, expensive and complex engineering approaches that require much ongoing maintenance can be avoided. SuDS mimic natural drainage processes to reduce the effect on the quality and quantity of run-off from developments and provide amenity and biodiversity benefits.

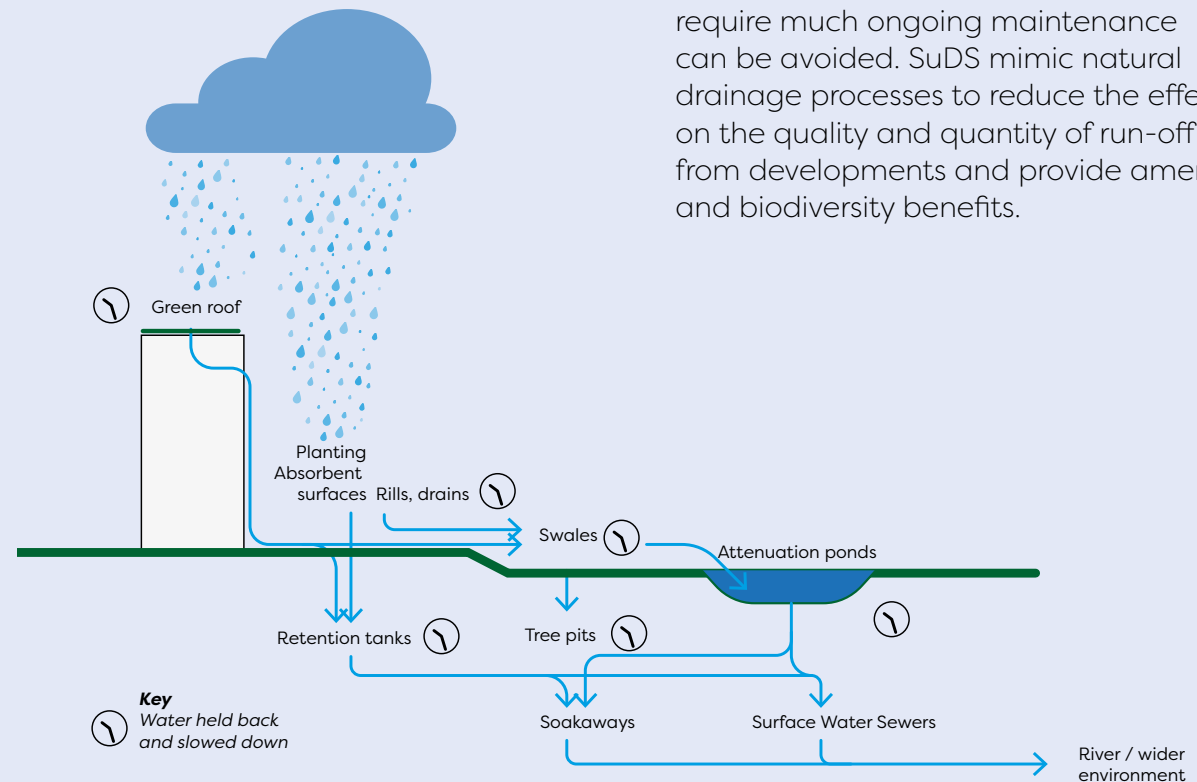


FIGURE 22: PRINCIPLES OF URBAN SUSTAINABLE DRAINAGE SYSTEMS

Water

2.66 SuDS are applicable to green-field development and to built-up areas. They can take many forms to adapt to their context, and can form an attractive part of the public realm and create new habitats for wildlife. Existing built-up areas can be adapted to improve their performance, through changes to the public realm or green roofs and walls. The use of rain gardens within built-up areas can provide an attractive and visible feature of a more natural surface water management chain.

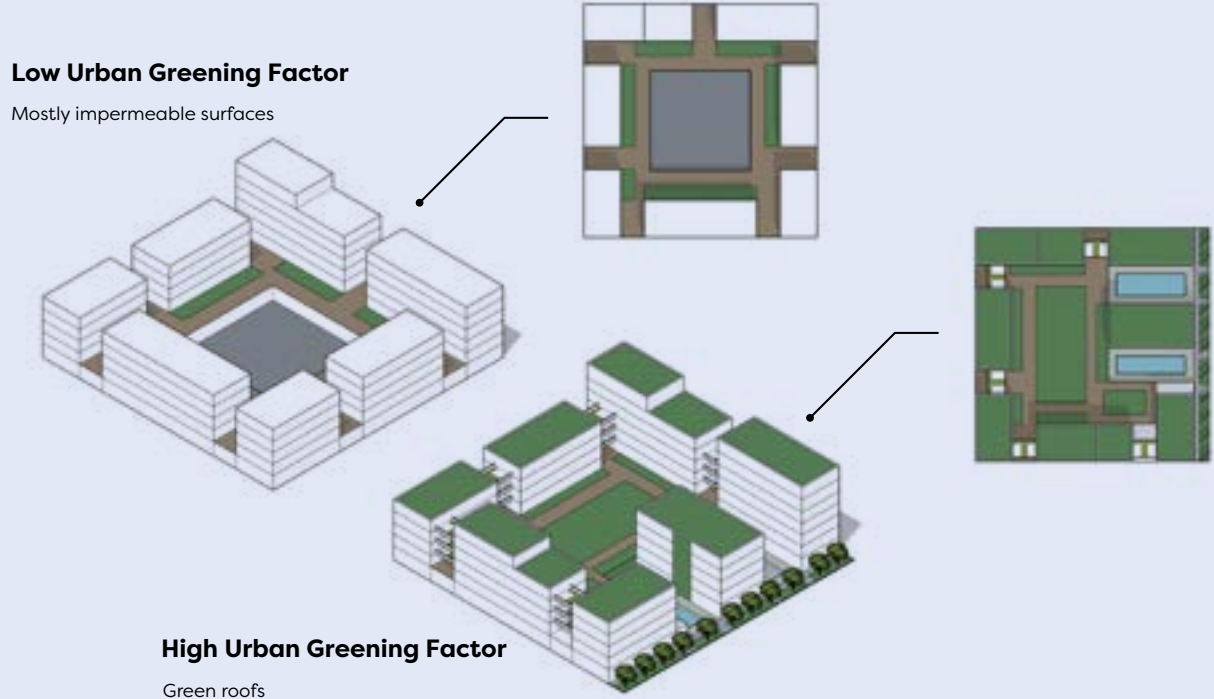


FIGURE 23: EXAMPLES OF SUSTAINABLE DRAINAGE SYSTEMS IN BUILT UP AREAS (TOP ROW: MALMO, SWEDEN; UPTON, NORTHAMPTON, HAMMARBY, SWEDEN) (BOTTOM ROW: CAMBRIDGE; MALMO, SWEDEN; MALMO, SWEDEN; NEWPORT)

Water

Calculate your Urban Greening Factor

Page 63



Low Urban Greening Factor

Mostly impermeable surfaces

High Urban Greening Factor

- Green roofs
- Green walls
- Street trees, swales and planting
- Rain gardens and water on site
- Permeable paving
- Balconies with planting
- Shared, drained gardens on internal podiums

FIGURE 24: APPLYING THE URBAN GREENING FACTOR TO MAKE AN APARTMENT SCHEME MORE PERMEABLE FOR WATER

2.67 The Urban Greening Factor (UGF) is a tool endorsed by Natural England to help understand how permeable proposals are and helps design teams maximise green infrastructure and sustainable drainage systems throughout new development. It can provide multiple benefits, including amenity space, biodiversity net gain, green open spaces and improving air quality, as well as surface water management. It can also, when integrated with the design process, create an attractive and comfortable environment for everyone using the space.

2.68 The UGF (and similar tool Green Space Factor) have been adopted as part of the London Plan, with a recommendation to deliver a score of 0.4 on major residential developments, and 0.3 on commercial developments. Although it is not a formal policy requirement in Spelthorne, its use is encouraged as part of a holistic design process.

Water

Be efficient with water

FIGURE 25: HOME RAINWATER CAPTURE SYSTEMS



FIGURE 26: LARGE-SCALE WATER RECYCLING SCHEME (EDDINGTON, CAMBRIDGE)

2.69 One of the likely effects of climate change is a reduction in overall rainfall in the south-east of England, an area already under water supply pressure. New residential development is strongly encouraged to demonstrate water efficiency measures in their design that limit piped water usage to 110 litres per day per resident.

2.70 In residential settings, the vast majority of water usage is within the home, and only a small proportion in the garden⁴. Water efficiency measures should concentrate on appliances, such as the toilet, showers, washing machines and dishwashers. Renovation and retrofit projects are often an opportunity to upgrade fixtures and fittings, and new build construction should fit low-flow and efficient appliances as standard.






2.71 Outdoors, the installation of water butts connected to downpipes, or more comprehensive rainwater recycling systems in larger schemes to provide 'grey' water for compatible uses should be considered.

⁴*At Home With Water, Energy Saving Trust (2013)*



2.72 The public realm requires water for planting and street trees. Species that require less watering should be considered, balancing other needs set out earlier under Green Infrastructure.

Further Reference

2.73 More detailed information on these topics can be found in the following guidance:

-  [Ciria: The SuDS Manual](#)
-  [Urban Design London: Designing Rain Gardens - A Practical Guide](#)
-  [Mayor of London - Urban Greening Factor SPG](#)
-  [Natural England - Urban Greening Factor and Green Infrastructure Framework](#)
-  [Surrey SuDS Guidance](#)

**MAJOR APPLICATIONS:
DEMONSTRATING SUSTAINABILITY**

-  Urban Greening Factor (UGF)
-  BREAAAM (Water Efficiency Credits)

Space & Place Design

2.74 As the climate changes, extreme weather events are more likely to occur, along with the potential for extended heatwaves that will make being outdoors uncomfortable or even impossible for some groups. As well as buildings, our outdoor spaces will need to change to consider this future.

Keep spaces usable and enjoyable in hotter weather

2.75 Access to shade on streets and in spaces is an essential part of adapting our public realm to a hotter future. This can be accomplished through:

- Natural approaches: e.g. street trees and planting
- Temporary approaches: e.g. canopies, parasols and other shading in the public realm
- Built form approaches: e.g. arcades and overhangs on building ground floors along streets, canopies on bus stops and covered seating areas

2.76 The cooling effects of water, green infrastructure and appropriate materials in public and amenity spaces have been noted in other themes above. They can play multiple roles, including surface water management, areas for relaxation, gathering, children's play, space for exercise and recreation.

Space & Place Design

2.77 Seating and access to drinking water is essential to ensure that groups who may be more vulnerable in the heat can continue to confidently use the public realm in hotter weather.

2.78 Frequent crossings along streets are essential, so that people can easily cross to the shadier side in hot weather. It is important to ensure that any unshaded areas are interspersed with areas of shade to break up longer periods in the sun.

Further Reference

 [Healthy Streets for Surrey Design Guide](#)

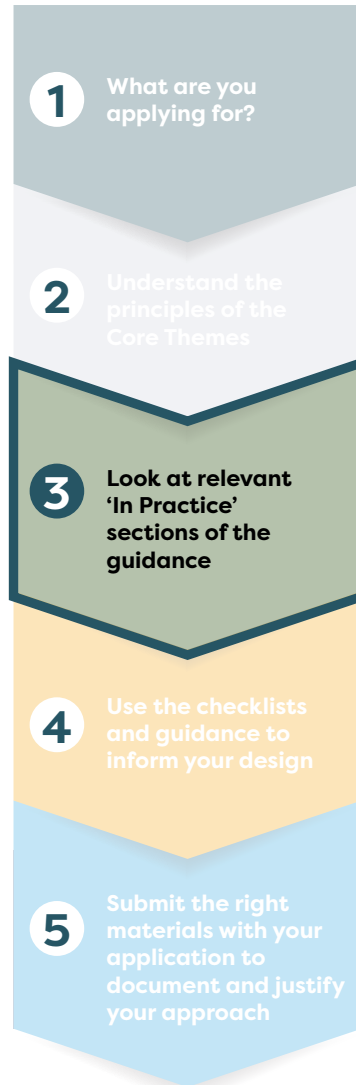
MAJOR APPLICATIONS: DEMONSTRATING SUSTAINABILITY



WELL Certification

| 3.0 IN PRACTICE

3.1 This chapter sets out a series of examples of how the principles of the Core Themes can be successfully implemented in practice. The measures shown are not illustrative and not exhaustive. There may be other appropriate ways of achieving the principles of the Core Themes, especially with the use of constantly improving technology.



The Neighbourhood

3.2 Tackling climate change will require a whole systems approach, with changes working together to achieve the overarching goal. A sustainable, low-carbon neighbourhood is one where most daily travel can be undertaken by walking, cycling or other active travel modes. Low or zero-carbon public transport is reliable, convenient and serves the places people want to go to. Regular destinations such as shops, schools and community facilities are near to people's homes, and there is sufficient

density of people within their catchment to support them viably. Nature is strengthened and woven throughout, to ensure resilience in future climate change scenarios.

3.3 This section illustrates how climate change can be considered and designed for at a neighbourhood level, and is directly relevant for large-scale applications, and for strategic changes such as transport infrastructure and public open spaces.

	Homeowner Building extensions Self-build 1-2 new dwellings	Minor Development 3-10 dwellings or less than 1000m ² floorspace	Major Development More than 10 dwellings or more than 1000m ² floorspace
The Neighbourhood Creating sustainable places at larger scales			●
The Street Public realm, mixed-use and commercial developments		●	●
The Building Detailed design measures for efficient and resilient buildings	●	●	○ Yes for full/reserved matters applications



'The Neighbourhood'

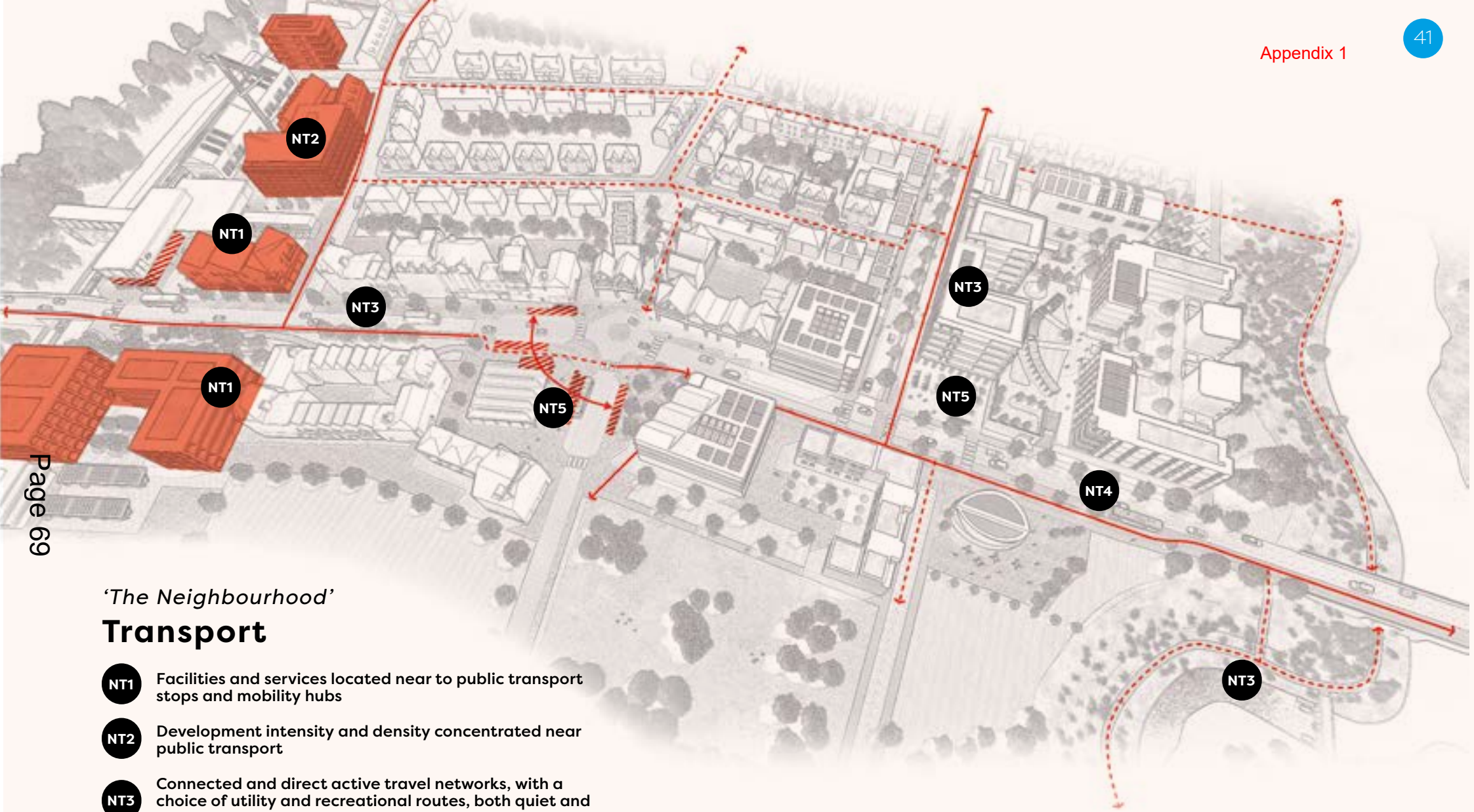
- 1** People can move around safely and conveniently by walking, cycling and other active travel means, making seamless connections to public transport for longer journeys
- 2** Facilities are available locally and concentrated near public transport so they can be accessed widely without needing a car
- 3** Resilient green infrastructure is integrated throughout, providing water management, microclimate improvements and habitats for nature
- 4** Energy generation and distribution of cleanly-generated heat is considered and shared at a neighbourhood level

FIGURE 27: THE NEIGHBOURHOOD

'The Neighbourhood' Energy

- NE1** Block and massing layout to maximise solar gain and efficiency, allowing sunlight to warm all homes
- NE2** District heating networks in denser areas connected to energy centres with clean sources, or the potential to move to clean sources
- NE3** Strategic opportunities for energy generation such as PV panels on roofs of major commercial and civic buildings
- NE4** Opportunities for community-run hydro power generation on rivers, integrated with nature recovery schemes

FIGURE 28: THE NEIGHBOURHOOD - ENERGY



'The Neighbourhood'
Transport

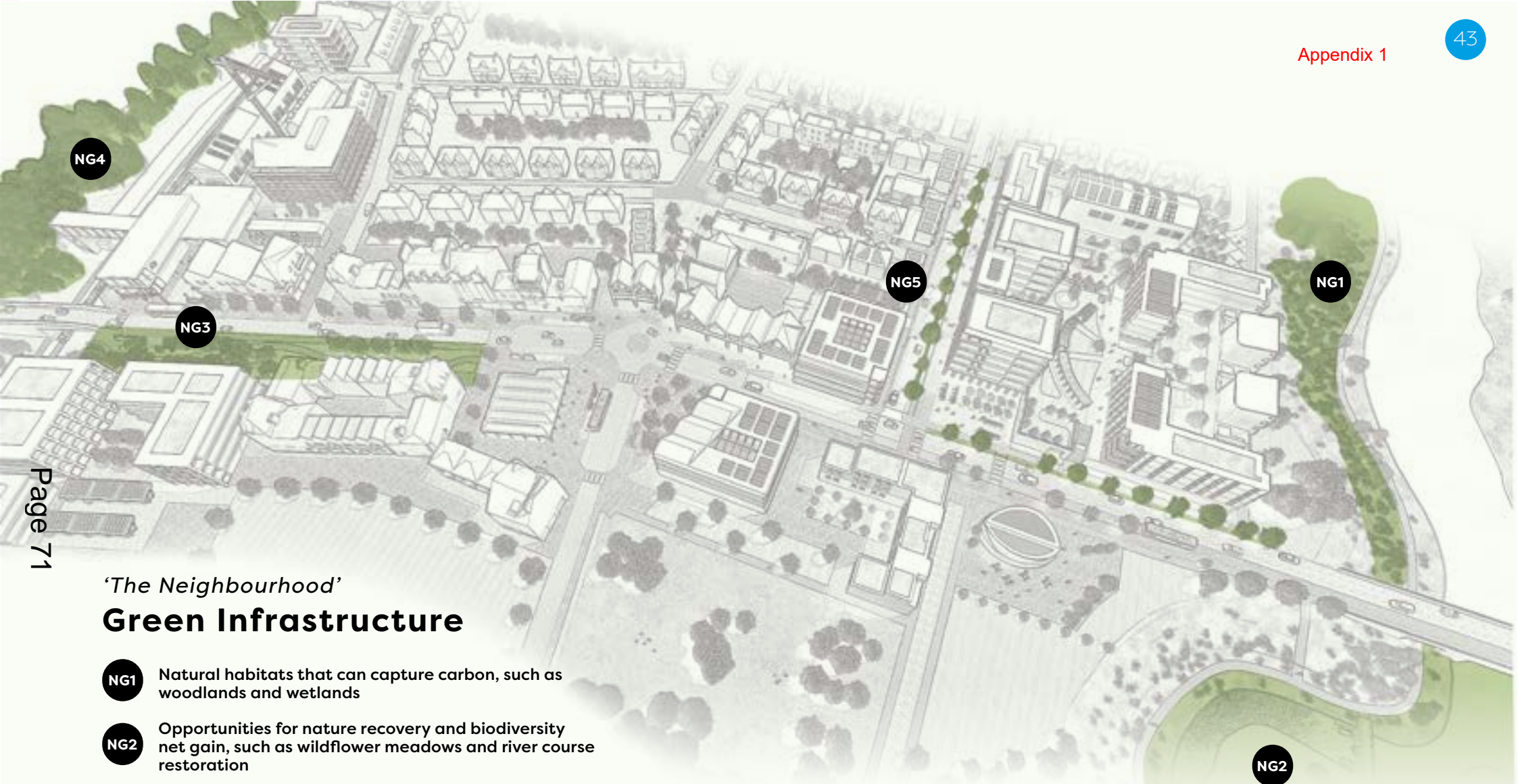
- NT1** Facilities and services located near to public transport stops and mobility hubs
- NT2** Development intensity and density concentrated near public transport
- NT3** Connected and direct active travel networks, with a choice of utility and recreational routes, both quiet and busy, for different users
- NT4** Public transport prioritisation measures such as bus lanes and bus gates on key corridors and at junctions
- NT5** Network of mobility hubs and interchanges between sustainable travel modes of different scales
- NT6** Travel planning and sustainable transport subsidy support [not on diagram]

FIGURE 29: THE NEIGHBOURHOOD - TRANSPORT

'The Neighbourhood' Materials, Construction & Waste

- NC1** Reuse of existing buildings, reducing embodied carbon emissions from new construction
- NC2** Local and low-carbon materials for major projects as an early part of design consideration, e.g. use of cross-laminated timber to create distinctive building
- NC3** Reductions in the infrastructure that produces most carbon emissions in construction, e.g. excessive highways and use of tarmac
- NC4** Construction waste management plans that recycle and retain materials on site where possible
- NC5** Sharing and local recycling between facilities and businesses – e.g. reuse of coffee waste for fertiliser, feeding local food production, to be sold in local cafés
- NC6** Permeable materials in public realm

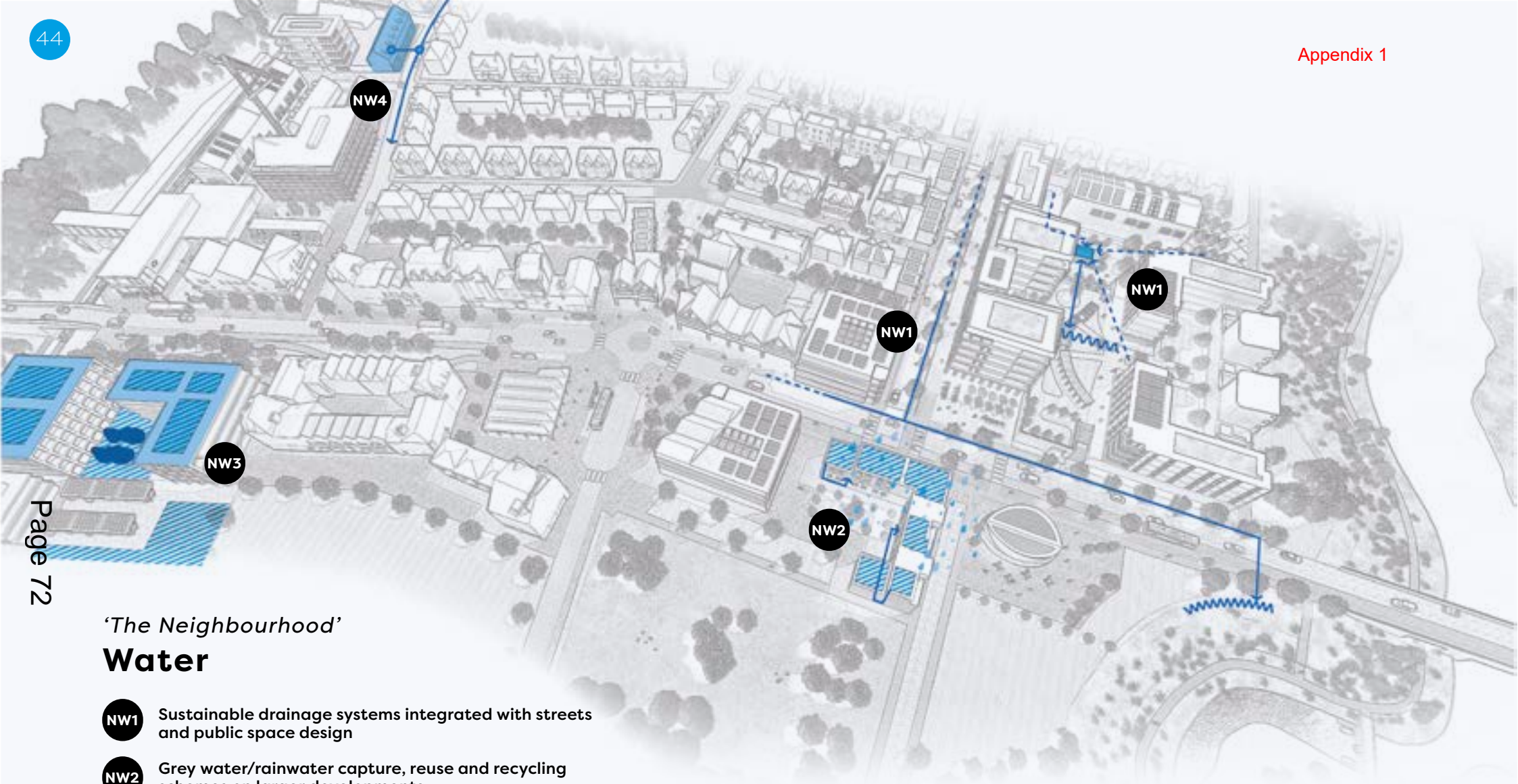
FIGURE 30: THE NEIGHBOURHOOD - MATERIALS, CONSTRUCTION & WASTE



'The Neighbourhood' Green Infrastructure

- NG1** Natural habitats that can capture carbon, such as woodlands and wetlands
- NG2** Opportunities for nature recovery and biodiversity net gain, such as wildflower meadows and river course restoration
- NG3** Connecting habitats together, especially within identified Biodiversity Opportunity Areas e.g through linear parks in the public realm, or transforming existing grey infrastructure (surface parking, excess road space) into green links
- NG4** Strengthening existing habitats for the future through the trading of BNG credits for schemes that cannot provide new habitats on site
- NG5** Use of street trees, swales, verges and other green infrastructure to provide urban habitat links and ecology 'sinks'

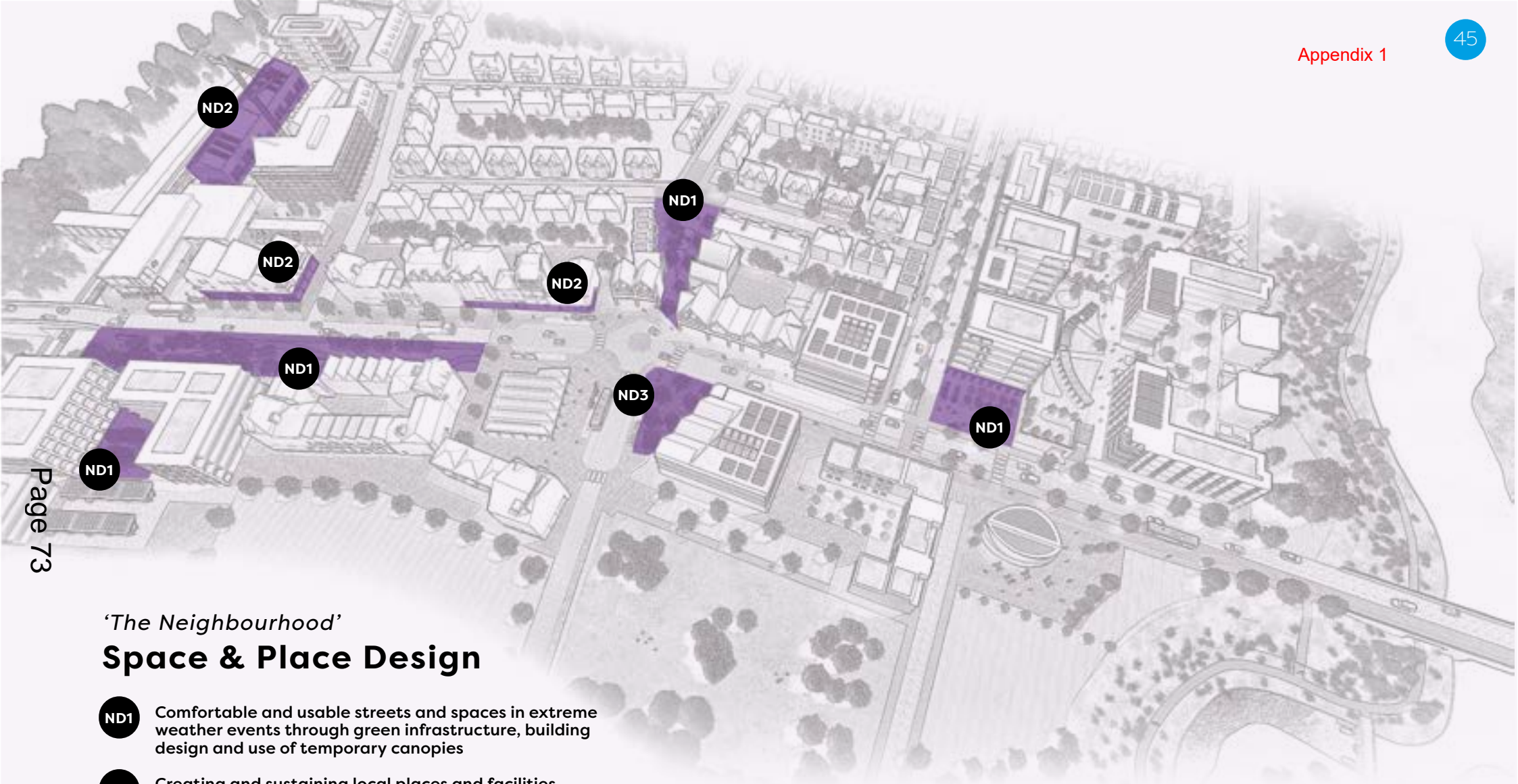
FIGURE 31: THE NEIGHBOURHOOD - GREEN INFRASTRUCTURE



'The Neighbourhood' Water

- NW1** Sustainable drainage systems integrated with streets and public space design
- NW2** Grey water/rainwater capture, reuse and recycling schemes on larger developments
- NW3** Scheme calculation of Urban Greening Factor to demonstrate surface water permeability and maximise absorption of water on site
- NW4** Water use targets for new developments and water metering

FIGURE 32: THE NEIGHBOURHOOD - WATER



'The Neighbourhood' Space & Place Design

- ND1** Comfortable and usable streets and spaces in extreme weather events through green infrastructure, building design and use of temporary canopies
- ND2** Creating and sustaining local places and facilities to minimise need to travel using the 20 minute neighbourhood principle
- ND3** Use of water and natural habitats in the public realm as part of distinctive placemaking approaches

FIGURE 33: THE NEIGHBOURHOOD -
SPACE & PLACE DESIGN

The Street

3.4 At a more detailed level, climate change will have practical implications for many types of development, and the weather conditions that streets and spaces will need to deal with, if our communities are to remain liveable and enjoyable into the future.

3.5 There are also major opportunities to deliver clean energy, be more efficient, and for our streets to be more walkable and friendly to active travel and sustainable modes.

3.6 This section illustrates in practice measures in the public realm (e.g. on the street), and key features within larger developments such as a commercial office building or apartments.

	Homeowner Building extensions Self-build 1-2 new dwellings	Minor Development 3-10 dwellings or less than 1000m ² floorspace	Major Development More than 10 dwellings or more than 1000m ² floorspace
The Neighbourhood Creating sustainable places at larger scales			●
The Street Public realm, mixed-use and commercial developments		●	●
The Building Detailed design measures for efficient and resilient buildings	●	●	○ Yes for full/reserved matters applications



'The Street'

FIGURE 34: THE STREET

- 1 Lifetime carbon calculations demonstrate the benefit of retention and refurbishment of existing buildings, especially those that can become key local landmarks and community assets
- 2 Natural light and ventilation, material choices and layout helps buildings reduce their energy needs in both cold and hot weather
- 3 All streets and spaces integrate active travel, green infrastructure and water management and consider how to adapt to extreme weather events in the future

'The Street' Energy

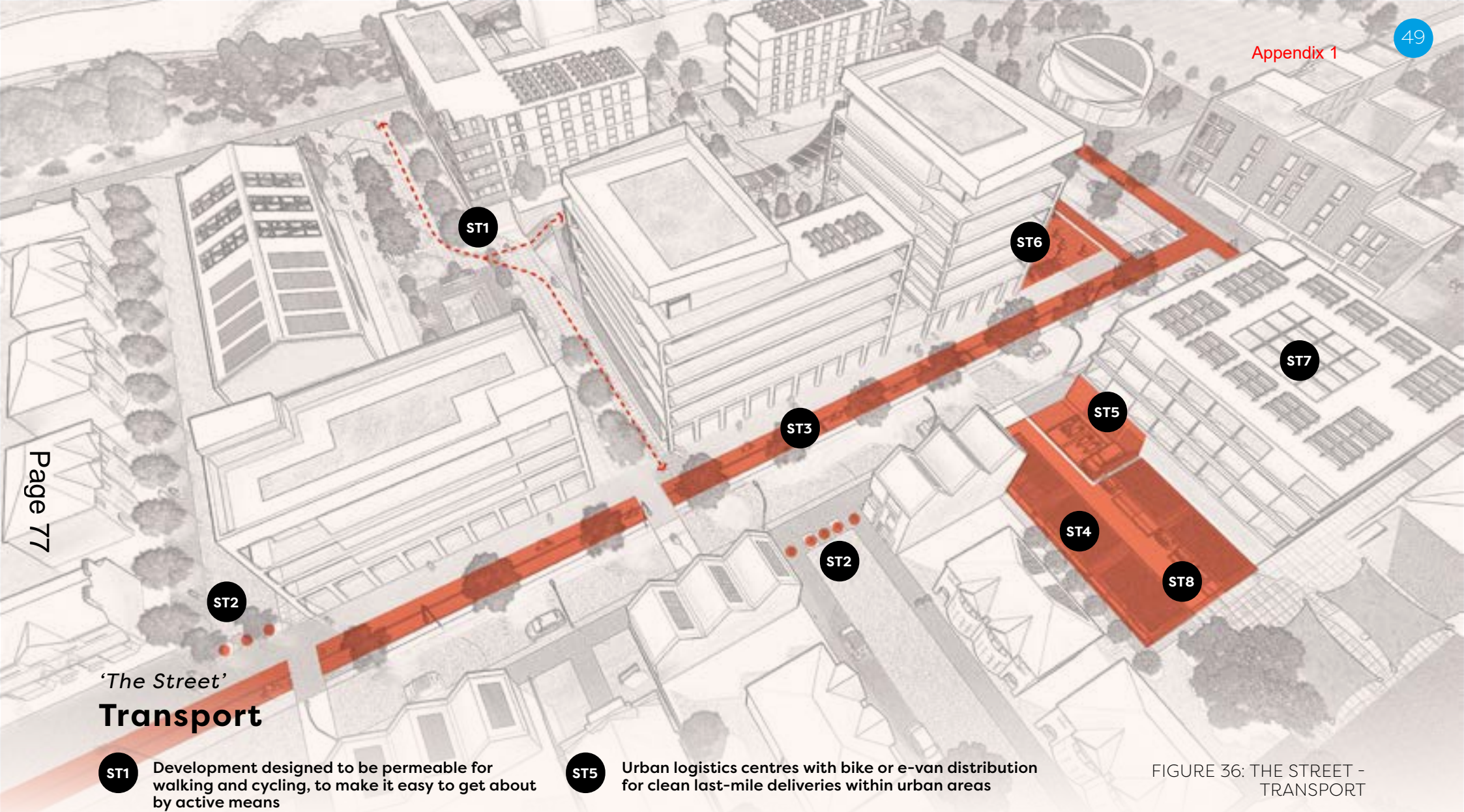
-
- SE1** Make connections to existing district heat networks
 - SE2** PV solar energy generation above surface car parks, bus shelters or cycle parking
 - SE3** Energy efficient LED street lighting
 - SE4** Central heat sources such as heat pumps using clean energy within apartment or commercial buildings, or reusing waste heat from adjacent sources
 - SE5** Dual aspect buildings and building design to allow for passive air circulation
 - SE6** Skylights, openings and depths designed to allow natural light into buildings to minimise need for artificial lighting
 - SE7** Shading and ventilation of indoor and outdoor spaces to minimise overheating risk in hotter weather
 - SE8** High efficiency / low energy HVAC and MEP systems within ground floor retail uses
 - SE9** Shading for larger windows on south-facing aspects via the use of brise soleil
 - SE10** Appropriate glazing percentage depending on elevation aspect to maximise solar gain, with shading options to prevent overheating
 - SE11** PV panel installation on roofs
 - SE12** Demand-responsive building HVAC systems to lower energy usage when spaces have fewer occupants

FIGURE 35: THE STREET - ENERGY

'The Street' Transport

- ST1** Development designed to be permeable for walking and cycling, to make it easy to get about by active means
- ST2** Streets prioritised for through movement for walking and cycling, to create calm and attractive residential streets, friendly to active travel
- ST3** Segregated active travel provision on main roads
- ST4** Design of proposals to demonstrate how any car parking provided can be repurposed in a lower-car future, e.g. for new homes, open space or other uses
- ST5** Urban logistics centres with bike or e-van distribution for clean last-mile deliveries within urban areas
- ST6** Provision of convenient visitor cycle parking within the public realm and as part of commercial or apartment developments
- ST7** Shower and changing facilities within commercial buildings, with secure employee cycle parking
- ST8** Car parking of commercial buildings located so as not to dominate frontage, and make arrival by active modes the easiest option

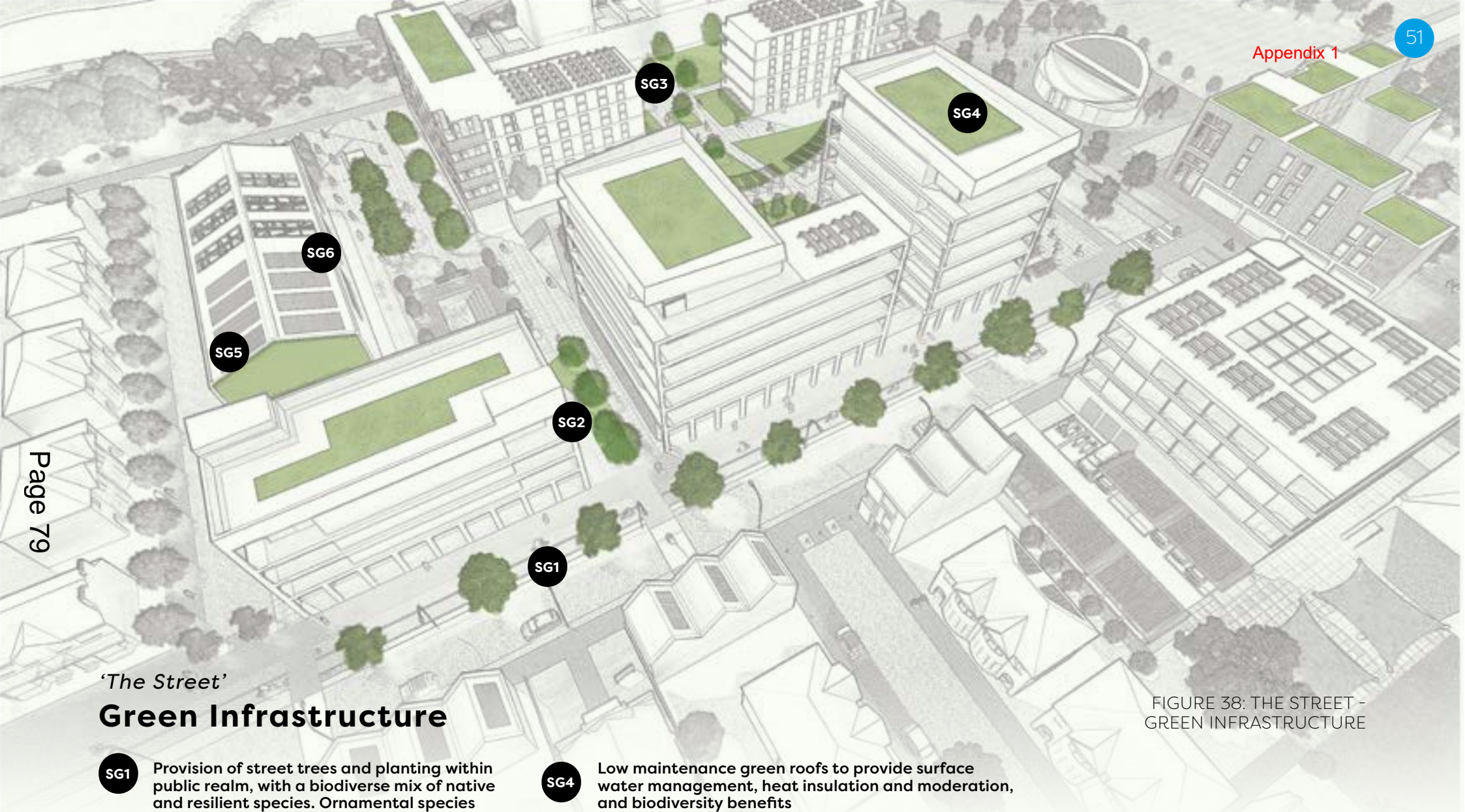
FIGURE 36: THE STREET -
TRANSPORT



*'The Street'***Materials, Construction & Waste**

-
- SC1** Prioritisation of low-carbon and locally sourced materials in design
 - SC2** Balance massing and embodied carbon, recognising that high-rise construction requires use of higher carbon materials and operational emissions. Density can often be achieved more sustainably at lower heights.
 - SC3** Demolition processes to consider and prioritise potential for reuse of usable materials in new construction
 - SC4** Long-lasting public realm using low-carbon or reclaimed materials with a long design life
 - SC5** Shared utility channels to minimise waste and emissions involved in digging up services
 - SC6** On-street waste and recycling facilities
 - SC7** Communal or shared waste management systems in apartment buildings, with enough space within apartments for waste and recycling
 - SC8** Flexible ground floor design with ceiling height of 4m+ to accommodate a range of future uses without reconstruction
 - SC9** Massing and design that considers future redevelopment needs, allowing smaller-scale change of individual buildings rather than complete demolition of entire block
 - SC10** Design for future commercial adaptability without demolition, considering appropriate dimensions, access to services, space for future HVAC and MEP
 - SC11** Design of buildings to allow for disassembly and reuse of materials in the future

FIGURE 37: THE STREET - MATERIALS, CONSTRUCTION & WASTE



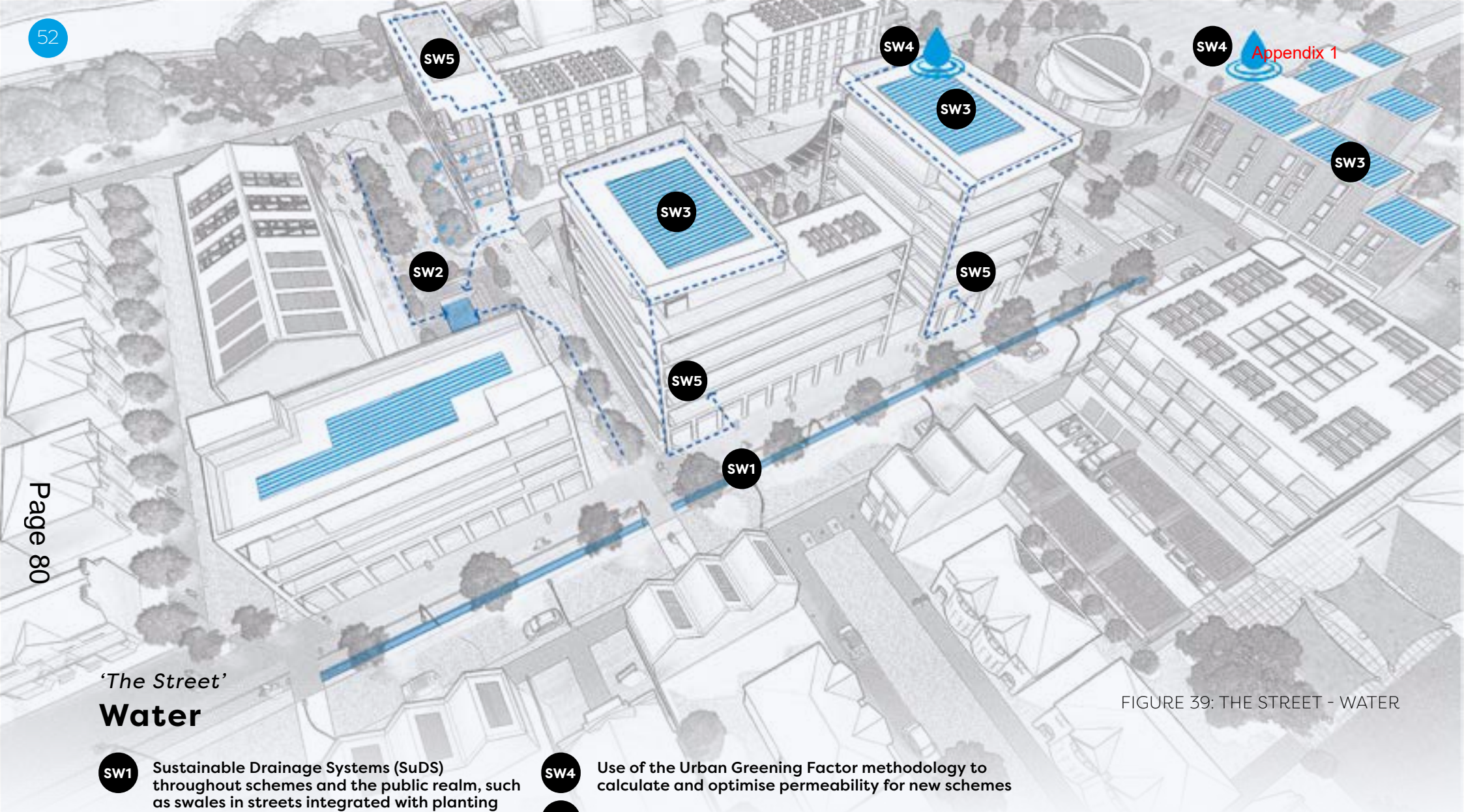
'The Street'

Green Infrastructure

- SG1** Provision of street trees and planting within public realm, with a biodiverse mix of native and resilient species. Ornamental species used sparingly for clear purposes as part of placemaking.
- SG2** Wildflower and species-rich grassland in public realm and green open spaces
- SG3** Inclusion of natural habitats within amenity space in developments

- SG4** Low maintenance green roofs to provide surface water management, heat insulation and moderation, and biodiversity benefits
- SG5** Low maintenance green walls to provide biodiversity benefits and improve urban microclimate
- SG6** Retention of habitats for birds and bats etc through the re-use of existing buildings

FIGURE 38: THE STREET - GREEN INFRASTRUCTURE

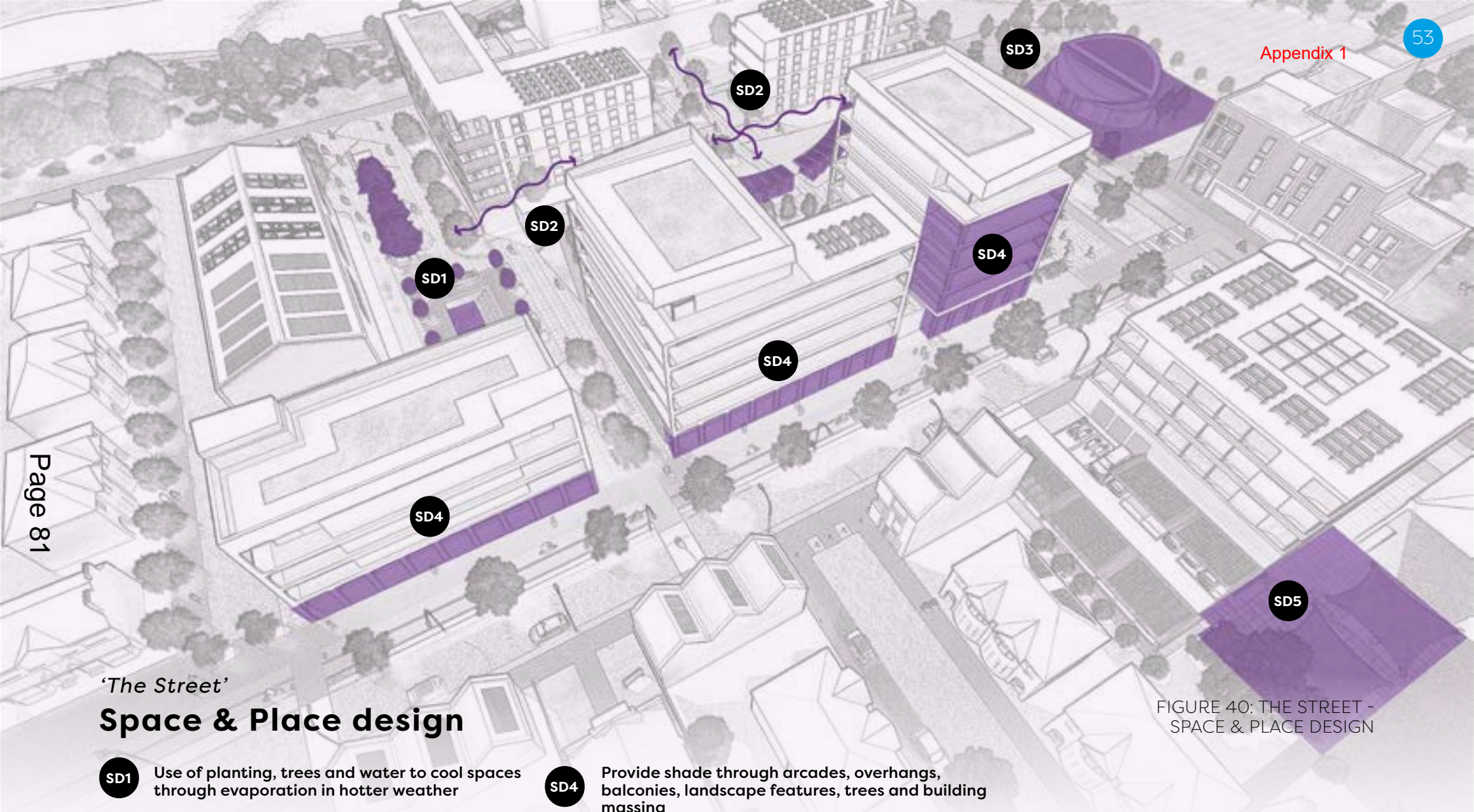


'The Street'

Water

- SW1** Sustainable Drainage Systems (SuDS) throughout schemes and the public realm, such as swales in streets integrated with planting and trees to provide natural drainage
- SW2** Use of rills, channels, rain gardens, permeable paving and natural features to absorb and channel surface water, and enhance the quality and amenity of spaces
- SW3** Low maintenance green roofs to absorb water
- SW4** Use of the Urban Greening Factor methodology to calculate and optimise permeability for new schemes
- SW5** Rainwater recycling systems, integrated with green roofs or other absorption systems, to provide grey water to developments for non-potable use

FIGURE 39: THE STREET - WATER



'The Street'

Space & Place design

- SD1** Use of planting, trees and water to cool spaces through evaporation in hotter weather
- SD2** Spaces with a comfortable micro-climate under anticipated climate change scenarios, considering solar heating, wind and wind patterns from surrounding buildings and shading, to ensure spaces can be used throughout the year
- SD3** Use of appropriate materials and green infrastructure to reduce local heat island/ microclimate effects

- SD4** Provide shade through arcades, overhangs, balconies, landscape features, trees and building massing
- SD5** Shaded outdoor amenity areas for commercial buildings

FIGURE 40: THE STREET - SPACE & PLACE DESIGN

The Building

3.7 Sustainability begins at home, and the vast majority of existing houses in Spelthorne could be adapted to improve their energy efficiency and improve their resilience to future extreme weather conditions. Many of these improvements have a financial and quality of life benefit for homeowners. New homes should be constructed to the highest standards of efficiency and sustainability.

3.8 The in practice measures illustrated here are not exhaustive, but are intended to give an overview of potential measures that could be considered and incorporated as part of an extension or adaptation project on an existing home, or as a key part of the design of a new home.

3.9 Two residential homes are illustrated (an extension to an existing house and a new home), but many of the examples features are applicable to other types of building, such as commercial or apartment buildings. These include efficiency measures, water efficiency measures and resilient green infrastructure measures.

	Homeowner Building extensions Self-build 1-2 new dwellings	Minor Development 3-10 dwellings or less than 1000m ² floorspace	Major Development More than 10 dwellings or more than 1000m ² floorspace
The Neighbourhood Creating sustainable places at larger scales			●
The Street Public realm, mixed-use and commercial developments		●	●
The Building Detailed design measures for efficient and resilient buildings	●	●	○ Yes for full/reserved matters applications



'The Building'

- 1 New build homes are constructed to the highest efficiency standards and integrate energy generation and storage into the design
- 2 Existing homes are retrofitted as part of extensions and alterations to provide an overall benefit to homeowners

FIGURE 41: THE BUILDING

'The Building' Energy

- HE1** Air or ground source heat pump installation
- HE2** Low-temperature heating system (e.g. underfloor)
- HE3** Modern building insulation in walls, windows and lofts
- HE4** Design responds to building orientation to place appropriate glazing, shading and ventilation on correct aspects
- HE5** Modern high performance double or triple glazing
- HE6** Photovoltaic (PV/solar) panel or PV tile installation on roofs
- HE7** Smart metering and energy monitoring
- HE8** In-home battery energy storage, integrated with PV installation
- HE9** Installation of new energy-efficient appliances and LED lighting

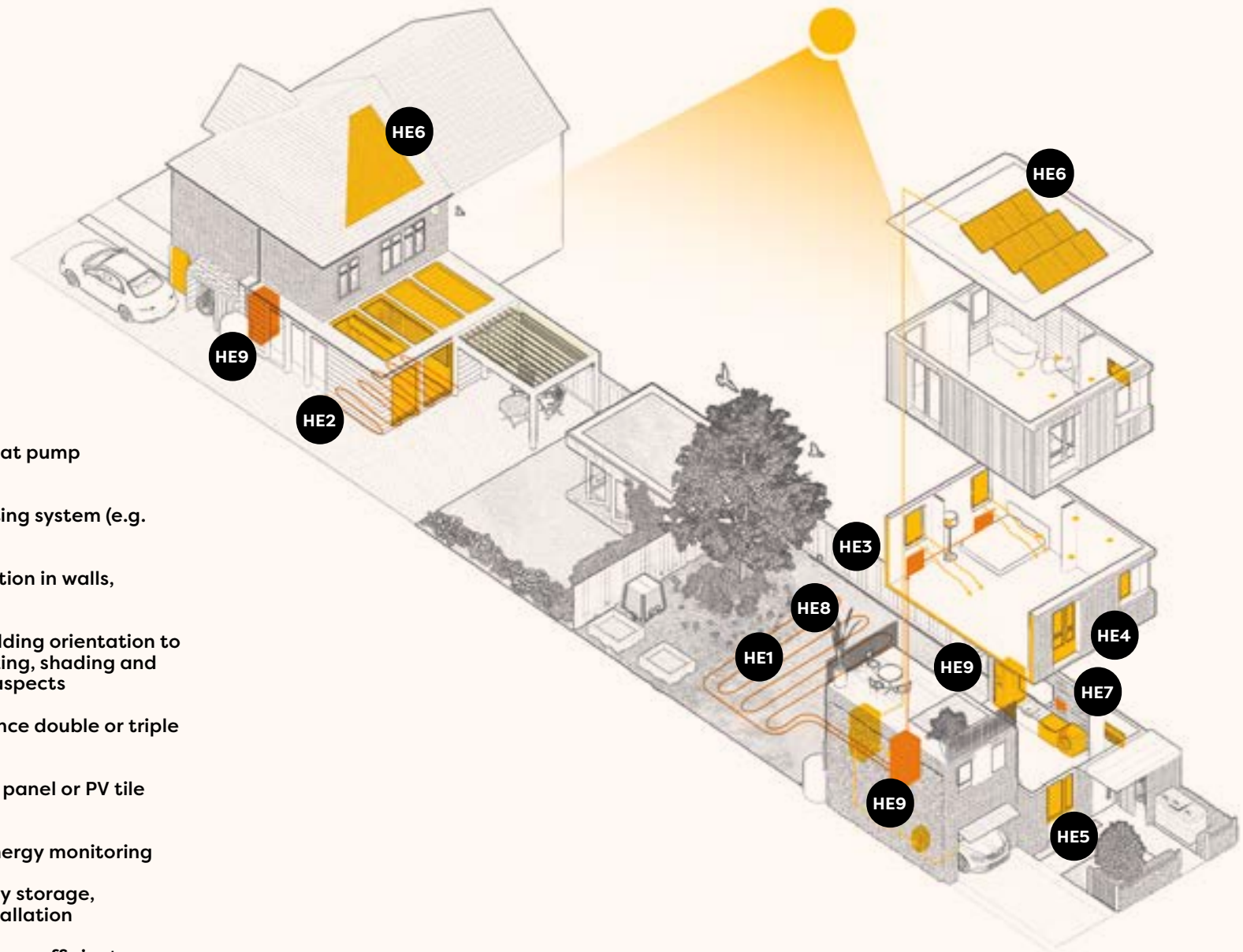


FIGURE 42: THE BUILDING - ENERGY

'The Building' Transport

- HT1** Accessible, secure cycle storage near front door
- HT2** Electric vehicle (EV) charging provision
- HT3** Space for home working to reduce commuting needs
- HT4** Dropped kerbs to retain level footway/cycleway (mobility kerbs and quadrant kerbs)

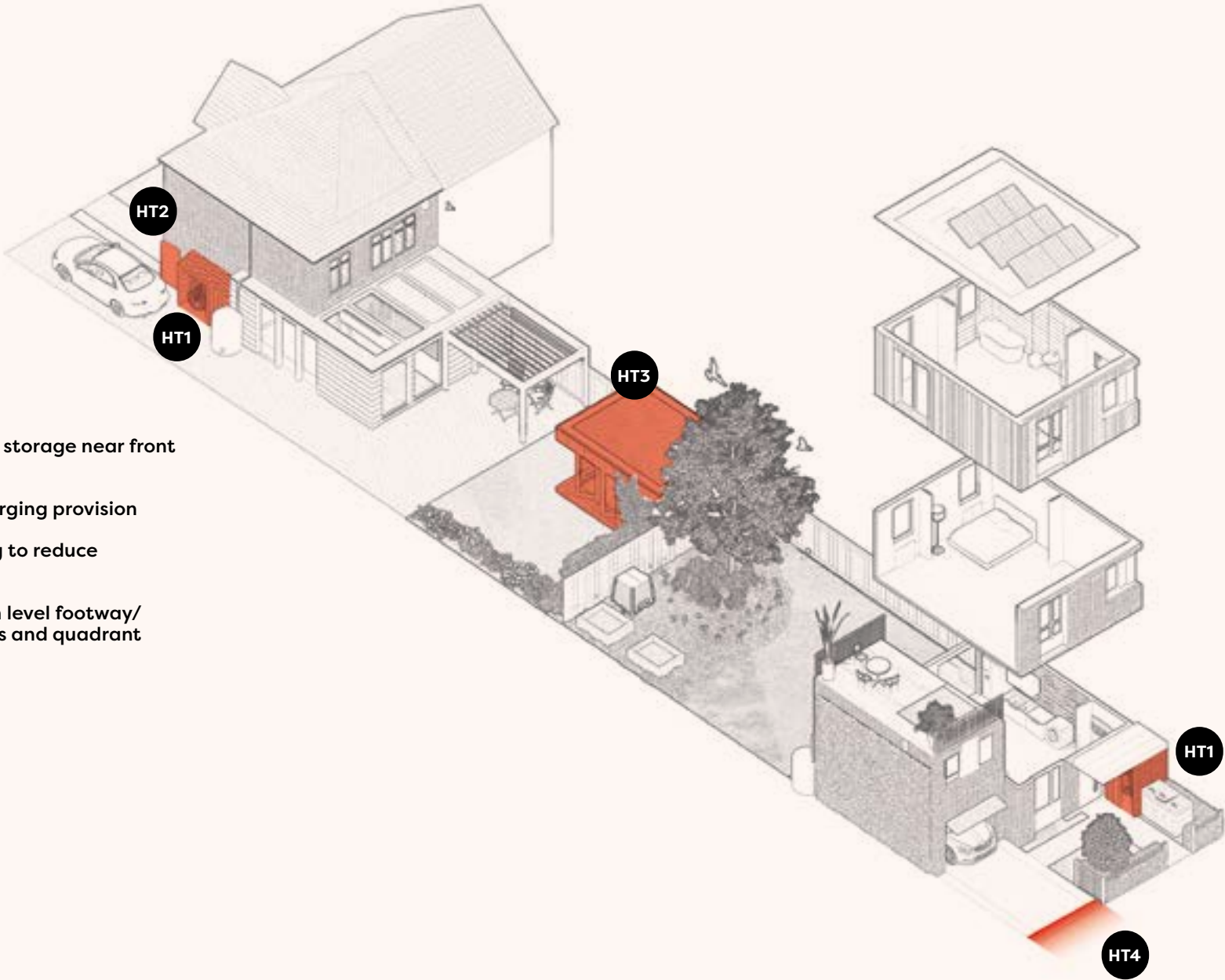


FIGURE 43: THE BUILDING - TRANSPORT

'The Building' Materials Construction & Waste

- HC1** Low-carbon construction materials such as timber
- HC2** Local construction materials
- HC3** Designed for future adaptability and change without reconstruction
- HC4** Internal recycling storage with sufficient space
- HC5** External bin store with space for recycling and easy access for collection
- HC6** External space for composting

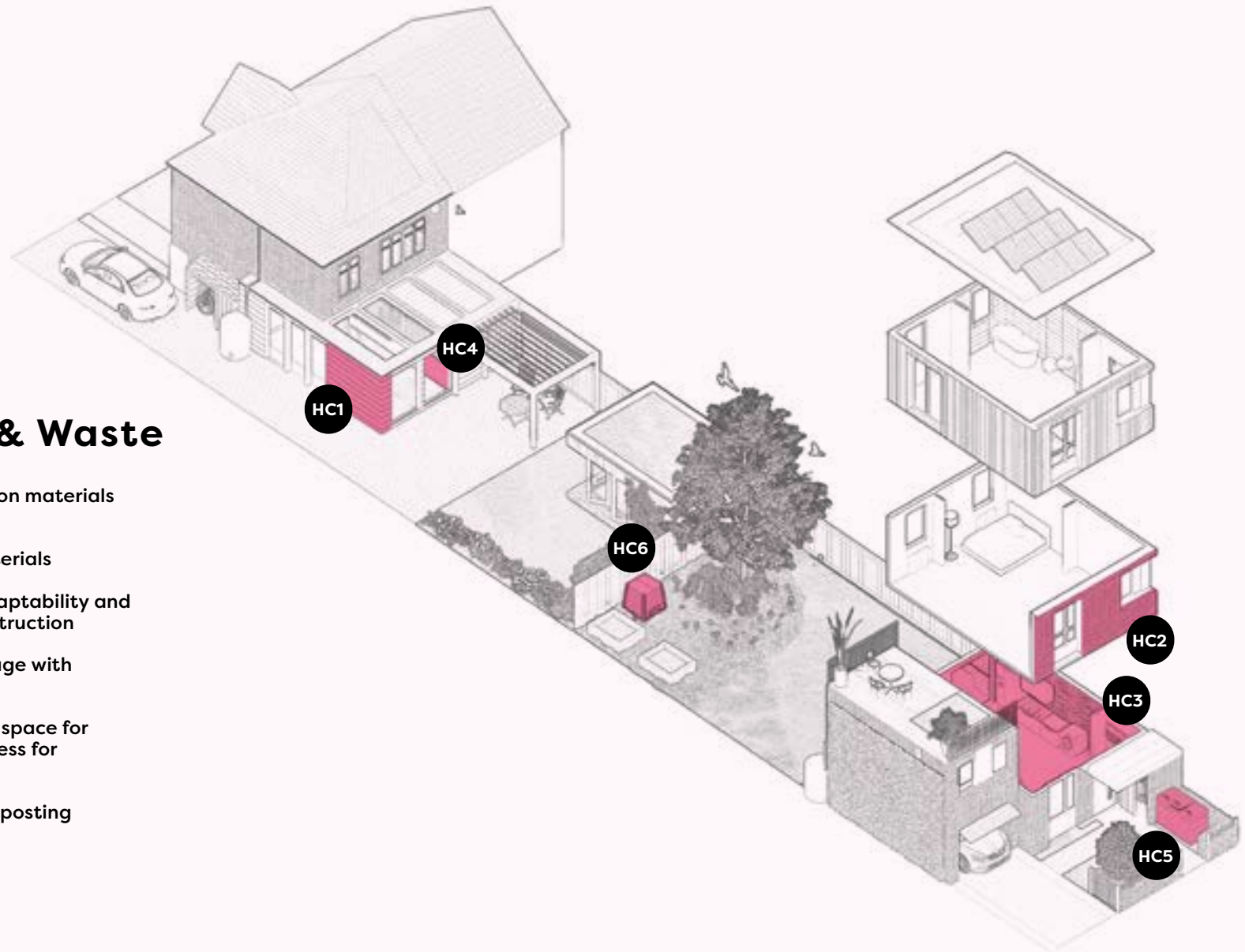


FIGURE 44: THE BUILDING - MATERIALS, CONSTRUCTION & WASTE

'The Building'

Green Infrastructure

- HG1** Bird boxes
- HG2** Bat boxes
- HG3** Bee bricks
- HG4** Hedgehog holes/highways through fences
- HG5** New and / or retained native species hedges, planting and nature areas in gardens
- HG6** Green roofs on homes and outbuildings



FIGURE 45: THE BUILDING - GREEN INFRASTRUCTURE

*'The Building'***Water**

- HW1** Rainwater harvesting systems (e.g. water butts)
- HW2** Separate grey water and fresh water systems
- HW3** Design to minimise water use and smart metering
- HW4** Retain / expand permeable outdoor areas e.g. lawn, flowerbeds, permeable paving where applicable
- HW5** Drought tolerant plants used, where applicable
- HW6** Water efficient washing machine and dishwasher / Low-flow toilets, taps, and showerheads
- HW7** Leak detection system

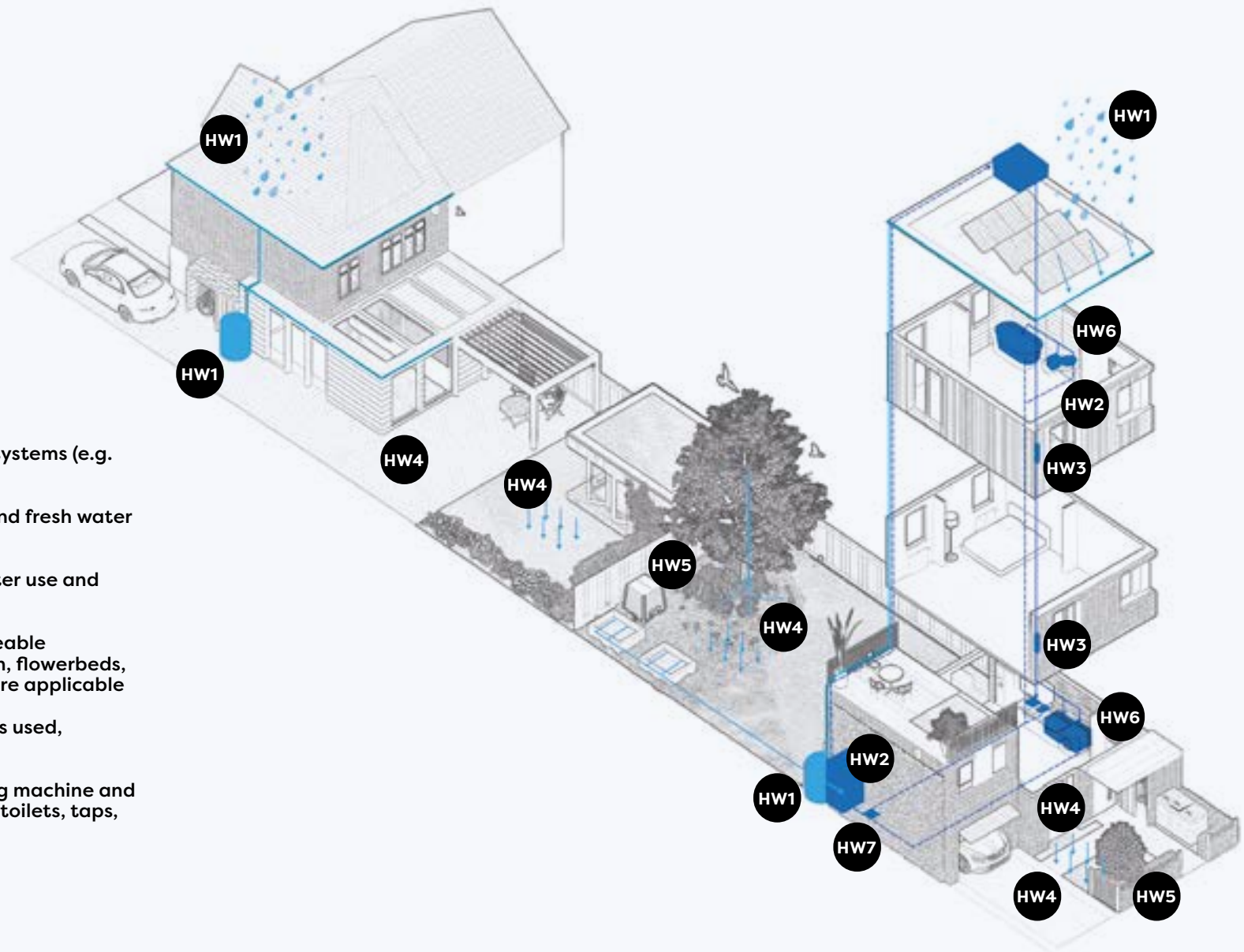


FIGURE 46: THE BUILDING - WATER

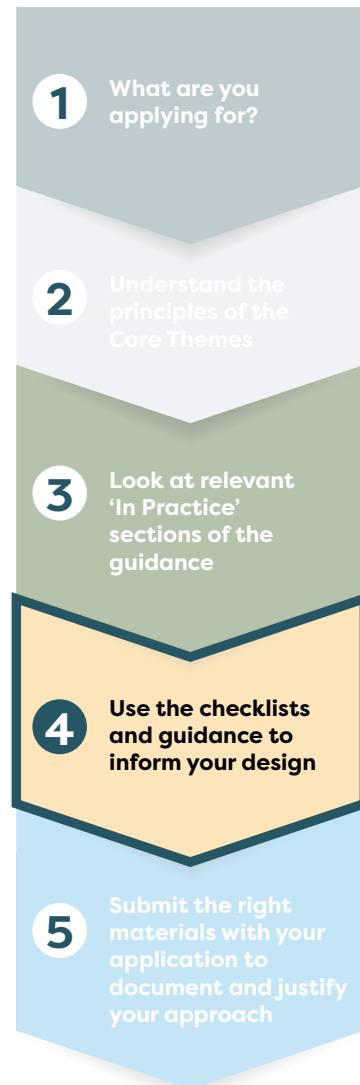
'The Building'
Space & Place Design

- HD1** Shaded outdoor areas and amenity space
- HD2** Shaded and sheltered space outside front doors
- HD3** Use of materials to reduce local heating and microclimate effects, especially on south-facing aspects



FIGURE 47: THE BUILDING - SPACE & PLACE DESIGN

| 4.0 SUBMITTING YOUR APPLICATION



4.1 As part of your submitted application, you should complete the appropriate Climate Change Checklist to demonstrate how you have considered the core themes, and what measures you have implemented, depending on the type of application.

Using the checklists

4.2 There are three checklists available:

- **Homeowner applications:** for extension or alteration works on an existing property. This checklist is also appropriate for proposals of 1-2 new or replacement dwellings.
- **Minor applications:** for 3 to 10 homes or less than 1,000m² of commercial space
- **Major applications:** for more than 10 homes or more than 1,000m² of commercial space.

4.3 The homeowner and minor applications checklists focus on whether measures set out in the 'In Practice' section of

this guidance have been applied. This gives a good assessment of whether climate change mitigation and adaptation measures have been applied on schemes of this scale, and gives practical assistance to homeowners and applicants considering how to make their proposals more sustainable.

4.4 The major application checklist focuses on how applicants have considered and responded to the principles set out in the 'Core Themes' section of this guidance. It asks applicants where in their application they have provided key information that demonstrates how the principles have been addressed. This approach recognises that contexts will vary, and that it is more important to demonstrate how principles have been observed and considered by design teams than providing a prescriptive tick-list.

4.5 Bringing these aspects together into checklists, will aid the applicant in understanding what is required and will help speed up the assessment of a scheme's compliance with the SPD.

Additional documents required

4.6 For major applications, you will be expected to provide:

- An Energy / Sustainability Statement – setting out how you have met efficiency and clean energy targets at a scale that is appropriate to the type of development proposed.
- A Construction and Waste Management Statement – detailing how recycling and waste will be handled.
- Utilities Statement – detailing the required utility networks, their availability, and incorporated usage efficiency measures for the proposed development.
- Drainage Strategy – details of the incorporation of sustainable urban drainage (SuDs) into the proposal.
- Travel Plan – provide details of sustainable transport measures for new residents / employees / customers of the development, as relevant.
- Green Infrastructure Strategy – details of the existing and proposed

landscaping incorporated into the proposal and how this has considered biodiversity, the public realm, climate resilience, as applicable.

- Design & Access Statement – this should include a section on sustainability and how this has factored into the design evolution and the accessibility of the proposed development.`
- 4.7 For the most up-to-date requirements for each planning application type, please refer to SBC's Local List of Information Requirements or the most recent validation list available: <https://www.spelthorne.gov.uk/article/17678/Making-an-application>

What to expect from SBC

- 4.8 Once you have prepared your planning application, completed the requisite documents (including the relevant climate change checklist) and submitted this to the Council, usually via the Planning Portal, the application will be validated. If the required plans, documents and the checklist are not included, then this may be requested from you prior to the validation of your planning application.
- 4.9 The consultation period will normally last 21 days and consultees / neighbours / statutory parties will assess and comment on the proposals. The planning officer and/or relevant consultees may contact you for additional details of climate change measures outlined within or omitted from the checklists and supporting statements. You are encouraged to complete the checklist as fully as possible, so that planning officers, consultees and others can quickly understand how the scheme has addressed climate change issues and where in the application documentation this is evidenced.

| APPENDIX A CHECKLISTS

CHECKLIST 1:

Householder applications/extensions and Applications for 1-2 new dwellings

This checklist is required for all HOUSEHOLDER and 1-2 NEW OR REPLACEMENT DWELLINGS ONLY planning applications.

The purpose of the checklist is to ensure that every householder planning application gives due consideration to sustainability and climate change measures that should be incorporated into the scheme.

This checklist sets out all of the potential measures which could be included in your scheme. Please review all features present in the 'measures' column and tick the appropriate Yes, No or N/A as applicable, having consideration to:

- measures included above and below ground, including matters such as utilities;
- sustainable transport measures which could be incorporated as part of a home improvement project (e.g. bicycle storage, EV charging);
- matters relating to materials and building works.

Please submit the completed checklist with your planning application.

CHECKLIST 1:

Householder applications/extensions and Applications for 1-2 new dwellings

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
ENERGY						
SP7: Climate change and transport	Inclusion of renewables, energy conservation	HE1 Air / ground source heat pump installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE2 Low-temperature heating (e.g. underfloor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE3 Building insulation measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE4 Consideration of building orientation, ventilation, windows and shading for both solar gain and cooling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC1: Renewable energy	Where development exceeds 100m2* (e.g. for a complete new home) it is required to: <ul style="list-style-type: none"> Optimise design, layout and orientation to minimise energy usage. At least 10% of the development energy's demand from on-site renewables (unless viability indicates otherwise) 	HE5 Double / triple glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE6 Installation of photovoltaic (solar) panels / tiles / 10% of energy demand from on-site renewables e.g. solar panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE7 Install smart meter / energy monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE9 Installation of new, energy efficient appliances e.g. boilers, lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CHECKLIST 1:

Householder applications/extensions and Applications for 1-2 new dwellings

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
TRANSPORT						
SP7: Climate change and transport	Development reduces the need to travel and encourages alternatives to car use.	HT1 Accessible and secure bicycle storage HT2 Electric vehicle charging provision HT3 Space for home working to reduce commuting needs HT4 Dropped kerbs to retail level footway / cycleway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC2: Sustainable travel	Accessibility by non-car means	HT Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC3: Parking provision	Secure cycle parking provision					
EN3: Air quality	Support non-car travel					

CHECKLIST 1:

Householder applications/extensions and Applications for 1-2 new dwellings

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
CONSTRUCTION & WASTE						
EN1: Design of new development	Incorporate provision for the storage of waste and recyclable materials	HC1 Low-carbon and/or recyclable construction materials HC2 Local construction materials HC3 Designed to be able to be adapted for needs in later life (e.g. ageing) HC4 Internal recycling storage with sufficient space HC5 External bin store with space for recycling and easy access for collection HC6 External space for composting HC Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CHECKLIST 1:

Householder applications/extensions and Applications for 1-2 new dwellings

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
GREEN INFRASTRUCTURE						
EN8: Protecting and improving the landscape & biodiversity	New development contributes to an improvement in landscape & biodiversity and avoids harm to features of significance in the landscape/nature/ Development refused where there is a significant landscape impact or impact upon nature conservation	HG1 Bird boxes HG2 Bat boxes HG3 Bee bricks HG4 Hedgehog holes/highways through fences HG5 New and / or retained native species hedges and planting HG7 Green roof / walls HG Other, please state	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
SP6: Maintaining and improving the environment	Design and layout respects the local environment including the protection of sites of nature conservation value and landscape value. Improvement to poor quality environments within the urban area and Green Belt.					

CHECKLIST 1:

Householder applications/extensions and Applications for 1-2 new dwellings

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
WATER						
SP7: Climate change and transport	Promoting the efficient use and conservation of water resources Promoting measures to reduce flooding and risks from flooding	HW1 Rainwater harvesting systems e.g. water butts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW2 Separate grey water and sewerage systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW3 Water use limits and smart metering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW4 Retain / expand permeable outdoor areas e.g. lawn, flowerbeds, permeable paving where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW5 Drought tolerant plants used, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW6 Water-efficient appliances and fixings e.g. washing machine, taps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW7 Installation of leak detection system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CHECKLIST 1:

Householder applications/extensions and Applications for 1-2 new dwellings

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
SPACE & PLACE DESIGN						
EN1: Design of new development	High standard of design for development including due regard to scale, proportions, building lines, materials and impacts on neighbouring property e.g. daylight impacts	<p>HD1 Shaded outdoor areas and amenity space through building overhangs, trees / vegetation or other structures.</p> <p>HD2 Materials for natural cooling e.g. stone, natural materials, reflective roofs.</p> <p>HD Other, please state</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SP6: Maintaining and improving the environment	<p>Ensure the design and layout incorporates principles of sustainable development, respects the environment of the area.</p> <p>Protect and enhance areas of existing environmental character and nature conservation</p> <p>Promote improvement of poor-quality environments.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Core Strategy Policy CC1 (Renewable Energy) requires for specific measures to be achieved where your scheme / extension will create more than 100m² of floorspace or the creation of 1+ new dwellings. Please provide additional information where this is required.

APPENDIX A

CHECKLISTS

CHECKLIST 2:

Minor planning applications (3-10 dwellings, <1000m², <1ha)

This checklist is required for all MINOR (3-10 DWELLINGS OR <1000m² FLOORSPACE / 1HA SITE SIZE) planning applications.

The purpose of the checklist is to ensure that every householder planning application gives due consideration to sustainability and climate change measures that should be incorporated into the scheme.

This checklist sets out all of the potential measures which could be included in your scheme. Please review all features present in the 'measures' column and tick the appropriate Yes, No or N/A as applicable, having consideration to:

- measures included above and below ground, including matters such as utilities;
- sustainable transport measures which could be incorporated as part of a home improvement project (e.g. bicycle storage, EV charging);
- matters relating to materials and building works.

Please submit the completed checklist with your planning application.

CHECKLIST 2:

Minor planning applications (3-10 dwellings, <1000m², <1ha)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
ENERGY						
SP7: Climate change and transport	Inclusion of renewables, energy conservation	HE1 Air / ground source heat pump installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC1: Renewable energy	Development of more than 1 dwelling, and development exceeding 100m ² it is required to: <ul style="list-style-type: none"> Optimise design, layout and orientation to minimise energy usage. At least 10% of the development energy's demand from on-site renewables (unless viability indicates otherwise) Encouraging renewable energy equipment installation, sustainable construction materials, encouraging developments to attain high energy efficiency rates e.g. BREEAM 'very good'.	HE2 Low-temperature heating (e.g. underfloor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE3 Building insulation measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE4 Consideration of building orientation, ventilation, windows and shading for both solar gain and cooling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE5 Double / triple glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE6 Installation of photovoltaic (solar) panels / tiles / 10% of energy demand from on-site renewables e.g. solar panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE7 Install smart meter / energy monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HE9 Installation of new, energy efficient appliances e.g. boilers, lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SE1 Connections to existing district heat networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SE3 Energy efficient/LED street lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SE4 Central heat sources (e.g. ground/air source heat pumps serving flat complex)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SE5 Dual aspect buildings maximising natural light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SE7 Design of buildings to allow for passive ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SE9 Shading provided to prevent overheating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SE12 Demand responsive building systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	E Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

CHECKLIST 2:

Minor planning applications (3-10 dwellings, <1000m², <1ha)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
TRANSPORT						
SP7: Climate change and transport	Development reduces the need to travel and encourages alternatives to car use.	HT1 Accessible and secure bicycle storage HT2 Electric vehicle charging provision HT3 Space for home working to reduce commuting needs HT4 Dropped kerbs to retail level footway / cycleway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC2: Sustainable travel	Accessibility by non-car means	ST1 Permeable developments to allow walking and cycling throughout ST3 Segregated lane provision (car/bike/pedestrian) on roads ST7 Shower/change facilities for employees in commercial developments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC3: Parking provision	Secure cycle parking provision	T Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EN3: Air quality	Support non-car travel					

CHECKLIST 2:

Minor planning applications (3-10 dwellings, <1000m², <1ha)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
CONSTRUCTION & WASTE						
EN1: Design of new development	Incorporate provision for the storage of waste and recyclable materials	HC1 Low-carbon and/or recyclable construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.	HC2 Local construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HC3 Designed to be able to be adapted for needs in later life (e.g. ageing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HC4 Internal recycling storage with sufficient space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HC5 External bin store with space for recycling and easy access for collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HC6 External space for composting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SC1 Demolition to prioritise re-use of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SC2 Use of long-lasting materials especially for public realm/facilities e.g. boundary treatments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SC3 Shared utility channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SC4 Consideration of future repurposing or use of buildings allowing for adaptability e.g. generous ground floor ceiling heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SC5 Separate facilities for Waste Recycling – enough internal space, convenient access for collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SC10 Design for future commercial adaptability without demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		C Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CHECKLIST 2:

Minor planning applications (3-10 dwellings, <1000m², <1ha)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
GREEN INFRASTRUCTURE						
EN8: Protecting and improving the landscape & biodiversity	New development contributes to an improvement in landscape & biodiversity and avoids harm to features of significance in the landscape/nature/ Development refused where there is a significant landscape impact or impact upon nature conservation	HG1 Bird boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HG2 Bat boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HG3 Bee bricks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HG4 Hedgehog holes/highways through fences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HG5 New and / or retained native species hedges and planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HG7 Green roof / walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HG Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SG1 Street trees and planting in public areas including native plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		G Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SP6: Maintaining and improving the environment	Design and layout respects the local environment including the protection of sites of nature conservation value and landscape value. Improvement to poor quality environments within the urban area and Green Belt.					

CHECKLIST 2:

Minor planning applications (3-10 dwellings, <1000m², <1ha)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
WATER						
SP7: Climate change and transport	Promoting the efficient use and conservation of water resources Promoting measures to reduce flooding and risks from flooding	HW1 Rainwater harvesting systems e.g. water butts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW2 Separate grey water and sewerage systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW3 Water use limits and smart metering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW4 Retain / expand permeable outdoor areas e.g. lawn, flowerbeds, permeable paving where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW5 Drought tolerant plants used, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW6 Water-efficient appliances and fixings e.g. washing machine, taps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		HW7 Installation of leak detection system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		SW1 Use of Sustainable Urban Drainage Systems in public areas, integrated with planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		W Other, please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CHECKLIST 2:

Minor planning applications (3-10 dwellings, <1000m², <1ha)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
SPACE & PLACE DESIGN						
EN1: Design of new development	High standard of design for development including due regard to scale, proportions, building lines, materials and impacts on neighbouring property e.g. daylight impacts	<p>HD1 Shaded outdoor areas and amenity space through building overhangs, trees / vegetation or other structures.</p> <p>HD2 Materials for natural cooling e.g. stone, natural materials, reflective roofs.</p> <p>SD1 Use of planting, trees and water to cool spaces through evaporation in hotter weather</p> <p>SD2 Spaces with a comfortable micro-climate under anticipated climate change scenarios, considering solar heating, wind and wind patterns from surrounding buildings and shading, to ensure spaces can be used throughout the year</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SP6: Maintaining and improving the environment	<p>Ensure the design and layout incorporates principles of sustainable development, respects the environment of the area.</p> <p>Protect and enhance areas of existing environmental character and nature conservation</p> <p>Promote improvement of poor-quality environments.</p>	<p>SD3 Use of appropriate materials and green infrastructure to reduce local heat island/microclimate effects</p> <p>SD4 Provide shade through arcades, overhangs, balconies, landscape features, trees and building massing</p> <p>SD5 Shaded outdoor amenity areas for commercial buildings</p> <p>MiD Other, please state</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX A

CHECKLISTS

CHECKLIST 3:

Major planning applications (>10 dwellings or >1000m² floorspace)

This checklist is required for all MAJOR planning applications. These are classed as developments involving more than 10 dwellings, or the creation of more than 1000m² floorspace, or sites of more than 1 hectare in size.

The purpose of this checklist/form is to ensure that all major planning applications give due consideration to sustainability and climate change measures that should be incorporated into the scheme wherever possible. During early design stages, thought should be given to achieving high levels of energy efficiency and how the design will be resilient to changes in the climate.

This checklist sets out Spelthorne Borough Council's policies and the principles and measures which could be applied to comply with them. Please review all features present in the scheme design in the 'measures' column and tick the appropriate Yes, No or N/A as applicable, providing a justification and indication of where in the supporting documents this is evidenced, in the final column. Technical documents submitted with the planning application which may provide additional details relating to sustainability and climate change measures could include, but are not limited to, the following:

- Energy Statement and/or Sustainability Statement
- Design & Access Statement
- Landscape Design Statement / Green Infrastructure Strategy
- Utilities Statement
- Drainage Strategy
- Travel Plan
- Environmental Statement (climate change chapter), where required
- Construction and Waste Management Plan

Please submit the completed checklist with your planning application.

CHECKLIST 3:

Major planning applications (>10 dwellings or >1000m2 floorspace)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Principles outlined in the SPD Core Themes	<p>How has this been considered in the planning application?</p> <p><i>Where a principle has not been considered, please provide reasoning / justification here.</i></p> <p><i>The detail provided for specific principles will vary between outline and full planning / reserved matters applications, but in all cases the incorporation of measures should be examined during the early stages of the design process and information provided within the planning application submission at the outset.</i></p>
ENERGY			
SP7: Climate change and transport	Inclusion of renewables, energy conservation	Following the Energy Hierarchy by a) Using less energy b) Using local energy resources and connecting to existing heat networks c) Generating and storing renewable energy on the site. <i>All major applications must generate at least 10% of demand from on-site renewables</i>	Have you considered this? Yes / No / N/A Where in the planning application has this been outlined?
CC1: Renewable energy	Where development exceeds 100m2 it is required to: <ul style="list-style-type: none"> • Optimise design, layout and orientation to minimise energy usage. • At least 10% of the development energy’s demand from on-site renewables (unless viability indicates otherwise) 	Retrofitting existing buildings Designing buildings to be passively cooled Designing buildings to be lit naturally Designing buildings to need minimal heating Generating renewable energy on site Storing renewable energy on site Achieving BREEAM or other appropriate accreditation or building efficiency standard Ongoing data monitoring or building management measures (e.g. smart metering, active heating/cooling management systems) Other, please state.	Other provision:

CHECKLIST 3:

Major planning applications (>10 dwellings or >1000m² floorspace)

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Adopted Core Strategy Policy	Policy promotes and/or requires:	Principles outlined in the SPD Core Themes	<p>How has this been considered in the planning application?</p> <p><i>Where a principle has not been considered, please provide reasoning / justification here.</i></p> <p><i>The detail provided for specific principles will vary between outline and full planning / reserved matters applications, but in all cases the incorporation of measures should be examined during the early stages of the design process and information provided within the planning application submission at the outset.</i></p>
TRANSPORT			
SP7: Climate change and transport	Development reduces the need to travel and encourages alternatives to car use. Supporting measures to enhance and manage Staines’ role as a public transport interchange.	Following the Travel Hierarchy by a) Avoiding the need to travel b) Shifting to modes with lower emissions c) Improving energy efficiency and reducing carbon emissions of travel modes Encouraging travel by modes in the following order:	Have you considered this? Yes / No / N/A Where in the planning application has this been outlined?
CC2: Sustainable travel	Accessibility by non-car means	1) Walking 2) Cycling and other forms of active travel 3) Public transport 4) Car clubs, taxis and car sharing Other provision:
CC3: Parking provision	Secure cycle parking provision	5) Private vehicles Designing for direct walking routes to support active travel and prioritising public transport Locating development to support sustainable travel
EN3: Air quality	Support non-car travel	Providing suitable infrastructure for sustainable transport Travel planning and sustainable transport subsidy / contributions Other, please state.

CHECKLIST 3:

Major planning applications (>10 dwellings or >1000m2 floorspace)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Principles outlined in the SPD Core Themes	<p>How has this been considered in the planning application?</p> <p><i>Where a principle has not been considered, please provide reasoning / justification here.</i></p> <p><i>The detail provided for specific principles will vary between outline and full planning / reserved matters applications, but in all cases the incorporation of measures should be examined during the early stages of the design process and information provided within the planning application submission at the outset.</i></p>
CONSTRUCTION & WASTE			
EN1: Design of new development	Incorporate provision for the storage of waste and recyclable materials	Assessment of whole life carbon as part of design Following the construction hierarchy by: a) Using less, through reuse of buildings, avoiding unnecessary construction or building efficiently b) Using low carbon or recycled materials c) Offsetting of residual embodied carbon emissions Choosing appropriate materials for: a) Hot weather events so as to mitigate overheating	Have you considered this? Yes / No / N/A Where in the planning application has this been outlined?
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.	b) Permeable materials for public realm to absorb surface water Construction waste management plans which recycle and retain materials on site, where possible Other, please state.	Other provision:

CHECKLIST 3:

Major planning applications (>10 dwellings or >1000m² floorspace)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Principles outlined in the SPD Core Themes	<p>How has this been considered in the planning application?</p> <p><i>Where a principle has not been considered, please provide reasoning / justification here.</i></p> <p><i>The detail provided for specific principles will vary between outline and full planning / reserved matters applications, but in all cases the incorporation of measures should be examined during the early stages of the design process and information provided within the planning application submission at the outset.</i></p>
GREEN INFRASTRUCTURE			
EN8: Protecting and improving the landscape & biodiversity	<p>New development contributes to an improvement in landscape & biodiversity and avoids harm to features of significance in the landscape/nature/</p> <p>Development refused where there is a significant landscape impact or impact upon nature conservation</p>	<p>Creation / retention of natural habitats which can capture carbon e.g. woodlands, wetlands.</p> <p>Consideration of biodiversity resilience as part of all green infrastructure</p> <p>Provision of and connectivity of green infrastructure throughout the development scheme</p> <p>Use of street trees, swales, verges, other GI to provide urban habitat links</p> <p>Other, please state.</p>	<p>Have you considered this? Yes / No / N/A</p> <p>Where in the planning application has this been outlined?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
SP6: Maintaining and improving the environment	<p>Design and layout respects the local environment including the protection of sites of nature conservation value and landscape value.</p> <p>Improvement to poor quality environments within the urban area and Green Belt.</p>		<p>Other provision:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

CHECKLIST 3:

Major planning applications (>10 dwellings or >1000m² floorspace)

Adopted Core Strategy Policy	Policy promotes and/or requires:	Principles outlined in the SPD Core Themes	How has this been considered in the planning application? <i>Where a principle has not been considered, please provide reasoning / justification here.</i> <i>The detail provided for specific principles will vary between outline and full planning / reserved matters applications, but in all cases the incorporation of measures should be examined during the early stages of the design process and information provided within the planning application submission at the outset.</i>
WATER			
SP7: Climate change and transport	Promoting the efficient use and conservation of water resources Promoting measures to reduce flooding and risks from flooding	Sustainable Drainage Systems integrated within streets, public spaces and throughout schemes Calculation of Urban Greening Factor and consideration of how it has been maximised Water efficiency measures, water use targets and water meters across new development schemes. Rainwater / 'greywater' capture and re-use recycling schemes Other, please state.	Have you considered this? Yes / No / N/A Where in the planning application has this been outlined? Other provision:



SPELTHORNE BOROUGH COUNCIL



Climate SPD Consultation 2024

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Context

Spelthorne Borough Council declared a Climate Emergency in October 2020.

A Climate Change Supplementary Planning Document (SPD) has been created to set out the Council's expectations for new development to respond proactively to the climate emergency through appropriate mitigation and adaptation actions and measures.

An SPD is a planning policy document which builds upon and provides more detailed guidance to policies in the Local Plan.

The newly created SPD encourages the delivery of more sustainable design for future developments within Spelthorne. The adoption of the SPD will support implementation of climate change policies within the current and future Local Plan.

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Context

The SPD consultation took place between 18th September 2023 to the 16th of October 2023 . The documents were published on the Council website as well as being available for the public to view in public libraries and at the civic centre during office hours.

There were 29 respondents for the survey, commenting on the three sections of the survey. This covered comments on the SPD as a whole, the accessibility of the document, and feedback on the checklist component.

From the results of the survey some updates have been made to the SPD document, which is being recommended for adoption.

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Breakdown of responses

Section 1: Document as a whole

Overall, there were mixed responses and comments on the SPD as a whole, some relevant, some not linked to the SPD being consulted. There were 24 responses to question 1, and these were received in a qualitative format.

The responses that provided feedback on the SPD have been taken into consideration when making changes to the document.

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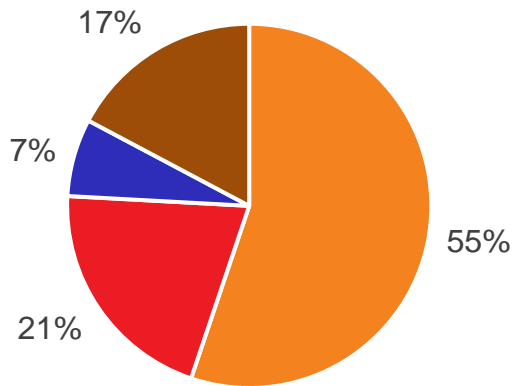
Breakdown of responses

Section 2: Accessibility and layout

Overall, the feedback to the accessibility and layout of the document was generally positive. There were a few suggestions that have been addressed and integrated into the changes made to the document.

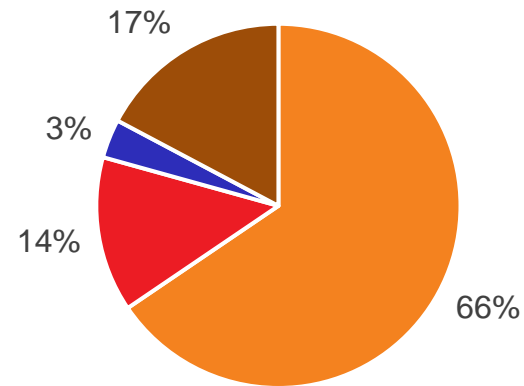
Page 121

Clear language and technical terms explained in an accessible way



■ Yes ■ No ■ Don't Know ■ No response

Are the diagrams easy to understand and provide sufficient detail?



■ Yes ■ No ■ Don't Know ■ No response



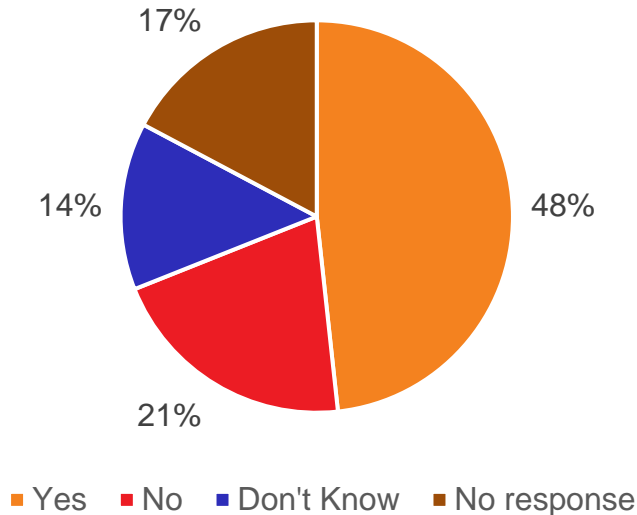
Breakdown of responses

Section 2: Accessibility and layout

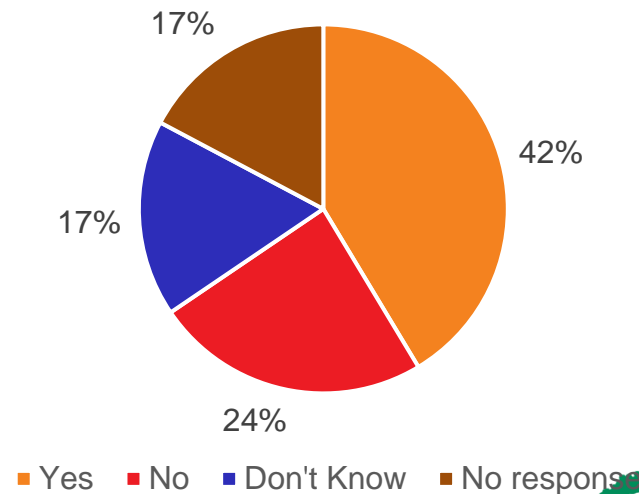
Overall, the feedback to the accessibility and layout of the document was generally positive. There were a few suggestions that have been addressed and integrated into the changes made to the document.

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Is the SPD laid out in a way that guides applicants to the relevant scale of development information?



Does the "How to use this guidance" flowchart clearly guide applicants through the document and sets out what is needed for the application?



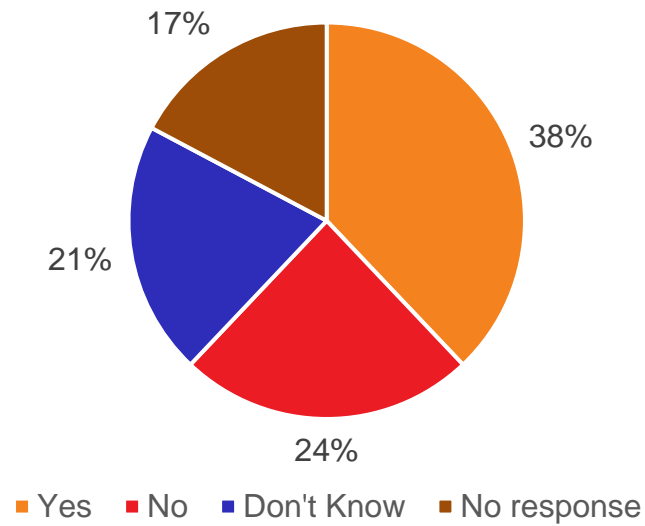
Breakdown of responses

Section 3: Checklists

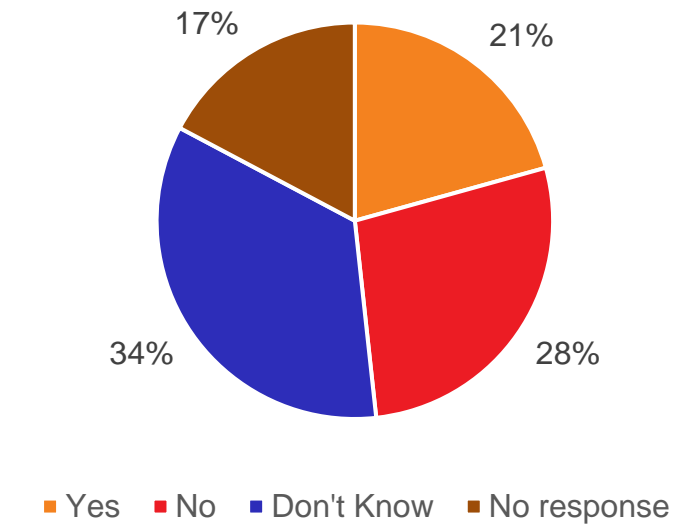
Overall, the feedback on the checklists had more of a mixed response, although overall positive. There were a few suggestions that have been addressed and integrated into the changes made to the document.

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Is it clear which checklist must be completed, based on the scale of development proposed?



Do the checklists enable easy cross referencing with the SPD to guide applicants?

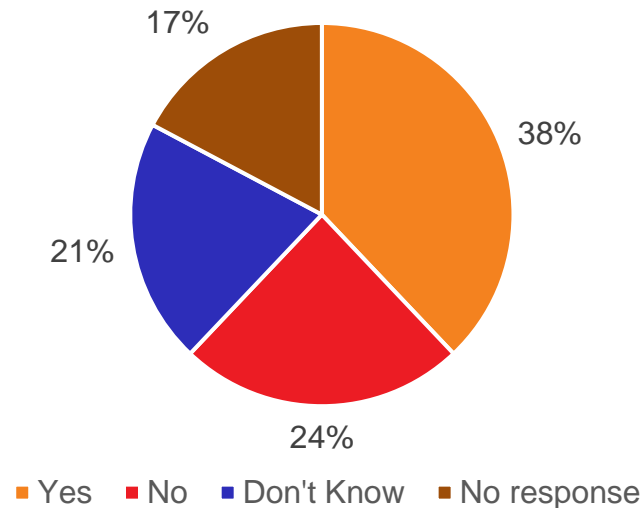


Breakdown of responses

Section 3: Checklists

Overall, the feedback on the checklists had a more mixed response, although overall positive. There were a few suggestions that have been addressed and integrated into the changes made to the document.

Are the checklists set out in a way which would be straightforward to complete?



Changes to SPD

From the responses to the consultation, a number of changes were proposed for the SPD document. This included:

Content:

- Introduction has been rephrased and sections emphasized on the application of the guide and enforcement
- Net Zero defined in the SPD, to the required degree
- Added a range of suggested metrics that Major Applications could use to demonstrate sustainability credentials in an accredited way or using an external methodology
- Added 10% energy hierarchy requirement earlier in the document
- Biodiversity Net Gain date altered to reflect the change to mandatory implementation

Layout:

- Page numbers added to flow diagram

Reference to additional guidance:

- Surrey EV parking standards
- Historic England's guidance



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Appendix 3: Climate SPD Consultation – Officer Responses

Question 1: Any comments on the SPD as a whole?			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual comments that citizens should not have to include climate mitigation in their building plans		This is a supplementary planning document, not planning policy. This document is a guide to those applying for planning permission, providing practical guidance on the implementation of the relevant policies in the Local Plan. Planning applications are considered against the Plan as a whole and decisions based on an applications conformity with the policies in the Plan in the round. The measures set out in the SPD will form part of these considerations, but not be considered alone.	N/A
Individual comments on a lack of how existing infrastructure should be changed to achieve best practice		This document largely focuses on future planning in the borough, rather than existing infrastructure although householder extensions will offer opportunity for retrofitting of climate change measures.	N/A
Concerns surrounding transport and the lack of transport infrastructure	<p>Promotion of clean, green transport does not align with current council policies particularly cycling</p> <p>There should be a borough wide default 20mph zone and integration of public transport with the TFL network</p> <p>Anti-car aspects are not related to Spelthorne - people need cars</p> <p>Prioritise public transport</p>	<p>As a two-tier authority, transport in the borough is dealt with by the Surrey County Council highways team.</p> <p>This SPD deals with new development in the borough, extensions and promotes the measures discussed in the checklists.</p>	N/A

	<p>Comments are minimal on active transport throughout the SPD</p> <p>Advocate for developers to consider location of proposed development in relation to existing transport hubs and network</p> <p>More parking spaces on and off street</p>		
Air quality issues around the Eco park		Not covered as part of this SPD.	N/A
No clear evidence on where the stats are from		The document is referenced throughout, which can be found in the footnotes. The evidence comes from both government and other reliable sources. Additional resources and evidence of information can be found throughout the document, for example in section 2.26, page 20. This signposts to the LETI Design Guide and the RIBA Climate Challenge 2030, both informed by architects and built environment professionals.	N/A
No mention of hydrological considerations		<p>This document covers hydrological considerations in the Water Chapter (pages 33 to 36). This covers extreme weather events, reduction of water resources, Sustainable Drainage Systems (SuDS) and water efficiency. There is also further references in section 2.72 for more detailed information.</p> <p>Additionally, due to this document being an SPD (Supplementary Planning Document), it does not set policy but provides further guidance on how policies or proposals set out in the adopted Local Plan Documents will be implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.</p>	N/A
Home improvements might be too expensive which may deter planning applications		Noted. It is understood that some additional measure may add costs for smaller developments, but this is not always the case, especially for major	N/A

		applications. Additionally, some measures may help reduce costs elsewhere e.g. renewables, better fabric etc. can reduce energy use. The measures are also not mandatory, it is up to the applicant to decide on what they choose to implement.	
Individual comments that Net Zero is biased		Noted.	N/A
Individual comments that climate change has happened many times before so this won't help. Human population should be controlled.		The UN's International Panel on Climate Change (IPCC)'s 2023 report states: "Human activities, principally through emissions of greenhouse gases, have unequivocally caused global warming, with global surface temperature reaching 1.1°C above 1850-1900 in 2011-2020." This document aims to help mitigate against impacts and reduce what we can. We can only comment on matters that we can influence as a borough council, and population is not one of them.	N/A
Individual asks if summary pages can be produced		Noted. The checklists in the appendix are intended to be used as summary pages that applicants can easily access and use. The rest of the document has been condensed as much as possible, without losing important content.	N/A
Individual suggests that diagrams might be too conceptual for an SPD intended to support local plan policy		Noted.	N/A
Individual suggests that details/info on buildings used in photos would be helpful for those not familiar with the borough, particularly new builds.		Noted. The photos in the document are not taken directly from the borough, they have just been used as examples.	N/A
Individual suggests that the format of the SPD should be consistent throughout e.g. column position		Disagree. The report format is as consistent throughout as it can be. Some pages have slightly different formats due to the images or graphics needed on the page, to help create further understanding.	N/A
RBBC main observation is that further clarity is needed to provide clarity on what the policy requirements are vs. the aspirational requirements. Additionally, technical detail on how developers demonstrate these policy requirements are met or exceeded e.g. achieving certain credits under BREEAM.		Noted and changes proposed.	Added a range of suggested metrics that Major Applications could use to demonstrate sustainability credentials in an accredited way

			or using an external methodology.
RBBC suggest that checklist 3 describes the energy hierarchy in relation to the policy requirement and that it would be useful further up. (page 14)		Noted.	Added 10% requirement to para 2.18
RBBC highlights that the introduction to checklist 2 makes reference to householder applications. This should be removed as a householder will use checklist 1.		Agree.	This was a typo and has been fixed
RBBC highlight that the mandatory BNG date has now been changed to January 2024.		Agree. When the document was written the mandatory date was November 2023. This has now been pushed back to January 2024.	Page 30. Edited to make it date agnostic in case of future delay.
RBBC ask if there is an opportunity to say whether non-residential developments should achieve water efficiency credits in order to achieve their Very Good rating (or above)?		Noted, but currently no mention of BREEAM in local plan.	N/A
RBBC ask if the UGF has been adopted as part of the Core Strategy, or is hoping to be adopted as part of the emerging Local Plan? Is there a link to the use of the tool that can be included?		The UGF is not a requirement of the Local Plan.	Page 35 para 2.68
RBBC ask if the referenced section should point developers to SCC's extensive SuDS guidance?		Agree.	
RBBC ask if there is an opportunity in the Materials, Construction & Waste section to suggest credits that developers could aim to achieve in order to get their Very Good (or above) rating (e.g. from the Materials category, or Waste category).		No mention in local plan of BREEAM.	N/A
RBBC suggest that although a WLC assessment isn't a policy requirement, this section provides a good opportunity to suggest how developers who are willing to do a WLC assessment should submit such evidence as part of the planning		Noted.	Page 28. Added a range of suggested metrics that Major

application (e.g. using RICS professional statement). They comment that telling developers that it's important to assess WLC but not suggesting a mechanism to do so could be a bit confusing.			Applications could use to demonstrate sustainability credentials in an accredited way or using an external methodology.
RBBC comment that electric charging points for cars should definitely be provided in new development, now that Part S Building Regs have been introduced. They also comment that SCC's EV Parking Standards should be referenced here if we used them.		Noted. Covered by Building Regs.	Page 25 para 2.38. Referenced Surrey EV parking standards
RBBC suggest that guidance should be provided to developers on how to calculate and demonstrate to DM officers % of total energy met by renewables. % of total energy met by renewables. They also suggest guidance on Air Source Heat Pumps.		Noted.	Although additional guidance on heat pumps won't be covered in this document, we will produce a resource and publish on our website.
RBBC suggest that there should be reference made to any BREEAM credits that developers can achieve in terms of energy, in order to gain the Very Good or above rating, and specify which Spelthorne would like to see prioritised.		Unavailable resources to do this.	
RBBC suggest that it could be confusing for developers to know what it a policy requirement and what is encouragement.		Noted.	
RBBC questions if monitoring performance creeps into a policy requirement. They suggest		Noted.	

that more guidance is needed on the mechanism for developers to do this.			
RBBC suggest that this is a good location to provide applicants with advice on how energy efficiency aspects of the CfSH Level 3 policy requirement in policy CC1(e) have now been superseded by an uplift in Part L requirements.		Noted. Building Regs requirement addressed in the document.	
RBBC suggest that this is a good location to include more guidance on integrating solar panels with heritage assets, or to reference Historic England's advice		Noted and change to be made.	Page 18 para 2.18. Reference to HE guidance included
RBBC ask if Spelthorne have any existing heat networks mapped to assist developers in where they can connect.		The Council does not currently hold this data.	N/A
RBBC suggest that it could be beneficial to explain how overheating/cooling objectives should account for new Building Regs.		Noted.	N/A
RBBC comment that the term 'Net Zero' needs to be described in more detail. They ask if the council have an accredited carbon offsetting scheme in place for developers in place of meeting requirements		Net Zero defined in the SPD, to the required degree. No current policy requirement for carbon offsetting in policy.	N/A
National Highways we welcome the Council's transport visions to (1) follow the Travel Hierarchies in Surrey's Local Transport Plan (LTP4), (2) design for 'filtered permeability' and liveable neighbourhoods, (3) locate development for sustainable travel choices and, (4) provide infrastructure for sustainable transport. We also note that an appropriate Climate Change Checklist should be submitted alongside a planning application to the Council.		Noted.	
Historic England [] has no specific comments to make on the Draft Climate Change SPD as it deals with matters largely beyond its remit.		Noted.	

Question 2a. Do you consider that the SPD uses clear language and explains technical terms and ideas in an accessible way?			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual comments that it is clear but it is objectionable that permissions will be refused for non-compliance		Noted. This is a supplementary planning document, not planning policy. This document is a guide to those applying for planning permission, asking them to consider and complete the checklists provided. A planning application will not be denied based on them not carrying out any climate mitigation measures.	
Individual [] comments that it is not clear how seriously the guide will be applied in planning permissions and how firmly it will be enforced		Noted.	Add to introduction of the document more simply the application of the guide and enforcement. Para 1.24 has been rephrased and sections emphasized.
Individual comments that too much information is tedious to read		Noted. We have tried to condense the content of this SPD into as few pages as possible to make it accessible and easy to read. However, due to the complex nature of the subject, the amount of pages reflects this.	N/A
Individuals comment that it is difficult to undertake this consultation on a smartphone.		Noted. This should be amended for any future consultation.	N/A
Individual comments there is no real explanation to what the theory means.		Disagree. The SPD goes into detail about the theory of climate change and the core themes that the SPD covers.	N/A
Individual comments that the document does not deal with hydrology and ground water		N/A to this question. This document covers hydrological considerations in the Water Chapter (pages 33 to 36). This covers extreme weather events, reduction of water resources, Sustainable Drainage Systems (SuDS) and water efficiency. There is also further references in section 2.72 for more detailed information.	N/A

		Additionally, due to this document being an SPD (Supplementary Planning Document), it does not set policy but provides further guidance on how policies or proposals set out in the adopted Local Plan Documents will be implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.	
Individuals [] comment that it is difficult to navigate for a busy person and the document is too long and complex for the normal public.		Noted. We have tried to condense the content of this SPD into as few pages as possible to make it accessible and easy to read. However, due to the complex nature of the subject, the amount of pages reflects this.	N/A
Individual comments that not all areas are detailed enough. Need further information on freehold houses as well as new leasehold apartments.		Noted.	N/A

Question 2b. Do you consider the diagrams within the SPD are easy to understand and provide sufficient detail?			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual comments that formats are not supported on some devices.		Noted. This should be amended for any future consultation.	N/A, but will consider this for future consultations.
Individual comments that the document does not deal with hydrology and ground water		N/A to this question. This document covers hydrological considerations in the Water Chapter (pages 33 to 36). This covers extreme weather events, reduction of water resources, Sustainable Drainage Systems (SuDS) and water efficiency. There is also further references in section 2.72 for more detailed information. Additionally, due to this document being an SPD (Supplementary Planning Document), it does not set policy but provides further guidance on how policies or proposals set out in the adopted Local Plan Documents will be implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.	N/A

Individual [] comments that the Building Illustrations are good but all themes could be overlaid onto one page or a live webpage if resources allow.		Noted. A web page with this feature isn't possible at the moment.	N/A
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Question 2c. Do you consider the SPD is laid out in a way that guides applicants to the information relating to the scale of development that is relevant for them?			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual comments that householder applicants and smaller developments should be subject to considerably less onerous requirements than those proposed		The checklists set out in Appendix A set out three different checklists depending on the typology of development. Checklist 1 deals with householder applications, checklist 2 minor applications and checklist 3 major applications. It is not essential that all requirements must be fulfilled.	N/A
Individual comments that the document does not deal with hydrology and ground water		N/A to this question. This document covers hydrological considerations in the Water Chapter (pages 33 to 36). This covers extreme weather events, reduction of water resources, Sustainable Drainage Systems (SuDS) and water efficiency. There is also further references in section 2.72 for more detailed information. Additionally, due to this document being an SPD (Supplementary Planning Document), it does not set policy but provides further guidance on how policies or proposals set out in the adopted Local Plan Documents will be implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.	N/A
Individual comments that there are too many ifs and buts – can cause confusion.		Disagree.	N/A

Question 2d. Do you consider the 'How to Use this Guidance' flowchart on page 12 clearly guides applicants through the document and sets out what applicants will need to submit with their application?			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual comments that householder applicants and smaller developments should be subject to considerably less onerous requirements than those proposed		The checklists set out in Appendix A set out three different checklists depending on the typology of development. Checklist 1 deals with householder applications, checklist 2 minor applications and checklist 3 major applications. It is not essential that all requirements must be fulfilled.	N/A
Individual comments that the document does not deal with hydrology and ground water		N/A to this question. This document covers hydrological considerations in the Water Chapter (pages 33 to 36). This covers extreme weather events, reduction of water resources, Sustainable Drainage Systems (SuDS) and water efficiency. There is also further references in section 2.72 for more detailed information. Additionally, due to this document being an SPD (Supplementary Planning Document), it does not set policy but provides further guidance on how policies or proposals set out in the adopted Local Plan Documents will be implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.	N/A
Individual comments that it is not engaging.		Noted. As a planning document, we have tried to make it as engaging as possible as well as making sure that the content covers everything that it needs to.	N/A
Individual suggests that there should be more emphasis on planting, landscaping and the retention of trees as an integral part of building design and planning submissions.		Disagree. Green infrastructure is a main component of the SPD (Page 30). The checklists (Appendix A) provide adaptations of core policy to include protecting and improving the landscape (EN8) and biodiversity and maintaining and improving the environment (SP6).	N/A
Individual comments that the diagram is too high level. Although it is easy to understand, they had to go through the entire document to understand what was being spoken about.		Noted. The document is structured in a way to explain each of the core themes before introducing the checklists.	N/A
Individual comments that page numbers with links would be useful.		Noted.	Page numbers added to flow diagram

Question 2e. Please prove any other comments relating to the clarity and accessibility of the SPD			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual comments that the document is too long, and need a shorter version.		Noted. However, we have condensed the content of this SPD into as few pages as possible to make it accessible and easy to read. Due to the complex nature of the subject, the amount of pages reflects this. The checklist section of the document should be used by applicants. There is not a necessity to read the rest of the document, unless needed for further detail.	N/A
Individual comments that the document does not deal with hydrology and ground water		N/A to this question. This document covers hydrological considerations in the Water Chapter (pages 33 to 36). This covers extreme weather events, reduction of water resources, Sustainable Drainage Systems (SuDS) and water efficiency. There is also further references in section 2.72 for more detailed information. Additionally, due to this document being an SPD (Supplementary Planning Document), it does not set policy but provides further guidance on how policies or proposals set out in the adopted Local Plan Documents will be implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.	N/A
Individual comments that more publicity was needed to promote accessibility.		Noted. The consultation was open from 18 th September – 16 th October. The documents were published on the Council website as well as being available for the public to view in public libraries and at the civic centre during office hours. However, we will take this on board for future consultations.	N/A
Individual comments that the document goes against the Prime Minister decision		Noted.	N/A

3a. Do you consider that it is clear which checklist must be completed, based on the scale of development proposed?			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual comments that the document does not deal with hydrology and ground water		N/A to this question.	N/A

		<p>This document covers hydrological considerations in the Water Chapter (pages 33 to 36). This covers extreme weather events, reduction of water resources, Sustainable Drainage Systems (SuDS) and water efficiency. There is also further references in section 2.72 for more detailed information.</p> <p>Additionally, due to this document being an SPD (Supplementary Planning Document), it does not set policy but provides further guidance on how policies or proposals set out in the adopted Local Plan Documents will be implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.</p>	
Individual comments on the lack of reliable public transport and the need for more cycle lane infrastructure.		Discussed in prior sections. As a two-tier authority, transport in the borough is dealt with by the Surrey County Council highways team.	N/A
Individual comments that it should be clearer and given access to everyone in the same way.		Noted. As a planning document for applicants we have tried to make it as engaging and clear to use as possible.	N/A

3b. Do you consider that the checklists enable easy cross referencing with the SPD to guide applicants?			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual comments that it is too much cross referencing		Noted. It is a complex document, and to understand the checklists cross referencing is essential.	N/A
Individual comments that it is too generic and doesn't include properties and freehold options, only a focus on new build.		This document is an SPD for the local plan. The local plan is a document that deals with future development in the borough. However, the SPD does include information on retrofitting existing homes (Pages 20 & 27). Additionally, the checklists cover extensions.	N/A

3c. Do you consider that the checklists are set out in a way which would be straightforward to complete?			
Key Issue	Sub Issue	Officer response	Relevant section and change details

Individual comments that it is not in a sensible order		Noted.	N/A
Individual comments that it is very time consuming		Noted. We understand that this document may be time consuming if read in one sitting. We have tried to make it user friendly so that it is easy to find the section that an applicant needs. Additionally, the appendix checklists should be the main source of use for those making an application, with the first sections as supplementary information to help understand the checklists.	N/A
Individual comments that public transport needs to be improved before other measures are implemented.		Noted. As a two-tier authority, transport in the borough is dealt with by the Surrey County Council highways team.	N/A

3d. Please provide any other comments relating to the checklists.			
Key Issue	Sub Issue	Officer response	Relevant section and change details
Individual asks how compliance will be measured.		Every planning application will be required to submit the set of checklists that for the construction they are applying for. As this document is an SPD, not policy, there is not a minimum amount of compliance needed for planning approval.	N/A
Individual comments on a lack of consideration of hydrological considerations and ground water flow.		This document covers hydrological considerations in the Water Chapter (pages 33 to 36). This covers extreme weather events, reduction of water resources, Sustainable Drainage Systems (SuDS) and water efficiency. There is also further references in section 2.72 for more detailed information. Additionally, due to this document being an SPD (Supplementary Planning Document), it does not set policy but provides further guidance on how policies or proposals set out in the adopted Local Plan Documents will be implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.	N/A
Individual comments that targets are unmanageable and should be pushed back further than 2050.		As this document is an SPD, not policy, there is not a minimum amount of compliance needed for planning approval. The checklists must be submitted alongside a planning application, and should make applicants think about measures they could be carrying out, some easier than others. It is down to the applicant to decide what is or isn't feasible to them.	N/A

Individual comments that Surrey Highways don't listen to the public and cause dangerous roads.		This comment is unrelated to the SPD content. Surrey County Council deal with highways and roads in Spelthorne.	N/A
Individual comments that they can only comment on the layout and graphics of the document, not the content. They question the appropriateness of the contents in relation to Spelthorne.		Question 1 asks for overall feedback on the document as a whole. Question 2a asks about the language and technical terms used. Climate mitigation and adaptation in development is something that is increasingly being considered across the UK. Spelthorne would like to be amongst those integrating it where possible, and providing information to applicants. This document is not policy, so will not penalise applicants if they do not carry out any climate related measures, however, it provides the relevant information and advice for those that do.	N/A
Individual comments that the document only focuses on new build and leaseholders.		This document is supplementary to the local plan, which is a planning document that focuses on new development in the borough. This is in line with the NPPF, which the local plan is written in accordance to.	N/A
Individual comments on public transport and recurrent issues with TFL.		Not in the scope of this document.	N/A

Environment and Sustainability Committee



27 February 2024

Title	Spelthorne Design Code Task Group
Purpose of the report	To make a decision
Report Author	Laura Richardson, Principal Planning Officer (Strategic Planning)
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	<i>n/a</i>
Corporate Priority	Community Environment Service Delivery
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Agree the establishment of the Spelthorne Design Code Task Group 2. Agree the Terms of Reference (Appendix A) for the Spelthorne Design Code Task Group 3. Agree the appointment of the members of the task group and the Chair
Reason for Recommendation	<p>The Committee is asked to agree the terms of reference to ensure councillors understand more fully the role of the Task Group.</p> <p>This will enable the Task Group members to be fully involved, informed, input their views and act as a conduit to feed back to the main committee.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Spelthorne Design Code Project is a key project for guiding the future of development in the Borough. Stakeholder involvement is key to its successful development. 	<ul style="list-style-type: none"> As a Key Stakeholder group, Elected Members will play a critical role in the development of the Spelthorne Design Code. Setting up a Design Code Task Group will be important in enabling continuing Member involvement in the process.

This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Establish a Design Code Task Group. 	<ul style="list-style-type: none"> Agree the Terms of Reference for the Design Code Task Group. Agree the method of appointing members to the Task Group.

- 1.1 This report sets out the proposed Terms of Reference (ToR) for the Design Code Task Group. Developing a Design Code is a requirement of the Levelling Up and Regeneration Act 2023 (LURA). In addition to regulatory requirement to produce a Design Code, delivering high quality design in development is a matter of particular concern for both our residents and Elected Members.
- 1.2 Fundamental to the successful development of the Design Code is effective and ongoing engagement with the stakeholders, including Elected Members as a Key Stakeholder group. Setting up a cross party Task Group for this project will facilitate ongoing engagement with Members outside of formal engagement sessions throughout the project and allow Members on the panel to develop a deeper understanding of the process of Design Coding, offering them the opportunity to champion the project with their colleagues and the wider community. The proposed Design Code Task Group will report to the Environment and Sustainability Committee.

2. Key issues

- 2.1 This report sets out at Appendix A the proposed ToR for the group. The details of the role of the Task Group are included in the draft ToR. It is intended that the Task Group has cross party membership, though there is no requirement for political proportionality.
- 2.2 The timescale for the Spelthorne Design Code project is ambitious and as such work is already underway, with the Tender for a specialist consultant to support the Council on this project closing on 4 March 2024. Setting up the Task Group as soon as is practicable, which will allow the members of the Task Group to be brought up to speed quickly to allow for them to participate in the interviews of the prospective consultants soon after.

3. Options analysis and proposal

Option 1 – Agree the proposed ToR and the Appointment of Members

- 3.1 In order for the Task Group to be involved in the project at the earliest opportunity, it is recommended that the Committee agree the proposed ToR and the appointment of Members. This will allow for them to be brought up to speed on the progress of the project as soon as possible and play an active role from the outset.

Option 2 – A Task Group for the Project is not considered necessary

- 3.2 If the decision is made that a Task Group is not required for the Design Code Project, this will not impact on the engagement with Members in the project, nor will it impact on project reporting to keep Members up to date on progress. However, the development of a Design Code is a complex process and the Task Group offers the opportunity for greater involvement of

Members on an ongoing basis, giving the members of the task group the opportunity to develop a deeper understanding and act as Design Code Champions among their colleagues and communities.

4. Financial management comments

4.1 No comments at this time.

5. Risk management comments

5.1 No comments at this time.

6. Procurement comments

6.1 The Project Lead for the whole Design Code project is fully engaged with the Corporate Procurement team, to ensure the best outcomes from the procurement of the Design Code consultant.

6.2 The establishment of the Task Group will further ensure positive outcomes for this project.

7. Legal comments

7.1 Legal Services has had input into development of the terms of reference of this Task Group which will report to the Environment and Sustainability Group as appropriate.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 The Engagement Strategy for the SDC project will seek to be as inclusive as possible and include, among a wide range of engagement opportunities, setting up a Citizens' Panel, based on the RB of Kingston example.

10. Sustainability/Climate Change Implications

10.1 Delivering sustainable development is the cornerstone of the Planning process and as such all planning policies must contribute to meeting this aim. With specific regard to the Design Codes, the incorporation of the appropriate measures set out in the emerging Climate Change Supplementary Planning Document into the Spelthorne Design Code will be explored. There are however no specific issues for consideration regarding this report.

11. Timetable for implementation

11.1 The Spelthorne Design Code project is progressing at pace, with the tender returns for a specialist Consultant due on the 4 March 2024. It is anticipated that the Task Group would have an initial briefing prior to the Consultant interviews followed by regular meetings as set out in the draft ToR. The Task Group will run for the length of the Spelthorne Design Code Project.

12. Contact

12.1 Laura Richardson l.richardson@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A: Draft Design Code Task Group Terms of Reference

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Draft Design Code Task Group Terms of Reference

1 The purpose of the Design Code Task Group (“the Task Group”) is to:

- 1.1. The purpose of the Task Group is assist in the development of new Design Codes for Spelthorne Borough Council in accordance with National Design Guide and the National Model Design Code guidance. The Task Group’s recommendations will be considered in the first instance by the Environment and Sustainability Committee.

2 The role of the Group is to:

- 2.1. The role of the Task Group is assist in the development of new Design Codes for Spelthorne Borough Council in accordance with National Design Guide and the National Model Design Code guidance. The Task Group will make recommendations to the Environment and Sustainability Committee.
- 2.2. Act in an advisory and consultative capacity for discussion of all Design Code matters.
- 2.3. Meet on a monthly basis with the Project Board to review and consider project progress. Task Group meetings will be held during business hours and be no longer than an hour.
- 2.4. Attend specific briefings with the Project Board before relevant committee meetings so that Group Members are able to champion the report/answer questions.
- 2.5. To be Involved in tender/interviews of potential consultants (exact role to be confirmed but likely to be including attending shortlist interviews and providing informal feedback. Members will not be involved in the technical scoring). Procurement will be in accordance with the Council’s Contract Standing Orders.
- 2.6. To champion the Design Code project with other Elected Members, residents groups and communities. This may include participating in a promotional material for the Project.

3 Membership

- 3.1. The Design Code Task Group is to be a cross party task group, formed of four Members who do not necessarily need to be drawn from the E&S committee.
- 3.2. Political proportionality does not apply.
- 3.3. There will be a quorum of two Members at any meeting.

3.4. The Design Code Task Group will run for the length of the Spelthorne Design Code Project. When nominated or invited to join, Members of the Task Group will be required to commit for the duration of the Project which will be from x to x. This commitment is required to ensure continuity, consistency and an audit trail of agreed decisions.

4 Chair

4.1. The Chair of the Group will be xxxx.

5 Vice Chair

5.1. The Group will appoint its own Vice Chair from within its membership.

6. Meetings

6.1. The meetings of the Task Group will be internal and confidential to the Council. At the discretion of the Chair of the Task Group, some of the meetings will be open to all members of the Council to attend, particularly those meetings to which outside speakers have been invited, to ensure wide engagement across the organisation.

7. Decisions

8.1. The Task Group has no executive decision-making powers over any matters. Decisions are made by the Environment and Sustainability Committee/Council as appropriate.

8.2. The Task Group should aim to deliver a consensual view to Environment and Sustainability Committee. Where this is not possible it should aim to report fairly on the divergent views of the group. Voting is not considered appropriate or necessary.

6 Confidentiality

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

Community Infrastructure Levy Task Group Update:

The CIL Task Group has not had reason to meet since this E&S committee last met on 23 January 2024. At that meeting, two bids were agreed from Strategic CIL, namely the ANPR cameras in Staines and the extension to the Studholme Medical Practice in Ashford. Officers are now progressing with the legal agreements for these schemes. The next funding round for Strategic CIL will run from 1 April to 30 June. The Local CIL round is still open until 31 March and Members may wish to publicise to not-for-profit organisations in their wards if they have projects for consideration. Please see www.spelthorne.gov.uk/levy for further information.

The Spelthorne Museum have requested that phased payments are provided for their project. This request is being assessed and officers have asked the councillors on the task group to confirm that they would be agreeable to this proposal. Officers will be reviewing the response from the group and will report back in due course. A verbal update can be provided on the 27th Feb.

Andrew Stevenson joined Spelthorne on 5 February 2024 as Infrastructure Delivery Coordinator, replacing Joanna Ghazaleh who left at the end of last year. Andrew is very experienced and carried out the same role at his previous authority so we are pleased to have him join the team.

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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 26 February 2024 to 30 June 2024

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 27 02 2024 Council 25 04 2024	Climate Change Supplementary Planning Document	Non-Key Decision	Public	Laura Richardson, Senior Planning Officer
Environment and Sustainability Committee 27 02 2024	Design Code Task Group Terms of Reference	Non-Key Decision	Public	Laura Richardson, Senior Planning Officer
Environment and Sustainability Committee 27 02 2024	Green Initiatives Fund Bid - Digital modernisation of Home Canvassing Visits	Non-Key Decision	Public	Liz Harvey, Electoral Services 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
Environment and Sustainability Committee 29 02 2024	Local Plan - Resumption of Examination	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Heather Morgan, Group Head - Place, Protection and Prosperity

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 16 04 2024	Biodiversity Net Gain Sites	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 16 04 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 18 06 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 18 06 2024	Laleham Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee 18 06 2024	Lower Halliford Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee 18 06 2024	Lower Sunbury 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 18 06 2024	Manygate Lane Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee 18 06 2024	Shepperton Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee 18 06 2024	Stanwell Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee 18 06 2024	Upper Halliford Conservation Area	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Environment and Sustainability Committee 09 2024	Fees & Charges	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Environment and Sustainability Committee 09 2024	Service Plans	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 11 2024	Growth Bids, Capital Bids & Savings Plan	Non-Key Decision	Public	Paul Taylor, Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 11 2024	Outline Budget Report	Non-Key Decision	Public	Paul Taylor, Chief Accountant

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