



**Spelthorne
Borough Council**

Council Meeting
Thursday, 25 April 2024



17 April 2024

Please reply to:

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 25 April 2024** commencing at **7.00 pm** for the transaction of the following business.

Daniel Mouawad
Chief Executive

Councillors are encouraged to wear their badge of past office at the Council meeting.

For those Councillors wishing to participate, prayers will be said in the Mayor's office, starting at 6.45pm. Please email mayor@spelthorne.gov.uk if you wish to attend.

Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.

AGENDA

Description	Page nos.
1. Apologies for absence To receive any apologies for non-attendance.	
2. Minutes To confirm as a correct record the minutes of the Council meeting held on 22 February 2024, and the extraordinary Council meeting held on 27 March 2024.	7 - 20
3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.	
4. Announcements from the Mayor To receive any announcements from the Mayor.	
5. Announcements from the Leader To receive any announcements from the Leader.	
6. Announcements from the Chief Executive To receive any announcements from the Chief Executive.	
7. Questions from members of the public The Leader, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 13. One question has been received from a member of the public (as attached).	21 - 22
8. Climate Change Supplementary Planning Document Council is asked to consider adopting the Climate Change Supplementary Planning Document.	23 - 186
9. 2024-25 Treasury Management Strategy - addendum re: Operational Boundary and Authorised Limit for External Debt Council is asked to	187 - 194
1. Increase the approved Operational Boundary for external debt from £1,067m to £1,170m; and	
2. Increase the approved Authorised Limit for external debt from £1,167m to £1,270m.	

- 10. Amendments to the Constitution - Change to the Structure of the Committee System**
- Council is asked 195 - 298
1. To agree a revision to the number and terms of reference of Committees established under the Committee system form of governance, effective from the Annual Council meeting 2024, as proposed in Appendices E and F
 2. To agree to amend the terms of reference of the Investigating and Disciplinary Committee in relation to the power to suspend any relevant officer in an emergency, as detailed at paragraphs 3.19 to 3.24 of the report,
 3. To agree changes to the Scheme of Officer Delegation (Appendix G) in relation to land issues, and
 4. To authorise the Monitoring Officer to make any consequential changes to the Constitution as a result of the change in Committee structure and terms of reference.
- 11. Calendar of Meetings 2024/25**
- Council is asked to consider approval of the calendar of meetings for 2024-2025 as set out in either Appendix 1 or Appendix 2. 299 - 312
- 12. Members' Allowances Scheme 2024-25**
- Council is asked to: 313 - 350
1. Note the findings of the Independent Remuneration Panel and agree with the principles of the Panel's report (Appendix 1);
 2. Adopt the Members' Allowances Scheme (the Scheme) for 2024-25;
 3. Agree an increase in the Basic Allowance by 2.8% in line with the staff pay award, to £6,849 with effect from 1 April 2024;
 4. Agree increases in the Special Responsibility Allowances by 2.8% in line with the staff pay award, with effect from 1 April 2024;
 5. Agree the recommended changes to the level of allowances for the Planning and Licensing Committee Chairs and Vice-Chairs with effect from 1 April 2024;
 6. Subject to the Council having agreed the proposed Committee structure effective from 23 May 2024 earlier on this agenda, agree the revised Special Responsibility Allowances, as recommended by the Panel at page 12 of its report, with effect from 23 May 2024.
- 13. Reports from the Committee Chairs**
- To receive and agree the reports from the Committee Chairs. 351 - 370
- 14. Motions**

To receive any motions from Councillors in accordance with Standing Order 16.

15. General questions

The Leader, or their nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 14.

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 22 February 2024 at 6.30 pm

Present:

Councillors:

E. Baldock	J.P. Caplin	S. Gyawali
M. Arnold	D.C. Clarke	A. Mathur
C. Bateson	J.T.F. Doran	L. E. Nichols
S.N. Beatty	S.M. Doran	K.E. Rutherford
M. Beecher	S.A. Dunn	O. Rybinski
H.S. Boparai	M.J. Lee	J.R. Sexton
L.H. Brennan	R.V. Geach	J.A. Turner
M. Buck	D.L. Geraci	B. Weerasinghe
T. Burrell	A. Gale	P.N. Woodward
J. Button	K.M. Grant	

Apologies: Apologies were received from Councillors M.M. Attewell, S. Bhadye, M. Bing Dong, J.R. Boughtflower, R. Chandler, M. Gibson, K. Howkins and N. Islam and

Councillor D. Saliagopoulos, The Mayor, in the Chair

1/24 Minutes

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

2/24 Disclosures of Interest

Councillors Boparai, Sexton and Weerasinghe advised that they were also Surrey County Councillors.

Councillor Boparai declared that he was Spelthorne Borough Council's representative on the Surrey Police and Crime Panel.

Councillor Nichols declared that he was on the Knowle Green Estates Board of Directors.

3/24 Announcements from the Mayor

The Mayor made the following announcements:

“Christmas was a very busy time for the Mayor and my consort. We visited community centres and joined in the Santa Fun Run. After Christmas we went to Ashford and St Peters Trust open day; it was good to see other Councillors there, and I would recommend that all members try and go there next year. My consort and I attended the opening of the new B&Q in Staines High Street. We attended the recent pancake race and a big thanks must go to Staines Rotary. We attended the Council Offices for Holocaust Memorial Day on 26 January.

I attend the Council’s budget breakfast at Jaguar Landrover Synteer. I also went to Laleham School to talk to them about a giant who had apparently set up a beanstalk in Staines High Street, and what was the Council going to do about it. I visited Ashford Park Primary School where more than 100 children attended. We treated them as Councillors and they were just terrific. Thank you so much to the Councillors Geach, Beatty and Caplin who came with me..

I also attended the Youth Speaks here in the Council Chamber where we had some very clever young people debating really well. I did attend the memorial for Zane Gbangbola, but I did not attend as the Mayor as I was advised that it was not appropriate to wear the Mayoral robes.

Councillors, I want to talk to you about the Mayor’s Ball that has been arranged for Saturday 13 April at the Holiday Inn in Shepperton. The funds that I raise will go purely to my charities, and that’s respite for those residents who are looking after their loved ones day after day. For those of you who have no idea but I’m sure many of you do, you need to know how hard this can be and I would be very grateful if you could, sometime before the term ends, go and make friends with your local care home and try and spend some time with people with dementia. Unfortunately dementia is sadly at crisis stage. My other charity, is for the breast cancer unit at Ashford and St Peter’s hospital. Sadly, again, most of us have been touched or know someone who has been affected by this. The Ball is the biggest fundraiser of my Mayoral year. I need to tell you tonight that if we have not managed to sell enough tickets by the end of next week, I have been advised that we will have to cancel this event. Between all the Councillors here this evening and the Leadership, could you easily fill five tables? And the question is, will you? Thank you very much”.

4/24 Announcements from the Leader

The Leader and the Deputy Leader made the following announcements:

The Leader

“We are helping residents and businesses affected by flooding after Storm Henk to apply for government funding to help them recover. This support is available through a scheme called the Flood Recovery Framework which is used in exceptional circumstances to support councils and communities following severe flooding. We are writing to those who we believe have been

affected and information is also on our website and social media channels. Please help spread the word as the deadline to apply is 20 March.

We are busy working through different options to make some changes to the Local Plan. These will be considered at the Extraordinary Environment & Sustainability Committee on 29 February. The agenda has just been published for the E&S committee and I invite residents, businesses and councillors alike to read the report, and attend the meeting (in person or online). The aim is to ensure that the Local Plan better reflects what our residents want, particularly around reducing the number of homes to be delivered, recognising the pressures of flood risk on key areas within the Borough and considering what is appropriate for our Green Belt. We hope that this means we will be able to resume the Local Plan examination later this year, but this will be ultimately decided by the Planning Inspector.

The Spelthorne Design Code will play an important role in delivering high quality development in the Borough. Work on the project is progressing well (having been agreed by E&S committee in January) with the tender process to find a specialist consultant to work with the Council on developing the code underway. The plan is to have consultants on board in March. As the project progresses, we will be reaching out to residents to ensure we have the views of all sections of the community before we develop a Vision for the Borough which will underpin the Design Code. The current intention is to have a completed design code in place by the end of 2024”.

The Deputy Leader

“The Council hosted an Apprenticeship Fair in partnership with Kwasi Kwarteng MP at the Job & Skills Hub in Staines on Friday 9 February. The event coincided with National Apprenticeship Week and connected young people with over 20 local employers from a range of industries. The students were able to find out about the benefits of doing an apprenticeship, the types of roles on offer and how to apply for the right opportunity. The feedback from both the employers and students was extremely positive so well done to everyone who helped with the organisation.

We will be launching a ‘Keep Spelthorne Clean’ campaign in June, working with residents and businesses to tidy up some of the unsightly areas in the Borough. Like you, we hate to see things like litter, graffiti and dog fouling and are determined to crack down on these issues. We have reached out to primary schools to ask for their help to get the message across by creating impactful posters that will encourage people to show more respect for the Borough. Thank you to all the children who have taken part in this exercise. We will include some of their posters in the next edition of the Bulletin magazine together with an article which explains more about the campaign”.

5/24 Announcements from the Chief Executive

The Chief Executive made the following announcements:

“Spelthorne was significantly impacted by flooding following recent heavy rain and staff from across the Council worked tirelessly to support those residents affected. In partnership with Local Resilience Forum and Spelthorne Food & Welfare Network, practical support was provided to over 120 residents directly affected by flooding whilst maintaining welfare checks on over two hundred other residents deemed to be vulnerable.

To all colleagues involved in evacuating residents, standing up rest centres, providing community transport, emergency hotel accommodation and meals on wheels, I should like to place on record our thanks for their unwavering commitment to public service in putting our communities at the heart of our everything we do.

On tonight’s agenda there are some significant items for Councillors to consider, including our Budget and Corporate Plan. I should therefore also like to take this opportunity to acknowledge the considerable work and effort of both Councillors and Officers in preparing these important items that direct our future priorities and service delivery capacity”.

6/24 Questions from members of the public

The Mayor reported that, under Standing Order 13 no questions had been received from members of the public.

7/24 Parking Order Revision (Tariff and Charges update) 2024

Council **resolved** to:

1. Authorise the Group Head Neighbourhood Services to proceed with the proposals made in this report and to implement the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2024,
2. Authorise the Group Head Corporate Governance to publish all notices required to implement the Spelthorne Borough Council Off-Street Parking Places (Amendment) Order 2024; and
3. Authorise the Group Head Neighbourhood Services in consultation with the Group Head Corporate Governance, the Chair of the Corporate Policy & Resources Committee and a nominated member of the Corporate Policy & Resources Committee to consider and address any objections and to amend the proposals if necessary, following the public consultation.

8/24 Pay Award 2024/25 and Pay Award 2025/26

Council **resolved** to approve a two year pay aware for 2024/25 and 2025/26 as follows:

Pay Award 2024/25

- 1) A consolidated award of 2.8% on all spinal points and personal salaries (across the board increase); and
- 2) An additional 2 days special paid leave (pro rata for part time staff) to cover the Christmas closure period 2024. This was in addition to the 1 day special paid leave already in place for 2024. Front-line operational staff who were required to work to provide vital services to residents over the Christmas week would be compensated and paid for this time.

Pay Award 2025/26

- 1) A consolidated award of 2.8% on all spinal points and personal salaries (across the board increase); and
- 2) An additional 3 days special paid leave (pro rata for part time staff) to cover the Christmas closure period 2024. This was in addition to the 1 day special paid leave already in place for 2024. Front-line operational staff who were required to work to provide vital services to residents over the Christmas week would be compensated and paid for this time.

With compounding across the two years this equated to an aggregate consolidated increase of 5.7% over the period.

9/24 Pay Policy Statement 2024/25

Council **resolved** to approve the Pay Policy Statement 2024/25.

10/24 Procurement of Bureau Service and Energy (Gas & Electricity) Contract

Council **resolved** to:

1. Approve the Council entering into a contract for the provision of a Bureau Service and Supply of Energy (Gas and Electricity) with Kent County Council (KCC) LASER for a period from October 2024 to September 2028; and
2. Authorise the Group Head of Assets to agree terms in respect of any necessary contract arrangements with KCC LASER and authorise the Group Head of Corporate Governance to enter a contract with the KCC LASER.

11/24 Capital Strategy 2024 to 2025

Council **resolved** to approve:

1. The Capital Strategy as set out in the report,

2. That all development and investment projects, along with all significant projects follow the previously approved business case governance process as set out in Section 11 of the report,
3. That no financing sources, unless stipulated in regulations or necessary agreements are ringfenced,
4. The Council plans to continue its use of capital receipts to fund the costs of eligible proposals (subject to full business case for each project),
5. The financing of the Capital Programme and revenue implications as set out in Section 14 of this report; and
6. The financing of the Capital Programme being delegated to the Corporate Policy & Resources Committee to provide sufficient flexibility to allow for the most effective use of the Council resources.

12/24 Estimated 2024/25 to 2027/28 Capital Programme

Council **resolved** to approve the proposed Capital Programme for 2024/25 to 2027/28.

13/24 Treasury Management Strategy Statement 2024/25

Council **resolved** to:

1. Approve the Treasury Management Strategy for 2024/25; and
2. Note that by approving the report that they would be agreeing to the Treasury Management Practices (TMP) MRP Statement, Operational Boundary and Authorised Limits.

14/24 Detailed Budget for 2024/25

Councillor Williams joined the meeting at 19.12 and left at 19.24.

As required by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended), Council held a recorded vote on the Revenue Budget 2023/24.

For (22):	E. Baldock, M. Arnold, C. Bateson, S. Beatty, M. Beecher, H. Boparai, M. Buck, T. Burrell, J. Button, J. Caplin, J. Doran, S. Doran, S. Dunn, A. Gale, R. Geach, D. Geraci, K. Grant, S. Gyawali, L. Nichols, K. Rutherford, J. Sexton, J. Turner
Against (1):	D. Saliagopoulos
Abstain (7):	L. Brennan, D. Clarke, M. Lee, A. Mathur, O. Rybinski, B. Weerasinghe, P. Woodward

Council **resolved** to approve the following:

1. To approve a 2.9% increase on the Spelthorne Borough Council element of the Council Tax for 2024/25. Moreover:
 - a. The Revenue estimates as set out in Appendix 1.
 - b. £3,115k as set out in the report to be appropriated from General Reserves in support of Spelthorne’s local Council Tax for 2024/25.
 - c. That the Council Tax Base for the year 2024/25 is 39,241 Band D equivalent dwellings calculated in accordance with Regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.

2. Continuing the Council’s Local Council Tax Support Scheme with the current rules and regulations,

3. Continuing the complete disregards of war pension/armed forces pension income from benefit calculations,

4. To note the Chief Finance Officer’s commentary in Section 4 of the report on the robustness of budget estimates and levels of reserves under Sections 25 and 26 of the Local Government Act 2003,

5. The Council Tax Base for the whole Council area for 2024/25 (Item T in the formula in Section 31b(3) of the Local Government Finance Act 1992, as amended (the “act”)) should be 39,241 Band D equivalent dwellings and calculate that the Council Tax requirement for the Council’s own purpose for 2024/25 is £222.41 Per Band D equivalent dwelling.

That the following sums be now calculated by the Council for the year 2024/25 in accordance with Section 31 to 36 of the Local Government Act 1992:

A	107,727,200	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A(2) of the Act considering all precepts issued to it by Parish Councils
B	-98,999,600	Being the aggregate of the amount which the Council estimates for the

		items set out in Section 31A(3) of the Act
C	8,727,600	Being the amount by which the aggregate at (A) above exceeds the aggregate at (B) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year
D	222.41	Being the amount at (C) above divided by the amount at 5c (above), calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
E	0	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
F	222.41	Being the amount at (D) above, less the result given by dividing the amount at (E) above by the amount at 5c (above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates

That the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

A £	B £	C £	D £	E £	F £	G £	H £
148.27	172.99	197.70	222.41	271.83	321.26	370.68	444.82

15/24 Corporate Plan 2024-2028

Council **resolved** to:

1. Adopt the proposed Corporate Plan 2024/28 and associated Action Plan (as appended to the report) which specified the priorities, key themes and values for the Council for the next five years and the actions the Council intended to take to deliver its objectives; and
2. Authorise the Deputy Chief Executive and Head of Communications and Customer Experience, in consultation with the Chair of the Corporate Policy & Resources Committee, to make some minor amendments to the Corporate Plan document.

16/24 Future Resourcing of the Internal Audit Service

The Council **resolved** to:

1. Agree to discharge its Internal Audit function to Hampshire County Council under Section 101 of the Local Government Act 1972 to enable Southern Internal Audit Partnership (SIAP) to provide the Internal Audit Service for the Council from or after 01 April 2024,
2. Delegate to the Council's Section 151 and Monitoring Officers to enter into the Joint Working Agreement by way of a deed of accession with Southern Internal Audit Partnership for a period of 5 years and complete all necessary documentation including any relating to TUPE arrangements,
3. Agree that the Council's Section 151 Officer or nominated Officer represents the Council's interests by becoming a voting member of SIAP's Key Stakeholder Board; and
4. Agree that the Council's Human Resources Team deals with any consequential staffing implications including any TUPE transfer.

17/24 Urgent Item - Annual Community Grants Report

The Council **resolved** to:

1. Approve the recommendations of the Grants Panel regarding the proposed recipients of the 2024/25 Community Grants,

2. Note the other support that Spelthorne Borough Council provides to the voluntary/charity sector,
3. Approve that any underspend from the Council's Grants and Better Neighbourhood Grants budget will be carried forward to the next financial year; and
4. Note the potential changes to the Discretionary Rate Relief Policy as outlined in 4.6 of the report.

18/24 Reports from the Committee Chairs

Council **resolved** to agree the reports from the Committee Chairs.

19/24 General questions

The Mayor reported that in accordance with Standing Order 15, no questions had been received from Councillors.

20/24 Motions

In accordance with Standing Order 16 the Council received one written Notice of Motion. This was carried over from December's Council meeting.

Councillor Nichols moved and Councillor Boparai seconded the following motion:

"The Council noted:

- The efforts of Surrey's Police Officers and PCSOs in keeping local communities safe
- The increased levels of burglary and vehicle crimes and lack of visibility of police on the streets of Spelthorne
- That the office costs of the Police and Crime Commissioner have increased by 50% while the number of PCSOs has been halved

The Council believes that the PCC isn't a necessary role and requires the Leader write to the Home Secretary asking that the role be abolished with the financial savings reinvested into frontline policing and review the role of the Police and Crime Panels".

Councillor Lee requested a recorded vote and the results were as follows:

For (21):	E. Baldock, M. Arnold, C. Bateson, S. Beatty, M. Beecher, H. Boparai, M. Buck, T. Burrell, J. Button, J. Caplin, J. Doran, S. Doran, S. Dunn, R. Geach, D. Geraci, K. Grant, S. Gyawali, L. Nichols, K Rutherford, J. Sexton, J. Turner
Against (7):	L. Brennan, D. Clarke, M. Lee, A. Mathur, O. Rybinski, B. Weerasinghe, P. Woodward
Abstain (2):	D. Saliagopoulos, A. Gale

The motion was carried.

Council **resolved** that The Leader write to the Home Secretary asking that the role of Police and Crime Commissioner be abolished with the financial savings reinvested into frontline policing and review the role of the Police and Crime Panels.

Meeting ended 21:21

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MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Wednesday, 27 March 2024 at 7.00 pm

Present:

Councillors:

M.M. Attewell	J.R. Boughtflower	S. Gyawali
C. Bateson	J.P. Caplin	K. Howkins
M. Beecher	R. Chandler	N. Islam
S. Bhadye	D.C. Clarke	A. Mathur
M. Bing Dong	H.R.D. Williams	L. E. Nichols
L.H. Brennan	M.J. Lee	K.E. Rutherford
M. Buck	M. Gibson	O. Rybinski
T. Burrell	K.M. Grant	

Apologies: Apologies were received from Councillors E. Baldock, M. Arnold, S.N. Beatty, H.S. Boparai, J. Button, J.T.F. Doran, S.M. Doran, S.A. Dunn, R.V. Geach, D.L. Geraci, A. Gale, J.R. Sexton, J.A. Turner, B. Weerasinghe and P.N. Woodward and

Councillor D. Saliagopoulos, The Mayor, in the Chair

21/24 Disclosures of Interest

There were none.

22/24 Changes to the Allocation of Seat for Committees

Council considered a report that sought approval of the change in the allocation of committee seats and Chairs and Vice-Chairs positions following a change in the political make-up of members.

A named vote was requested by Councillor Bateson, the vote was as follows:

For	Councillors Saliagopoulos, Attewell, Bhadye, Boughtflower, Brennan, Chandler, Clarke, Howkins, Islam, Lee, Mathur, Rybinski - 12
Against	0
Abstain	Councillors Bateson, Beecher, Bing Dong, Buck, Burrell, Caplin, Gibson, Grant, Gyawali, Nichols, Rutherford, Williams - 12

Council **resolved** to approve:

1. The revised allocation of seats on Committees and Sub-Committees pursuant to Section 15 of the Local Government and Housing Act 1989, to agree the representation of the different political groups on committees,
2. The revised number of Chairs and Vice-Chairs of Committees for each political party in accordance with the Council's Constitution and
3. To note that the Independent Spelthorne Group relinquish the Vice Chair seat on Neighbourhood Services and Enforcement and that Councillor M Lee takes up this position.

Public Question from Mr Andrew McLuskey

“Given the current issues affecting Ashford Town Centre (including particularly Anti-Social Behaviour) can the Leader indicate when a new Town Centre Manager for the area is to be appointed?”

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**RECOMMENDATION FROM THE ENVIRONMENT AND SUSTAINABILITY
COMMITTEE**

CLIMATE CHANGE SUPPLEMENTARY PLANNING DOCUMENT

Environment and Sustainability Committee: 27 February 2024

The Environment and Sustainability Committee considered the following report at their meeting on 27 February 2024. Appendices 4-6 have been added following comments by the Environment and Sustainability Committee. Appendices 7 and 8 have been added since approval by the Environment and Sustainability Committee and recommendation to Council.

Environment and Sustainability Committee Recommendation

The Environment and Sustainability Committee **resolved** to

1. Approve the Climate Change Supplementary Planning Document and recommend to Council for adoption.

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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 ResilienceEnvironment
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 27th 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
- Appendix 4: Checklist 1 Householder
- Appendix 5: Checklist 2 Minor
- Appendix 6: Checklist 3 Major
- Appendix 7: Adoption Statement
- Appendix 8: Consultation Statement

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Spelthorne Borough Council

Climate Change

Supplementary Planning Document

April 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.

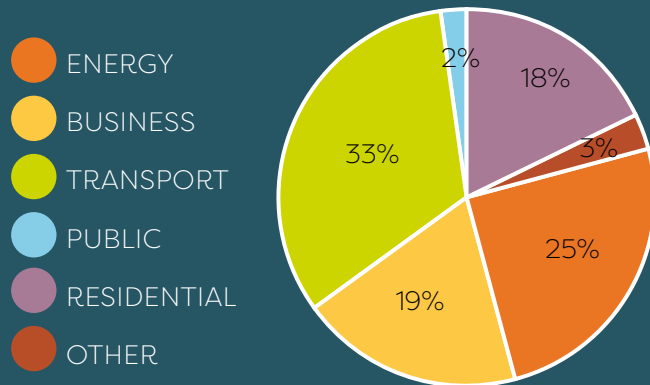


FIGURE 1: UK CARBON EMISSIONS BY SECTOR, 2022 - PROVISIONAL (DEPT FOR ENERGY SECURITY & NET ZERO, OFFICE FOR NATIONAL STATISTICS)

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.**

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 \(2020\)](#)

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.



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

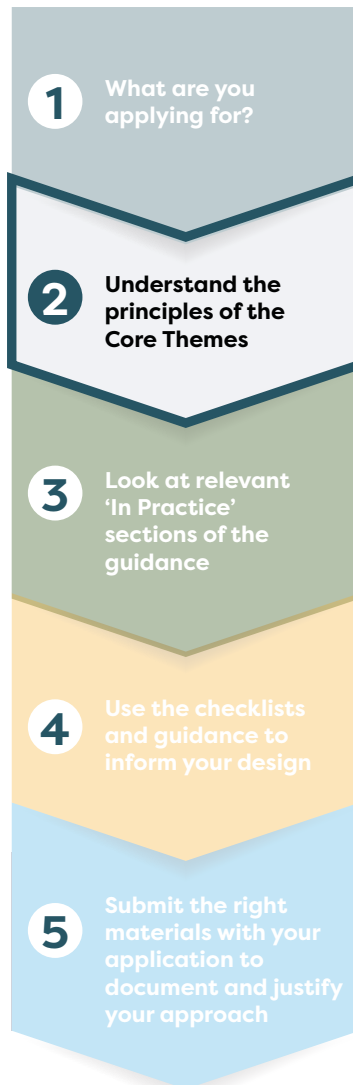
1 What are you applying for?		Homeowner	Minor Development	Major Development	
		Building extensions Self-build 1-2 new dwellings	3-10 dwellings or less than 1000m ² floorspace	More than 10 dwellings or more than 1000m ² floorspace	
2 Understand the principles of the Core Themes		MITIGATION ←-----→ ADAPTATION			
		Energy p14	Transport p21	Materials, Construction and Waste p27	Green Infrastructure p30
3 Look at relevant 'In Practice' sections of the guidance	The Neighbourhood p38 Creating sustainable places at larger scales				Water p33
	The Street p46 Public realm, mixed-use and commercial developments				Space & Place Design p37
	The Building p54 Detailed design measures for efficient and resilient buildings				Yes for full/reserved matters applications
4 Use the checklists and guidance to inform your design		<input checked="" type="checkbox"/> Homeowner Checklist p64 Design & Access Statement	<input checked="" type="checkbox"/> Minor Applications Checklist p72 Design & Access Statement Other documents may be required	<input checked="" type="checkbox"/> Major Applications Checklist p80 Design & Access Statement Additional documents, see p63	
5 Submit the right materials with your application to document and justify your approach		Certain applications may need additional materials submitting, in line with SBC validation requirements.			

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 / CO ₂ e	<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

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

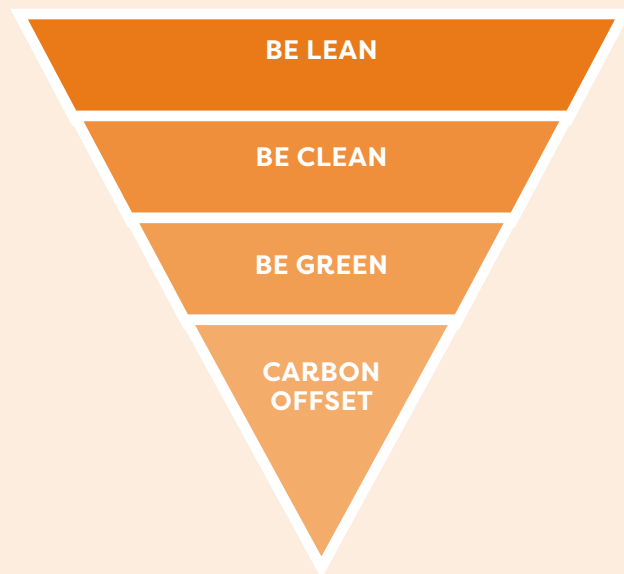


FIGURE 4: ENERGY HIERARCHY

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

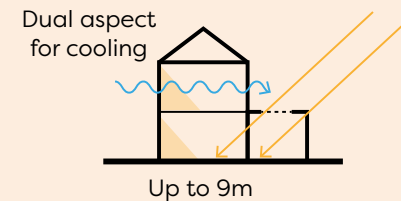
Be lean: Design buildings to be passively cooled, lit naturally and need minimal heating

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.

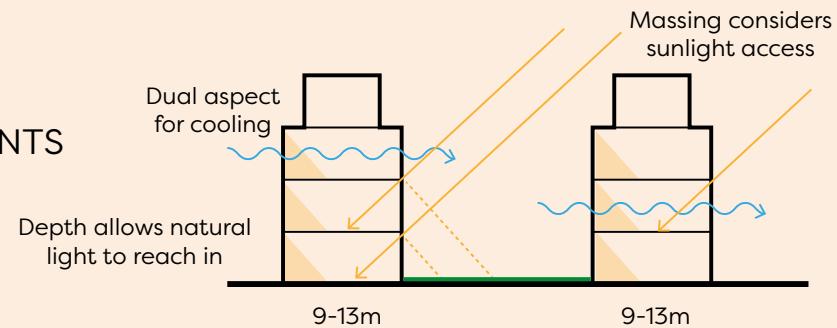
2.14 Key measures include:

- 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

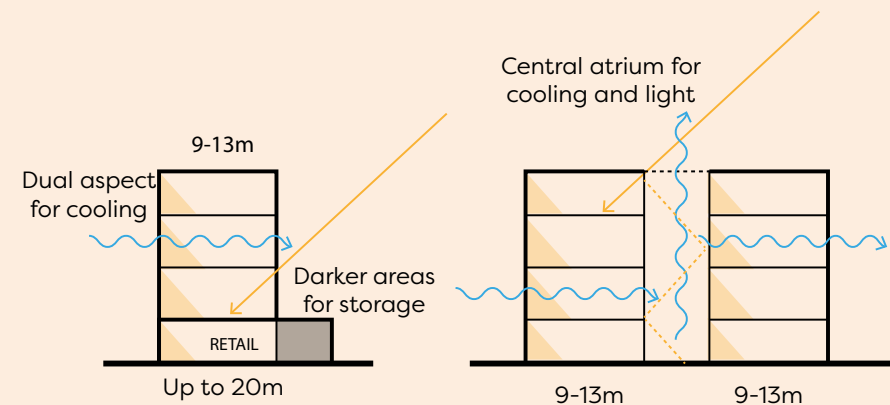


FIGURE 5: DESIGN FOR PASSIVE HEATING AND COOLING FOR DIFFERENT TYPES OF BUILDING

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

Heat Interface Unit (HIU)

Transfers heat from external distribution network to low-temp domestic sealed system. Location of metering and temperature regulation.

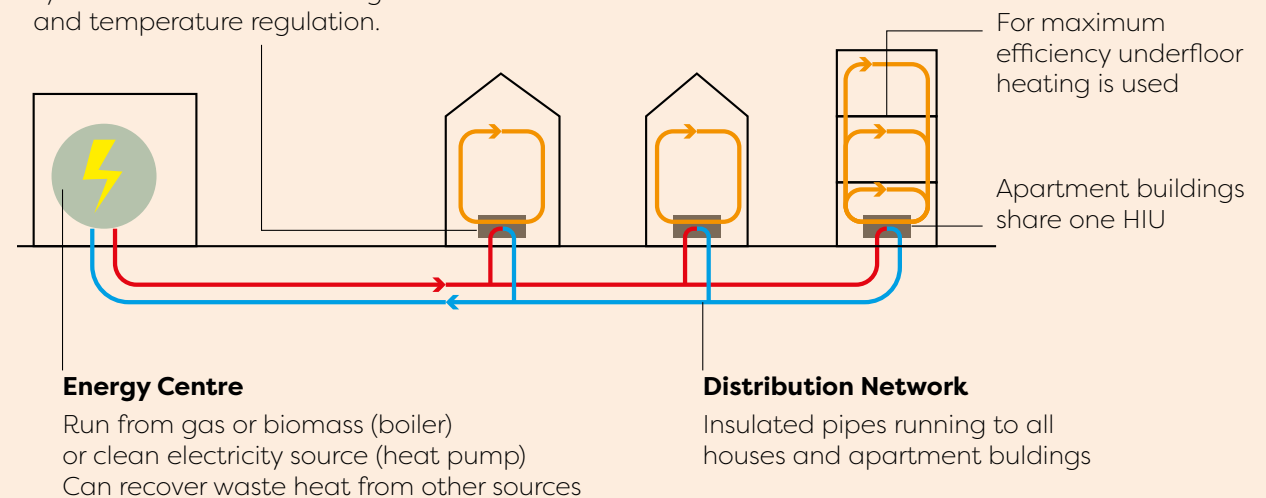


FIGURE 8: HOW HEAT NETWORKS WORK

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)

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.

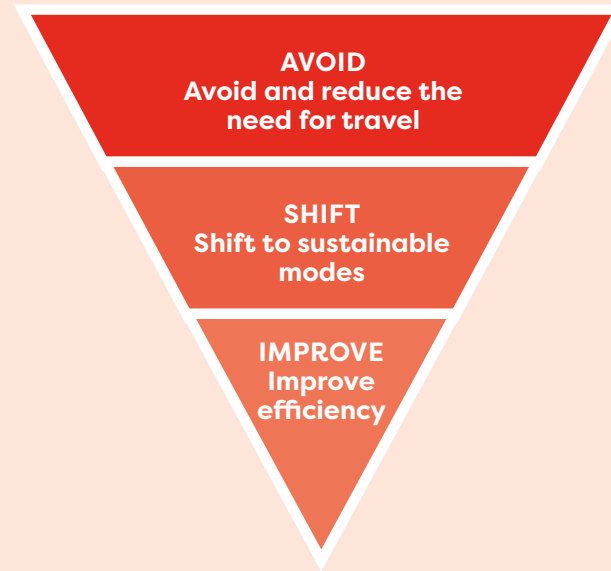


FIGURE 11: HIERARCHY FOR OVERALL APPROACH TO TRAVEL

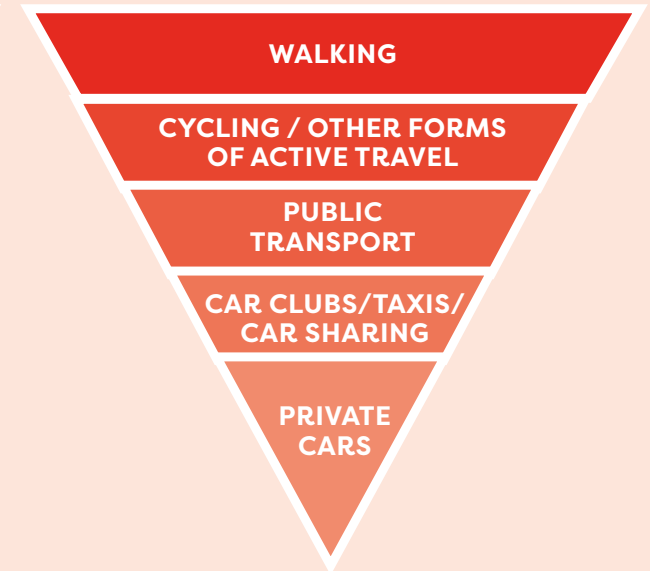


FIGURE 12: DESIGN HIERARCHY FOR MOBILITY

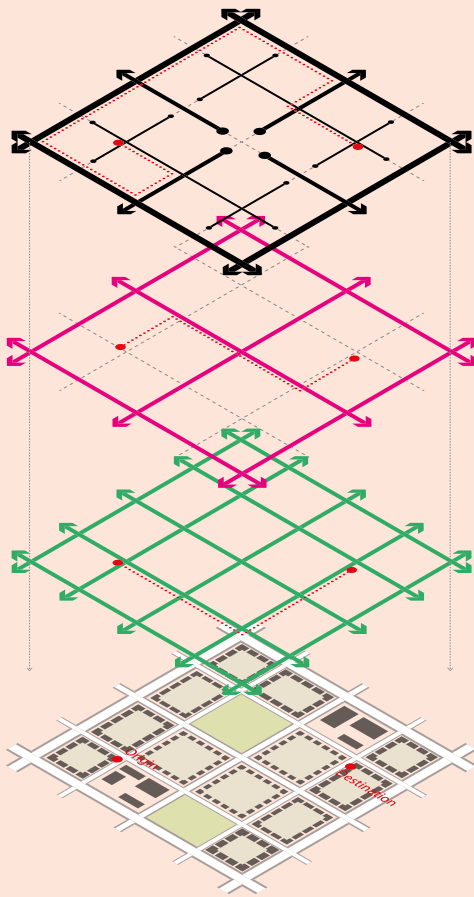
2.29 When considering the design of places to facilitate movement, design should encourage the most sustainable transport choices, with the lowest carbon emissions per unit travel. This can be done by following a hierarchy of design as set out in the diagram below:

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 53



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

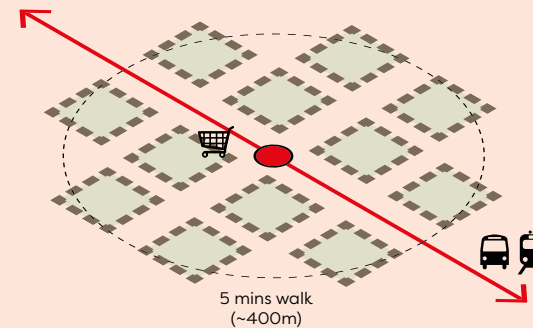
Transport

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.

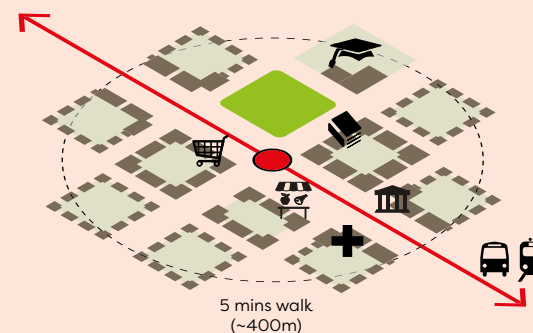
2.37 When masterplanning larger sites, mixed uses and higher densities should be located close to sustainable transport choices and active travel routes.




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



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](#)

Transport

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.

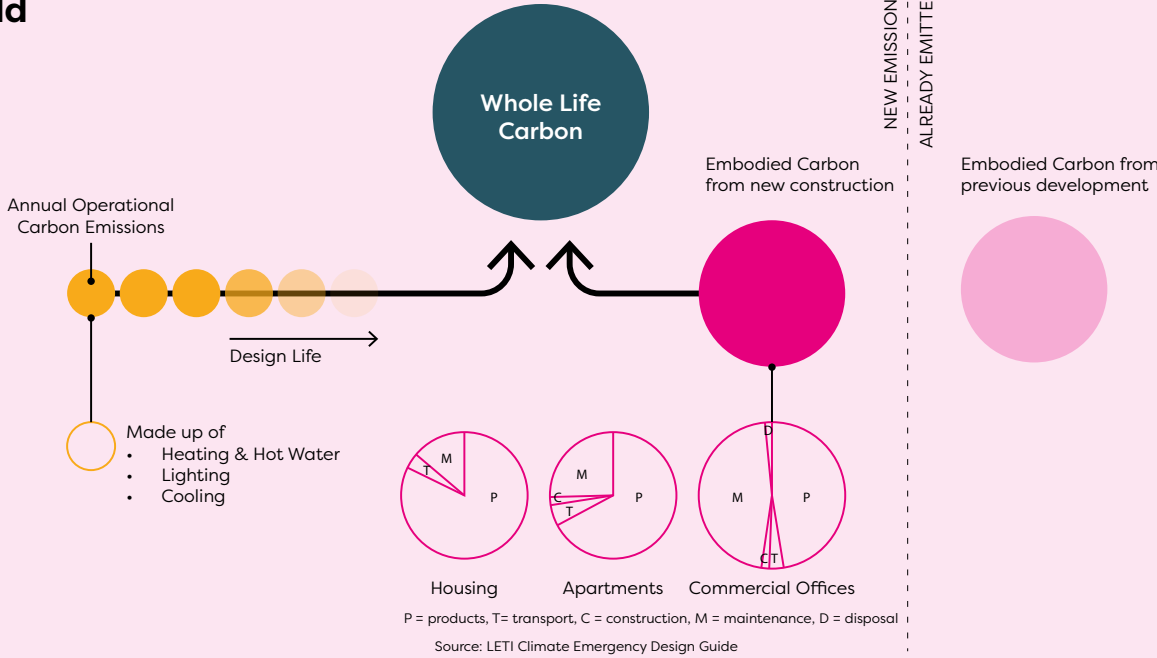
MAJOR APPLICATIONS: DEMONSTRATING SUSTAINABILITY

- RICS Whole Life Carbon Assessment

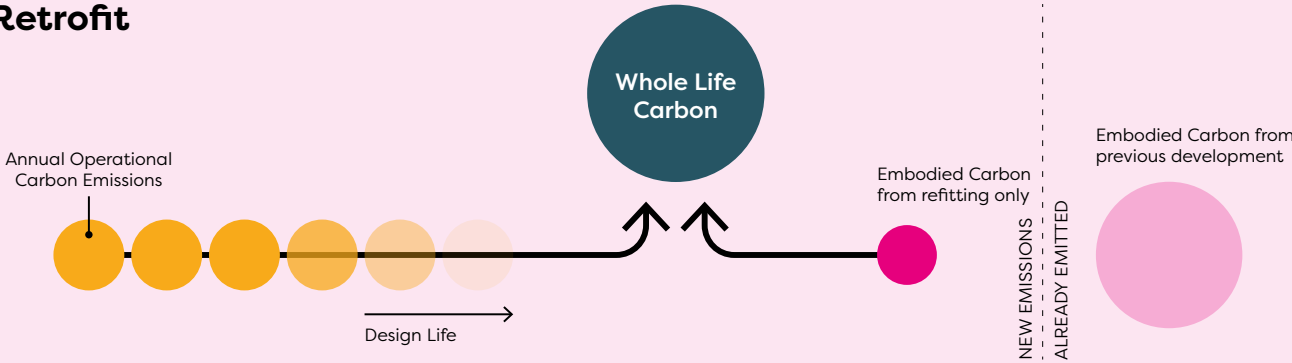
FIGURE 17: WHOLE LIFE CARBON CONSIDERATIONS FOR NEW BUILD AND RETROFIT DEVELOPMENT OPTIONS

Materials, Construction & Waste

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:

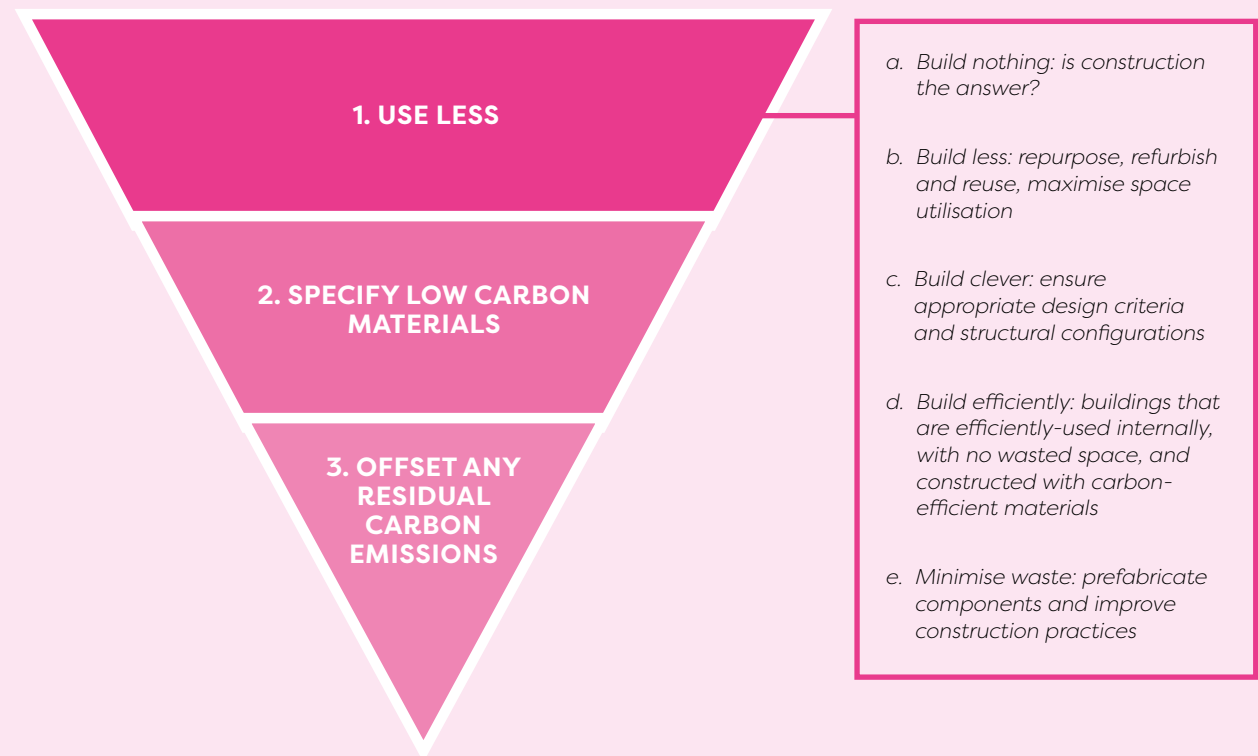
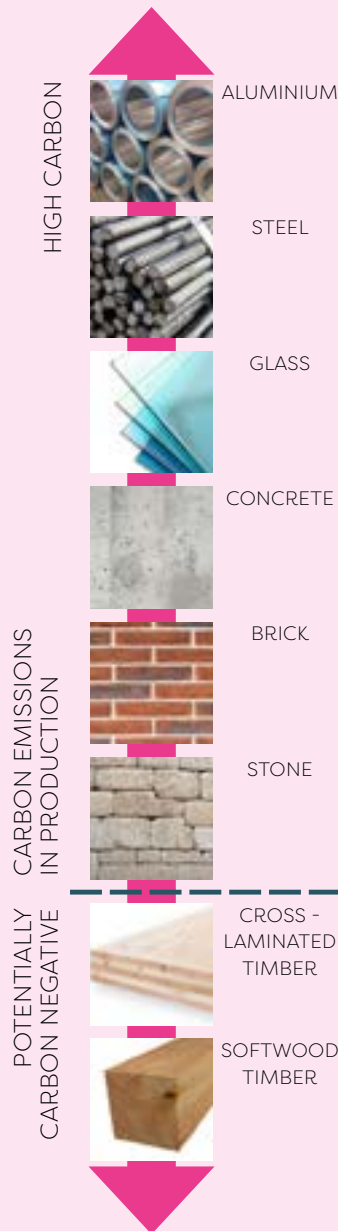


FIGURE 18: CONSTRUCTION HIERARCHY

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)



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)

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

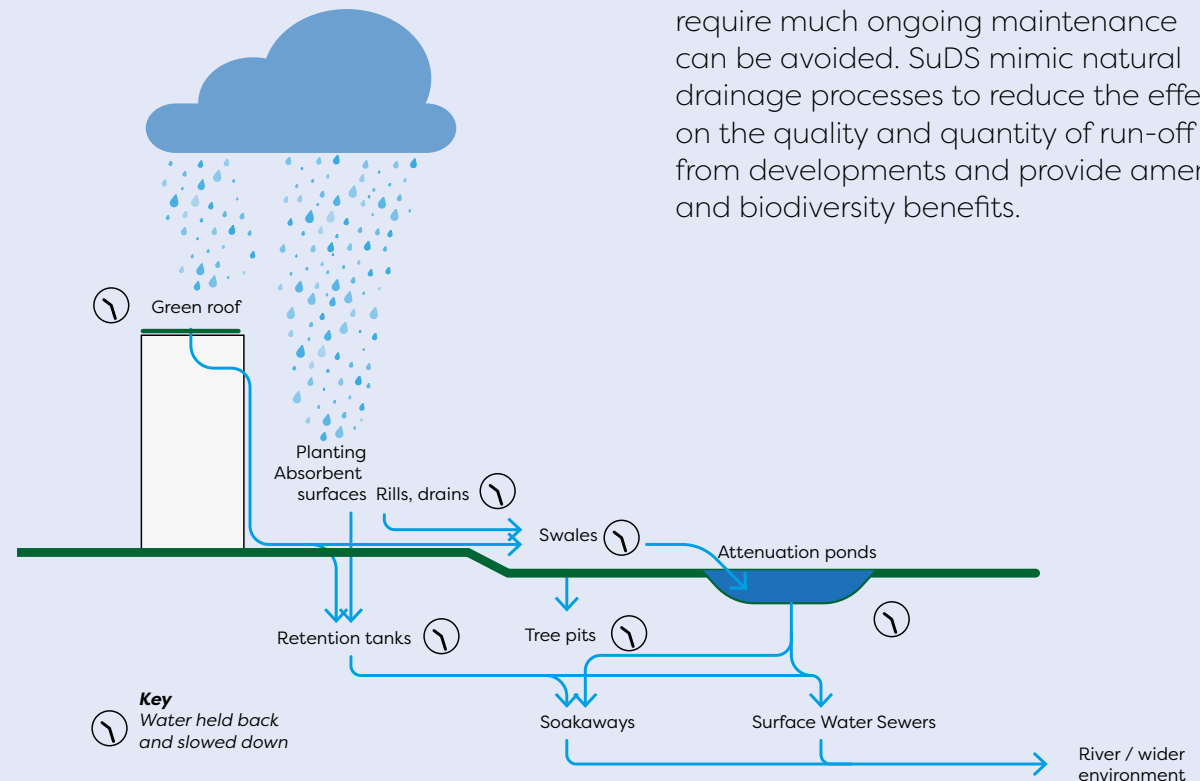
Water

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)

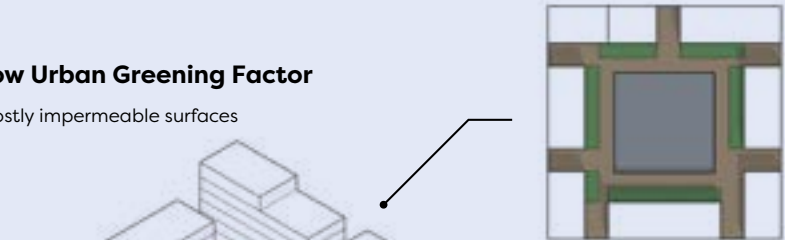
Water

Calculate your Urban Greening Factor

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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

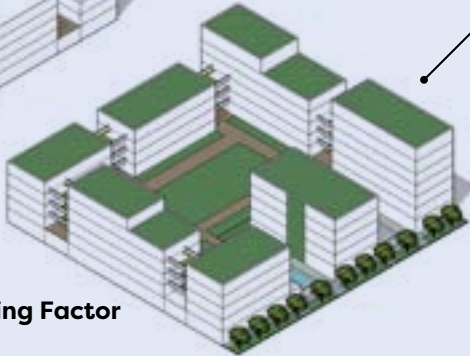


FIGURE 24: APPLYING THE URBAN GREENING FACTOR TO MAKE AN APARTMENT SCHEME MORE PERMEABLE FOR WATER

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.

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'

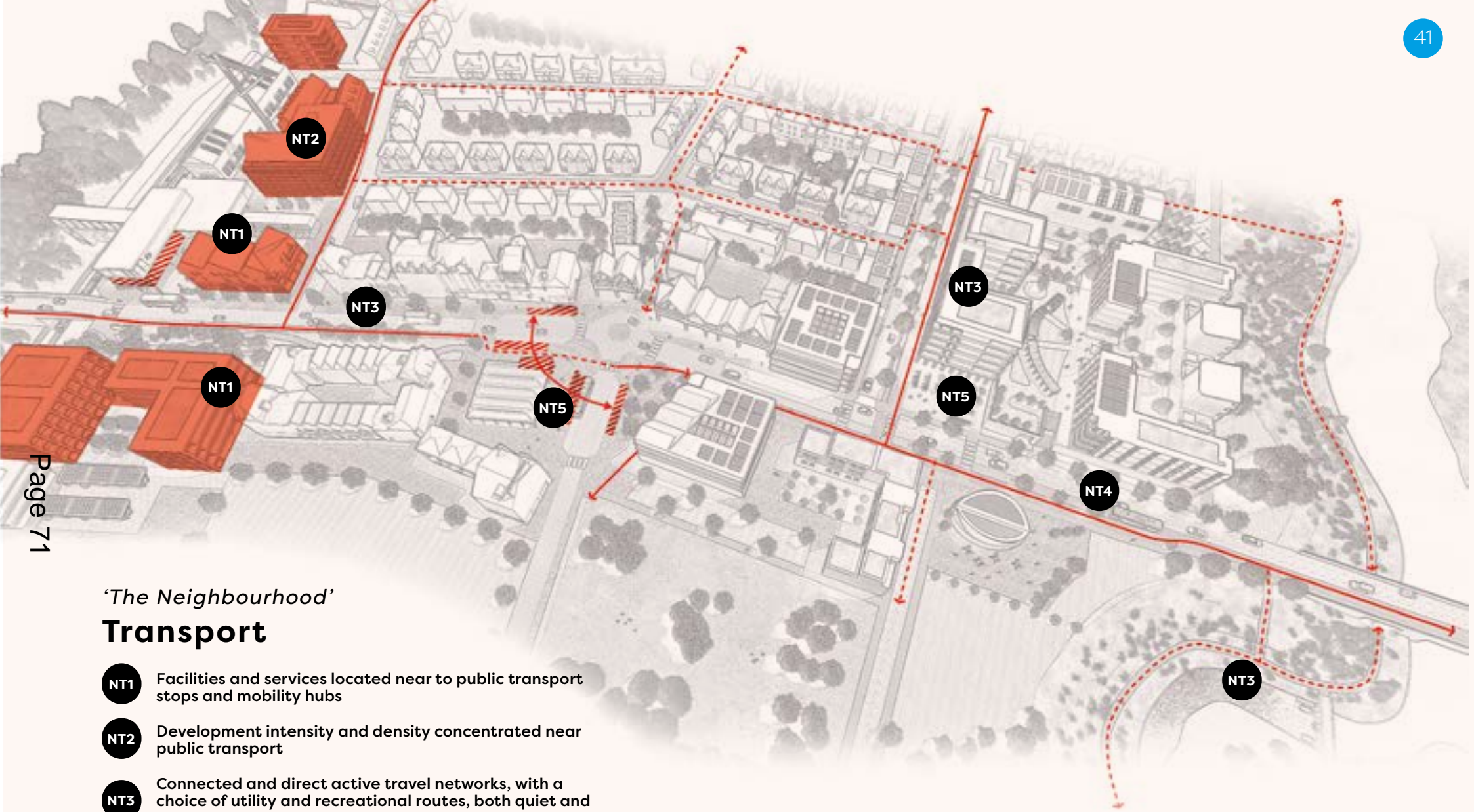
- 1 People can move around safely and conveniently by walking, cycling and other active travel means, making seamless connections to public transport for longer journeys
- 2 Facilities are available locally and concentrated near public transport so they can be accessed widely without needing a car
- 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

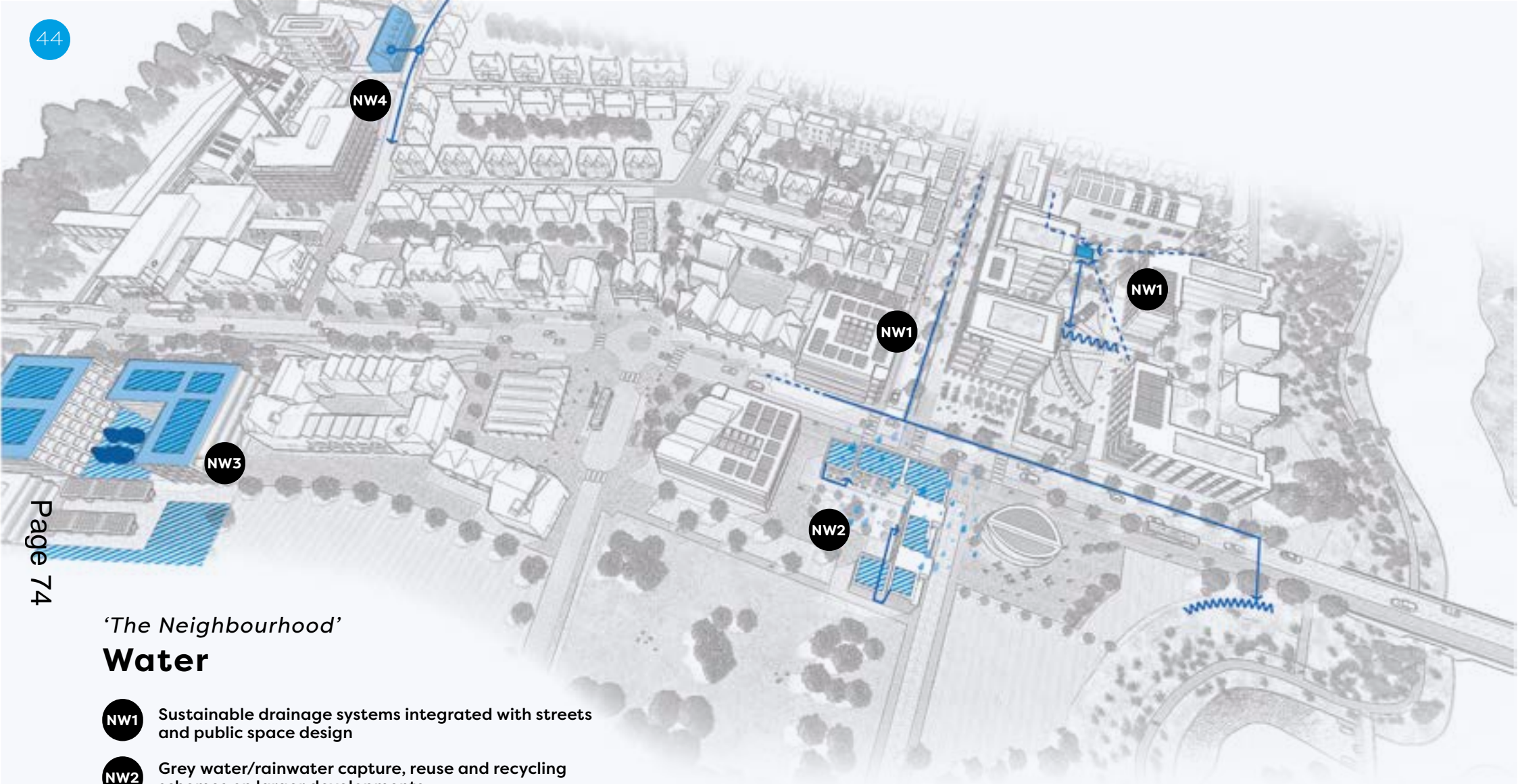
FIGURE 30: THE NEIGHBOURHOOD - MATERIALS, CONSTRUCTION & WASTE



'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'

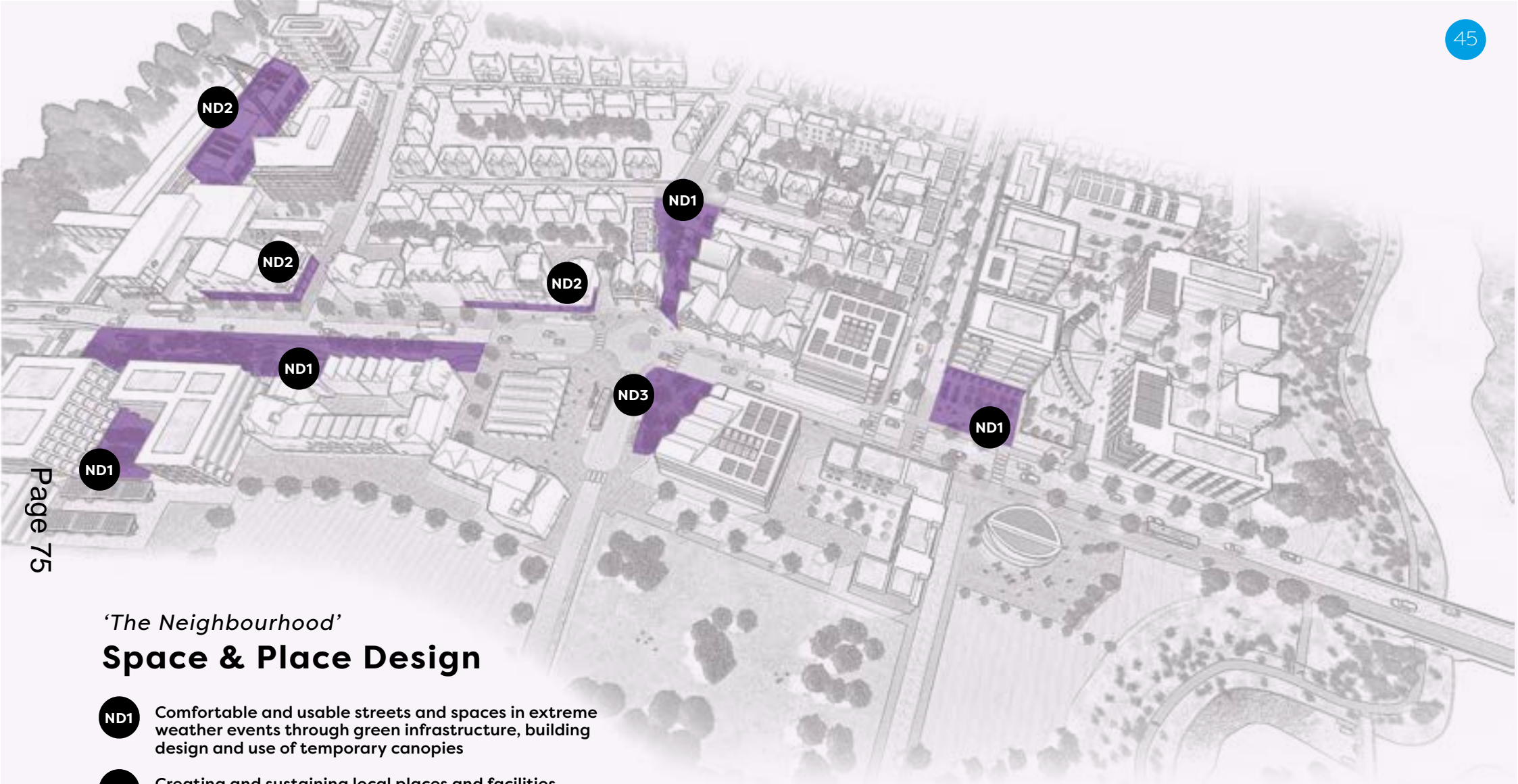
FIGURE 31: THE NEIGHBOURHOOD - GREEN INFRASTRUCTURE



'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



FIGURE 34: THE STREET

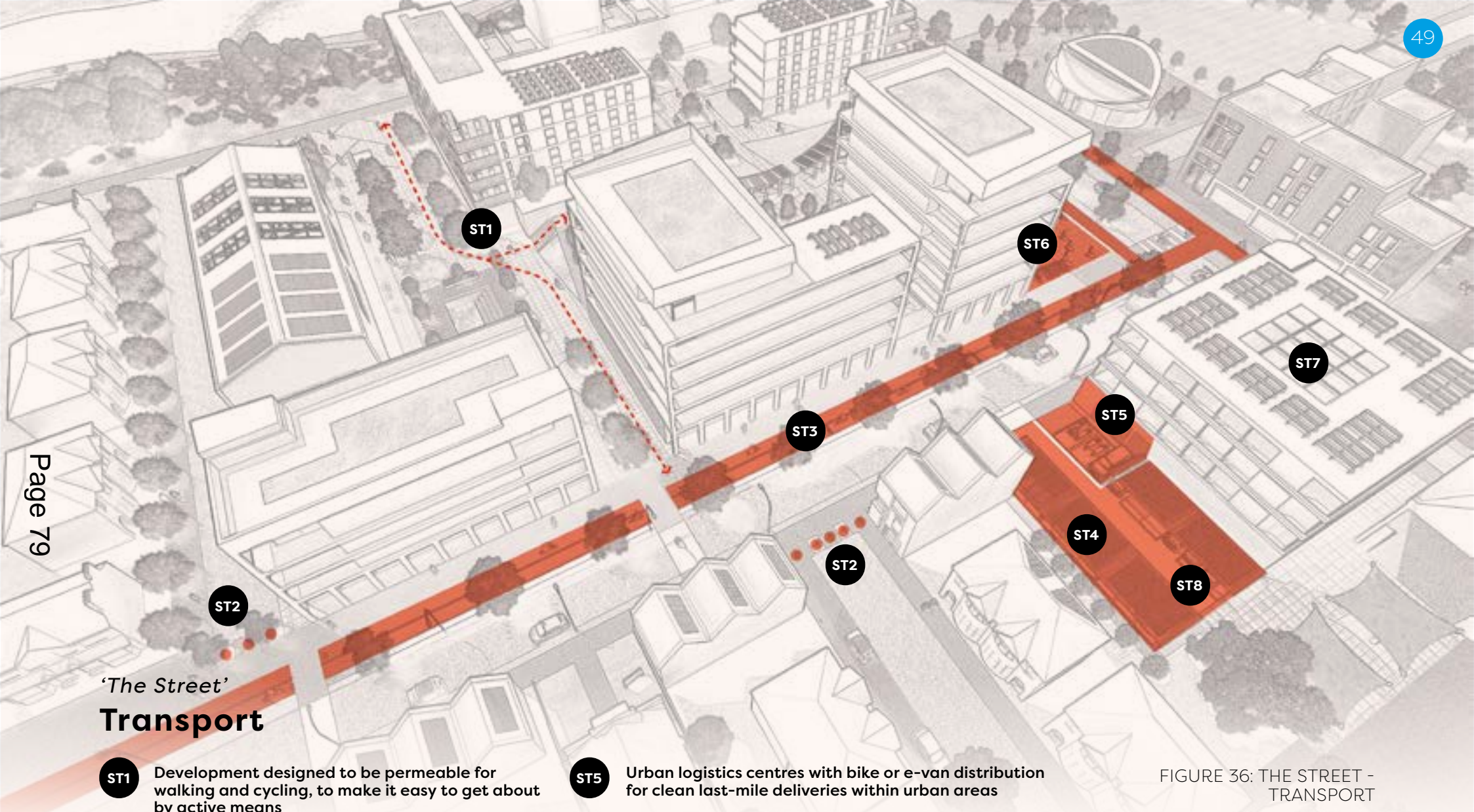
'The Street'

- 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

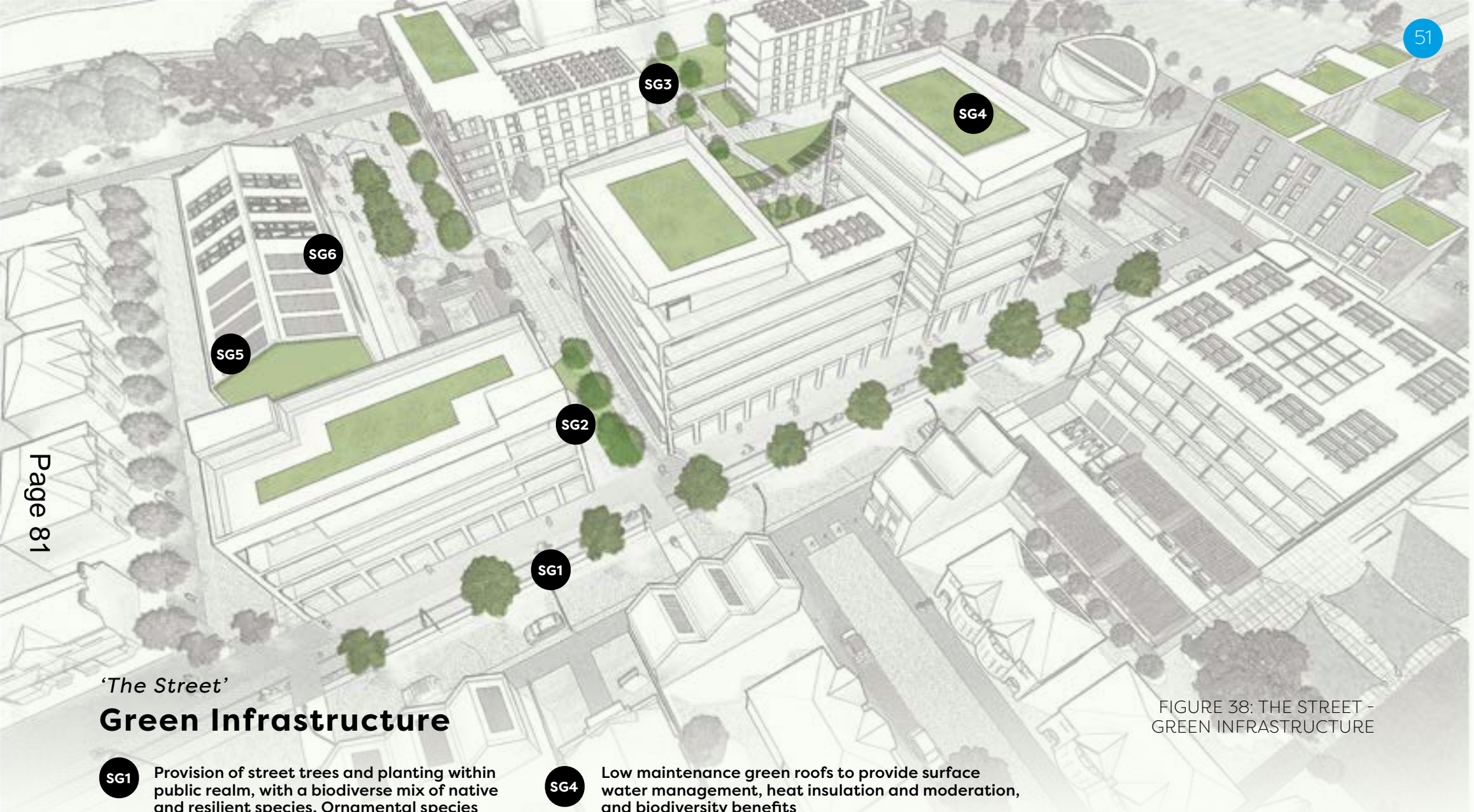
- ST5** Urban logistics centres with bike or e-van distribution for clean last-mile deliveries within urban areas
- ST6** Provision of convenient visitor cycle parking within the public realm and as part of commercial or apartment developments
- ST7** Shower and changing facilities within commercial 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



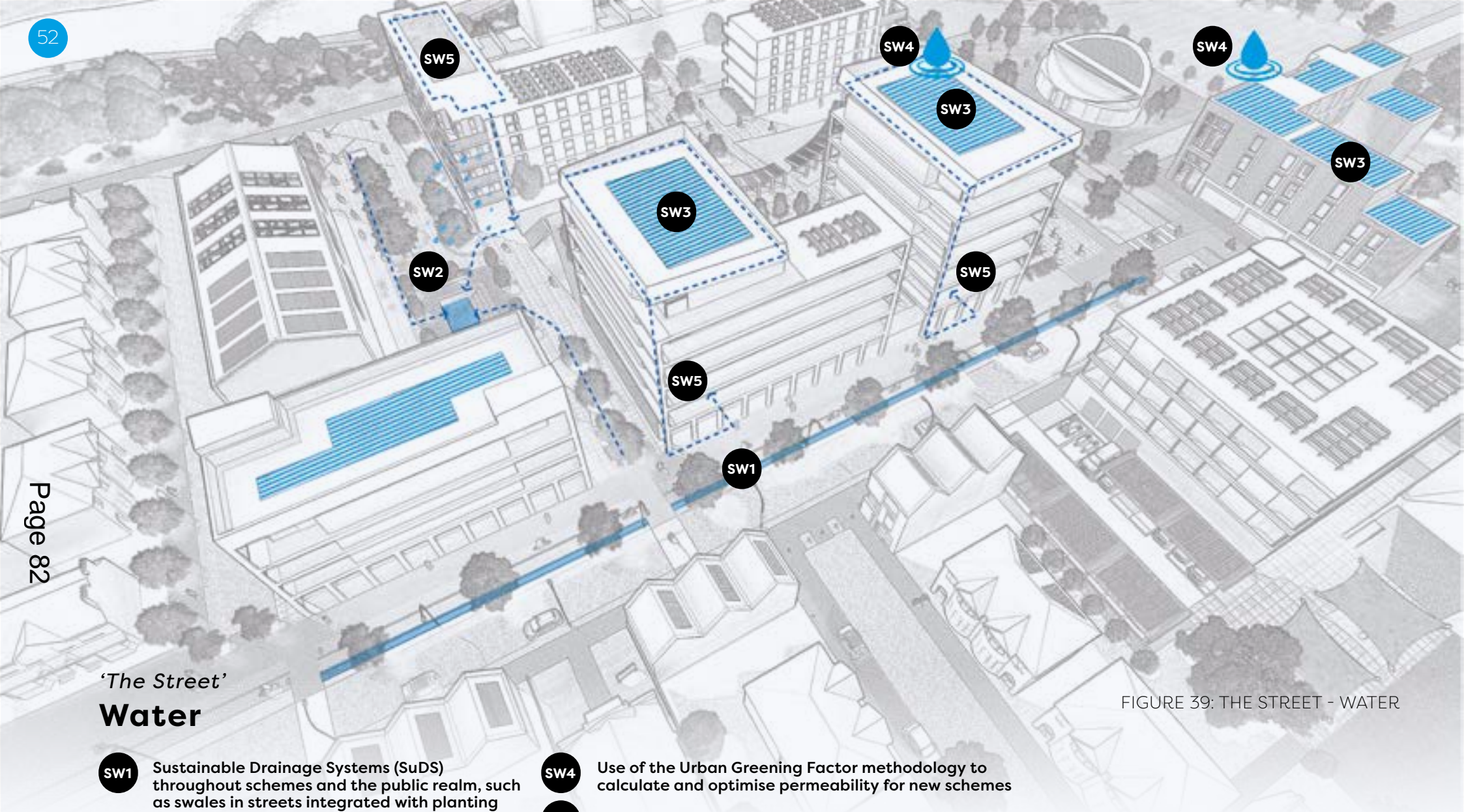
'The Street'

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

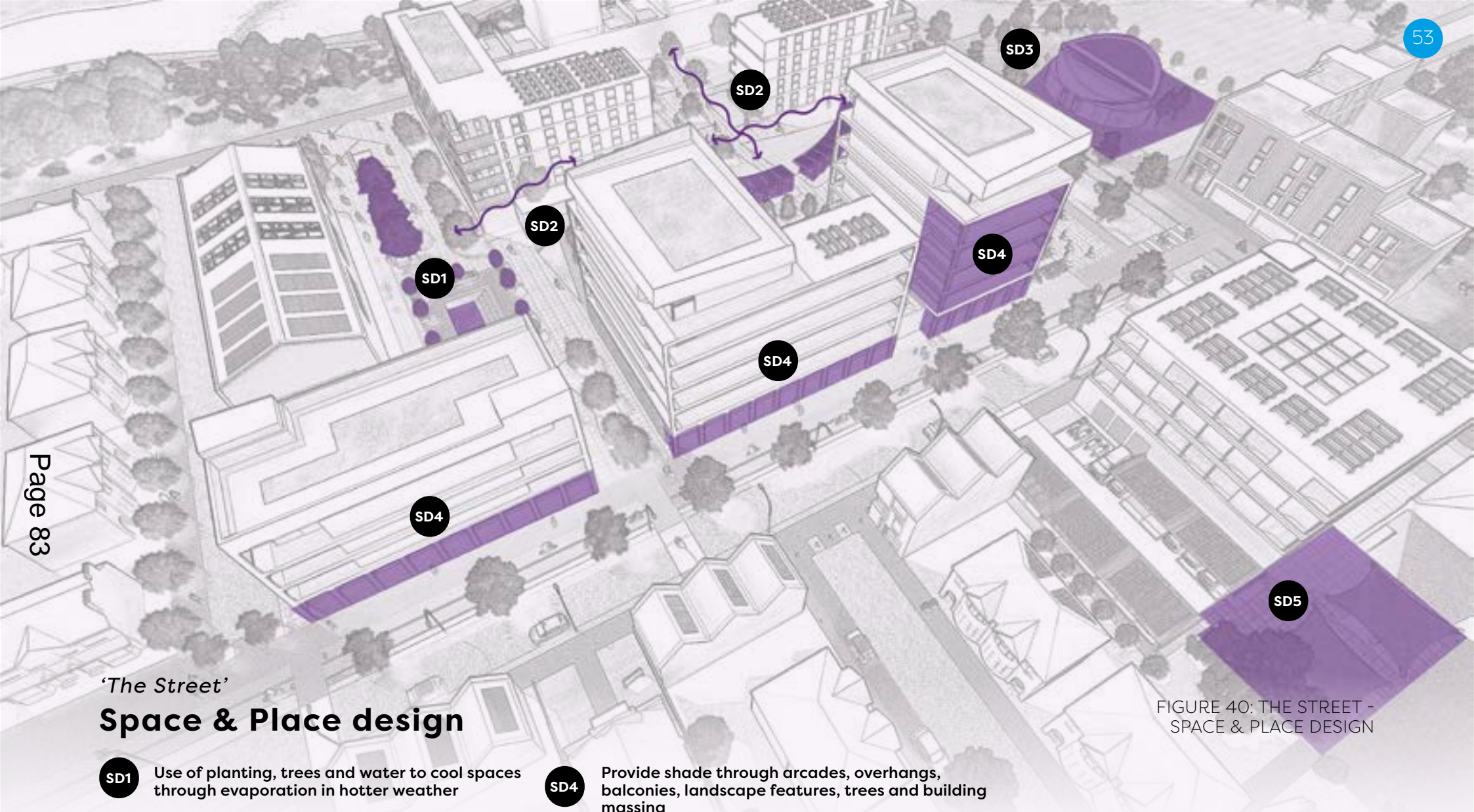


'The Street'

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
- SW4** Use of the Urban Greening Factor methodology to calculate and optimise permeability for new schemes
- 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
- SW5** Rainwater recycling systems, integrated with green roofs or other absorption systems, to provide grey water to developments for non-potable use
- SW3** Low maintenance green roofs to absorb water

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

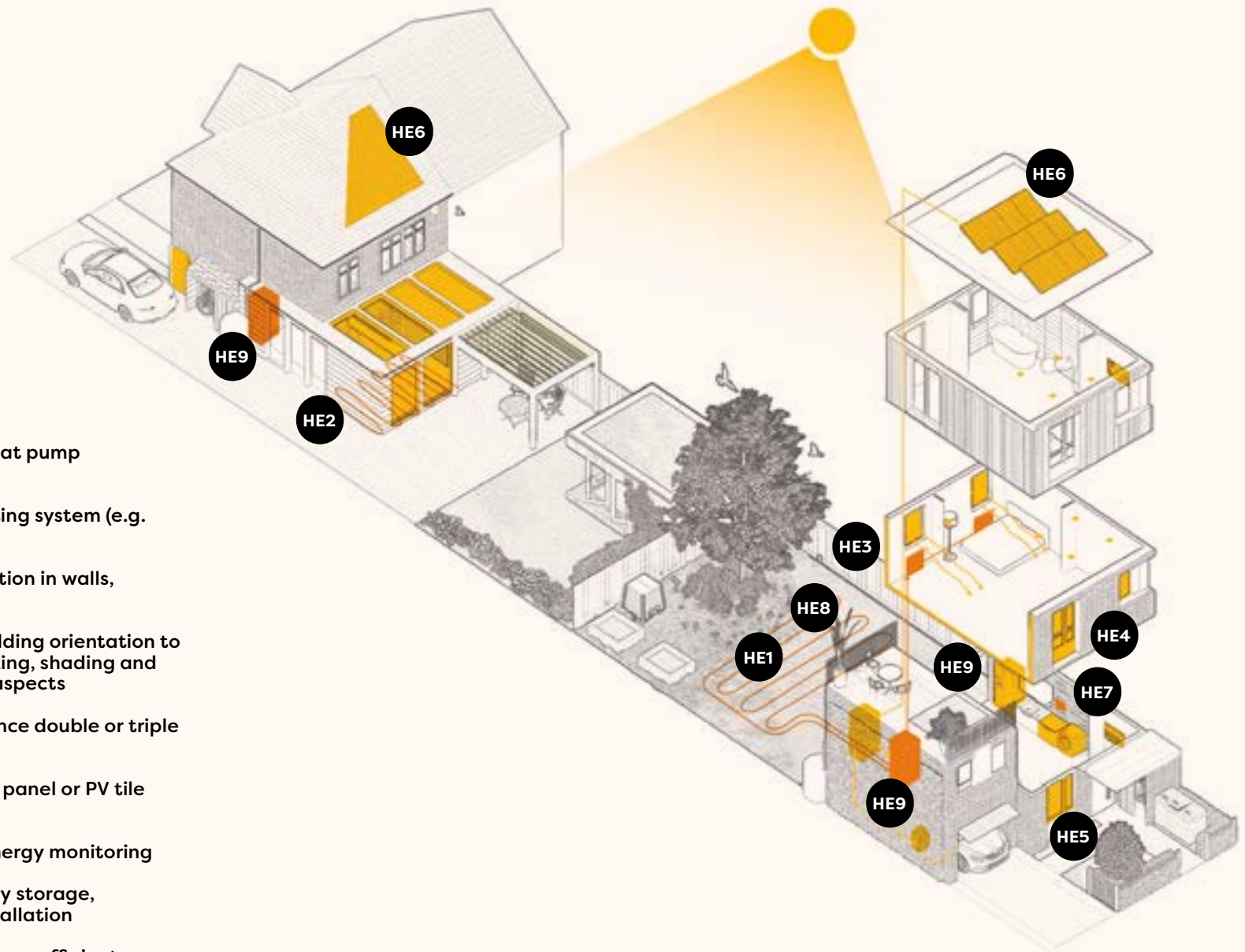


FIGURE 42: THE BUILDING - ENERGY

'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)

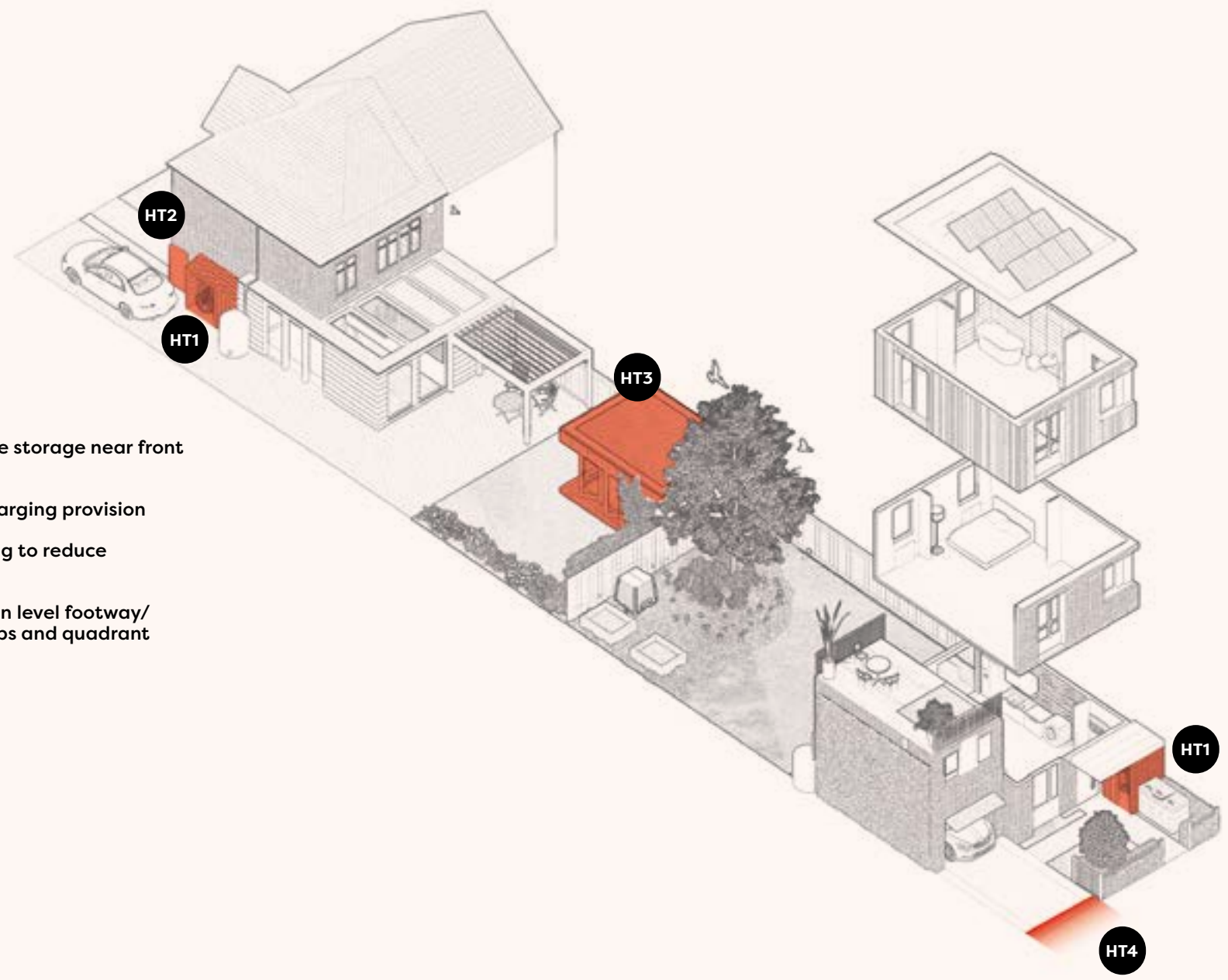


FIGURE 43: THE BUILDING - TRANSPORT

'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

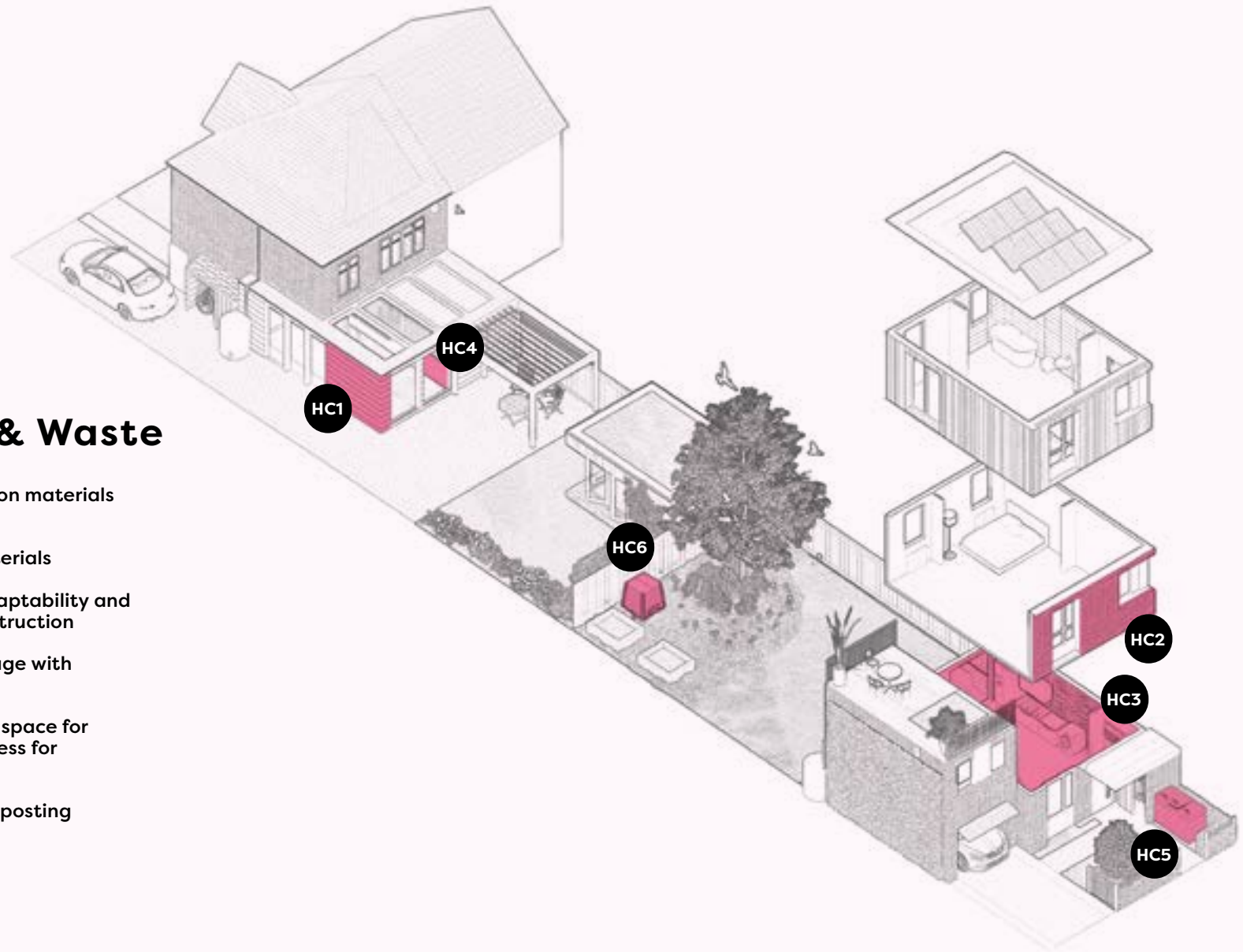


FIGURE 44: THE BUILDING - MATERIALS, CONSTRUCTION & WASTE

'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

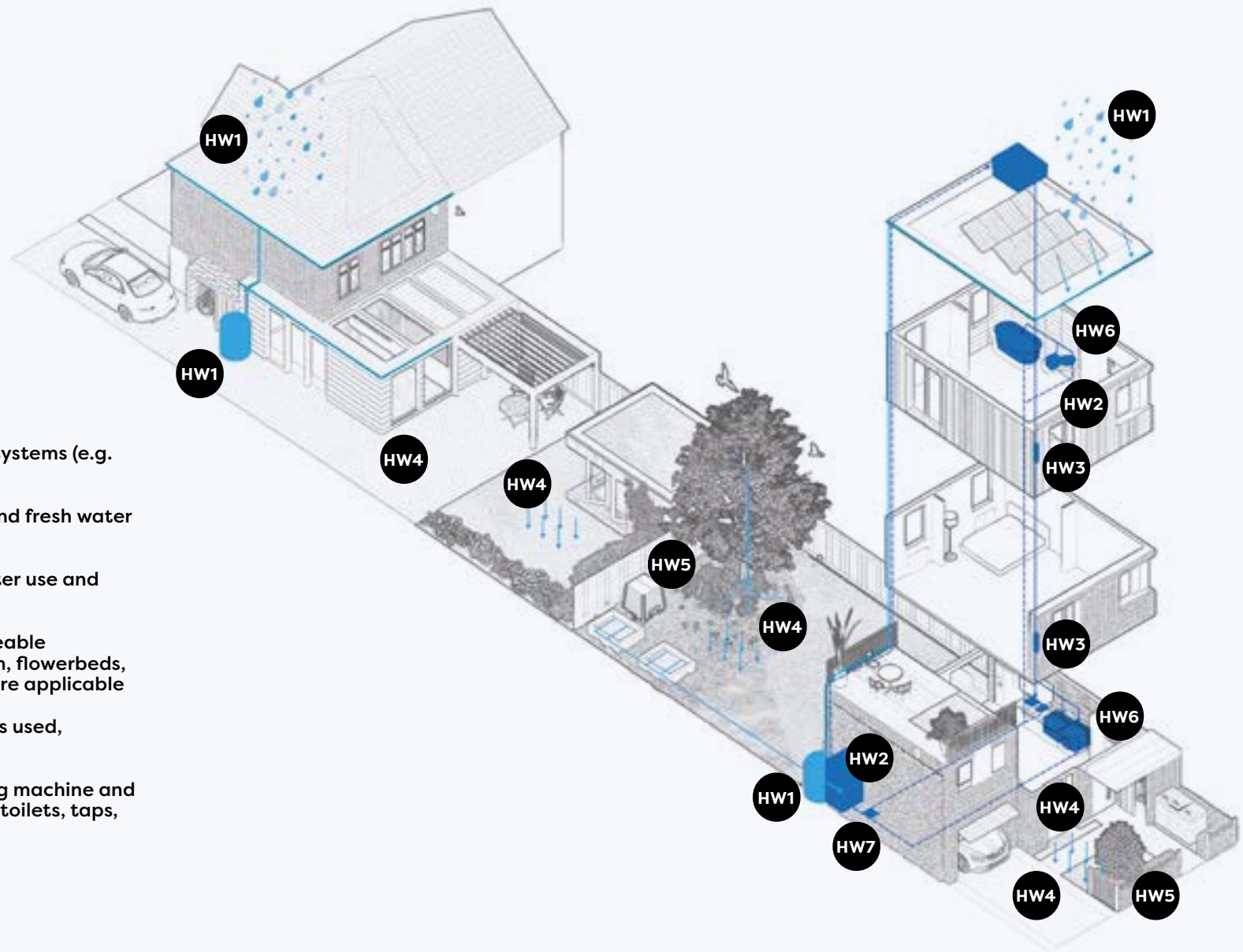


FIGURE 46: THE BUILDING - WATER

'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	<p>HE1 Air / ground source heat pump installation</p> <p>HE2 Low-temperature heating (e.g. underfloor)</p> <p>HE3 Building insulation measures</p> <p>HE4 Consideration of building orientation, ventilation, windows and shading for both solar gain and cooling</p>				
CC1: Renewable energy	<p>Where development exceeds 100m2* (e.g. for a complete new home) it is required to:</p> <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) 	<p>HE5 Double / triple glazing</p> <p>HE6 Installation of photovoltaic (solar) panels / tiles / 10% of energy demand from on-site renewables e.g. solar panels</p> <p>HE7 Install smart meter / energy monitoring</p> <p>HE9 Installation of new, energy efficient appliances e.g. boilers, lighting</p> <p>HE Other, please state</p>				

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 HT Other, please state				
CC2: Sustainable travel	Accessibility by non-car means					
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	<p>HC1 Low-carbon and/or recyclable construction materials</p> <p>HC2 Local construction materials</p> <p>HC3 Designed to be able to be adapted for needs in later life (e.g. ageing)</p> <p>HC4 Internal recycling storage with sufficient space</p> <p>HC5 External bin store with space for recycling and easy access for collection</p> <p>HC6 External space for composting</p> <p>HC Other, please state</p>				
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.					

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	<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>HG1 Bird boxes</p> <p>HG2 Bat boxes</p> <p>HG3 Bee bricks</p> <p>HG4 Hedgehog holes/highways through fences</p> <p>HG5 New and / or retained native species hedges and planting</p> <p>HG7 Green roof / walls</p> <p>HG Other, please state</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>					

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	<p>Promoting the efficient use and conservation of water resources</p> <p>Promoting measures to reduce flooding and risks from flooding</p>	<p>HW1 Rainwater harvesting systems e.g. water butts</p> <p>HW2 Separate grey water and sewerage systems</p> <p>HW3 Water use limits and smart metering</p> <p>HW4 Retain / expand permeable outdoor areas e.g. lawn, flowerbeds, permeable paving where applicable</p> <p>HW5 Drought tolerant plants used, where applicable</p> <p>HW6 Water-efficient appliances and fixings e.g. washing machine, taps</p> <p>HW7 Installation of leak detection system</p> <p>HW Other, please state</p>				

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>				
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>					

***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 HE2 Low-temperature heating (e.g. underfloor)				
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'.	HE3 Building insulation measures HE4 Consideration of building orientation, ventilation, windows and shading for both solar gain and cooling HE5 Double / triple glazing HE6 Installation of photovoltaic (solar) panels / tiles / 10% of energy demand from on-site renewables e.g. solar panels HE7 Install smart meter / energy monitoring HE9 Installation of new, energy efficient appliances e.g. boilers, lighting SE1 Connections to existing district heat networks SE3 Energy efficient/LED street lighting SE4 Central heat sources (e.g. ground/air source heat pumps serving flat complex) SE5 Dual aspect buildings maximising natural light SE7 Design of buildings to allow for passive ventilation SE9 Shading provided to prevent overheating SE12 Demand responsive building systems E Other, please state				

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				
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				
CC3: Parking provision	Secure cycle parking provision	T Other, please state				
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	<p>HC1 Low-carbon and/or recyclable construction materials</p> <p>HC2 Local construction materials</p>				
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.	<p>HC3 Designed to be able to be adapted for needs in later life (e.g. ageing)</p> <p>HC4 Internal recycling storage with sufficient space</p> <p>HC5 External bin store with space for recycling and easy access for collection</p> <p>HC6 External space for composting</p> <p>SC1 Demolition to prioritise re-use of materials</p> <p>SC2 Use of long-lasting materials especially for public realm/facilities e.g. boundary treatments</p> <p>SC3 Shared utility channels</p> <p>SC4 Consideration of future repurposing or use of buildings allowing for adaptability e.g. generous ground floor ceiling heights</p> <p>SC5 Separate facilities for Waste Recycling – enough internal space, convenient access for collection</p> <p>SC10 Design for future commercial adaptability without demolition</p> <p>C Other, please state</p>				

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 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 SG1 Street trees and planting in public areas including native plants G Other, please state				
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	<p>Promoting the efficient use and conservation of water resources</p> <p>Promoting measures to reduce flooding and risks from flooding</p>	<p>HW1 Rainwater harvesting systems e.g. water butts</p> <p>HW2 Separate grey water and sewerage systems</p> <p>HW3 Water use limits and smart metering</p> <p>HW4 Retain / expand permeable outdoor areas e.g. lawn, flowerbeds, permeable paving where applicable</p> <p>HW5 Drought tolerant plants used, where applicable</p> <p>HW6 Water-efficient appliances and fixings e.g. washing machine, taps</p> <p>HW7 Installation of leak detection system</p> <p>SW1 Use of Sustainable Urban Drainage Systems in public areas, integrated with planting</p> <p>W Other, please state</p>				

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>				
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>				

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	<p>Following the Energy Hierarchy by</p> <ol style="list-style-type: none"> 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> 	<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>
CC1: Renewable energy	<p>Where development exceeds 100m2 it is required to:</p> <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) 	<p>Retrofitting existing buildings</p> <p>Designing buildings to be passively cooled</p> <p>Designing buildings to be lit naturally</p> <p>Designing buildings to need minimal heating</p> <p>Generating renewable energy on site</p> <p>Storing renewable energy on site</p> <p>Achieving BREEAM or other appropriate accreditation or building efficiency standard</p> <p>Ongoing data monitoring or building management measures (e.g. smart metering, active heating/cooling management systems)</p> <p>Other, please state.</p>	<p>Other provision:</p> <p>.....</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	<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	<p>Assessment of whole life carbon as part of design</p> <p>Following the construction hierarchy by:</p> <ul style="list-style-type: none"> 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 <p>Choosing appropriate materials for:</p> <ul style="list-style-type: none"> a) Hot weather events so as to mitigate overheating b) Permeable materials for public realm to absorb surface water 	<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>
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.	<ul style="list-style-type: none"> b) Construction waste management plans which recycle and retain materials on site, where possible <p>Other, please state.</p>	<p>Other provision:</p> <p>.....</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	<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>
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>

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:

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>
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>Design and layout of public and private spaces to mitigate effect of extreme heat events</p> <p>Use of high quality materials for assisting with temperature regulation/ future adaptability as a result of the effects of climate change</p> <p>Creation of water and natural habitats within public areas of open space to create distinctive places for people to visit</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> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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>Other provision:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>





Climate SPD Consultation 2024



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.



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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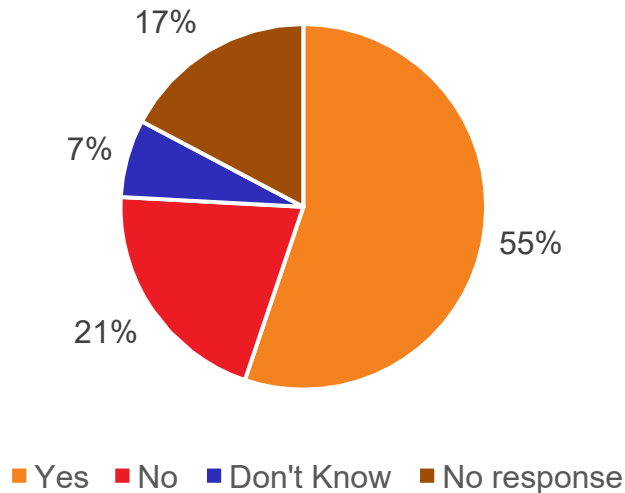
Breakdown of responses

Section 2: Accessibility and layout

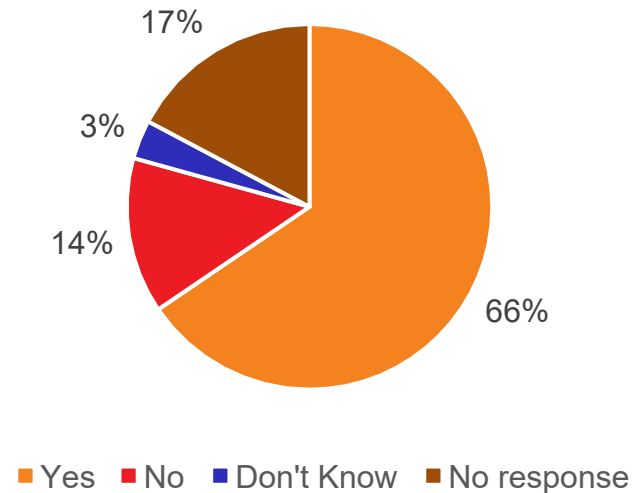
Overall, the feedback to the accessibility and layout of the document was generally positive. There were a few suggestions that have been addressed and integrated into the changes made to the document.

Page 123

Clear language and technical terms explained in an accessible way



Are the diagrams easy to understand and provide sufficient detail?



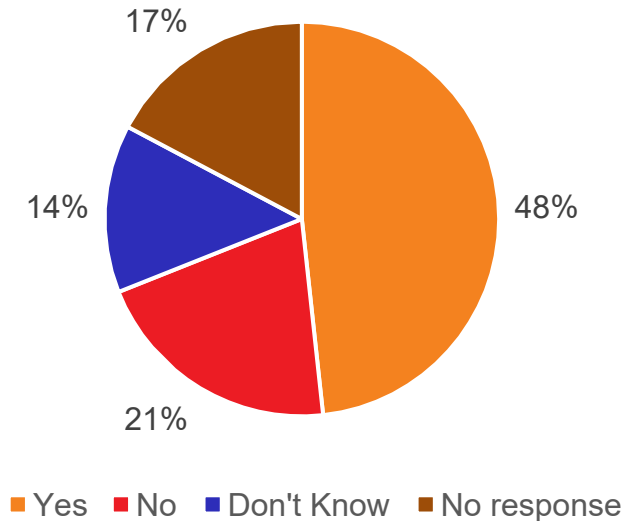
Breakdown of responses

Section 2: Accessibility and layout

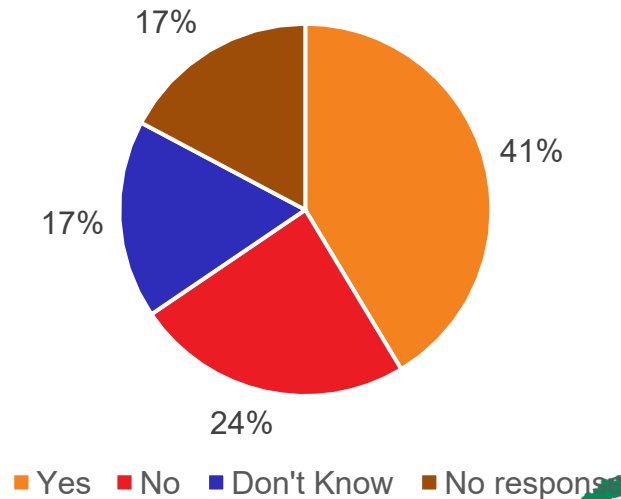
Overall, the feedback to the accessibility and layout of the document was generally positive. There were a few suggestions that have been addressed and integrated into the changes made to the document.

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

Page 124



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



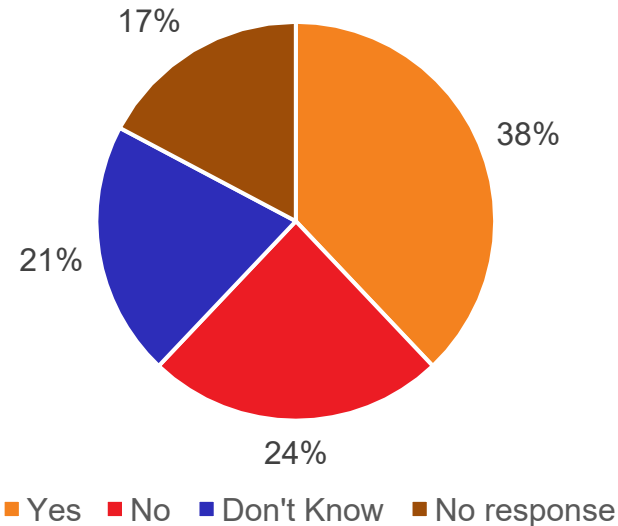
Breakdown of responses

Section 3: Checklists

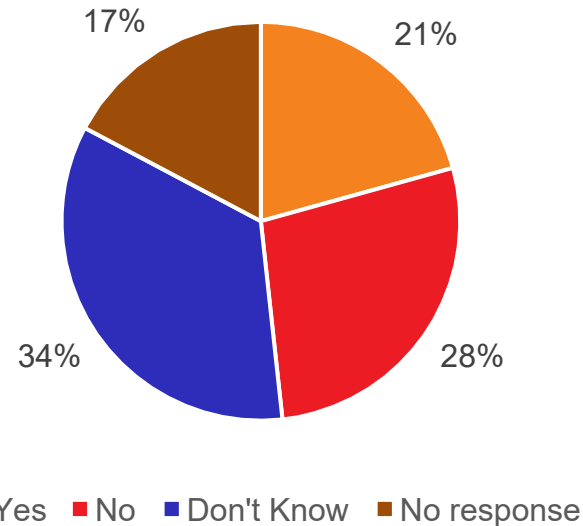
Overall, the feedback on the checklists had more of a mixed response, although overall positive. There were a few suggestions that have been addressed and integrated into the changes made to the document.

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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?

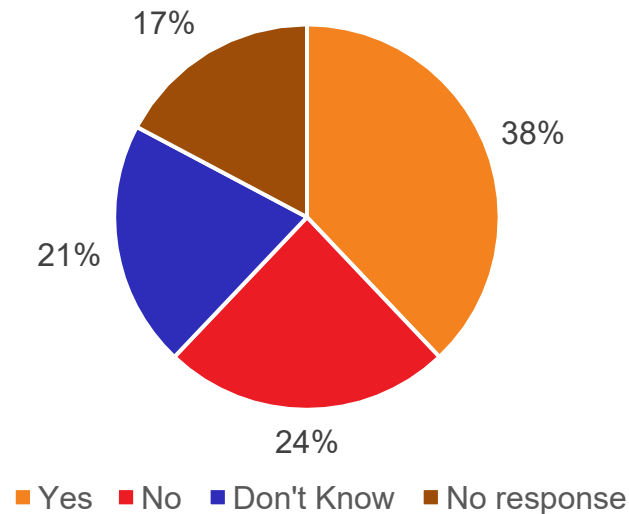


Breakdown of responses

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

| 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	<p>HE1 Air / ground source heat pump installation</p> <p>HE2 Low-temperature heating (e.g. underfloor)</p> <p>HE3 Building insulation measures</p> <p>HE4 Consideration of building orientation, ventilation, windows and shading for both solar gain and cooling</p>				
CC1: Renewable energy	<p>Where development exceeds 100m²* (e.g. for a complete new home) it is required to:</p> <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) 	<p>HE5 Double / triple glazing</p> <p>HE6 Installation of photovoltaic (solar) panels / tiles / 10% of energy demand from on-site renewables e.g. solar panels</p> <p>HE7 Install smart meter / energy monitoring</p> <p>HE9 Installation of new, energy efficient appliances e.g. boilers, lighting</p> <p>HE Other, please state</p>				

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 HT Other, please state				
CC2: Sustainable travel	Accessibility by non-car means					
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	<p>HC1 Low-carbon and/or recyclable construction materials</p> <p>HC2 Local construction materials</p> <p>HC3 Designed to be able to be adapted for needs in later life (e.g. ageing)</p> <p>HC4 Internal recycling storage with sufficient space</p> <p>HC5 External bin store with space for recycling and easy access for collection</p> <p>HC6 External space for composting</p> <p>HC Other, please state</p>				
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.					

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	<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>HG1 Bird boxes</p> <p>HG2 Bat boxes</p> <p>HG3 Bee bricks</p> <p>HG4 Hedgehog holes/highways through fences</p> <p>HG5 New and / or retained native species hedges and planting</p> <p>HG7 Green roof / walls</p> <p>HG Other, please state</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>					

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	<p>Promoting the efficient use and conservation of water resources</p> <p>Promoting measures to reduce flooding and risks from flooding</p>	<p>HW1 Rainwater harvesting systems e.g. water butts</p> <p>HW2 Separate grey water and sewerage systems</p> <p>HW3 Water use limits and smart metering</p> <p>HW4 Retain / expand permeable outdoor areas e.g. lawn, flowerbeds, permeable paving where applicable</p> <p>HW5 Drought tolerant plants used, where applicable</p> <p>HW6 Water-efficient appliances and fixings e.g. washing machine, taps</p> <p>HW7 Installation of leak detection system</p> <p>HW Other, please state</p>				

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>				
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>					

***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.

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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 HE2 Low-temperature heating (e.g. underfloor)				
CC1: Renewable energy	Development of more than 1 dwelling, and development exceeding 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) Encouraging renewable energy equipment installation, sustainable construction materials, encouraging developments to attain high energy efficiency rates e.g. BREEAM 'very good'.	HE3 Building insulation measures HE4 Consideration of building orientation, ventilation, windows and shading for both solar gain and cooling HE5 Double / triple glazing HE6 Installation of photovoltaic (solar) panels / tiles / 10% of energy demand from on-site renewables e.g. solar panels HE7 Install smart meter / energy monitoring HE9 Installation of new, energy efficient appliances e.g. boilers, lighting SE1 Connections to existing district heat networks SE3 Energy efficient/LED street lighting SE4 Central heat sources (e.g. ground/air source heat pumps serving flat complex) SE5 Dual aspect buildings maximising natural light SE7 Design of buildings to allow for passive ventilation SE9 Shading provided to prevent overheating SE12 Demand responsive building systems E Other, please state				

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				
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				
CC3: Parking provision	Secure cycle parking provision	T Other, please state				
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	<p>HC1 Low-carbon and/or recyclable construction materials</p> <p>HC2 Local construction materials</p>				
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.	<p>HC3 Designed to be able to be adapted for needs in later life (e.g. ageing)</p> <p>HC4 Internal recycling storage with sufficient space</p> <p>HC5 External bin store with space for recycling and easy access for collection</p> <p>HC6 External space for composting</p> <p>SC1 Demolition to prioritise re-use of materials</p> <p>SC2 Use of long-lasting materials especially for public realm/facilities e.g. boundary treatments</p> <p>SC3 Shared utility channels</p> <p>SC4 Consideration of future repurposing or use of buildings allowing for adaptability e.g. generous ground floor ceiling heights</p> <p>SC5 Separate facilities for Waste Recycling – enough internal space, convenient access for collection</p> <p>SC10 Design for future commercial adaptability without demolition</p> <p>C Other, please state</p>				

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 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 SG1 Street trees and planting in public areas including native plants G Other, please state				
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	<p>Promoting the efficient use and conservation of water resources</p> <p>Promoting measures to reduce flooding and risks from flooding</p>	<p>HW1 Rainwater harvesting systems e.g. water butts</p> <p>HW2 Separate grey water and sewerage systems</p> <p>HW3 Water use limits and smart metering</p> <p>HW4 Retain / expand permeable outdoor areas e.g. lawn, flowerbeds, permeable paving where applicable</p> <p>HW5 Drought tolerant plants used, where applicable</p> <p>HW6 Water-efficient appliances and fixings e.g. washing machine, taps</p> <p>HW7 Installation of leak detection system</p> <p>SW1 Use of Sustainable Urban Drainage Systems in public areas, integrated with planting</p> <p>W Other, please state</p>				

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>				
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>				

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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>
CONSTRUCTION & WASTE			
EN1: Design of new development	Incorporate provision for the storage of waste and recyclable materials	<p>Assessment of whole life carbon as part of design</p> <p>Following the construction hierarchy by:</p> <ul style="list-style-type: none"> 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 <p>Choosing appropriate materials for:</p> <ul style="list-style-type: none"> a) Hot weather events so as to mitigate overheating b) Permeable materials for public realm to absorb surface water 	<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>
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.	<ul style="list-style-type: none"> b) Construction waste management plans which recycle and retain materials on site, where possible <p>Other, please state.</p>	<p>Other provision:</p> <p>.....</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	<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			
<p>EN8: Protecting and improving the landscape & biodiversity</p>	<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>SP6: Maintaining and improving the environment</p>	<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>

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>
WATER			
<p>SP7: Climate change and transport</p>	<p>Promoting the efficient use and conservation of water resources</p> <p>Promoting measures to reduce flooding and risks from flooding</p>	<p>Sustainable Drainage Systems integrated within streets, public spaces and throughout schemes</p> <p>Calculation of Urban Greening Factor and consideration of how it has been maximised</p> <p>Water efficiency measures, water use targets and water meters across new development schemes.</p> <p>Rainwater / 'greywater' capture and re-use recycling schemes</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> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Other provision:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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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>
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>Design and layout of public and private spaces to mitigate effect of extreme heat events</p> <p>Use of high quality materials for assisting with temperature regulation/ future adaptability as a result of the effects of climate change</p> <p>Creation of water and natural habitats within public areas of open space to create distinctive places for people to visit</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> <p>.....</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>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>	Other, please state.	<p>Other provision:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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STATEMENT OF ADOPTION OF LOCAL DEVELOPMENT DOCUMENTS
Planning and Compulsory Purchase Act 2004 (as amended)
The Town and Country Planning (Local Planning) (England) Regulations 2012
(as amended)

Notice of adoption of:
Climate Change Supplementary Planning Document (April 2024)

NOTICE is hereby given that in accordance with Regulation 14 and Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), at its meeting on 25 April 2024, Spelthorne Borough Council formally adopted the Climate Change Supplementary Planning Document (SPD).

The Climate Change SPD has been prepared to build upon and provide more detailed guidance for the application of Policies SP7 'Climate Change and Transport', CC1 'Renewable Energy', CC2 'Sustainable Travel', and CC3 'Parking Provision' of the Core Strategy 2009. It has also been prepared so that when Policy PS1 'Responding to the Climate Emergency' of the emerging Local Plan comes into force upon its adoption, although it will need to be updated with relevant references and necessary changes as the underlying policy framework may change, the core principles and guidance on implementation remain the same.

It explains what developers need to do to meet the requirements of policies within the Development Plan for Spelthorne. It is therefore an important document to help deliver the spatial vision and objectives of the Core Strategy and emerging Local Plan, particularly in terms of leading the way in high quality sustainable development that minimises the adverse impacts of climate change.

The Climate Change SPD was the subject of public consultation for four weeks between 18 September 2023 and 16 October 2023. A Consultation Statement setting out details on how the community was engaged in preparing each of the documents has been produced, which is available on the website or in paper form at the various deposit venues as set out below.

Any person aggrieved by the adoption of the Climate Change SPD may make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004 on the grounds that:

- The document is not within the appropriate power; and/or
- A procedural requirement has not been complied with.

Any such application must be made to the Court not later than 3 months starting from the adoption date (in this particular case, 25 April 2024).

Inspection of the Documents

The Supplementary Planning Document can be viewed online at:

<https://www.spelthorne.gov.uk/SPD>

Paper copies can be inspected at the following venues:

- Spelthorne Borough Council, Knowle Green, Staines, TW18 1XB. Monday to Thursday 9am – 5pm and Friday 9am – 12pm (by appointment).

- Sunbury, Ashford, Staines, Stanwell and Shepperton libraries during normal opening hours. Please see www.surreycc.gov.uk for their opening times.

For further information about the Climate Change SPD, please contact the Strategic Planning Team on 01784 451 499 or e-mail – planning.policy@spelthorne.gov.uk

CONSULTATION STATEMENT

CLIMATE CHANGE SUPPLEMENTARY PLANNING DOCUMENT

Prepared under Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012

1. Purpose and Background

1.1. This Consultation Statement has been prepared in line with Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012, which states that, before a council adopts a Supplementary Planning Document (SPD), it must produce a statement setting out:

- i. the persons the local planning authority consulted when preparing the supplementary planning document;
- ii. a summary of the main issues raised by those persons; and
- iii. how those issues have been addressed in the supplementary planning document.

1.2. The Planning and Compulsory Purchase Act 2004 sets out the requirements for preparing Local Development Documents as part of the new planning system. This enables SPDs to be prepared to expand upon existing planning policy. The Climate Change SPD has been prepared to build upon and provide more detailed guidance for the application of Policies SP7 'Climate Change and Transport', CC1 'Renewable Energy', CC2 'Sustainable Travel', and CC3 'Parking Provision' of the Core Strategy 2009. It has also been prepared so that when Policy PS1 'Responding to the Climate Emergency' of the emerging Local Plan comes into force upon its adoption, although it will need to be updated with relevant references and necessary changes as the underlying policy framework may change, the core principles and guidance on implementation remain the same.

1.3. The SPD covers the following key topics:

- Energy
- Transport
- Materials, Construction and Waste
- Green Infrastructure
- Water
- Space & Place Design

1.4. The SPD does not create new policy but provides detailed guidance on what developers need to do to meet the requirements of policies within the Development Plan for Spelthorne, particularly in terms of leading the way in high quality sustainable development that minimizes the adverse impacts of climate change.

1.5. The SPD will be a material consideration in the determination of planning applications alongside Policies SP7 'Climate Change and Transport', CC1 'Renewable Energy', CC2 'Sustainable Travel', and CC3 'Parking Provision' of the Core Strategy 2009.

1.6. The document was prepared by David Locke Associates with consultation from Spelthorne Borough Council Officers, which helped to inform the SPD. The SPD will be adopted by the Council.

2. Formal Consultation on the Climate Change SPD

1.7. Formal public consultation on the draft SPD was undertaken for four weeks from 18 September 2023 to 16 October 2023. Several methods, including social media posts and a press release, were used to inform stakeholders about the consultation. Responses could be submitted as follows:

- Website: the SPD was published on the Council’s website at: <https://spelthorne.inconsult.uk/CCSPD/>
- Hard copies of the SPD were available:
 - At Spelthorne Borough Council’s offices, Knowle Green, Staines-upon-Thames, TW18 1XB during normal office hours
 - At Ashford Library, Shepperton Library, Staines Library, Stanwell Library and Sunbury Library
 - If consultees did not have online access and needed a paper copy of the questionnaire, there was the option to email planning.policy@spelthorne.gov.uk or call Customer Services on 01784 451499 to be transferred to the Strategic Planning team.

3. Responses and modifications to the SPD

3.1 The Council received representations from twenty-nine individuals, including residents, public bodies, and neighbouring authorities. Representations covered a range of issues including transport, formatting of the document, additional guidance to be referenced. The report to Council includes a detailed analysis of the representations received and recommendations about how they were considered to inform the changes made to the SPD.

3.2 Table 1, in Appendix 1, gives a full summary of responses with Officer’s responses and recommendations. All of the proposed amendments to the Climate Change SPD, as set out in Table 1, were approved and the SPD was modified accordingly.

3.3 Following the consultation, responses and recommendations were presented to Spelthorne Borough Council Members, at the Environment and Sustainability Committee, and modifications to the document have been made accordingly.

4. Conclusion

- 4.1 The production of the Climate Change SPD has involved consultation as outlined above, which has directly influenced refinement of the document. The process has complied with the relevant Government Regulations.
- 4.2 If there are any questions on this Consultation Statement, please contact the Strategic Planning Team on 01784451499 or e-mail – planning.policy@spelthorne.gov.uk

Appendix 1. Officer Response Table

Table 1. 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	Promotion of clean, green transport does not align with current council	As a two-tier authority, transport in the borough is dealt with by the Surrey County Council highways team. This SPD deals with new development in the borough, extensions and promotes the measures discussed in the checklists.	N/A

	<p>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>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>		
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	More parking spaces on and off street		
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		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
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 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.	N/A
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 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.		Noted.	Page 28. 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 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		Noted. Covered by Building Regs.	Page 25 para 2.38. Referenced Surrey EV parking standards

SCC's EV Parking Standards should be referenced here if we used them.			
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 that more guidance is needed on the mechanism for developers to do this.		Noted.	
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. 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

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

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		<p>N/A to this question.</p> <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
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 provide 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.	N/A

		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.	
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. 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	N/A

		implemented. Please see more information on hydrological matter in Policy SP7 of the Local Plan.	
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

**RECOMMENDATION FROM THE CORPORATE POLICY AND RESOURCES
COMMITTEE**

**2024-25 TREASURY MANAGEMENT STRATEGY – ADDENDUM RE:
OPERATIONAL BOUNDARY AND AUTHORISED LIMIT FOR EXTERNAL DEBT**

Corporate Policy and Resources Committee: 15 April 2024

The Corporate Policy and Resources Committee considered the following report at their meeting on 15 April 2024.

Corporate Policy and Resources Committee Recommendation

The Corporate Policy and Resources Committee **resolved** to

1. Note that on 1 April the approved Operational Boundary for external debt was breached.
2. Recommend to Council that the approved Operational Boundary for external debt be increased from £1,067m to £1,170m.
3. Recommend to Council that the approved Authorised Limit for external debt be increased from £1,167m to £1,270m.

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Corporate Policy & Resources Committee



15 April 2024

Title	<i>2024-25 Treasury Management Strategy – addendum re Operational Boundary and Authorised Limit for external debt</i>
Purpose of the report	To note the breach of the Operational Boundary between 1 and 25 April 2024. To recommend to Council that the Operational Boundary and Authorised Limit for external debt be increased.
Report Author	<i>Paul Taylor Chief Accountant</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Addressing Housing Need Resilience Environment Service Delivery
Recommendations	Committee is asked to: <ol style="list-style-type: none"> 1. Note that on 1 April the approved Operational Boundary for external debt was breached. 2. Recommend to Council that the approved Operational Boundary for external debt be increased from £1,067m to £1,170m. 3. Recommend to Council that the approved Authorised Limit for external debt be increased from £1,167m to £1,270m.
Reason for Recommendation	Since preparing the Treasure Management Strategy 2024-25 report which was approved by Council on 22 February 2024 a number of key assumptions have changed, as highlighted below, which has caused a breach in the Operational Boundary from 1 April and officers are recommending that the Operational Boundary and Authorised Limit be increased to reflect these changes.

1. Definitions

- 1.1 The Operational Boundary for external debt - is based on the Council's prudent estimate of possible and likely borrowing levels in the financial year, but it is not the worst case scenario. Both the Operational Boundary and the

Authorised Limit are figures set by the Council in accordance with the Treasury Management Code of Practice issued by the Chartered Institute of Public Finance and Accountancy, taking into account the advice from both officers and external advisers and in the context of the Council's Capital Programme,

- 1.2 Authorised limit for external debt – is the maximum amount of debt that the Council can legally take out.
- 1.3 The Operational Boundary differs from the Authorised Limit in that it is based on expectations of the maximum external debt of the authority according to probable – not simply possible – events and is consistent with the maximum level of external debt projected by the authority's financial plans and budgets. This limit will be lower than the authorised limit because cash flow variations may lead to the occasional (but not sustained) breaches of operational boundary. Therefore, a short-term breach of the Operational Boundary is not fundamental in the way that a breach of the Authorised Limit would be.
- 1.4 This limit will be lower than the Authorised Limit because cash flow variations may lead to the occasional (but not sustained) breaches of operational boundary.
- 1.5 Sustained breaches of the Operational Boundary would give an indication that the authority may be in danger of stepping beyond the prudential boundaries it has set itself. It would be inadvisable to set an Operational Boundary at the level of the Authorised Limit since in those circumstances the Operational Boundary would be unable to alert the authority to the possibility of an imminent breach of the authorised limit.
- 1.6 The Authorised Limit in addition needs to provide headroom over and above the Operational Boundary, sufficient for example for unusual cash movements, such as short-term local authority cashflow loans

The Authorised Limit is certainly not a limit up to which an authority will expect to borrow on a regular basis. It is crucial that it is not treated as an upper limit for borrowing for capital expenditure alone since it must also encompass borrowing for temporary purposes. However, it does represent a limit beyond which a local authority must not borrow until prudential indicators are reviewed or amended.

2. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • Some key assumptions that were made by officers when preparing the Treasury Management Strategy report for 2024-25 in late December/early January have changed, due to outside economic factors, including delays with the completion of the leisure centre, moving final completion to 2025-26, projected decreases in Public 	<ul style="list-style-type: none"> • The temporary breach of the Operational Boundary is an event that needs to be notified to Council. • Increasing the Operational Boundary and Authorised Limit provides Council; with greater flexibility on how to fund the leisure centre and deal with the changes in external economic factors.

<p>works Loan Board (PWLB) 50-year fixed term interest rates to below the average yield from the Council’s investment portfolio.</p> <ul style="list-style-type: none"> • The issue has arisen not because of a significant increase in the amount of Capital expenditure or borrowing to be undertaken but due to a change of approach of how elements within the Capital Programme will be financed. • Working with ArlingClose the Council’s financial advisors, Officers were also considering using some of the funds received from selling the Council’s short term investments and use them to take advantage of the early settlement discounts offered by the Public Works Loan Board (PWLB) and thus reduce the existing loans, through internal funding, which would have avoided the breach of the Operational Boundary and reduced the £1,068m existing PWLB loans to circa £1,140m, which would have kept the Council within the Operation Boundary. • This has caused a temporary breach to the approved Operational Boundary on 1 April 2024. <p>Going forward the total level of borrowing is anticipated to steadily reduce</p>	
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<ul style="list-style-type: none"> • Note that this is a temporary breach of the Operational Boundary due to external economic indicators and factors. 	<ul style="list-style-type: none"> • To note the temporary breach of the Operational Boundary. • To recommend to Council that the approved Operational Boundary be increased from £1,067m to £1,170m.

<ul style="list-style-type: none"> Review the report, particularly section 3 which provides background information and section 4 which highlights what has changed. 	<ul style="list-style-type: none"> To Recommend to Council that the approved Authorised Limit be increased from £1,167m to £1,270m.
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3. Background

- 3.1 Both the Authorised Limit and the Operational Boundary for external debt need to be consistent with the authority's plans for capital expenditure and financing, and with its treasury management policy, strategy and practices.
- 3.2 Risk analysis and risk management strategies will also be taken into account when calculating both indicators.
- 3.3 The Operational Boundary for external debt is based on the authority's estimate of most likely, i.e. prudent, but not worst-case scenario and should equate to the maximum level of external debt projected by this estimate.
- 3.4 The setting of this Operational Boundary is a matter of careful judgement. If it is set too high, then it may be too near the authorised limit for there to be a margin sufficient to allow time to take corrective action before the authorised limit is breached. Alternatively, if it is set too low, it will be breached so frequently that it will cease to act as a credible warning indicator.
- 3.5 The establishment of the Operational Boundary and the Authorised Limit, and consequently the margin between them, will therefore be based on each authority's assessment of the risks that it faces. It is possible, for example, that the margin may be greater in an authority that has few or no investments since in those circumstances total gross debt may be more variable. .

4. Key issues

- 4.1 When completing the Treasury Management Strategy 2024-25 report that was approved by Council on 22 February 2024 officers requested that the Operational Boundary and Authorised Limits be set at £1,067m and £1,167m respectively.
- 4.2 This was based on several assumptions concerning the funding of the Leisure Centre and the projected Public Works Loan Board (PWLB) fixed interest rate, together with the option of liquidating the Council's £33m Pooled Fund Investment to provide sufficient cash proceeds to fund the Leisure Centre and avoid the need to take out additional loans, together with the requirement for net Local Authority borrowing, to cover short term weekly and monthly fluctuations in the Councils cashflow (please note that any surplus cash is also lent out on the Local Authority Exchange). Also, the Council has approved an additional £17m of housing stock under the Local Authority Housing funding programme, where up to 40% of the property costs are funded from central Government. (Leaving £10m net of funding to be financed)
- 4.3 Since the initial report to Council, the completion of the Leisure Centre has been delayed and it looks like the completion date for phase II of the project has moved from 2024-25 to early 2025-26.

- 4.4 Further, the PWLB fixed interest rate has been predicted to fall beyond the levels forecast towards the end of 2023 and beginning of 2024 when the original report was produced.
- 4.5 This predicted trend in PWLB from an average 5%, changes the benefit of cashing in the Council's Pooled Investments which currently generate an income yield of just over 4%. With PWLB interest rates forecast to fall to below 4% in the next eighteen months, this now turns this decision from a net saving to a net cost to the Council.
- 4.6 External borrowing estimates for the year are shown below, noting that the LAHF Housing Programme 2a, which has been approved by Council (which eases housing pressures and will assist the housing revenue budget) represents new net borrowing, after the subsidy received from central Government, the other elements relate to a change of approach of how existing planned approved expenditure is financed:

Operational Boundary for external Debt	£m
Current Public Works Loan Board Loans	1,068
Current Leases	3
LAHF Housing Programme phases 1 & 2 (net) (36 properties)	7
LAHF Housing Programme 2a (net) (42 properties)	10
Leisure Centre	48
Short term Local Authority Borrowing	30
Aggregate loans	1,166

- 4.7 Therefore, officers are proposing the following changes:

£m	Current	Proposed
Operational Boundary	1,067	1,170
Authorised Limit	1,167	1,270

- 4.8 The proposed change to the Operational Boundary has no impact on any of the Council approved capital projects, and it is Council that must approve the final sign off on each project and how the project will be funded from reserves.

5. Options analysis and proposal

- 5.1 It is possible for Council to acknowledge the breach of the Operational Boundary and leave the limits approved by Council in February unchanged. However, it is recommended that once a breach has occurred, officers review the Operational Boundary and if the breach is likely to be occurring throughout the year, Council should be asked to amend the agreed figures.

6. Financial management comments

- 6.1 As explained above.

7. Risk management comments

- 7.1 There are no risk implications to Council by increasing the Operational Boundary and Authorised Limit for external borrowing, as every capital project must come to Council for approval.
- 7.2 By deferring the disposal of the short term investments, officers have greater flexibility to manage the Council's finances over the next 12 months, as the loans taken out to cover the approved capital programme, will replenish operating cashflow.
- 7.3 Working with Arlingclose, the future trends for the PWLB interest rates is downwards and based on borrowing £65m for the Leisure Centre and LAHF projects, every 0.5% reduction in fixed term interest rates will save the Council approximately £15m in reduced loan repayments, over the term of the loan.
- 7.4 In the event that interest rates forecast show an upward trend, the reverse would happen, i.e., for every 0.5% increase in fixed interest rates beyond 5%, it would cost the Council £15m over the term of the loan. At this point, officers would be looking to liquidate the short term investments and use the funds to reduce external PWLB external loans.
- 8. Procurement comments**
- 8.1 There are no procurement implications.
- 9. Legal comments**
- 9.1 The Council has a statutory duty to make arrangements for the proper administration of its financial affairs under the Local Government Act 1972 (section 151). Consequently the Council has a legal duty to set a range of prudential and treasury management indicators for each financial year including the operational boundary and borrowing limit.
- 10. Other considerations**
- 10.1 There are none.
- 11. Equality and Diversity**
- 11.1 Not applicable
- 12. Sustainability/Climate Change Implications**
- 12.1 Not applicable
- 13. Timetable for implementation**
- 13.1 To go to Council on 25 April for approval and immediate implementation.
- 14. Contact**
- 14.1 Paul Taylor p.taylor@spelthorne.gov.uk

Background papers: Treasury Management Strategy 2024-25.

Appendices: There are none.

**RECOMMENDATION FROM THE STANDARDS COMMITTEE
AMENDMENTS TO THE CONSTITUTION – CHANGE TO THE STRUCTURE OF
THE COMMITTEE SYSTEM**

Standards Committee: 10 April 2024

The Standards Committee considered the following report at their meeting on 10 April 2024.

Standards Committee Recommendation

The Standards Committee **resolved** to recommend to Council

1. To agree a revision to the number and terms of reference of Committees established under the Committee system form of governance, effective from the Annual Council Meeting 2024, as proposed in Appendices E and F,
2. To agree to amend the terms of reference of the Investigating and Disciplinary Committee in relation to the power to suspend any relevant officer in an emergency, as detailed at paragraphs 3.19 to 3.24 of the report,
3. To agree changes to the Scheme of Officer Delegation (Appendix G) in relation to land issues, and
4. To authorise the Monitoring Officer to make any consequential changes to the Constitution as a result of the change in Committee structure and terms of reference.

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Standards Committee



10 April 2024

Title	Change to the structure of the Committee System
Purpose of the report	To make a recommendation to Council
Report Author	Farida Hussain, Group Head of Corporate Governance
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
Recommendations	<p>Committee is asked to: Recommend to Council:</p> <ol style="list-style-type: none"> 1. To agree a revision to the number and terms of reference of Committees established under the Committee system form of governance, effective from the Annual Council meeting 2024, as proposed in Appendices E and F, 2. To agree to amend the terms of reference of the Investigating and Disciplinary Committee in relation to the power to suspend any relevant officer in an emergency, as detailed at paragraphs 3.19 to 3.24 of the report, 3. To agree changes to the Scheme of Officer Delegation (Appendix G) in relation to land issues, and 4. To authorise the Monitoring Officer to make any consequential changes to the Constitution as a result of the change in Committee structure and terms of reference.
Reason for Recommendation	<p>To respond to a recommendation of the LGA Corporate Peer Challenge 2022 on creating a fit for purpose Committee system, and the findings of the Internal Audit Review of 2022 by reducing the number of Committees and rationalising their terms of reference with effect from the Annual Council meeting 2024.</p> <p>To respond to the requirements and recommendations in the Model Disciplinary Procedures and Guidance contained in the Joint Negotiating Committee (JNC) for Local Authority Chief Executives Handbook, in relation to the Investigating and Disciplinary Committee.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The current Committee governance structure comprises 6 service committees: Corporate Policy and Resources, Environment and Sustainability, Community Wellbeing and Housing, Neighbourhood Services, Economic Development and Administrative. 	<ul style="list-style-type: none"> To respond to recommendations arising from the 2022 LGA Corporate Peer Challenge and the Internal Audit Review.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Reduce the number of committees in the governance structure to 4. 	<ul style="list-style-type: none"> A recommendation from this Committee will be taken to Council for implementation of a new Committee structure from the Annual Council meeting in May 2024.

- 1.1 The Committee system of governance was adopted in May 2021 based on a structure of 6 service committees covering all the service areas in the Council. **Appendices A and B.**
- 1.2 This report seeks a recommendation to Council to approve the proposed changes to the number of committees established under the Committee system, and their terms of reference as detailed in **Appendices E and F.**
- 1.3 An Internal Audit review in April 2022 found the increased demands on resource and time under the Committee system had exacerbated the already overstretched corporate capacity and that the current position was untenable. The assurance opinion identified that major improvement was needed.
- 1.4 The Local Government Association (LGA) Corporate Peer Challenge which took place in November 2022 considered, amongst other things, how the Committee system was operating after one year. A key recommendation arising from the Peer Challenge was that the Council review how the Committee system was working by looking at best practice elsewhere to consider how to create a system that is fit for purpose (Recommendation 9).
- 1.5 The Committee System Working Group provided its view on what a new structure should look like. Officers considered the committee system structures of other Local Authorities, either recommended by the LGA or identified as similar in size to Spelthorne, in developing the proposed revised structure.
- 1.6 The proposed revised number and terms of reference of committees was discussed with the Committee System Working Group on 4 January 2024.

The Working Group endorsed these proposals for consideration by the Standards Committee.

2. Key issues

- 2.1 There are currently 6 committees established to cover the service areas of the Council. The current structure and outline areas of responsibility are shown at **Appendix A** and their detailed terms of reference at **Appendix B**.
- 2.2 The Internal Audit review undertaken in April 2022 included member and officer surveys. The proposals in this report aim to address the following key themes identified from that feedback:
 - There appears to be too many Committees and the workload is very high,
 - Roles and responsibilities appear unclear, including Terms of Reference for each Committee,
 - The Committees are working completely independently and as such there is a failure of joined up thinking and collaboration of cross cutting themes,
 - There are too many Committees and Sub Committees with the authority either by vested power or by number of votes able to veto decisions made by other Committees and Sub-Committees. This means that initiatives / projects either stall or take a very long time to arrive at a decision / conclusion, and
 - Decision making is hard and slow.
- 2.3 The Local Government Association (LGA) Corporate Peer Challenge undertaken in November 2022 concluded that the current Committee system “does not work well”. Its report suggested some areas of detail that could be included in a review of the Committee system to help it work better.
- 2.4 Several of the suggested areas of detail, namely, the role of the Chair and Vice-Chairs, the ability of the system to encompass effective forward planning and clarity around who sets the agenda for committee meetings, were addressed in changes to the Constitution agreed by Council on 14 December 2023.
- 2.5 The proposals in this report are intended to address other areas for review suggested by the Peer Challenge recommendation, i.e. the number of committees and the length of meetings.
- 2.6 In order to achieve a viable reduction in the number of committees, without increasing the length or frequency of meetings, it is necessary to address how members will receive information reports in the new structure.
- 2.7 As part of the review of terms of reference of Committees (Part 3b of the Constitution), officers have reviewed guidance within the Joint Negotiating Committee (JNC) for Local Authority Chief Executives Handbook relating to the establishment and procedures of the Investigating and Disciplinary Committee.
- 2.8 The proposed changes to the Committee structure have implications for the Special Responsibility Allowances paid to recognize the significant additional time and responsibility that certain roles in the Council require of councillors, over and above the generally accepted duties of a councillor. The review of

the Member Allowances Scheme for 2024-2025 is the subject of a separate report which will be presented to Council at its April 2024 meeting.

3. Options analysis and proposal

Number of Committees

- 3.1 The Committee System Working Group (CSWG) compared the structures of 6 Councils operating a Committee System in considering the proposals to reduce the number of committees. Those Councils and their structures are shown at **Appendix C**.
- 3.2 Two of these Councils are responsible for social services, which Spelthorne Borough Council is not responsible for. Although they have established 4 strategic committees, one of those is dedicated to social services.
- 3.3 The CSWG also noted statistics from the past three years for all current committees, comparing the number of decisions made to the number of items for information at committee meetings. The statistical comparison is shown at **Appendix D**. It is evident that 4 of the existing 6 committees have made on average, 2 or less decisions per meeting since the establishment of the Committee system.
- 3.4 The recommended proposed structure, taking into account the information contained within appendices C and D, is to establish 4 Strategic Committees. The proposed structure is shown at **Appendix E**.
- 3.5 The proposed terms of reference for the new committee structure are detailed in **Appendix F**.
- 3.6 The proposed terms of reference have been drafted with the following aims in mind:
 - To give the Strategic Committees greater responsibility for making decisions without referral to Corporate Policy and Resources Committee. This should speed up decision making and address two of the findings of the Internal Audit review (paragraph 2.2).
 - To give greater clarity to each Committee's areas of responsibilities. This will address one of the Internal Audit review findings.
 - To emphasise that Committees are responsible for working to achieve agreed priorities in the Corporate Plan. This will encourage a common approach among the Committees of setting the strategic priorities for the service areas within their remit. It is hoped this will address the remaining Internal Audit review finding.
- 3.7 To reflect the proposed terms of reference of the Business, Infrastructure and Growth Committee, two new delegations have been added to the Officer Scheme of Delegation. (**Appendix G**). In addition, it is proposed to include a delegation to officers to take urgent action in relation to new lettings, subject to consultation with the Chair and Vice-Chair of the Committee where the matter would ordinarily come to Committee or could be considered sensitive.

Length of meetings

- 3.8 Based on the statistics at **Appendix D**, there is a possibility that rather than reducing workload by reducing the number of Committees, each new Committee will simply have a great deal more work to get through at each

meeting. This could either result in very lengthy meetings or the need to schedule additional meetings, thereby forgoing some of the intended benefits of a new structure. In order for the new structure to be successful, it will be essential for Chairs and Vice-Chairs to chair meetings effectively so that the business is concluded within the scheduled meeting time.

- 3.9 To help prevent such a scenario occurring, it is proposed that all information only reports, as distinct from those requiring a decision, are included in the monthly Member's Briefing pack and not routinely on Committee meeting agendas. This will avoid excessive items on meeting agendas, ensure that members have adequate time to discuss the substantive matters requiring a decision and facilitate timely decision making. The expanded areas of responsibility of the new Committees should not therefore adversely affect the length of meetings. Training for Chairs and Vice-Chairs is to be arranged.
- 3.10 The Members' Briefing pack is circulated monthly to all members by email and available to the public on the website. If councillors have any questions in relation to reports included in a Briefing pack, they are invited to approach the contact officer whose details are provided at the end of every report. Councillors are encouraged to copy in their Committee member colleagues when raising queries on a report relevant to their Committee's remit. Officer responses will then be shared with all the relevant councillors.
- 3.11 A review of a sample of agendas of other Councils operating the Committee system (referred to at **Appendix C**), indicated that it was a very rare occurrence for information only reports to be taken to Committee meetings.
- 3.12 The CSWG supported this approach, subject to report authors seeking the Chair's agreement to include a report in the Members' Briefing pack at an early stage in its preparation.

Frequency of meetings

- 3.13 Although the workload of the new Committees would appear to be increased due to their expanded remit, provided agendas consist mainly of items requiring a decision, it is hoped the new Committees can deal with their business in the same number and frequency of meetings as presently.
- 3.14 The CSWG will keep a watchful eye on how many meetings are being held under the new structure.
- 3.15 **Appendix C** indicates that other Councils with a similar number of Committees to that proposed, deal with all their business at an average of 6 meetings per year for Corporate Policy and Resources Committee (or their equivalent) and an average of 5 meetings per year for the other Strategic Committees.
- 3.16 It is important to note however, that the other Councils' schemes of delegation to officers may authorise officers to take decisions which at Spelthorne are currently delegated to the Committees.
- 3.17 The frequency of the new Committees is proposed as:
- Corporate Policy and Resources – 8 meetings per year (as currently)
 - Environment and Sustainability – 5 meetings per year (as currently)
 - Community Wellbeing and Housing – 5 meetings per year (one additional meeting)

Business, Infrastructure and Growth - 5 meetings per year (new committee)

- 3.18 A draft Calendar for 2024-2025 based on the above frequency of meetings will be presented to Council at the same meeting as the recommendations from this Committee on the proposed committee structure.

Investigating and Disciplinary Committee

- 3.19 The Investigating and Disciplinary Committee (IDC) was established in April 2017 based on the Model Disciplinary Procedures and Guidance (the Guidance) in the Joint Negotiating Committee (JNC) for Local Authority Chief Executives Handbook. Currently, all councillors form a panel and are eligible to serve on the Committee with membership of 5 councillors selected by the group leaders on a proportional basis as and when the Committee is required to sit. The Committee has not been called to sit since its establishment 7 years ago.
- 3.20 In 2021, a circular from the JNC reminded Councils of its recommendation in the Guidance that the IDC is established as a politically balanced standing committee to prevent an unwelcome and frustrating delay for all, should a serious disciplinary allegation arise against a Chief Executive or other statutory officer. The Guidance also recommends arrangements are made for flexibility in the event that a member of the standing committee has a conflict of interest. It is therefore proposed that 5 named councillors and 5 substitute councillors are appointed to the Committee.
- 3.21 Establishing a standing committee of 5 named councillors and 5 substitute councillors, will allow those members to receive training before they need to consider an issue. The JNC provides training for members and subject to Council approval to establish IDC as a standing committee at the Annual Council meeting in May 2024, this training will be arranged as soon as possible thereafter.
- 3.22 The current terms of reference of the IDC paragraph 3. state:
“The Chairman of the IDC may suspend the Statutory Officer immediately in an emergency if an exceptional situation arises whereby allegations of misconduct by the Statutory Officer are such that their remaining presence at work poses a serious risk to the health and safety of others or the resources, information or reputation of the authority.”
- 3.23 This accords with the Guidance which recommends that an elected Member should hold the delegated power to suspend a Chief Executive in an emergency.
- 3.24 However, under section 101 of the Local Government Act 1972, Council may only delegate its non-executive functions to a committee, sub-committee or officer of the Council. Personnel matters are a non-executive function under the Local Authorities (Responsibilities and Functions) (England) Regulations 2000, so cannot be delegated to an elected member.
- 3.25 In order to comply with the law and follow the spirit of the model procedure, it is proposed that the power to suspend a statutory officer in an emergency be delegated to the other statutory officers jointly in consultation with the Chair of IDC. The proposed term of reference would state:
“If an exceptional situation arises whereby allegations of misconduct by the Statutory Officer are such that their remaining presence at work poses a

serious risk to the health and safety of others or the resources, information or reputation of the authority, the following may suspend the Statutory Officer immediately, in an emergency:

In relation to serious allegations of misconduct against the Chief Executive, the Monitoring Officer and Chief Finance Officer jointly in consultation with the Chair of the IDC or

In relation to serious allegations of misconduct against the Monitoring Officer or Chief Finance Officer, the Chief Executive in consultation with the Chair of the IDC.”

4. Financial implications

- 4.1 There are no key financial implications arising from the proposals in this report.
- 4.2 Any changes to councillors’ Special Responsibility Allowances are the subject of a review by the Independent Remuneration Panel.
- 4.3 There is the possibility of minor budget savings in terms of the committee attendance allowance paid to Council officers below Group Head scale for attending evening meetings, provided business is capable of being dealt with at the agreed schedule of ordinary meetings.
- 4.4 The Independent Remuneration Panel have considered Members Allowances for 2024/25 in line with the proposals set out in this report and there will be a small reduction in the budget as a result of the proposals.

5. Risk considerations

- 5.1 As stated above (paragraph 3.8) there is a risk that reducing the number of Committees will increase the workload of each Committee resulting in longer and/or more meetings to deal with all the business. It is proposed this risk is mitigated by requiring all reports for information to be included in the monthly Members’ Briefing pack and not routinely on a Committee agenda, subject to the Chair’s agreement.
- 5.2 If despite the above measure, it becomes apparent that the revised structure has not brought about a reduction in workload, the Committee System Working Group will undertake a review after 6 months.

6. Procurement considerations

- 6.1 There are no procurement considerations arising from the proposals in this report.

7. Legal considerations

- 7.1 It is the responsibility of the Council to agree the establishment of Committees, their terms of reference and size.
- 7.2 The proposal to establish a standing Investigating and Disciplinary Committee and proposed approach to suspending the Statutory Officers in an emergency will ensure compliance with Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and the JNC Model Procedure and Guidance relating to the potential dismissal of the Head of Paid Service, Monitoring Officer and Chief Finance (s151) Officer, in the unlikely event that such circumstances should occur.

8. Other considerations

- 8.1 At the first meeting of each Committee following their establishment, if approved, in May 2024, councillors will be trained on the remit of their Committee. The Committees will also discuss and agree to set their strategic priorities for the year to work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- 8.2 Notwithstanding the possibility of an early review in the scenario described at paragraph 5.2, the Committee System Working Group will in any case examine how the new structure is working after 6 months (Dec 2024). This will include an assessment of workloads, number of meetings and the effectiveness of each Committee.

9. Equality and Diversity

- 9.1 There are no equality and diversity impacts arising from the proposals in this report.

10. Sustainability/Climate Change Implications

- 10.1 These proposals will not have any implications for sustainability or climate change. The Environment and Sustainability Committee, together with its Working Group on Climate Change will continue to develop new environment policies which will help move the Council and Borough towards carbon neutrality by 2030.

11. Timetable for implementation

- 11.1 A recommendation from Standards Committee will be put to Council on 25 April 2024 for implementation from the Annual Council meeting on 23 May 2024.

12. Contact

- 12.1 Gillian Scott, Corporate Governance Support Officer
g.scott@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – Current Committee system governance structure

Appendix B – Current Terms of Reference of Committees (Part 3b of the Constitution)

Appendix C – High level structure comparison with other Local Authorities

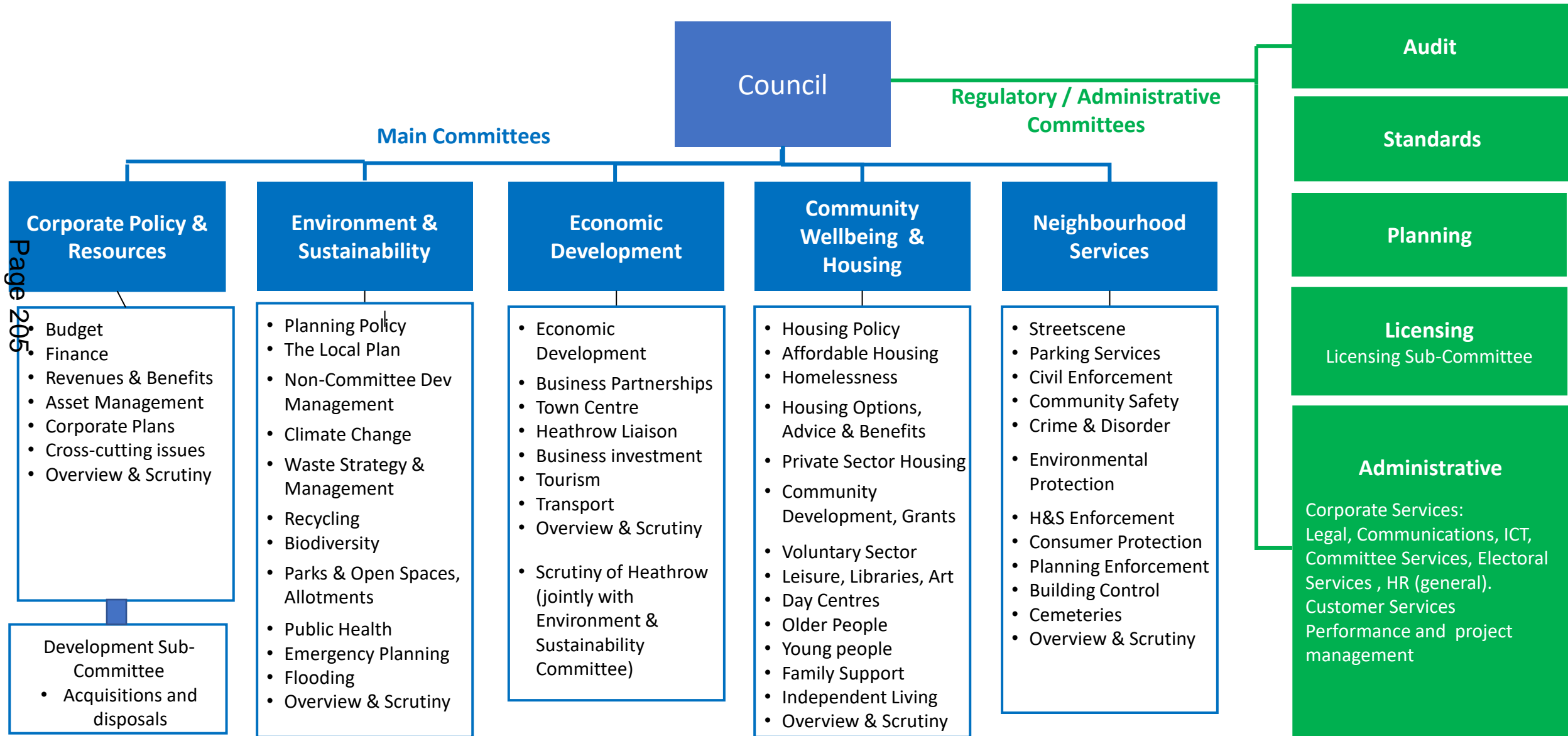
Appendix D – Meeting items statistics 2021-2023

Appendix E - Proposed Committee system governance structure

Appendix F - Draft Terms of Reference under the proposed structure

Appendix G – Proposed Scheme of Delegations to Officers.

Current Committee System Structure



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TERMS OF REFERENCE

All Committees will have the following functions in respect of their respective areas:

- To develop the Council's policy, strategy and budget proposals
- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To encourage performance improvement in relevant services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To develop a full understanding of the functions and services within the Committee's remit
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to the Committee.
- To support positive relationships and practices through co-operative working with staff.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Strategic Committees). Where a function does not clearly fall within the remit of one particular Strategic Committee, the Corporate Policy and Resources Committee shall direct which Committee shall deal with the function, or deal with the matter itself.
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project (with the exception of decisions on Community Infrastructure Levy funds allocation by the Corporate Policy and Resources Committee) without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.
- To recommend to Council any expenditure on a project within the Capital Programme where the cost of the project as a whole exceeds £1million.

CORPORATE POLICY & RESOURCES COMMITTEE

Membership

15 members reflecting political balance, comprising the Chairs and Vice-Chairs of the Strategic Committees and with the Leader and Deputy Leader appointed as Chair and Vice-Chair of this Committee.

Functions

This committee has responsibility for the following functions of the Council:

- Formulation of the Council's annual budget, including the capital and revenue budgets, prudential controls and council tax, and putting forward a draft budget to Council for approval
- Overseeing and managing the Council's financial strategies, plans, and regulations
- Formulating the Council's Community and Corporate Plans for recommendation to Council
- Formulating and co-ordinating the Council's Policy Framework and making recommendations to Council accordingly
- Considering periodic budgetary monitoring and variation reports and making any recommendations to the Council as necessary
- Revenues and benefits
- Property asset management including investment, purchases and disposals, and compulsory purchases
- Decisions on Community Infrastructure Levy (CIL) funds allocation on those proposals related to major infrastructure projects where significantly large sums of monies (approximately £1million or more) are being committed or on schemes which carry a degree of complexity as recommended by the CIL Task Group.
- Matters that cross the remits of two or more 'Strategic Committees and/or to resolve conflict
- To adopt, monitor and review Council policies and strategies that do not fall within a Strategic Committee's remit.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community.
- To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.
- Any other matters which do not clearly fall within the remit of any of the other Strategic Committees or delegated to officers.

Development Sub-Committee

Objective:

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the implementation of the Council's planned programme of capital works, both housing and large - scale non-housing schemes, as well as decision making in respect of the management of the Council's Assets.

Membership

11 Members reflecting political balance.

Functions

1. Acquisitions

- (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to possible new property acquisitions
- (b) Following (a) above, to give an initial steer on whether to investigate further those potential acquisitions
- (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with particular acquisitions in accordance with relevant Council procedure rules.

2. Disposals

- (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential freehold (or long leasehold) disposal of property assets
- (b) Following (a) above, to give an initial steer on whether to investigate further those potential disposals
- (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with particular freehold (or long leasehold) disposals in accordance with relevant Council procedure rules.

3. Management of Strategic Investments and residential developments

- (a) To approve leasehold disposals (lettings) in residential developments, investment and retail properties (where officer/member delegation financial limits are exceeded)
- (b) To approve the transfer of residential property assets from and to Knowle Green Estates Ltd if deemed necessary for the appropriate and effective management of the estate
- (c) To receive quarterly reports on the management of the investment assets, including rental income, potential letting opportunities, significant assignments and any other estate management issues based on officer recommendations.
- (d) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
- (e) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.

4. Management of Municipal Portfolio

- (a) To approve leasehold disposal (lettings) of municipal properties which exceed officer/member financial delegation limits
- (b) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
- (c) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.

5. Development

- (a) To fully review the business case for all potential development projects including scheme detail, build costs, risks and issues and financial performance including viability
- (b) To oversee the budget for each approved project and the effective implementation of the council's development programme
- (c) To approve the award of development contracts over the Public Contracts Regulations threshold or where the requirement is strategic/critical in accordance contract standing orders
- (d) To receive reports from officers and make decisions as set out on the Development-Gateway stages - Appendix A to this document. This includes instances (at any point in the Gateway stage process) where there has been any variance of projected costs over and above the agreed budget (whether the budget was set by the P&R Committee in a specific report, or in the Capital Programme).
- (e) To receive bi-monthly "Red, Amber and Green" rating reports on all approved development projects. To include high-level finance projections, risk registers and project timeline.
- (f) To receive bi-annual presentations of the longer-term expenditure plan across the development portfolio which is to indicate future funding streams and expectations.
- (g) To receive an annual report on progress and success, setting out performance against any targets (including projected expenditure and costs).

Appendix A – Development-Gateway stages

Five stages of sign off:

1. Acquisition/Feasibility
2. Outline design
3. Detailed design prior to planning permission application
4. Construction
5. Transfer to business as usual

Stage	Decision	Reference back to CP&R	Documentation required
Acquisition/feasibility	To undertake initial design development up to feasibility stage. Appointment of consultants if decision at	For actual purchase if appropriate.	Project brief

Part 3 section (b)

	committee level is under contract standing orders.		
Outline design	To progress to Concept design (RIBA stage 2) up to planning submission	If supplementary expenditure required	Outline design and project progress report
Detailed design	To sign off detailed design (RIBA stage 3-4) post grant of planning permission. Sign off tender for contractor if required under CSOs.	If supplementary expenditure required	Detailed design and project progress documentation
Construction	To award the contract for the contractor if required under CSOs. To progress to construction	If supplementary expenditure required	Tender report and project progression documentation
Transfer to business as usual	To make any transfer to KGE. Project sign off	Report to note on outcome	Project completion documentation.

ENVIRONMENT & SUSTAINABILITY COMMITTEE

Membership

15 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Planning policy
- The Local Plan
- Recycling
- Biodiversity
- Climate change – including carbon management, mitigation and adaptation measures
- Pollution control including contaminated land and air quality
- Emergency planning
- Consideration of all Community Infrastructure Levy (CIL) funds allocation and determination in all cases, except for those proposals related to major infrastructure projects where significantly large sums of monies are being committed or on schemes which carry a degree of complexity which will be referred for decision to Corporate Policy and Resources Committee, as recommended by the CIL Task Group
- Establishment of the Community Infrastructure Levy Task Group
- Review and scrutiny of the exercise by the relevant authorities of the flood risk management functions which may affect the Council's area.
- To adopt, monitor and review relevant Council policies and strategies which fall within the remit of the Committee.
- To recommend changes or new policies to the Corporate Policy and Resources Committee where there are significant budgetary implications, with the exception of changes to existing, or addition of new policies falling within the Policy Framework. These will be recommended to Council.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
- To review and scrutinise budget proposals relevant to the Committee's functions and make recommendations to the Corporate Policy and Resources Committee.
- To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.

Working Groups Terms of Reference

Community Infrastructure Levy (CIL) Working Group

1. Remit

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

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

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

2. Membership of the Working Group

The CIL Working Group comprises:

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

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

The following Officer representation will apply:

- Strategic Planning Manager
- Infrastructure Delivery Co-ordinator

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

3. Meetings

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

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

4. Objectives

The Working Group objectives are:

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

The Working Group will be responsible for:

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

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

5. Output

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

Adopted 26 April 2023

Climate Change Working Group

The Spelthorne Climate Change Working Group will consist of 7 members.

The Terms of Reference for the Working Group are:

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

Membership and Proceedings of the Working Group on Climate Change

1. To be a cross party working group
2. The Chair of the Environment and Sustainability Committee or appointee will chair the Group.
3. The Group will appoint its own vice chairman from within its membership.
4. The meetings of the Working Group will be internal and confidential to the Council. At the Chairman's discretion, some of the meetings will be open to all members of the Council to attend, particularly those to which outside speakers have been invited, to ensure wide engagement across the organisation.
5. The Working Group, can co-opt an external member to the Group, as required, to deal with, specialist areas. However, it remains the decision of the full Working Group as to what targets are recommended.
6. The Working Group will meet at least 4 weeks before an Environment and Sustainability Committee but potentially more frequently depending on workload and actions required.
7. The Working 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. Proactive and innovative suggestions are encouraged.
8. Liaison and engagement with a wide range of stakeholders is welcomed. The Working Group should seek a wide body of opinion to inform its considerations including exchanging views on pertinent matters and receiving suggestions as to how climate change can be addressed in areas over which Spelthorne Borough Council has limited control or significant influence.

Adopted 27 June 2023

ECONOMIC DEVELOPMENT COMMITTEE

Membership

9 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Economic development, business partnerships and town centre viability & regeneration
 - Heathrow liaison
 - Business transformation, support and inward investment
 - Tourism
 - Transport
 - To adopt, monitor and review relevant Council policies and strategies which fall within the remit of the Committee.
 - To recommend changes or new policies to the Corporate Policy and Resources Committee where there are significant budgetary implications, with the exception of changes to existing, or addition of new policies falling within the Policy Framework. These will be recommended to Council.
 - To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.
 - To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
 - To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
 - To review and scrutinise budget proposals relevant to the Committee's functions and make recommendations to the Corporate Policy and Resources Committee.
- + The scrutiny of Heathrow to be carried out jointly with Environment & Sustainability Committee

COMMUNITY WELLBEING & HOUSING COMMITTEE

Membership

11 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Leisure, libraries, arts, sports and culture
- Community development and engagement
- Voluntary sector strategy and liaison
- Housing policy & strategy
- Housing options, allocations and support services
- Affordable housing and homelessness
- Private sector and social housing enforcement
- Home Improvement Agency
- Grants to outside bodies
- Education and young people
- Services for older people
- Day centres
- Supported living independently – including meals on wheels
- Family support
- Disability issues and grants
- To adopt, monitor and review relevant Council policies and strategies which fall within the remit of the Committee
- To recommend changes or new policies to the Corporate Policy and Resources Committee where there are significant budgetary implications, with the exception of changes to existing, or addition of new policies falling within the Policy Framework. These will be recommended to Council.
- .To receive periodic reports from Spelthorne Healthy Communities Board on funding decisions.
- To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services relevant to this Committee, to the community; in particular to exercise the Council's statutory scrutiny responsibilities arising under the Police and Justice Act 2006 in relation to crime and disorder.
- To review and scrutinise budget proposals relevant to the Committee's functions and make recommendations to the Corporate Policy and Resources Committee.

Grants Panel Terms of Reference

1. Purpose of the Panel

The Grants Panel provides an opportunity for people with specialist skills and knowledge to contribute to the development of the community, voluntary and faith sector by granting annual and one-off funding.

The Grants Panel Advisory Panel is designed to ensure that Spelthorne Borough Council meets the highest standards when considering applications and awarding grants and consistently supports those organisations which help to deliver the Council's corporate priorities and enhance the quality of life in the Borough.

It will:

- a) assess grant applications and make recommendations to the Community Wellbeing and Housing Committee (CWHC) as to whether they should be funded.
- b) maintain an overview of the reach of Spelthorne Council's grant-making and suggest ways in which any gaps might be addressed
- c) Review the performance of grant recipients on an annual basis where a Service Level Agreement is in place
- d) Signpost applicants to alternative sources of funding
- e) Co-ordinate regular events to promote funders and grant sources to the CVS sector.

2. Terms of Reference

The Terms of Reference for the Grants Panel are:

- a) A minimum of 3 elected members and three Spelthorne Council officers with relevant skills or knowledge will comprise the panel
- b) These will be appointed to the panel by being proposed and seconded by existing panel members and following a vote of existing members. Members should be nominated on the basis of specific skills that they will bring to the panel.
- c) a quorum shall be four members
- d) the chair must be an elected member and will be elected by majority vote
- e) Councillors on the Panel will be asked to register/declare any interests before considering the applications and making any recommendations.

f) all decisions will be made by a majority vote and in instances of there being no majority, the chair will gain the power to make one casting vote

g) the panel will meet at least once a year, though “virtual” meetings may be held via telephone or email exchange at any time. The quorum and voting rules will still apply and, normally, at least 5 working days will be allowed from the start to the conclusion of such meetings, in order to allow an adequate opportunity for all Panel members to take part.

h) panel members will be expected to attend at least 50% of “physical” meetings. Members missing three consecutive meetings without giving good reason may be deemed to have resigned and their position may be filled

i) the panel may invite anyone to attend a meeting(s) to give specialist input

j) the annual revenue grants process will be the subject of a report to CWHC and acceptance by Full Council at its annual budget-setting meeting

NEIGHBOURHOOD SERVICES AND ENFORCEMENT COMMITTEE

Membership

9 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Street cleansing services
- Street Scene
- Waste strategy and management
- Parking Services
- Parks, open spaces and allotments
- Building Control
- Cemeteries
- Community safety and crime & disorder
- Civil Enforcement (JET)
- Workplace Health & Safety enforcement of businesses in the community
- Licensing matters save for those specifically reserved to the Licensing Committee,
- Environmental health functions including food safety, housing conditions and pollution control, with the exception of air quality and contaminated land.
- Planning enforcement
- To adopt, monitor and review relevant Council policies and strategies which fall within the Committee's remit.
- To recommend changes or new policies to the Corporate Policy and Resources Committee where there are significant budgetary implications, with the exception of changes to existing, or addition of new policies falling within the Policy Framework. These will be recommended to Council.
- To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.
- To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community
- To review and scrutinise budget proposals and make recommendations to the Corporate Policy and Resources Committee.

ADMINISTRATIVE COMMITTEE

Membership

12 members reflecting political balance.

Functions

This committee has responsibility for the following functions of the Council:

- Performance management, Project management & service delivery options/transformation
- Making such appointments to Outside Bodies which are not reserved to Council
- Customer Services
- Corporate Services including Communications, Legal Services, ICT, Democratic Services and Electoral Services
- Human Resources Policy
- This Committee has responsibility for scrutinising matters referred to it by the Strategic Committees or councillors in accordance with the Council's Call-in Scheme (Part 4b of this Constitution).

POLICE AND CRIME COMMISSIONER'S PANEL

The Panel is a joint committee, made up of both appointed and co-opted members. All county, district and borough councillors are eligible to be Panel members.

In Surrey, there are 12 appointed members equating to the 12 councils. One councillor from Spelthorne Borough Council (appointed annually by Council) is a member of the Panel. In addition, there must be at least 2 co-opted members on the Panel (co-opted by the Panel itself, not the constituent councils) but the size of the Panel must not exceed 20 members in total. Surrey County Council is the lead authority administering the work of the Panel.

The Panel is established as an Overview and Scrutiny body and therefore has the legal powers to:

- Require any papers in the Police and Crime Commissioner's (PCC) possession (except those that are operationally sensitive).
- Require the PCC (and their staff) to attend the Panel to answer questions.
- Request the Chief Constable attends to answer questions where the PCC has been required to appear before the Panel.
- Make reports and recommendations on any action or decision of the Commissioner.

The Police Reform and Social Responsibility Act 2011 details the functions that the Panel exercises as follows:

- Review the draft police and crime plan, or draft variation, given to the Panel by the PCC and make a report or recommendations on the draft plan or variation to the PCC.
- Review the PCC's annual report and make a report or recommendations on the report to the PCC.
- Review or scrutinise decisions made or other action taken by the PCC in connection with the discharge of the PCC's functions.
- Publish any report and recommendations made to the PCC.
- Review certain senior appointments made by the PCC.
- Review Chief Constable appointments, with the power to veto the appointment with a two-thirds majority.
- Review and report on the PCC's proposals to remove a Chief Constable.
- Review the PCC's level of precept, with the power to veto the proposed precept with a two-thirds majority.
- Suspend the PCC if they are charged with certain criminal offences.
- Appoint an acting PCC if necessary.
- Initial handling and informal resolution of complaints about the conduct of the PCC or their Deputy.

REGULATORY COMMITTEES

AUDIT COMMITTEE

(7 councillors reflecting political balance and one independent non-voting member)

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process:
 - To approve (but not direct) the internal audit's strategy plan and performance.
 - To approve risk related Policies that are not reserved to Council.
 - To receive an annual report on RIPA (Regulation of Investigatory Powers Act)_activity.
 - To review summary internal audit reports and the main issues arising and to seek assurance that action has been taken where necessary.
 - To consider the reports of external audit and inspection agencies.
 - To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud, bribery and anti-corruption arrangements.
 - Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
 - To be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and to take actions required to improve it.
 - To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
 - To review the financial statements, external auditors' opinion and reports to councillors, and monitor management action in response to the issues raised by external audit.

2. To receive Corporate Project Management updates

LICENSING COMMITTEE

13 members reflecting political balance

Each Member of the committee is required to: complete in full an Induction Programme, undertake regular training including the legislation governing hearings under the Licensing Act 2003, the Gambling Act 2005 and in relation to hackney carriages and private hire; and attend development updates in relation to the licensing function. Any Member not undertaking these training activities will be unable to serve on the Licensing Sub-Committee until such time that the full training requirement has been met.

1. Subject to staff delegations, In relation to the Licensing Act 2003:
 - a. The determination of an application for a premises licence where relevant representations have been made and not withdrawn;
 - b. The determination of an application for a club premises certificate where relevant representations have been made and not withdrawn;
 - c. The determination of an application for a provisional statement where relevant representations have been made and not withdrawn;
 - d. The determination of an application for variation (excluding Minor Variations) of a premises licence/club premises certificates where relevant representations have been made and not withdrawn;
 - e. The determination of an application to vary the designated premises supervisor following objections from a Responsible Authority;
 - f. The determination of an application for the transfer of a premises licence following objections from a Responsible Authority;
 - g. Consideration of an objection from a Responsible Authority made to an interim authority notice;
 - h. The decision to give counter notice following objections from a Responsible Authority to a temporary event order;
 - i. The determination of an application for the grant of a personal licence following objections from the Responsible Authority;
 - j. The determination of an application for a review of a premises licence.
2. In relation to the Gambling Act 2005:
 - a. The determination of an application for a licence where relevant representations have been made and not withdrawn;
 - b. The determination of an application for a variation of a licence where relevant representations have been made and not withdrawn;
 - c. The determination of an application for the transfer of a licence where relevant representations have been received from the Gambling Commission;

- d. The determination of an application for a provisional statement where relevant representations have been received and not withdrawn;
 - e. The determination of an application for a review of a licence;
 - f. The determination of an application for club gaming / club machine permits where objections have been made and not withdrawn;
 - g. The cancellation of club gaming / club machine permits where relevant representations have been received and not withdrawn;
 - h. The decision to give a counter notice to a temporary use notice.
3. In relation to Part II Schedule 3 of the Local Government (Miscellaneous Provision) Act 1982:
- a. To grant or refuse applications for the grant, renewal or transfer of licences for sex establishments;
 - b. To grant or refuse applications for variations;
 - c. To attach such terms, conditions and restrictions to licences as is seen necessary and appropriate;
 - d. To revoke licences
 - e. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local Government (Miscellaneous Provisions) Act 1982.
4. In relation to taxi and private hire licensing:
- a. the adoption of all policies relating to taxi and private hire licensing.
 - b. In relation to the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 to revoke, refuse, to grant or renew, hackney carriage and private hire drivers and operators licences in circumstances where staff consider it appropriate to refer the matter to the Committee or Sub-Committee;
 - c. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local government (Miscellaneous Provisions) Act 1976 and the Local Government (Miscellaneous Provisions) Act 1982;
 - d. To determine applications for the revision of the taxi fare tariff pursuant to section 65 of the Local Government (Miscellaneous Provisions) Act 1976.
5. The passing of a resolution that the schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.
6. To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Corporate Policy and Resources Committee, where they do not require a Council decision under the Policy Framework at Article 4 of this Constitution.

7. To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.

All members of the Licensing Committee may serve on a Sub-Committee and delegated authority is given to the Monitoring Officer, in consultation with the Chairman of the Licensing Committee, to select members to serve on a Sub-Committee on a case by case basis.

PLANNING COMMITTEE

(15 Members reflecting political balance)

Members must attend Development Control training at least annually. New Members must attend induction training on an introduction to Planning and Decision Making, and Appeals/Costs, as a minimum, before they can sit on the Committee. Members of the Committee are expected to attend all further training sessions provided on the Planning regime. Any Member not undertaking these training activities will be unable to serve on the Committee until such time that the minimum training requirement has been met.

Subject to staff delegations, any applications for planning permission under Part III of the Town and Country Planning Act 1990 to which any of the following below apply AND subject to no decisions being issued within 21 days of the application's appearance on the Publicity Schedule;

- 1 Where councillor representations are received in writing within the specified "call in" period within the approved scheme.
- 2 Where the Planning Development Manager decides, after consultation with the Chairman of the Planning Committee, that an application should be submitted to the Planning Committee on planning grounds, or where there is significant public concern or where it is very contentious.
- 3 Where the application is submitted by the Council or by the Council with another person (individual or corporate).
- 4 Where the application is submitted by an officer of the Council (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 5 Where an application is submitted by a councillor (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 6 Approval of over 9 (nine) net additional residential units by new build (minor application).
- 7 Approval of over 1,000m² net additional floor space by new build (major application)
- 8 Recommendation of no objection for over 1,000m² net additional building floor space or 1 hectare net additional land area in connection with new Surrey County Council minerals and waste applications (gravel extraction/restoration).
- 9 Recommendation of no objection for extension of time limits for Surrey County Council minerals and waste applications where the net additional land area is over 5000m².
- 10 Powers under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 (as revised or amended)
- 11 For the local listing of any building

STANDARDS COMMITTEE

(9 Councillors reflecting political balance + 2 Independent non-voting Members)

Promoting the maintenance of high standards of conduct by councillors and any co-opted members of the Council.

In addition to the broad functions of the Committee set out in Article 8 it is also delegated to undertake the following work on behalf of the Council:

- to keep an overview on the arrangements for dealing with complaints under the code of conduct, making alterations and publishing them where it considers necessary;
- to devise such further protocols and procedures as are necessary for the efficient management of complaints which have to be considered by a hearings panel;
- to consult with the Independent Person on any matters which have broad implications for the promotion of high standards by the Council;
- to make recommendations to Council on standing orders for the registration and declaration of Disclosable Pecuniary Interests and other interests; and,
- to make recommendations to Council on any revisions to the Members' Code of Conduct and the registration of interests.
- to consider any issues referred by the Monitoring Officer under the Disclosure and Barring Service Checks for Members Protocol (Part 5m).
- to establish the Committee System Working Group with the Terms of Reference set out below.
- to monitor and review the operation of the Constitution in accordance with Article 13,

- to promote, manage and agree a programme of member development.

Hearings Panels (comprising three councillors drawn from the membership of the Standards Committee and chaired by an independent member) established under the Council's published arrangements for dealing with complaints may:

- require the Member to apologise either privately or in public;
- require the Member to attend training;
- censure the Member;
- send a report to Council to censure the Member;
- require the Monitoring Officer to publish a report in the newspaper or on the Council's website about the councillor's conduct;
- withdraw privileges provided by the Council such as computer equipment, internet or email access;
- recommend to the councillor's group leader that the councillor be removed from a Committee, or an outside body (as appropriate);or,
- a combination of any of the above.

Working Group's Terms of Reference

Committee System Working Group

Membership

The membership to comprise one councillor from each political group and any non-aligned members.

Responsibilities

Monitoring of objectives

To consider whether the system is meeting the Council's objectives. To recommend any amendments to the system to the Standard's committee where such is required to meet those objectives.

Recommendation of amendments

To consider whether any adjustments or amendments are required to ensure the smooth operation of the system and to make recommendations to the Standards Committee where required.

Decision Making

This working group has no formal decision-making powers. Any matters which require a Councillor decision will require a report to the Standards Committee for their decision.

APPOINTMENTS AND APPEALS COMMITTEE

Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Investigating and Disciplinary Committee in respect of the same matter.

In undertaking the annual appraisal of the Chief Executive, a minimum of three councillors from at least two different political parties must attend.

Functions

This committee has responsibility for the following functions of the Council:

- To make a recommendation to Council on the appointment of the Head of Paid Service (Chief Executive).
- To consider and determine the overall scheme and policies in relation to terms and conditions relating to the role of Head of Paid Service.
- To undertake the annual appraisal of the Chief Executive in accordance with the agreed Chief Executive Appraisal Procedure.
- To appoint other Chief Officers and Deputies as defined in Article 10.1, and in accordance with the Officer Employment Procedure Rules at Part 4(f) of this Constitution.
- To make a recommendation to Council on the designation of the Monitoring Officer and the Chief Finance Officer.
- To make a recommendation to Council on the appointment of the Independent Audit member.

Note: for the avoidance of doubt, Chief Officers and Deputy Chief Officers are posts at or above salary level Group Head.

- To hear appeals against action taken short of dismissal in relation to the Council's chief officers in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) and conduct any further investigation it considers necessary to reach a decision either to confirm the action or to award no sanction or a lesser sanction.

INVESTIGATING AND DISCIPLINARY COMMITTEE

MEMBERSHIP

A panel of five councillors. All councillors form a panel and are eligible to serve on the Committee with membership selected by the group leaders on a proportional basis as and when the Committee is required to sit.

RESPONSIBILITIES

1. To conduct an initial assessment of allegations against the Chief Executive, Chief Finance Officer or Monitoring Officer (together known as Statutory Officers), or other issues under investigation.
2. To consider whether it is appropriate to suspend a Statutory Officer if an allegation is such that if proven it would amount to gross misconduct or if the continuing presence at work of the Statutory Officer might compromise the investigation or impair the efficient exercise of the council's functions.
3. The Chairman of the IDC may suspend the Statutory Officer immediately in an emergency if an exceptional situation arises whereby allegations of misconduct by the Statutory Officer are such that their remaining presence at work poses a serious risk to the health and safety of others or the resources, information or reputation of the authority.
4. To agree or authorise any protocols which are necessary to manage the suspension of the Statutory Officer and the investigation.
5. To review the suspension of the Statutory Officer after a period of two months has elapsed.
6. To decide whether to appoint an Independent Investigator to undertake a more detailed investigation of an allegation against the Statutory Officer or other issues under investigation.
7. To appoint an Independent Investigator selected from the list maintained by the National Joint Secretaries, providing the necessary facilities, paying the remuneration and providing all available information about the allegations.
8. To consider the report of the Independent Investigator, and also give the Statutory Officer the opportunity to state their case and to question witnesses, where relevant, before making a decision.

INDEPENDENT PANEL

MEMBERSHIP

A Panel shall comprise of independent persons (at least two in number) who have been appointed by the Council, or by another Council, for the purposes of the council members' conduct regime under section 28(7) of the Localism Act 2011.

Invitations for membership of the Panel shall be issued in accordance with the following priority order, as and when the Panel is required to sit:

- (a) an independent person who has been appointed by the Council and who is a local government elector in the authority's area
- (b) any other independent person who has been appointed by the Council and
- (c) an independent person who has been appointed by another council or councils

RESPONSIBILITIES

1. In a case where the Investigating and Disciplinary Committee (IDC) is proposing dismissal of a Statutory Officer:
 - to receive any oral representations from the Statutory Officer
 - to invite any response on behalf of the IDC to the points made
 - to review the decision and prepare a report for Council offering any advice, views or recommendations it may have to the council on the proposal for dismissal

Appropriate training should be provided for Independent Panel members.

Members of an Independent Panel may claim out of pocket expenses in relation to their work on the Panel.

High level structure comparison

Authority	Members	Committees	Committee areas	Meetings	Seats
Strategic Committees take most of the significant high level policy decisions relating to the management of the Council's services					
RB Kingston	48	4	Corporate and Resources	5	13
			People (Social services)	5	13
			Place	4	13
			Neighbourhoods x 4	5	
			Scrutiny Panel for call-ins	1 held	
LB Sutton	55	4	Strategy and Resources	6	15
			People (Social services)	4	13
			Housing, Economy and Business	4	10
			Environment and Sustainable Transport	4	10
St Albans City and District	56	4	Strategy and Resources	6	13
			Public Realm	4	13
			Housing and Inclusion	4	13
			Planning Policy and Climate	4	13
Stroud	51	4	Strategy and Resources	6	14
			Environment	5	13
			Housing	6	12
			Community Services and Licensing	5	12
Gosport	28	3	Policy and Organisation	6	7
			Community and Environment	5	7
			Housing	5	7
Three Rivers	39	3	Policy and Resources	7-8	13
			General public services and Economic Development	4-5	11
			Climate Change, Leisure and Community	4-5	11

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Committees and decisions 2021-2023

Committee	No. meetings 2021	2021 - decisions	2021- to note	No. meetings 2022	2022- decisions	2022 – to note	No. meetings 2023	2023 - decisions	2023 – to note	Average no. decisions per meeting over 3 years	Average no. noted per meeting over 3 years
Admin	3	2	7	3	4	6	3	8	3	2	2
Community	5	14	25	4	18	8	4	17	5	4	3
Economic	5	2	27	4	5	17	3	4	7	1	4
Environment	11	26	30	8 (2Ex)	20	23	7 (1 Ex)	12	14	2	3
Neighbourhood	5	11	10	4	9	6	4	7	4	2	2
Corporate Policy	8	46	25	9	37	19	9	52	15	5	2
Totals	37	101	124	32	93	79	30	100	48	3	3

Consideration of less Committees

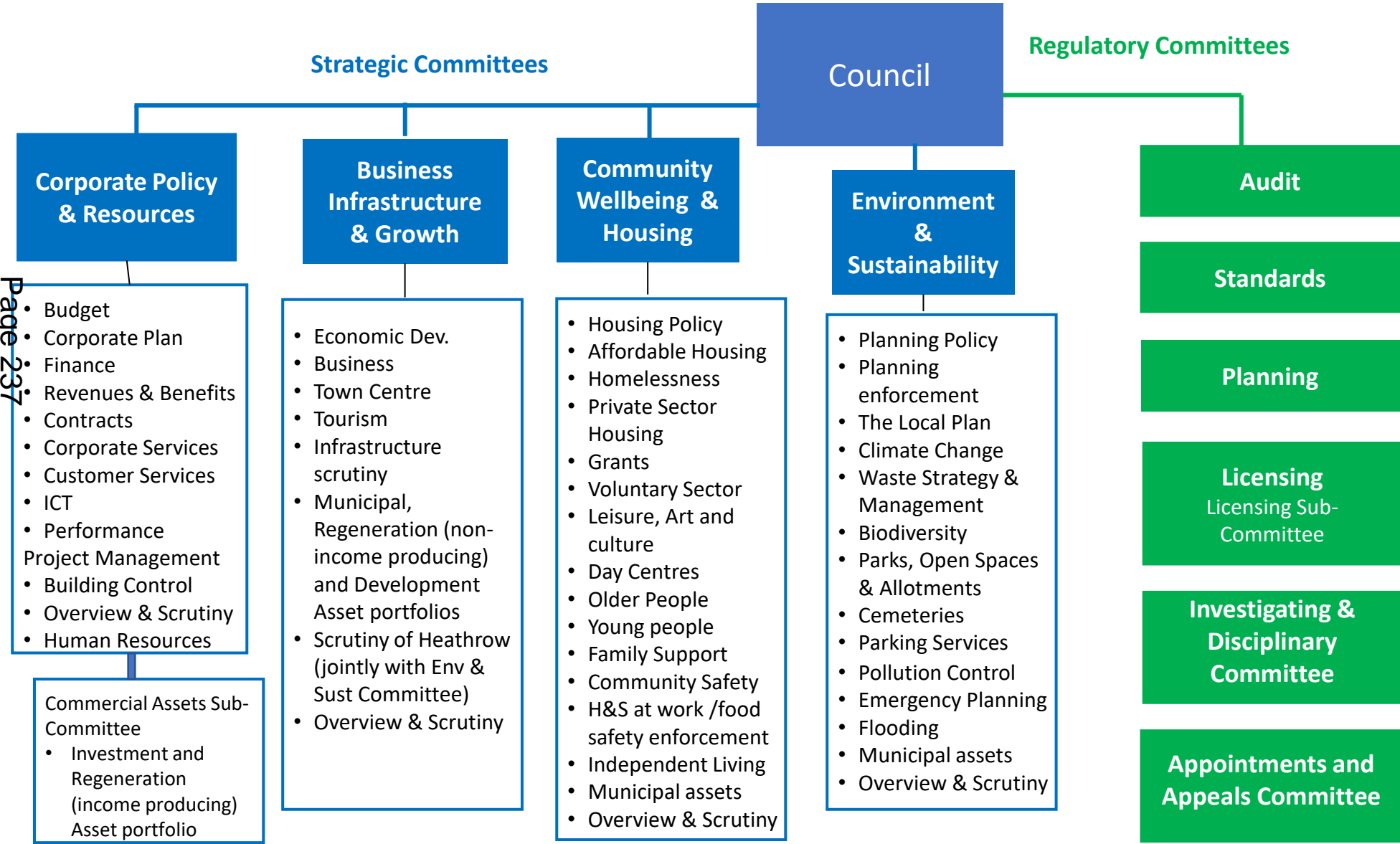
Based on stats above in the following combined committee scenario this is no. of potential agenda items for decision per meeting under the new structure:

Combined Committee	Suggested Frequency	Average decision items per meeting	Total agenda items per annum (does not include 'to note' items)
CPR/Admin	8	7	56
Business I.G./Ec.	4	1	4
Business I.G./Ec. + regeneration/dev assets*	4	5	20
Community/Neighbourhood	5	5	25
Environment/Neighbourhood	5	3	15

*Assets stats from Dev Sub meetings – 2022=17 decisions, 2023=10 decisions

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Proposed Committee System Structure



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TERMS OF REFERENCE

All Committees will have the following functions in relation to those areas of responsibility falling within the remit of each Committee:

- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan and set strategic priorities within the Budget and Policy Framework, for services within its remit
- To adopt, monitor and review Council policies and strategies which fall within the remit of that Committee.
- To take decisions within the budget framework including contract and virement decisions.
- Where there are significant budgetary implications, to make recommendations to the Corporate Policy and Resources Committee on changes to existing policies, or the adoption of new policies, with the exception of changes to previously approved, or the addition of new policies falling within the Policy Framework. These are reserved to Council.
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project (with the exception of decisions on Community Infrastructure Levy funds allocation by the Corporate Policy and Resources Committee) without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.
- To recommend to Council any expenditure on a project within the Capital Programme where the cost of the project as a whole exceeds £1million.
- To review and have oversight of the agreed Project Initiation Document and other relevant project reporting documentation in relation to service projects within the Committee's remit.
- To consider and propose budget priorities and actions on the delivery of Council services within each Committee's remit, within the overall policy and budgetary framework agreed by the Council.
- To consider periodic budgetary monitoring and variation reports in respect of the functions within the Committee's remit and make any recommendations to the Council as necessary.
- To consider Motions referred to the Committee by Council under Standing Order 16.6, in accordance with the rules of debate at Standing Order 18.
- To review and scrutinise budget proposals relevant to the Committee's functions and make recommendations to the Corporate Policy and Resources Committee, or in the case of that Committee, make recommendations to Council.
- To review and scrutinise service delivery in line with the strategic direction set above and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community.

Part 3 section (b)

- To encourage performance improvement in relevant services, consistent with Value for Money principles (defined in Part 4d Glossary of terms) and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to that Committee.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Strategic Committees).
- To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.
- In respect of matters that cross the remits of two or more Strategic Committees, the Chairs of the relevant Committees will agree which Committee will deal with the issue, in consultation with the relevant officer bringing the matter. If the Chair is not available, the Vice-Chair will be consulted. In the case of a conflict, the Corporate Policy and Resources Committee will be responsible for the matter.
- Where a function does not clearly fall within the remit of a Strategic Committee, the Corporate Policy and Resources Committee shall direct which Committee shall deal with the function, or deal with the matter itself.

CORPORATE POLICY & RESOURCES COMMITTEE

Membership

At least 15 members reflecting political balance, comprising the Chairs and Vice-Chairs of the Strategic Committees and with the Leader and Deputy Leader appointed as Chair and Vice-Chair of this Committee.

Functions

The Corporate Policy and Resources Committee exercises any function not delegated to another Committee, an officer or reserved to Council. In particular, it makes recommendations concerning the Council's budget to Council. The Committee will also carry out those statutory and non-statutory functions falling within its area of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Where a function does not clearly fall within the remit of a Strategic Committee, this Committee shall direct which Committee shall deal with the function, or deal with the matter itself.

The Committee will recommend to Council new, or changes in previously approved, policies that fall within the Policy Framework as set out in Article 4 as well as making joint arrangements or delegating decision making to Chief Officers. However, this does not prevent that Committee from choosing to exercise the function itself.

Areas of responsibility include:

- Appointments to Outside Bodies
- Armed Forces Covenant
- Building Control
- Business and Financial Planning
- Compulsory Purchase Orders
- Contracts and Commissioning
- Council Insurance, Health and Safety
- Corporate Communications
- Corporate Complaints
- Customer Services
- Debt and Treasury Management
- Democratic Services
- Electoral Services
- Financial Services
- Human Resources
- Investment and Regeneration Assets
- Land Charges
- Legal Services
- ICT and Digital transformation
- Oversight of major (where the cost of the project as a whole exceeds £1 million) programmes and projects within the Capital programme.
- Performance Management

- Procurement
- Project Management
- Reserves Strategy
- Revenues and Benefits
- Risk Management
- Strategic Partnerships

And specifically:

- To make recommendations as appropriate on matters reserved to Council for decision including:
 - the Council's draft annual budget, including the capital and revenue budgets, prudential controls and council tax
 - the use of reserves
 - the Council's Community and Corporate Plans
 - the Council's Policy Framework
- To consider periodic budgetary monitoring and variation reports and make any recommendations to the Council as necessary.
- To be responsible for decision making in respect of the Council's fees and charges and consider recommendations from the other Strategic Committees on fees and charges for services falling within their remit.
- To act as the Council's shareholder representative on the Knowle Green Estates Board.
- To be responsible for decisions to proceed with asset acquisitions relating directly to Regeneration purposes only.
- To be responsible for decisions to proceed with freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
- To receive quarterly reports on the Investment Sinking Fund Reserves and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
- To be responsible for the oversight of major programmes and projects within the Capital Programme where the cost of the project as a whole exceeds £1 million.
- To be responsible for decision making in respect of the Council's services and activities other than those specifically delegated to other Committees or officers.
- To be responsible for decision making where there is a conflict in respect of matters that cross the remits of two or more Strategic Committees.
- To be responsible for decisions to adopt new policies or make changes to previously approved policies, falling outside the Policy Framework, where there are significant budgetary implications.
- To be responsible for decisions on Community Infrastructure Levy (CIL) funds allocation on those proposals related to major infrastructure projects where significantly large sums of monies (approximately £1million or more) are being committed or on schemes which carry a degree of complexity as recommended by the CIL Task Group.

Part 3 section (b)

- To consider the Annual report from the Local Government and Social Care Ombudsman and any maladministration findings of the body.
- To make a Compulsory Purchase Order and decide on the level of costs arising up to £1 million.
- To make appointments to outside bodies and charities where the appointment is not reserved to Council for decision.
- To be consulted by other committees on any issues raised relating to the performance and provision of services.

COMMERCIAL ASSETS SUB-COMMITTEE

Objective

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's Investment properties and commercial assets within the Council's regeneration programme.

Membership

A minimum of 4 Members reflecting political balance, with at least 1 member from each political party. An independent member will also be appointed.

Functions

1. Acquisitions relating directly to Regeneration purposes only (acquiring assets for alternative purposes is not covered via the Objectives of this Sub-Committee)
 - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to possible new strategic property acquisitions for regeneration purposes only.
 - (b) Following (a) above, to give an initial steer on whether to investigate further those potential acquisitions.
 - (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with acquisitions in accordance with relevant Council procedure rules.

2. Disposals
 - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
 - (b) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential joint venture initiative involving investments assets and/or commercial assets within the regeneration programme.
 - (c) Following (a) or (b) above to give an initial steer on whether to investigate further those potential disposals or joint venture initiatives.
 - (d) Following (c) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with the particular freehold (or long leasehold) disposal or joint venture initiative in accordance with the relevant Council procedure rules.
 - (e) To receive recommendations from officers and approve (or otherwise) any proposals for the granting of a new or reversionary lease at an aggregated rent over the term which exceeds officer delegation levels.

3. Management of Investment Assets and Commercial Assets within the Regeneration Programme
- (a) To approve leasehold disposals (lettings) in investment assets (where officer/member delegation financial limits are exceeded.)
 - (b) To approve the change of use of investment assets including recommendations to the Corporate Policy and Resources Committee regarding alternative use or classification of the asset.
 - (c) To receive monthly update reports on the management of the investment assets in accordance with the adopted Asset Management Strategy, including rental income, potential letting opportunities, pending break option and lease expiries over the next 12-month period, significant assignments and any other estate management issues based on officer recommendations.
 - (d) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
 - (e) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.
 - (f) To approve new lettings where the rental income per annum (net of VAT) exceeds £100k.
 - (g) To approve lease renewals where the rent in the first year of the new lease is less than 50% of the passing rent of the previous lease, or where the financial impact exceeds £250k.
 - (h) To receive monthly arrears reports on each individual asset/tenant within the investment portfolio by rent quarters.
 - (i) To be notified of any potential arrears and issues being faced by individual tenants (including taking decisions on tenant requests to change from quarterly to monthly payments or rent deferral requests) where the rental income exceeds £100,000pa and to be advised of steps being taken by officers to mitigate that risk.
 - (j) To receive quarterly reports on the Investment Sinking Funds and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
 - (k) To receive notification of and authorize any non-budgeted capital expenditure or any capital expenditure over £50,000. on the investment portfolio.
 - (l) To approve, the settlement of rent reviews, lease renewals or lease re-structuring negotiations in respect of the Investment assets where officer/member delegation financial limits are exceeded.
 - (m) To review, advise on and approve formal reporting of the investment portfolio to CPRC and/or full council to include Asset Investment Strategies, Business Plans, Key Performance Indicators, Risk Registers, and half yearly update reports.
 - (n) To agree the scope of the annual reporting on the Council's investment and regeneration portfolios with the Assets Team.

4. Frequency

Monthly day time meetings. Where meetings are not necessary for lack of business they will be cancelled.

ENVIRONMENT & SUSTAINABILITY (E&S) COMMITTEE

Membership

At least 15 members reflecting political balance.

Functions

This committee has responsibility to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of responsibility include:

- Cemeteries
- Climate emergency response - including carbon management, mitigation and adaptation measures
- Community Infrastructure Levy (CIL) funds
- Emergency planning
- Environmental sustainability and biodiversity
- Fly tipping
- Grounds Maintenance
- Heathrow liaison
- The Local Plan
- Parking services and strategy
- Parks, open spaces, allotments and playgrounds
- Planning policy and enforcement
- Pollution control including air quality and contaminated land
- Street Cleansing
- Transport including Electric Vehicle strategy
- Waste strategy and management, including Recycling

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To consider all Community Infrastructure Levy (CIL) funds allocation and determination in all cases, except for those proposals related to major infrastructure projects where significantly large sums of monies are being committed or on schemes which carry a degree of complexity which will be referred for decision to Corporate Policy and Resources Committee, as recommended by the CIL Task Group.
- To scrutinise those aspects of the operation of Heathrow Airport that directly relate to this Committee's areas of responsibility.
- To establish the Community Infrastructure Levy Working Group with the membership and terms of reference as set out below
- To establish the Climate Change Working Group with the membership and terms of reference as set out below

- To review and scrutinise flood risk management

Working Groups Terms of Reference

Community Infrastructure Levy (CIL) Working Group

1. Remit

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

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

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

2. Membership of the Working Group

The CIL Working Group comprises:

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

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

The following Officer representation will apply:

- Strategic Planning Manager
- Infrastructure Delivery Co-ordinator

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

3. Meetings

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

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

4. Objectives

The Working Group objectives are:

- To ensure overall programming of infrastructure projects agreed by the appropriate Committee.
- To advise and recommend to the appropriate Committee schemes that will have maximum benefits to the community.

- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund of approximately £1 million.

The Working Group will be responsible for:

- Recommending projects to the appropriate Committee which require CIL funding from resources allocated to it, following assessment in accordance with the agreed criteria.
- Regular monitoring and reporting to the E&S Committee on the delivery of projects including revisions to timescales and expenditure.
- Reporting to the E&S after completion of each project.

5. Output

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

Adopted 26 April 2023

Climate Change Working Group

The Spelthorne Climate Change Working Group will consist of 7 members.

The Terms of Reference for the Working Group are:

1. To implement the climate change strategy and action plan agreed in 2022 to deliver our target of carbon neutrality by 2030.
2. To make recommendations to Environment and Sustainability Committee on areas for improvement which can impact on 'climate change' and to identify, and make recommendations on, developing new environmental policies where required which will help move the Council and Borough towards carbon neutrality by 2030.
3. To report to c appropriate action plans and targets to deliver the Council's 2030 target of zero carbon emissions.
4. To monitor progress with delivering the action plans and achieving targets and report on progress to Environment and Sustainability Committee on a quarterly basis.
5. To consider government and wider authorities' consultation on documents relating to 'climate change' and assist Environment and Sustainability Committee in formulating its response.
6. For members of the Working Party to act as 'climate change' champions by leading by example and advocating action on climate change. The Council has an important community leadership role to play regarding the 'climate change' agenda.
7. To identify areas for further research and invite presentations, workshops and discussions with experts as appropriate to help inform the Council's policies and action plans.

8. The Climate Change Working Group will consider the best way of engaging with key partners and work closely with the Government, the Environment Agency, Surrey County Council, local businesses, residents and other partners across the county and Borough to meet the target of making the Borough carbon neutral by 2030.
9. To consider and formulate a communication strategy to promote the Council's activities on climate change.
10. To monitor flood risk and actions to mitigate.

Membership and Proceedings of the Working Group on Climate Change

1. To be a cross party working group
2. The Chair of the Environment and Sustainability Committee or appointee will chair the Group.
3. The Group will appoint its own vice chair from within its membership.
4. The meetings of the Working Group will be internal and confidential to the Council. At the Chair's discretion, some of the meetings will be open to all members of the Council to attend, particularly those to which outside speakers have been invited, to ensure wide engagement across the organisation.
5. The Working Group, can co-opt an external member to the Group, as required, to deal with, specialist areas. However, it remains the decision of the full Working Group as to what targets are recommended.
6. The Working Group will meet at least 4 weeks before an Environment and Sustainability Committee but potentially more frequently depending on workload and actions required.
7. The Working 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. Proactive and innovative suggestions are encouraged.
8. Liaison and engagement with a wide range of stakeholders is welcomed. The Working Group should seek a wide body of opinion to inform its considerations including exchanging views on pertinent matters and receiving suggestions as to how climate change can be addressed in areas over which Spelthorne Borough Council has limited control or significant influence.

Adopted 27 June 2023

BUSINESS, INFRASTRUCTURE AND GROWTH (BIG) COMMITTEE

Membership

At least 11 members reflecting political balance

Functions

This committee has responsibility within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's municipal, strategic regeneration (non-income producing) and development asset portfolios.

Also to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of Responsibility:

- Business partnerships
- Business transformation, support and inward investment
- Economic development
- Heathrow liaison
- Infrastructure scrutiny
- Markets
- Tourism
- Town centre viability and regeneration
- Management of the municipal, strategic regeneration (non-income producing) and development asset portfolios as defined in the Asset Management Strategy.

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To be responsible for the management of the strategic regeneration portfolio at such time as those assets are no longer held for income producing purposes.
- To consider and make recommendations to Council on proposals for achieving residential outcomes on assets within the Council's development portfolio through Joint Venture contracts/programmes, including the transfer of units/schemes to Knowle Green Estates or Registered Providers.
- To consider and make recommendations to Council on the disposal of assets in the development portfolio.
- To consider proposals to change the community use of a municipal asset, subject to inviting members of the Community Wellbeing and Housing Committee to attend

any meeting at which the matter is due to be discussed, to make their representations on the proposals.

- To scrutinise and provide observations and comments to the relevant authorities responsible for delivering those infrastructure projects which affect the local economy.
- To scrutinise those aspects of the operation of Heathrow Airport that directly impact this Committee's areas of responsibility.

COMMUNITY WELLBEING & HOUSING (CWH) COMMITTEE

Membership

At least 11 members reflecting political balance.

Functions

This committee has responsibility to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of Responsibility

- Affordable, social housing and homelessness provision
- Arts and culture strategy
- Asylum seekers and refugees
- Civil Enforcement (JET)
- Community Day Centres
- Community safety and crime & disorder
- Community Transport (Spelride)
- Disabled Facilities Grants
- Environmental Health excluding pollution control and contaminated land
- Family Support
- Home Improvement Agency
- Housing Benefits/Council Tax Support
- Housing Options including allocations
- Housing policies and strategies
- Leisure and sports contracts
- Licensing matters (including HMO licensing) save for those specifically reserved to the Licensing Committee
- Management and maintenance of council owned housing and services to tenants
- Private sector and social housing enforcement including housing conditions
- Public Halls
- Services for older people
- Supported living independently – including meals on wheels
- Voluntary and community sector strategy and liaison
- Workplace Health & Safety enforcement of businesses in the community

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To establish the Grants Panel with membership and terms of reference as set out below.
- To make decisions on grants funding to organisations in the voluntary and community sector

- To receive periodic reports from Spelthorne Healthy Communities Board on funding decisions. The Board's membership and terms of reference are set out below for completeness.
- To exercise the Council's statutory scrutiny responsibilities arising under the Police and Justice Act 2006 in relation to crime and disorder.

Spelthorne Healthy Communities Board

1. Purpose

The purpose of the group is to improve the Health and Wellbeing in Spelthorne. The group will discuss and determine the Health & Wellbeing priorities for Spelthorne with targets and performance reviews outlined in the Spelthorne Health & Wellbeing Strategy. The group will raise awareness and communicate Health & Wellbeing information in Spelthorne and will provide an annual report to the joint committee of Spelthorne Borough Council and Surrey County Council.

2. Membership

We will invite representatives from the following organisations:

- (a) Spelthorne Borough Council including the Chair of the Community Wellbeing and Housing Committee and Group Head for Community Wellbeing, and representatives from relevant Council departments
- (b) Surrey County Council representatives including Adult Social Care and Children's Services. A SCC councillor who is appointed by Joint Committee at the start of each municipal year.
- (c) Voluntary organisations such as Voluntary Support North Surrey, Action for Carers and Catalyst
- (d) A representative from North West Surrey Clinical Commissioning Group
- (e) A representative from one of the third sector community care borough wide forums or groups (for, children with disabilities, older people and adults with physical and sensory disabilities—Appendix 1) or a suitable representative from the community.
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.

3. Terms of Reference

The responsibilities of the Health and Wellbeing Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will provide periodic reports to the Community Wellbeing and Housing Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To consider any issues raised by members of the group or the wider community and to determine what needs to be done to resolve these issues.
- (d) To provide an opportunity for the sharing of relevant information between agencies.

(e) To link to other local, partnership groups as appropriate
(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of discrimination, equality of opportunity and the promotion of good relations between people from different backgrounds.

Grants Panel

1. Purpose of the Panel

The Grants Panel provides an opportunity for people with specialist skills and knowledge to contribute to the development of the community, voluntary and faith sector by granting annual and one-off funding.

The Grants Panel Advisory Panel is designed to ensure that Spelthorne Borough Council meets the highest standards when considering applications and awarding grants and consistently supports those organisations which help to deliver the Council's corporate priorities and enhance the quality of life in the Borough.

It will:

- a) assess grant applications and make recommendations to the Community Wellbeing and Housing Committee (CWHC) as to whether they should be funded.
- b) maintain an overview of the reach of Spelthorne Council's grant-making and suggest ways in which any gaps might be addressed
- c) Review the performance of grant recipients on an annual basis where a Service Level Agreement is in place
- d) Signpost applicants to alternative sources of funding
- e) Co-ordinate regular events to promote funders and grant sources to the CVS sector.

2. Terms of Reference

The Terms of Reference for the Grants Panel are:

- a) A minimum of 3 elected members and three Spelthorne Council officers with relevant skills or knowledge will comprise the panel
- b) These will be appointed to the panel by being proposed and seconded by existing panel members and following a vote of existing members. Members should be nominated on the basis of specific skills that they will bring to the panel.
- c) a quorum shall be four members
- d) the chair must be an elected member and will be elected by majority vote
- e) Councillors on the Panel will be asked to register/declare any interests before considering the applications and making any recommendations.
- f) all decisions will be made by a majority vote and in instances of there being no majority, the chair will gain the power to make one casting vote

Part 3 section (b)

- g) the Panel will meet at least once a year, though “virtual” meetings may be held via telephone or email exchange at any time. The quorum and voting rules will still apply and, normally, at least 5 working days will be allowed from the start to the conclusion of such meetings, in order to allow an adequate opportunity for all Panel members to take part.
- h) Panel members will be expected to attend at least 50% of “physical” meetings. Members missing three consecutive meetings without giving good reason may be deemed to have resigned and their position may be filled
- i) the Panel may invite anyone to attend a meeting(s) to give specialist input
- j) the annual revenue grants process will be the subject of a report to CWHC and acceptance by Full Council at its annual budget-setting meeting

POLICE AND CRIME COMMISSIONER'S PANEL

Membership

The Panel is a joint committee, made up of both appointed and co-opted members. All county, district and borough councillors are eligible to be Panel members.

In Surrey, there are 12 appointed members equating to the 12 councils. One councillor from Spelthorne Borough Council (appointed annually by Council) is a member of the Panel. In addition, there must be at least 2 co-opted members on the Panel (co-opted by the Panel itself, not the constituent councils) but the size of the Panel must not exceed 20 members in total. Surrey County Council is the lead authority administering the work of the Panel.

Functions

The Panel is established as an Overview and Scrutiny body and therefore has the legal powers to:

- Require any papers in the Police and Crime Commissioner's (PCC) possession (except those that are operationally sensitive).
- Require the PCC (and their staff) to attend the Panel to answer questions.
- Request the Chief Constable attends to answer questions where the PCC has been required to appear before the Panel.
- Make reports and recommendations on any action or decision of the Commissioner.

The Police Reform and Social Responsibility Act 2011 details the functions that the Panel exercises as follows:

- Review the draft police and crime plan, or draft variation, given to the Panel by the PCC and make a report or recommendations on the draft plan or variation to the PCC.
- Review the PCC's annual report and make a report or recommendations on the report to the PCC.
- Review or scrutinise decisions made or other action taken by the PCC in connection with the discharge of the PCC's functions.
- Publish any report and recommendations made to the PCC.
- Review certain senior appointments made by the PCC.
- Review Chief Constable appointments, with the power to veto the appointment with a two-thirds majority.
- Review and report on the PCC's proposals to remove a Chief Constable.
- Review the PCC's level of precept, with the power to veto the proposed precept with a two-thirds majority.
- Suspend the PCC if they are charged with certain criminal offences.
- Appoint an acting PCC if necessary.
- Initial handling and informal resolution of complaints about the conduct of the PCC or their Deputy.

REGULATORY COMMITTEES

AUDIT COMMITTEE

(7 councillors reflecting political balance and one independent non-voting member)

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process:
 - To approve (but not direct) the internal audit's strategy plan and performance.
 - To approve risk related Policies that are not reserved to Council.
 - To receive an annual report on RIPA (Regulation of Investigatory Powers Act) activity.
 - To review summary internal audit reports and the main issues arising and to seek assurance that action has been taken where necessary.
 - To consider the reports of external audit and inspection agencies.
 - To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud, bribery and anti-corruption arrangements.
 - Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
 - To be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and to take actions required to improve it.
 - To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
 - To review the financial statements, external auditors' opinion and reports to councillors, and monitor management action in response to the issues raised by external audit.

LICENSING COMMITTEE

Membership

13 members reflecting political balance

Each Member of the committee is required to: complete in full an Induction Programme, undertake regular training including the legislation governing hearings under the Licensing Act 2003, the Gambling Act 2005 and in relation to hackney carriages and private hire; and attend development updates in relation to the licensing function. Any Member not undertaking these training activities will be unable to serve on the Licensing Sub-Committee until such time that the full training requirement has been met.

Functions

1. Subject to staff delegations, In relation to the Licensing Act 2003:
 - a. The determination of an application for a premises licence where relevant representations have been made and not withdrawn;
 - b. The determination of an application for a club premises certificate where relevant representations have been made and not withdrawn;
 - c. The determination of an application for a provisional statement where relevant representations have been made and not withdrawn;
 - d. The determination of an application for variation (excluding Minor Variations) of a premises licence/club premises certificates where relevant representations have been made and not withdrawn;
 - e. The determination of an application to vary the designated premises supervisor following objections from a Responsible Authority;
 - f. The determination of an application for the transfer of a premises licence following objections from a Responsible Authority;
 - g. Consideration of an objection from a Responsible Authority made to an interim authority notice;
 - h. The decision to give counter notice following objections from a Responsible Authority to a temporary event order;
 - i. The determination of an application for the grant of a personal licence following objections from the Responsible Authority;
 - j. The determination of an application for a review of a premises licence.
2. In relation to the Gambling Act 2005:
 - a. The determination of an application for a licence where relevant representations have been made and not withdrawn;
 - b. The determination of an application for a variation of a licence where relevant representations have been made and not withdrawn;

- c. The determination of an application for the transfer of a licence where relevant representations have been received from the Gambling Commission;
 - d. The determination of an application for a provisional statement where relevant representations have been received and not withdrawn;
 - e. The determination of an application for a review of a licence;
 - f. The determination of an application for club gaming / club machine permits where objections have been made and not withdrawn;
 - g. The cancellation of club gaming / club machine permits where relevant representations have been received and not withdrawn;
 - h. The decision to give a counter notice to a temporary use notice.
3. In relation to Part II Schedule 3 of the Local Government (Miscellaneous Provision) Act 1982:
- a. To grant or refuse applications for the grant, renewal or transfer of licences for sex establishments;
 - b. To grant or refuse applications for variations;
 - c. To attach such terms, conditions and restrictions to licences as is seen necessary and appropriate;
 - d. To revoke licences
 - e. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local Government (Miscellaneous Provisions) Act 1982.
4. In relation to taxi and private hire licensing:
- a. the adoption of all policies relating to taxi and private hire licensing.
 - b. In relation to the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 to revoke, refuse, to grant or renew, hackney carriage and private hire drivers and operators licences in circumstances where staff consider it appropriate to refer the matter to the Committee or Sub-Committee;
 - c. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local government (Miscellaneous Provisions) Act 1976 and the Local Government (Miscellaneous Provisions) Act 1982;
 - d. To determine applications for the revision of the taxi fare tariff pursuant to section 65 of the Local Government (Miscellaneous Provisions) Act 1976.
5. The passing of a resolution that the schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.

Part 3 section (b)

6. To monitor and review relevant Council policies and strategies and recommend changes or new policies to the Corporate Policy and Resources Committee, where they do not require a Council decision under the Policy Framework at Article 4 of this Constitution.
7. To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.

All members of the Licensing Committee may serve on a Sub-Committee and delegated authority is given to the Monitoring Officer, in consultation with the Chairman of the Licensing Committee, to select members to serve on a Sub-Committee on a case by case basis.

PLANNING COMMITTEE

Membership

15 councillors reflecting political balance

Members must attend Development Control training at least annually. New Members must attend induction training on an introduction to Planning and Decision Making, and Appeals/Costs, as a minimum, before they can sit on the Committee. Members of the Committee are expected to attend all further training sessions provided on the Planning regime. Any Member not undertaking these training activities will be unable to serve on the Committee until such time that the minimum training requirement has been met.

Functions

Subject to staff delegations, any applications for planning permission under Part III of the Town and Country Planning Act 1990 to which any of the following below apply AND subject to no decisions being issued within 21 days of the application's appearance on the Publicity Schedule;

- 1 Where councillor representations are received in writing within the specified "call in" period within the approved scheme.
- 2 Where the Planning Development Manager decides, after consultation with the Chairman of the Planning Committee, that an application should be submitted to the Planning Committee on planning grounds, or where there is significant public concern or where it is very contentious.
- 3 Where the application is submitted by the Council or by the Council with another person (individual or corporate).
- 4 Where the application is submitted by an officer of the Council (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 5 Where an application is submitted by a councillor (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 6 Approval of over 9 (nine) net additional residential units by new build (minor application).
- 7 Approval of over 1,000m² net additional floor space by new build (major application)
- 8 Recommendation of no objection for over 1,000m² net additional building floor space or 1 hectare net additional land area in connection with new Surrey County Council minerals and waste applications (gravel extraction/restoration).
- 9 Recommendation of no objection for extension of time limits for Surrey County Council minerals and waste applications where the net additional land area is over 5000m².
- 10 Powers under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 (as revised or amended)
- 11 For the local listing of any building

STANDARDS COMMITTEE

Membership

9 councillors reflecting political balance + 2 Independent non-voting Members

Functions

Promoting the maintenance of high standards of conduct by councillors and any co-opted members of the Council.

In addition to the broad functions of the Committee set out in Article 8 it is also delegated to undertake the following work on behalf of the Council:

- to keep an overview on the arrangements for dealing with complaints under the code of conduct, making alterations and publishing them where it considers necessary;
- to devise such further protocols and procedures as are necessary for the efficient management of complaints which have to be considered by a hearings panel;
- to consult with the Independent Person on any matters which have broad implications for the promotion of high standards by the Council;
- to make recommendations to Council on standing orders for the registration and declaration of Disclosable Pecuniary Interests and other interests; and,
- to make recommendations to Council on any revisions to the Members' Code of Conduct and the registration of interests.
- to consider any issues referred by the Monitoring Officer under the Disclosure and Barring Service Checks for Members Protocol (Part 5m).
- to establish the Committee System Working Group with the Terms of Reference set out below.
- to monitor and review the operation of the Constitution in accordance with Article 13.
- to promote, manage and agree a programme of member development.

Hearings Panels (comprising three councillors drawn from the membership of the Standards Committee and chaired by an independent member) established under the Council's published arrangements for dealing with complaints may:

- require the Member to apologise either privately or in public;
- require the Member to attend training;
- censure the Member;
- send a report to Council to censure the Member;
- require the Monitoring Officer to publish a report in the newspaper or on the Council's website about the councillor's conduct;
- withdraw privileges provided by the Council such as computer equipment, internet or email access;

- recommend to the councillor's group leader that the councillor be removed from a Committee, or an outside body (as appropriate); or,
- a combination of any of the above.

Working Groups' Terms of Reference

Committee System Working Group

Membership

The membership to comprise one councillor from each political group and any non-aligned members.

Responsibilities

Monitoring of objectives

To consider whether the system is meeting the Council's objectives. To recommend any amendments to the system to the Standard's committee where such is required to meet those objectives.

Recommendation of amendments

To consider whether any adjustments or amendments are required to ensure the smooth operation of the system and to make recommendations to the Standards Committee where required.

Decision Making

This working group has no formal decision-making powers. Any matters which require a Councillor decision will require a report to the Standards Committee for their decision.

APPOINTMENTS AND APPEALS COMMITTEE

Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Investigating and Disciplinary Committee in respect of the same matter.

In undertaking the annual appraisal of the Chief Executive, a minimum of three councillors from at least two different political parties must attend.

Functions

This committee has responsibility for the following functions of the Council:

- To make a recommendation to Council on the appointment of the Head of Paid Service (Chief Executive).
- To consider and determine the overall scheme and policies in relation to terms and conditions relating to the role of Head of Paid Service.
- To undertake the annual appraisal of the Chief Executive in accordance with the agreed Chief Executive Appraisal Procedure.
- To appoint other Chief Officers and Deputies as defined in Article 10.1, and in accordance with the Officer Employment Procedure Rules at Part 4(f) of this Constitution.
- To make a recommendation to Council on the designation of the Monitoring Officer and the Chief Finance Officer.
- To make a recommendation to Council on the appointment of the Independent Audit member.

Note: for the avoidance of doubt, Chief Officers and Deputy Chief Officers are posts at or above salary level Group Head.

- To hear appeals against action taken short of dismissal in relation to the Council's chief officers in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) and conduct any further investigation it considers necessary to reach a decision either to confirm the action or to award no sanction or a lesser sanction.

INVESTIGATING AND DISCIPLINARY COMMITTEE

Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Appointments and Appeals Committee in respect of the same matter. The quorum for this Committee is 3 provided those members present are of different political groups.

Responsibilities

1. To conduct an initial assessment of allegations against the Chief Executive, Chief Finance Officer or Monitoring Officer (together known as Statutory Officers), relating to (i) conduct, (ii) capability or (iii) some other substantial issue that requires investigation.
2. To consider whether it is appropriate to suspend a Statutory Officer if an allegation is such that if proven it would amount to gross misconduct or if the continuing presence at work of the Statutory Officer might compromise the investigation or impair the efficient exercise of the council's functions.
3. If an exceptional situation arises whereby allegations of misconduct by the Statutory Officer are such that their remaining presence at work poses a serious risk to the health and safety of others or the resources, information or reputation of the authority, the following may suspend the Statutory Officer immediately, in an emergency:
 - In relation to serious allegations of misconduct against the Chief Executive, the Monitoring Officer and Chief Finance Officer jointly in consultation with the Chair of this Committee or
 - In relation to serious allegations of misconduct against the Monitoring Officer or Chief Finance Officer, the Chief Executive in consultation with the Chair of this Committee.
4. To agree or authorise any protocols which are necessary to manage the suspension of the Statutory Officer and the investigation.
5. To review the suspension of the Statutory Officer after a period of two months has elapsed.
6. To determine whether a detailed investigation of an allegation against the Statutory Officer relating to (i) conduct, (ii) capability or (iii) some other substantial issue is needed.
7. To appoint an Independent Investigator selected from the list maintained by the National Joint Secretaries, providing the necessary facilities, paying the remuneration and providing all available information about the allegations.
8. To consider the report of the Independent Investigator, and also give the Statutory Officer the opportunity to state their case and to question witnesses, where relevant, before making a decision.
9. To decide and issue sanctions short of dismissal for a Statutory Officer.

10. To receive advice from the Independent Panel in the event dismissal of a Statutory Officer is being considered.
11. Subject to receiving advice from the Independent Panel, to make any recommendations to Council for dismissal of a Statutory Officer.

INDEPENDENT PANEL

Membership

A Panel shall comprise of independent persons (at least two in number) who have been appointed by the Council, or by another Council, for the purposes of the council members' conduct regime under section 28(7) of the Localism Act 2011.

Invitations for membership of the Panel shall be issued in accordance with the following priority order, as and when the Panel is required to sit:

- (a) an independent person who has been appointed by the Council and who is a local government elector in the authority's area
- (b) any other independent person who has been appointed by the Council and
- (c) an independent person who has been appointed by another council or councils

Functions

1. In a case where the Investigating and Disciplinary Committee (IDC) is proposing dismissal of a Statutory Officer:
 - to receive any oral representations from the Statutory Officer
 - to invite any response on behalf of the IDC to the points made
 - to review the decision and prepare a report for Council offering any advice, views or recommendations it may have to the council on the proposal for dismissal

Appropriate training should be provided for Independent Panel members.

Members of an Independent Panel may claim out of pocket expenses in relation to their work on the Panel.

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DELEGATIONS TO OFFICERS	
Column 1 – Function	Column 2 – Authorised Officer
1. GENERAL	
<p>1.1 To carry out responsibilities for any function which the Council has not reserved to itself or delegated to a Committee or Sub Committee in this Constitution and which Council has not authorised another officer to carry out in this Scheme of Delegation.</p> <p>Decisions taken in accordance with this delegation will be reported to the next available ordinary Council meeting.</p>	<p>Chief Executive or a Deputy Chief Executive or a Group Head in consultation with the relevant Chair and Vice-Chair.</p>
<p>1.2 To enter land and premises for the purpose of inspections, surveys, testing and examinations as required pursuant to any powers or functions of the Council under any enactment</p>	<p>Any Group Head, the Medical Advisor, the Property Inspector for Council Tax and Business Rates, the Senior Environmental Health Manager or such other officer who maybe authorised in writing by the above named</p>
<p>1.3 To serve notices to obtain particulars of a person's interest in land</p>	<p>Group Head of Corporate Governance, Senior Environmental Health Manager or Planning Development Manager or other such officer who may be authorised in writing by the above named</p>
<p>1.4 To serve notice under any enactment (not separately authorised under this scheme of delegations) and to take follow up action</p>	<p>Group Head of Corporate Governance Strategic Planning Manager, Planning Development Manager or Senior Environmental Health Manager</p>
<p>1.5 To authorise officers to conduct directed surveillance or the use of covert human intelligence sources in accordance with the Regulation of Investigation Powers Act 2000</p>	<p>Strategic Planning Manager, Planning Development Manager and Senior Environmental Health Manager</p>
<p>1.6 To administer simple cautions</p>	<p>Strategic Planning Manager, Planning Development Manager or</p>

Appendix G
Part 3 section (d)

	Senior Environmental Health Manager
1.7 To respond to routine and technical consultations from the Local Government Association, the MHCLG, other Government bodies or departments and any other bodies	Chief Executive, Deputy Chief Executive. Strategic Planning Manager, Planning Development Manager or Senior Environmental Health Manager or such officer who may be authorised in writing by the above named
1.8 Under the provisions of the Children Act 1989 and the Council's Safeguarding Children and Vulnerable Adults Policy and Procedures, to undertake responsibility for making contact with Social Services and for making decisions and referrals, including making Disclosure and Barring Service (DBS) checks on officers or other persons seeking employment with children, young people or vulnerable adults	Deputy Chief Executive responsible for Safeguarding
1.9 To undertake the function of Company Secretary for Knowle Green Estates Limited and any subsidiary companies	Group Head of Corporate Governance
1.10 To invite members: a) of the Licensing Committee to participate in meetings of Licensing Sub-Committees convened to determine various applications within the responsibility of the Licensing Committee; and b) of the Standards Committee to participate in meetings of Assessment Panels.	Group Head of Corporate Governance
1.11 To amend the membership of a political group's seats on any particular committee, at the request of the Group Leader.	Chief Executive
1.12 To be designated the Council's 'Appointed person' in accordance with s10(8) of the Party Wall Act 1996.	Building Control Manager

2 LEGAL AND LEGAL PROCEEDINGS	
Column 1 – Function	Column 2 – Authorised Officer
2.1 To instigate, conduct and settle proceedings, complaints, or disputes (administrative, criminal or civil) on the Council’s behalf in any Court, Tribunal or other body or by way of local resolution, and/or in relation to any matters associated thereto, but in respect of settlements this is limited to £50,000 and anything above this level be referred to the Corporate Policy and Resources Committee.	Group Head of Corporate Governance
2.2 To instigate and conduct legal proceedings for any offence or any matter arising under: <ul style="list-style-type: none"> a. legislation which gives the Council a right or duty to prosecute b. any order notice or licence issued in pursuance to any legislation under which the Council has powers or duties c. any other order or regulation under which the Council has powers or duties 	Group Head of Corporate Governance
2.3 To accept service of proceedings on behalf of the Council	Group Head of Corporate Governance (or Chief Finance Officer in respect of insurance claims)
2.4 To instruct Counsel, Solicitors or relevant agents to represent or advise the Council	Group Head of Corporate Governance (or any Chartered Town Planner in respect of planning matters)
2.5 To take necessary action, including legal proceedings, for the recovery of possession of the Council’s land and premises or for protecting the interests of the Council in any land or common land	Group Head of Corporate Governance
2.6 Authority to make a formal complaint at the Magistrates Court and to appear in the Magistrates and County Courts on behalf of the Council for the recovery of Council	Group Head Commissioning and Transformation, Senior Recovery Officer, Recovery Officer or

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Tax, non domestic rates, other revenues and penalties, including formal proof of debt in bankruptcy cases, liquidations and debt proceedings	Technical and System Support Officer
2.7 To represent the Council at the Local Valuation Tribunal	Group Head Commissioning and Transformation or Technical and System Support Officer
2.8 To appear on behalf of the Council in all proceedings before any Court or Tribunal	All employees of the Council who are qualified Barristers, Solicitors or Legal Executives and any other member of staff authorised in writing by the Group Head of Corporate Governance
2.9 To appear on behalf of the Council in proceedings in the Magistrates Court in respect of offences in the Council's car parks	All employees of the Council who are qualified Barristers, Solicitors or Legal Executives and any other member of staff authorised in writing by the Group Head of Corporate Governance, the Group Head Neighbourhood Services and any member of the Car Parks staff authorised in writing by the Group Head Neighbourhood Services.
2.10 To instigate legal proceedings under Section 1 of the Crime and Disorder Act 1998 in respect of anti-social behaviour orders.	Group Head of Corporate Governance
3 AUTHORITY TO SIGN AND SEAL DOCUMENTS	
Column 1 – Function	Column 2 – Authorised Officer
3.1 Authority to sign all legal documents relating to recovery of monies due to the Council	Chief Executive, Chief Finance Officer, Group Head of Corporate Governance, Group Head Community Wellbeing or Group Head Commissioning and Transformation.
3.2 Authority to sign all legal documents for the acquisition or disposal of land (unless under seal)	Chief Executive, Chief Finance Officer or Group Head of Corporate Governance

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<p>3.3 Authority to sign all contracts and agreements (unless under seal) for expenditure within their service budget or for no value within their service area PROVIDED that Contract Standing Orders have been followed including legal advice being obtained for contracts over £20,000</p>	<p>Chief Officers, Group Head of Corporate Governance, other Group Heads, Planning Development Manager, Strategic Planning Manager or Senior Environmental Health Manager</p>
<p>3.4 To affix the Council's common seal</p>	<p>Chief Executive, Chief Finance Officer or Group Head of Corporate Governance</p>
<p>4 LAND ISSUES</p>	
<p>Column 1 – Function</p>	<p>Column 2 – Authorised Officer</p>
<p>4.1 In respect of properties leased/licensed to or by the Council:</p> <ul style="list-style-type: none"> a. to refuse or consent to assignments or sub-lettings, including changes to Trustees or Directors details, subject to satisfactory references; b. to negotiate, approve and document rent reviews; c. to agree low level less than best value rents/licence fees for community groups where proper justification has been acquired and documented; d. to agree to variations to any of the terms or covenants; subject to valuation advice where appropriate; e. to renew leases which have security of tenure under the Landlord and Tenant Act 1954; f. to serve notices for renewals or terminations of leases under the Landlord and Tenant Act 1954; g. to settle terms of management arrangements and any variations to them; h. to agree to the grant of Licences to Alter 	<p>Group Head for Assets</p>
<p>4.2</p>	<p>Group Head for Assets in consultation with the Chief Finance Officer.</p>

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<p>a. <u>To approve new lettings where the rental income per annum (net of VAT) does not exceed £100k.</u></p> <p>b. <u>To approve lease renewals where the rent in the first year is more than 50% of the passing rent of the previous lease, subject to the financial impact not exceeding £250k.</u></p> <p>c. To approve freehold or leasehold disposals or acquisitions of land or interests in land not exceeding an estimated value of £100k per transaction.</p> <p>db. To approve the exercise of a break option under the terms of lease of land or property where the financial impact does not exceed the value £100k.</p> <p>ee. To accept or agree a surrender where the land or property is no longer required by the Council or the Landlord/Tenant as appropriate, where the financial impact does not exceed £100k.</p> <p>fd. to make the application for planning permission in relation to Regulation 3 of the <u>Town and Country Planning General Regulations 1992</u>, on behalf of the Council as developer, where the financial impact does not exceed the value £100k for the whole project.</p> <p>Notes:</p> <p>a. to c. Financial impact to be based on contracted rental values.</p> <p>a. to d. VAT should be disregarded when determining if a transaction falls under the stated thresholds.</p>	<p>(Note: for lettings granted under the Community Lettings Policy, there must also be consultation with the Chairs and Vice Chairs of Corporate Policy and Resources and Community Wellbeing and Housing Committees.)</p>
<p><u>4.3 Urgent Action</u></p> <p><u>In relation to a new letting, to take a decision which is so urgent that it cannot wait until the next scheduled meeting of the Committee and where the decision is not in contravention of established policies. In following this procedure, the Group Head for Assets is required to seek the approval of the Chair and Vice-Chair of the Business, Infrastructure and Growth Committee if the matter would ordinarily fall within the remit</u></p>	<p><u>Group Head for Assets</u></p>

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<u>of the Committee or in the case that any aspect of the letting could be considered sensitive. The use of such urgent action must be reported to the next relevant Committee meeting.</u>	
4.43 To grant or take miscellaneous licences, wayleaves, easements and other agreements as required	Group Head for Assets
4.54 To enter into a Tenancy at Will	Group Head for Assets
4.65 To determine applications for rights of way or other easements over land	Chief Finance Officer after consultation with Group Head for Assets
4.76 To approve the release of covenants subject to obtaining appropriate legal and valuation advice	Group Head for Assets
4.87 To determine if an asset nominated for inclusion on the list of assets of community value: (i) is within the local authority's area (ii) has been properly nominated (iii) meets the statutory criteria set out in section 88 of the Localism Act 2011 and (iv) does not fall within an excluded category.	Group Head for Assets
4.98 To review decisions made regarding the inclusion of assets on the list of assets of community value in accordance with section 92 of the Localism Act 2011	Group Head Corporate Governance
4.109 To maintain the list of assets of community value in accordance with section 87 of the Localism Act 2011	Group Head for Assets
4.110 To assess and determine compensation applications to private property owners arising out of listings of assets of community value in accordance with section 99 of the Localism Act 2011 and Schedule 2 of The Assets for Community Value (England) Regulations 2012	Group Head for Assets
4.124 To review decisions made regarding compensation award in accordance with	Group Head Corporate Governance

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Schedule 2 of The Assets for Community Value (England) Regulations 2012	
5 FINANCIAL MATTERS	
Column 1 – Function	Column 2 – Authorised Officer
5.1 To make a formal demand for payment of monies expended in carrying out works in default under statutory powers, including interest payable thereon	Relevant Deputy Chief Executive
5.2 To raise in line with inflation any financial limits specified in these delegations to officers, contract standing orders or financial regulations	Chief Finance Officer
5.3 In connection with the provision of services under their control: a. Expenditure of any type within approved budgets (subject to delegation 3.3 - as to signature of contracts); b. Day to day running and operation of services, including maintenance and repairs of all buildings, land and equipment within the responsibility of the service area, in accordance with the policies set down by the Council or relevant Committee; and c. Control, purchase and disposal of stores or surplus materials d. To enter into any arrangement with a creditor for payment to be made by way of instalment	Relevant budget holders
5.4 To implement all the Council’s borrowing and investment strategies, in accordance with the Treasury Policy Statement and Capital Strategy	Chief Finance Officer
5.5 To determine the tax base, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, as amended	Chief Finance Officer

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<p>5.6 To deal with applications for local council tax discounts in very exceptional cases. Such cases to include flooding and where committal action through the courts is not deemed appropriate. The latter will need to be supported by third party reports generally from a social worker or doctor</p>	<p>Chief Finance Officer or Group Head Commissioning and Transformation</p>
<p>5.7 To take all necessary steps relating to the demand, collection and recovery of council tax non-domestic rates and Business Improvement District levy payments and to issue all necessary notices and statements and to sign all relevant documentation</p>	<p>Group Head Commissioning and Transformation</p>
<p>5.8 To sign certificates issued under Section 116 of the Social Security Administration Act 1992</p>	<p>Group Head Commissioning and Transformation</p>
<p>5.9 To exercise the Council's responsibilities under Regulation 6 of the Accounts and Audit (England) Regulations 2011, to maintain an adequate and effective system of internal audit of the accounting records and control systems</p>	<p>Chief Finance Officer</p>
<p>5.10 To take decisions in applications under section 44A of the Local Government Finance Act 1988 and subsequent regulations</p>	<p>Chief Finance Officer or Group Head Commissioning and Transformation</p>
<p>5.11 To grant applications for mandatory rate relief under in accordance with section 43 of the Local Government Finance Act 1988</p>	<p>Chief Finance Officer or Group Head Commissioning and Transformation</p>
<p>5.12 To grant application for discretionary rate relief for properties in accordance with Council policies provided that element of the relief recoverable from local taxpayers does not exceed £9000 in any one case.</p>	<p>Chief Finance Officer or Group Head Commissioning and Transformation</p>
<p>5.13 To grant disabled relief under the Local Government Finance Act 1992 and subsequent regulations</p>	<p>Chief Finance Officer or Group Head Commissioning and Transformation</p>
<p>5.14 To serve the Valuation Officer with notice of objection to any proposals for alteration of the valuation banding lists.</p>	<p>Chief Finance Officer or Group Head Commissioning and Transformation</p>

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5.15 To make proposals for the alteration of the valuation list for the inclusion of particular properties in the valuation list. To sign valuation agreements and to serve on the Valuation Officer proposals to alter the council tax banding list	Chief Finance Officer or Group Head Commissioning and Transformation
5.16 To pay sums due from the Council	Chief Finance Officer
5.17 To write off debts for non-domestic rates not exceeding £9000 and for Council tax not exceeding £5000.	Group Head Commissioning and Transformation
5.18 To write off debts for Housing Benefits not exceeding £5000	Group Head Community Wellbeing
5.19 To write off debts not exceeding £5000 and to write off all debts without limit where bankruptcy, liquidation proceedings, administration or receiverships proceedings have been instigated	Group Head Commissioning and Transformation
5.20 To fix interest rates for housing loans in accordance with legislation and Council policy	Chief Finance Officer
5.21 To determine the local average interest rates for local authority mortgages, in accordance with section 438 and schedule 16 of the Housing Act 1985 and Council policy	Chief Finance Officer
5.22 To provide all necessary insurance cover and to settle insurance claims	Chief Finance Officer
5.23 To make determinations under sections 42,50, 56,60 and 63(1) of the Local Government and Housing Act 1989	Chief Finance Officer
5.24 To serve completion notices for Council Tax and Business Rate proposals	Chief Finance Officer or Group Head Commissioning and Transformation
5.25 To set fees for Local Land Charges services	Chief Finance Officer

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5.26 Approval of grants from any funds remaining from the Council's former local lottery	Chief Finance Officer
5.27 To make appropriate staged payments for grants for development	Chief Finance Officer
6 PERSONNEL MATTERS	
Column 1 – Function	Column 2 – Authorised Officer
6.1 To give approval to services to advertise or to fill a staffing vacancy	Chief Executive, Deputy Chief Executive or Group Heads
6.2 Within staffing budgets and overall management structure to approve all matters relating to the organisation, appointment (other than appointments at, or above, grade Group Head) and management (including disciplinary action) of staff in accordance with the Council's staff policies and procedures	Chief Executive, Deputy Chief Executive or Group Heads
6.3 To implement national awards affecting wages, salaries and conditions of service	Chief Executive, Relevant Deputy Chief Executive or Group Head Neighbourhood Services for local rate overtime
6.4 To administer the Council's car loan scheme	Chief Finance Officer
6.5 To agree redundancy payments under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 in cases approved by Management Team	Chief Executive in consultation with the Leader of the Council

7. ENVIRONMENTAL HEALTH MATTERS	
Column 1 – Function	Column 2 – Authorised Officer
<p>7.1 To exercise the Council’s functions in respect of environmental health matters, including, but not limited to the following functions:</p> <ul style="list-style-type: none"> a. Statutory and Public Nuisances; b. Control of Noise; c. Light nuisance; d. Control of Air Pollution; e. Contaminated Land; f. Control of rats and mice; g. Insects; h. Prevention of Damage by Pests; i. The provision, management and control of Cemeteries, Mortuaries and Crematoria and the discharge of the Council’s functions relating to burials and cremation generally; j. Safety of buildings; k. Food, Drinking Water, Food Hygiene and associated matters; l. Functions in connection with the Welfare and Control of Animals; m. Control of Diseases, infectious diseases and General Public Health matters; n. Filthy or verminous premises, articles or persons; o. Accumulations; p. Drains and private sewers and any other environmental health functions in relation to sewerage or, water (by arrangement with the service operators if appropriate); 	<p>Senior Environmental Health Manager; or:</p> <p>In relation to 7.1(i) the Group Head of Neighbourhood Services</p> <p>In relation to 7.1(j) the Building Control Manager</p>

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<ul style="list-style-type: none"> q. Health and Safety at Work; r. Provisions relating to shops including Sunday trading; s. Hazardous Substances; t. Slaughterhouses, Knackers Yards and Cutting Premises; u. Tattooing, acupuncture, body piercing, semi-permanent skin colouring and electrolysis 	
<p>7.2 To issue any notices, penalties, permits or certificates in respect of environmental health matters, including, but not limited to:</p> <ul style="list-style-type: none"> a. Local Government (Miscellaneous Provisions) Act 1976 Local Government (Miscellaneous Provisions) Act 1982; b. Public Health Act 1936 ss. 45, 48, 49, 83, 84, 275 and 287; c. Public Health Act 1961 ss. 17, 22 and 34; d. Building Act 1984 ss. 59, 64, 66, 67, 70, 72, 76, 84, 95 and 97; e. Environmental Protection Act 1990 f. Food Safety Act 1990; g. Prevention of Damage by Pests Act 1949 h. Health and Safety at Work etc. Act 1974; i. Noise Act 1996; j. Anti-Social Behaviour Act 2003; k. Clean Neighbourhoods and Environment Act 2005; l. Animal Welfare Act 2006; m. Health Act 2006; n. House to House Collections Act 1939; o. Pet Animals Act 1951; p. Riding Establishments Act 1964; 	<p>Senior Environmental Health Manager; and</p> <p>in relation to 7.2 (d) and (ll) the Building Control Manager</p>

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<ul style="list-style-type: none"> q. Riding Establishments Act 1970; r. Animal Boarding Establishments Act 1963; s. Breeding of Dogs Act 1973; t. Breeding of Dogs Act 1991; u. Dangerous Wild Animals Act 1976; v. Hypnotism Act 1952; w. Smoke-free (Premises and Enforcement) Regulations 2006; x. Smoke-free (Signs) Regulations 2012 y. Smoke-free (Exemptions and Vehicles) Regulations 2007 z. Smoke-free (Penalties and Discounted Amounts) Regulations 2007; aa. Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007; bb. Pollution Prevention and Control Act 1999; cc. Control of Pollution Act 1974; dd. Public Health (Control of Disease) Act 1984; ee. Private Security Industry Act 2001; ff. Meat (Sterilisation and Staining) Regulations 1982; gg. Clean Air Act 1993; hh. Land Compensation Act 1973 s.37; ii. Sunday Trading Act 1994; jj. Criminal Justice and Public Order Act 1994 ss.77 and 78; kk. Working Time Regulations 1998; ll. Building Regulations 2010; mm. Building (Approved Inspectors etc.) Regulations 2010; nn. Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002; oo. Land Drainage Act 1991; pp. Scrap Metal Dealers Act 2013; 	
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<p>qq. Sunbeds (Regulation) Act 2010;</p> <p>rr. The Caravan Sites and Control of Development Act 1960;</p> <p>ss. Mobile Homes Act 2013;</p> <p>tt. Water Industry Act 1991;</p> <p>uu. Environmental Protection (Control on Ozone-Depleting Substances) Regulations 2011;</p> <p>vv. Waste (England and Wales) Regulations 2011</p> <p>ww. Tattooing of Minors Act 1969</p> <p>xx. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018</p> <p>yy. Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 and any subsequent related legislation.</p> <p>zz. The Business and Planning Act 2020</p> <p>aaa. Town Police Clauses Act 1847</p> <p>bbb. Highways Act 1980</p> <p>ccc. Policing and Crime Act 2017</p> <p>ddd. Live Music Act 2012</p> <p>eee. Deregulation Act 2015</p> <p>fff. Police, Factories & c. (Miscellaneous Provisions) Act 1916</p> <p>ggg. Licensing Act 2003</p> <p>hhh. Gambling Act 2005</p> <p>iii. Zoo Licensing Act 1981</p> <p>jjj. Environmental Damage Regulations (Prevention and Remediation) (England) Regulations 2015</p> <p>kkk. Control of Pollution (Amendment) Act 1989</p> <p>lll. Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020</p>	
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mmm. Environment Act 1995 (section 108[(1) and (4)a–m])	
nnn. Noise and Statutory Nuisance Act 1993 (Schedule 2)	
ooo. Public Health (Control of Disease) Act 1984	
ppp. Clean Air Act 1993 (section 56)	
7.3 To exercise the Council's functions under the Acts listed in 7.2 to this Scheme of Delegations and any other acts subsequently enacted.	Senior Environmental Health Manager
7.4 Subject to the Terms of Reference of the Licensing Committee to exercise all functions relating to the Licensing Act 2003.	Senior Environmental Health Manager
7.5 To determine statutory minor variations to Premises Licences, including where representations are received, under the Licensing Act 2003.	Licensing Manager
7.6 To adjourn a Licensing Sub-Committee, for administrative reasons.	Licensing Manager
7.7 Subject to the Terms of Reference of the Licensing Committee to exercise all functions relating to the Gambling Act 2005	Senior Environmental Health Manager
7.8 Under the Licensing Act 2003 and the Gambling Act 2005 to make a decision on whether a representation is irrelevant, frivolous or vexatious	Environmental Health Manager
7.9 To exercise all powers of the Council under sections 19-22 of the Criminal Justice and Police Act 2001 concerning closure of unlicensed premises	Senior Environmental Health Manager (in consultation with the Chair and Vice-Chair of Licensing Committee)
7.10 Authority under the Food Safety Acts, and any associated Regulations to make application for Emergency Prohibition Orders for appropriate premises and to issue certificates that the measures	Senior Environmental Health Manager or authorised officers from the London Borough of Hillingdon, in relation to Emergency Control Regulations

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<p>specified by the Prohibition Orders have been carried out.</p> <p>7.11 European Union (Withdrawal) Act 2018 as amended by the European Union (Withdrawal Agreement) Act 2020 relating to retained EU regulations including numbers 178/2002, 852-854/2004, 2017/625 and 2073/2005, which relate to food and feed</p>	<p>governing imported foods within the Borough's Remote Transit Sheds</p>
<p>7.12 To exercise the Council's powers under the Food Safety and Hygiene (England) Regulations 2013 and relevant EU Directives and any associated regulations to serve/apply for (as appropriate) hygiene improvement notices, hygiene prohibition orders, hygiene emergency prohibition notices and orders, remedial action notices and detention notices</p>	<p>All Environmental Health Staff identified for this purpose by the Senior Environmental Health Manager or authorised officers from the London Borough of Hillingdon, in relation to Emergency Control Regulations governing imported foods within the Borough's Remote Transit Sheds</p>
<p>7.13 To exercise the Councils powers under the Official Feed and Food Control (England) Regulations 2009, including (but not limited to) detention, destruction, special treatment and the re-dispatch of feed and food, the service of notices, the procurement of samples of food and to take other appropriate measures'</p>	<p>Senior Environmental Health Manager or authorised officers from the London Borough of Hillingdon, in relation to Emergency Control Regulations governing imported foods within the Borough's Remote Transit Sheds</p>
<p>7.14 Authority in relation to Waste Disposal to pass on to commercial customers the full increased costs of all future Landfill Taxes imposed by Central Government.</p>	<p>Senior Environmental Health Manager, Group Head Neighbourhood Services</p>
<p>7.15 To make minor changes to the Building Control Charges Scheme No. 1.</p>	<p>Building Control Manager</p>
<p>7.16 To issue fixed penalty notices under section 33(1)(a) of the Environmental Protection Act 1990, to persons whom the officer has reason to believe have committed a small scale fly tipping offence</p>	<p>Group Head of Neighbourhood Services and Senior Environmental Health Manager</p>

8. MARKETS	
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Column 1 – Function	Column 2 – Authorised Officer
8.1 To operate a market in Staines under the terms of the Staines Town Hall and Market Act 1872	Group Head Neighbourhood Services
8.2 To set and enforce regulations for any markets within the Borough	Group Head Neighbourhood Services
8.3 To respond to requests for stands in Staines High Street on non-market days under the terms of s115E of the Highways Act	Group Head Neighbourhood Services

9. FREEDOM OF INFORMATION, ENVIRONMENTAL INFORMATION REGULATIONS AND DATA PROTECTION	
Column 1 – Function	Column 2 – Authorised Officer
9.1 To add documents to the Council's publication scheme	Data Protection Officer/Information Governance Co-ordinator
9.2 To determine whether any requests under the above acts are repeated or vexatious	Data Protection Officer/Information Governance Co-ordinator
9.3 To determine whether any exemptions apply under the above Acts and Regulations	Data Protection Officer /Information Governance Co-ordinator
9.4 To review decisions made to place items in Part II of agendas and to authorise the disclosure of such items where the reasons for confidentiality no longer apply or where it would be in the public interest to disclose of such items.	Group Head of Corporate Governance in consultation with the Leader of the Council
10. HOUSING AND COMMUNITY CARE MATTERS	
Column 1 – Function	Column 2 – Authorised Officer
10.1 To approve mandatory/discretionary grants under the Housing Grants, Construction and Regeneration Act 1996	Group Head Community Wellbeing

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<p>in accordance with the policies approved from time to time by the Council.</p>	
<p>10.2 To exercise the powers and the functions of the Council under the Housing Grants and Regeneration Act 1996 and any regulations made thereunder.</p>	<p>Group Head Community Wellbeing</p>
<p>10.3 Authority to require repayment of mandatory/discretionary grants in accordance with Government guidelines and within the timescales laid down in the Council's approved policies.</p>	<p>Group Head Community Wellbeing</p>
<p>10.4 Under the Local Government and Housing Act 1989 repayment of grant provisions, authority to waive the requirement to repay grant in any case where the owner disposes of their property, in order to go to live in sheltered housing or a residential care home, as his/her only or main residence.</p>	<p>Group Head Community Wellbeing</p>
<p>10.5 Pursuant to the Housing Acts and all relevant Orders and Regulations thereunder:-</p> <ul style="list-style-type: none"> a. to serve notices requiring the abatement of overcrowding; b. to serve notices requiring the demolition of houses, subject to Demolition Orders, carry out demolition in default and recover the cost; c. to make a declaration of an area as a slum clearance area subject to legislative requirements for Slum Clearance Declarations d. to revoke Closing or Demolition Orders on the satisfactory completion of works to render the house free from serious hazards; e. to serve statutory notices requiring the execution of repairs, carry out work in default and recover the costs; f. to serve notice requiring the production of documents and for entry into premises for inspection, survey and works. g. to exercise the Council's powers under the Housing Act 2004 for the issue of/application for (as appropriate) 	<p>Senior Environmental Health Manager</p>

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<p>Improvement Notices, Prohibition Orders, Hazard Awareness Notices, Emergency Remedial Action Notice, Emergency Prohibition Orders and empty property management orders and in respect of houses in multiple occupation, to:</p> <ol style="list-style-type: none"> i. make interim and final management orders; ii. serve notices requiring compliance with management regulations, the execution of works, including the provision of facilities and fire escapes; iii. make directions to prevent or reduce overcrowding; iv. carry out works in default of compliance with (e)(i), (ii) and (iii) above and to recover the costs. v. To determine and issue licences under the Housing Act 2004 	
<p>10.6 To discharge the duties or exercise the powers of the Council under the Housing Act 1996 Parts VI and VII with regard to the allocation of housing accommodation, operation of the housing register, provision of housing advice, and matters relating to homelessness and the arrangement of accommodation for households where necessary under the legislation.</p>	<p>Group Head Community Wellbeing</p>
<p>10.7 The placing of homeless persons in bed and breakfast or other temporary accommodation and the fixing, collection and recovering of contributions therefore</p>	<p>Group Head Community Wellbeing</p>
<p>10.8 To make nominations to housing association accommodation of applicants on the Housing Register, in accordance with the Council's bands scheme.</p>	<p>Group Head Community Wellbeing</p>
<p>10.9 To make nomination to housing association accommodation outside the bands scheme to applicants considered as special cases.</p>	<p>Group Head Community Wellbeing</p>

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10.10 To make nominations to housing association accommodation of persons nominated by other local authorities/housing associations under any mobility scheme in which the Council agrees to participate.	Group Head Community Wellbeing
10.11 To agree terms for the lease from private landlords of premises to be used for the provision of temporary accommodation for the homeless.	Group Head Community Wellbeing
10.12 Administration of the Spelthorne Personal Alarm Network Scheme ("SPAN") and the negotiation of service charges with other public bodies.	Group Head Community Wellbeing
10.13 To take any necessary action to deal with illegal encampments on Council owned land and on privately owned land, with the owner's permission.	Group Head of Corporate Governance
10.14 To exercise the Council's power and functions in relation to determination and payment of Housing Benefit, rent allowances and Council Tax benefit and recovery of housing benefit overpayments in accordance with the regulations.	Group Head Community Wellbeing
10.15 The carrying out of such duties necessary for the prosecution, administrative penalties and formal cautioning in cases where housing benefit fraud is detected.	Group Head Community Wellbeing
10.16 The initial decision to decide Discretionary Housing Payments	Appeals and Review Officer and Housing Benefit Manager
10.17 Review of a Discretionary Housing Payments decision	Group Head Community Wellbeing
10.18 The requisition of the supply of water, gas, electricity, telephones and other services necessary for properties provided or to be provided for housing purposes.	Group Head Community Wellbeing

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10.19 To exercise the Council's powers and functions in relation to Community Care and related issues.	Group Head Community Wellbeing
10.20 To undertake day to day management of Day/Community Centres and the Meals on Wheels Service.	Group Head Community Wellbeing
11. LEISURE AND ASSOCIATED MATTERS	
Column 1 – Function	Column 2 – Authorised Officer
<p>11.1 The management and letting of all sports, recreational and community facilities provided by the Council subject to the Community Lettings Policy, including:-</p> <p>a. the fixing of charges for special events not covered by the annual review of fees and charges;</p> <p>b. Negotiation of variations in charges for use of sports, recreational and community facilities within established policy;</p> <p>c. The power to waive fees and charges; and</p> <p>d. The setting of opening hours for facilities and the duration of sports seasons.</p>	Group Heads Neighbourhood Services and Community Wellbeing
11.2 The promotion of musical, artistic, cultural, sporting and community activities, including negotiation of sponsorship arrangements.	Group Head Community Wellbeing
11.3 The management of allotments, including entering into management agreements for sites, lettings, mal-cultivation notices, notices to quit and decisions on applications for permission	Group Head Neighbourhood Services

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to erect structures by tenants or allotment associations.	
11.4 The management of cemeteries, including the allocation, re-allocation and grant of grave spaces, including the repurchase of grave spaces and other associated matters.	Group Head Neighbourhood Services
11.5 The administration of Leisure Development Grants to be made to Voluntary Organisations, in accordance with the policy guidelines approved from time to time by the Community Wellbeing and Housing Committee.	Group Head Community Wellbeing
12. ENVIRONMENT AND PUBLIC AMENITIES MATTERS	
Column 1 – Function	Column 2 – Authorised Officer
<p>12.1 To determine applications made in respect of land under the control of the Council for the following:-</p> <ol style="list-style-type: none"> a. Placing of structures. b. Erection of directional signs. c. Erection of banners. d. Street trading consent under Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act, 1982. e. Fun runs, marathons, filming and other similar activities. 	Senior Environmental Health Manager or Group Head Neighbourhood Services
<p>12.2 In relation to the Council’s Car Parks:-</p> <ol style="list-style-type: none"> a. to authorise proceedings in respect of offences against any car park regulations; and b. to determine applications by outside bodies or persons for use of the car parks, subject to any consent not prejudicing the normal use of the car park. 	Deputy Chief Executive
12.3 To authorise and determine payment of an appropriate commuted sum when	Relevant Deputy Chief Executive

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	taking over private lighting schemes under Section 161 of the Public Health Act 1875.	
12.4	The siting of bus shelters, bus stops, seats and other street furniture.	Relevant Deputy Chief Executive
12.5	The numbering and renumbering of premises in streets.	Deputy Chief Executive with responsibility for Environmental Health & Building Control
12.6	All necessary steps in connection with the removal and disposal of abandoned vehicles under the Refuse Disposal (Amenity) Act 1978.	Group Head Neighbourhood Services
12.7	To make representations to Surrey County Council regarding the provision of tendered bus services under the Transport Act, 1985.	Relevant Deputy Chief Executive
12.8	To exercise the Council's powers under the following provisions of the Local Government (Miscellaneous Provisions) Act, 1976:- a. Section 23 (in relation to dangerous trees); b. Section 25 (in relation to dangerous excavations).	Deputy Chief Executive with responsibility for Environmental Health & Building Control
12.9	To institute proceedings in the County Court or High Court to gain possession of highway land occupied by caravans, tents or other residential structures.	Group Head of Corporate Governance
12.10	To make objections on amenity grounds to applications submitted to the Traffic Commissioners for Goods Vehicle Operators Licences.	Relevant Deputy Chief Executive or Group Head Neighbourhood Services
12.11	To make minor amendments to the Hackney Carriage and Private Hire Licensing Policy.	Senior Environmental Health Manager
12.12	To issue Private Hire Vehicle and Hackney Carriage licences where applicants comply with the criteria agreed from time to time by the Council or relevant Committee.	Senior Environmental Health Manager

Appendix G
Part 3 section (d)

12.13 Immediate revocation of a Hackney Carriage driver and Private Hire driver licenses in accordance with the Council's adopted procedure. Power to revoke is under section 61 Local Government (Miscellaneous Provisions) Act 1976.	Senior Environmental Health Manager in consultation with the Chair and Vice-Chair of Licensing Committee
12.14 To suspend Hackney Carriage driver and Private Hire driver Licences in accordance with the Council's adopted procedure. Power to suspend is under section 61 Local Government (Miscellaneous Provisions) Act 1976	Senior Environmental Health Manager in consultation with the Chair and Vice-Chair of Licensing Committee
12.15 To suspend Hackney Carriage and private hire vehicle licenses in accordance with the Council's adopted procedure. Power to suspend a vehicle is section 60 of Local Government (Miscellaneous Provisions) Act 1976)	Senior Environmental Health Manager
12.16 To administer the hackney carriage and private hire licensing Penalty Points Scheme and issue penalty points in accordance with the Scheme	Senior Environmental Health Manager
12.17 To determine appeals against penalty points under the Council's Penalty Points Scheme	Senior Environmental Health Manager in conjunction with the Deputy Chief Executive
12.18 To administer the applications for Pavement Licensing	Senior Environmental Health Manager
12.19 To administer the Licensing Act 2003	Senior Environmental Health Manager
12.20 To administer House to House Collections under the House to House Collections Act 1939	Senior Environmental Health Manager
12.21 To administer Scrap Metal licensing under Scrap Metal Dealer's Act 2013	Senior Environmental Health Manager
12.22 To administer Gambling licensing under Gambling Act 2005	Senior Environmental Health Manager

Appendix G
Part 3 section (d)

12.23 To administer Sex Establishments under Local Government (Miscellaneous Provisions) Act 1982	Senior Environmental Health Manager
12.24 To administer Street Collections under Police, Factories & Miscellaneous Provisions) Act 1916	Senior Environmental Health Manager
12.25 To exercise the Council's powers under clause 21 of the Town Police Clauses Act 1847	Deputy Chief Executive
12.26 To arrange for the discharge of the Council's statutory functions relating to burials and cremations	Senior Environmental Health Manager or Group Head Neighbourhood Services
12.27 To exercise the Council's functions in respect of investigations and enforcement under the Clean Neighbourhoods and Environment Act 2005 (CNEA 2005)	Joint Enforcement Team and Senior Environmental Health Manager
12.28 To exercise the Council's functions and to serve Notices under the Anti-Social Behaviour, Crime and Policing Act 2014.	Deputy Chief Executive
13. BYELAWS	
Column 1 – Function	Column 2 – Authorised Officer
13.1 To grant authority in writing to any named person (not being a council officer or police constable) to enforce the Byelaws made by the Council	Chief Executive
14. PLANNING AND DEVELOPMENT MANAGEMENT	
14.1 Subject to the Terms of Reference of the Planning Committee, to exercise all functions relating to town and country planning and development management and the following:	Planning Development Manager
14.2 Agreement for any variation and to determine any application under section 106A of the Town and Country Planning Act 1990 (the "1990 Act").	Planning Development Manager

Appendix G
Part 3 section (d)

14.3	Power to serve an enforcement notice under section 172 of the 1990 Act.	Planning Development Manager
14.4	Power to withdraw or vary any enforcement notice issued under section 173 A of the 1990 Act.	Planning Development Manager
14.5	Power to serve a stop notice under s183(1) of the 1990 Act	Planning Development Manager
14.6	Power to withdraw a stop notice under s183(7) of the 1990 Act	Planning Development Manager
14.7	Power to serve a planning contravention notice under s171C of the 1990 Act	Planning Development Manager
14.8	Power to serve a temporary stop notice under s171E of the 1990 Act.	Planning Development Manager
14.9	Power to withdraw a temporary stop notice under s171E of the 1990 Act	Planning Development Manager
14.10	Power to serve a breach of condition notice under s187A of the 1990 Act	Planning Development Manager
14.11	Power to prosecute for demolition in a conservation area under s196D of the 1990 Act	Planning Development Manager
14.12	Power to seek an injunction under s187B of the 1990 Act.	Planning Development Manager
14.13	Power to issue a notice for untidy land under s215 of the 1990 Act.	Planning Development Manager
14.14	Power to issue a requisition for information under section s330 of the 1990 Act to require information as to interests in land.	Planning Development Manager
14.15	Power to take direct action under s178 of the 1990 Act	Planning Development Manager
14.16	Enforcement rights of entry without warrant under s196A of the 1990 Act.	Planning Development Manager
14.17	Power to authorise the stopping-up or diversion of a footpath, bridleway or restricted byway under s 257 of the 1990 Act.	Planning Development Manager
14.18	Power to extinguish public rights of way over land held for planning purposes under s 258 of the 1990 Act.	Planning Development Manager
14.19	Powers relating to the preservation of trees under s 197 to s214D of the 1990 Act and the Town and Country Planning	Planning Development Manager

Appendix G
Part 3 section (d)

(Tree Preservation) (England) Regulations 2012.	
14.20 Power to confirm a Tree Preservation order where no objections have been raised.	Planning Development Manager
14.21 Power to issue screening and scoping opinions under the Environmental Impact Assessment Legislation.	Planning Development Manager
14.22 Power to issue a decision on the need for an Appropriate Assessment under the Habitats Directive.	Planning Development Manager
14.23 Powers relating to the protection of important hedgerows under the Hedgerows Regulations 1997 (S.I. 1997/1160).	Planning Development Manager
14.24 Powers relating to high hedges under Part 8 of the Anti-Social Behaviour Act 2003	Planning Development Manager
14.25 To grant relief and exemptions under the Community Infrastructure Levy Regulations 2010 (as amended).	Strategic Planning Manager or Planning Development Manager
14.26 To issue all notices, orders and apply surcharges and/or interest under the Community Infrastructure Levy Regulations 2010 (as amended).	Strategic Planning Manager Planning Development Manager or Group Head of Corporate Governance
14.27 To determine reviews of the calculation of a chargeable amount under the Community Infrastructure Levy Regulations 2010 (as amended).	Strategic Planning Manager or Planning Development Manager
14.28 To require any owner or relevant person to provide the Council with such further information, documents or materials as considered relevant under regulation 108A of the Community Infrastructure Levy Regulations 2010 (as amended).	Strategic Planning Manager or Planning Development Manager
14.29 Agreement of any amendments to the Local List of Requirements for the validation of planning applications.	Planning Development Manager

Appendix G
Part 3 section (d)

14.30 Power to object or make representation against a goods vehicle (operator's) licensing application in accordance with the Goods Vehicles (Licensing of Operators Act 1995 and the Goods Vehicles (Licensing of Operators) Regulations 1995.	Planning Development Manager
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**RECOMMENDATION FROM THE CORPORATE POLICY AND RESOURCES
COMMITTEE**

CALENDAR OF MEETINGS 2024/25

Corporate Policy and Resources Committee: 15 April 2024

The Corporate Policy and Resources Committee considered the following report at their meeting on 15 April 2024.

Corporate Policy and Resources Committee Recommendation

The Corporate Policy and Resources Committee **resolved** to recommend that Council approve the calendar of meetings for 2024-2025 as set out in either Appendix 1 or Appendix 2.

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Title	Calendar of Meetings 2024-25
Purpose of the report	To approve the Calendar of Meetings 2024-25
Report Author	Matthew Williams, Committee Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not Applicable
Corporate Priority	Community Addressing housing needs Resilience Environment Services
Recommendations	Council is asked to: Approve the Calendar of Meetings for 2024-2025 (dependent on the decision made on the ‘Change to the structure of the Committee System’ report).
Reason for Recommendation	The Calendar of Meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council’s key corporate priorities.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The current calendar of meetings expires in August 2024. Political group leaders have also suggested changes to the structure of Committees. If approved, the calendar of meetings requires amending to reflect the new structure. 	<ul style="list-style-type: none"> We are required to have an up-to-date calendar of meetings, allowing future planning for Councillors, Officers, and members of the public.
This is what we want to do about it	These are the next steps

<ul style="list-style-type: none"> Two possible variations of the Calendar of meeting are being put forward for consideration, one for if the Council approves the amendments to the Committee structure, and one if it does not. 	<ul style="list-style-type: none"> Recommendation to Council
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- 1.1 This report proposes a schedule of Council and Committee meetings (Appendix 1 and Appendix 2) to enable the consideration of Council business during the period from June 2024 to Aug 2025.
- 1.2 The schedule set out in Appendix 1 assumes no changes to the current Committee system save for the addition of additional meetings in November/December 2024 to cover budget issues and an additional Corporate Policy and Resources Committee in May 2025.
- 1.3 The schedule set out in Appendix 2 assumes:
- Neighbourhood Service and Enforcement Committee is removed (with responsibility transferred to Environment and Sustainability Committee and Community Wellbeing and Housing Committee)
 - Administrative Committee is removed (with responsibility transferred to Corporate Policy and Resources Committee)
 - Economic Development Committee is removed (with responsibility transferred to a new proposed Committee)
 - Addition of new Business, Infrastructure and Growth (BIG) Committee
 - Audit Committee increase from three meetings per year to four.
- 1.4 Appendix 1 would see 59 scheduled meetings per year, compared to 53 this year – an increase of 11.3%. The increase is due to the inclusion of additional meetings for committees in late November/early December to cover budget issues, and Audit Committee increasing to 4 meetings per year.
- 1.5 Appendix 2 would see 50 scheduled meetings per year, a decrease of 5.7%.

2. Key issues

- 2.1 Meetings of the Council have been scheduled with the following general principles in mind, to enable effective decision-making whilst making the best use of resources available:
- Avoidance of Surrey school holidays wherever possible. It is not possible to additionally accommodate the differing holiday periods of private schools.
 - Maintaining the current scheduling of full Council meetings i.e. meetings in July, October, December, February and April and the Annual (Mayor making) meeting in May.
 - The Committee meetings have been programmed to ensure that matters which need to be referred on to the Corporate Policy and Resources Committee and/or Council can proceed in a timely way, thereby enabling

the Council to implement its priorities and strategies, as well as fulfil its constitutional and legal obligations.

- iv) The Regulatory and Administrative Committees feed directly into Council (i.e. Planning, Licensing, Audit, Standards and, for Appendix 1, Administrative)
 - v) Each Committee meets wherever possible on the same day of the week.
 - vi) Licensing Committee primarily meets as a daytime Sub-Committee and those meetings are arranged as and when required. Rather than schedule a monthly Licensing Committee which is likely to be cancelled, this Committee can be scheduled as and when we are notified of business.
- 2.2 The Committee Chairs have the power to call additional or extraordinary meetings, when required, to accommodate urgent or unscheduled matters of business. If the general election falls on the day of a meeting, the Committee Chair and Vice-Chair also have the power to adjust the date of the meeting to avoid conflict with this date.
- 2.3 The Chief Finance Officer has been consulted on the suitability of dates to enable financial reports to be ready for consideration at the relevant service committees on a timely basis.
- 3. Options analysis and proposal**
- 3.1 The calendar of meetings provides a framework for the democratic and decision-making processes that will underpin the delivery of the Council's key priorities.
- 3.2 Option 1: If the Council **does not** approve the changes set out in the 'Change to the structure of the Committee System' report, the Calendar set out in Appendix 1 should be approved.
- 3.3 Option 2: If the Council **does** approve the changes set out in the 'Change to the structure of the Committee System' report, the Calendar set out in Appendix 2 should be approved.
- 3.4 Option 3: Do not approve the Calendar of meetings. This is not recommended as would mean there would be no schedule of meetings.
- 4. Financial management comments**
- 4.1 The cost of administering the proposed meetings will be met from within existing budgets.
- 5. Risk management comments**
- 5.1 The report reinforces a structured approach in terms of a framework and publicised timetable for the democratic and decision-making procedures that will underpin the delivery of the Council's key corporate priorities. This ensures that reporting and decisions are made in a timely fashion to support service delivery/key project milestones/professional standards/requirements.
- 5.2 There could be associated risk implications where an increased level of meetings are being proposed in terms of Officer/Member time, and the impact on resourcing and service capacity pressures etc. This again is dependant on the governance model and options pursued.

6. Procurement comments

6.1 There are no Procurement considerations to take into account.

7. Legal comments

7.1 There are no direct legal implications arising from this report.

8. Other considerations

8.1 Additional Committee meetings to those proposed will have resource implications.

9. Equality and Diversity

9.1 Consideration has been given to avoiding, where possible, scheduling meetings on the same day as major religious festivals.

10. Sustainability/Climate Change Implications

10.1 There are no implications arising from this report.

11. Timetable for implementation

11.1 Once agreed by Council, the Calendar of Meetings will be published on the Council's website and implemented from June 2024.

12. Contact

12.1 Matthew Williams, m.williams@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A - Calendar of Meetings schedule with existing committee structure

Appendix B – Calendar of Meetings schedule with proposed committee structure

Calendar of Meetings June 2024 to August 2025

Meeting	Jun 24	Jul	Aug	Sept	Oct	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	Jul	Aug 25
Council Thursday		18			24		12		27		24	22		17	
Corporate Policy & Resources Committee Monday	3	8		9	14		9	20	10	24		12		7	
Environment and Sustainability Committee Tuesday	18			17			5	14		4	1		10		
Economic Dev Committee Thursday	27			12		28		9					5		
Community Wellbeing Committee Tuesday	11			24			3	7		11			3		
Planning Committee Wednesday	26	24	21	18	16	13	10	8	5	5	2, 30	28	25	23	20
Neighbourhood Services Committee Thursday	20				3 C&D		2	23		13			19		
Administrative Committee Thursday		11		5		26		16						3	
Audit Committee Thursday		9		26				30				8		10	
Standards Committee Wednesday	12				2			29					11		
Borough Election												1			
Bank Holidays Council Offices closed			26				25, 26	01			18, 21	5, 26			25

C&D = Crime and Disorder. The Council has a statutory duty to review crime and disorder matters once a year.

2024 Year Planner

2024	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T						
January																																
February																																
March																																
April																																
May																																
June						1 2	3 CPRC	4	5	6	7	8 9	10	11 CWH	12 Standards	13	14	15 16	17	18 ES	19	20 NSE	21	22 23	24	25	26 Planning	27 ED	28	29 30		
July	1	2	3	4	5	6 7	8 CPRC	9 Audit	10	11 Admin	12	13 14	15	16	17	18 Council	19	20 21	22	23	24 Planning	25	26	27 28	29	30	31					
August				1	2	3 4	5	6	7	8	9	10 11	12	13	14	15	16	17 18	19	20	21 Planning	22	23	24 25	26 BH	27	28	29	30	31		
September						1	2	3	4	5 Admin	6	7 8	9 CPRC	10	11	12	13	14 15	16	17 ES	18 Planning	19	20	21 22	23	24 CWH	25	26 Audit	27	28 29	30	
October		1	2 Standards	3 NSE	4	5 6	7	8	9	10	11	12 13	14 CPRC	15	16 Planning	17	18	19 20	21	22	23	24 Council	25	26 27	28	29	30	31				
November					1	2 3	4	5	6	7	8	9 10	11	12	13 Planning	14	15	16 17	18	19	20	21	22	23 24	25	26 Admin	27	28 ED	29	30		
December						1	2 NSE	3 CWH	4	5 ES	6	7 8	9 CPRC	10 Planning	11	12 Council	13	14 15	16	17	18	19	20	21 22	23	24	25 BH	26 BH	27	28 29	30	31

2025 Year Planner

2025	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T					
January			1 BH	2	3	4 5	6	7 CWH	8 Planning	9 ED	10	11 12	13	14 ES	15	16 Admin	17	18 19	20 CPRC	21	22	23 NSE	24	25 26	27	28	29 Standards	30 Audit	31		
February						1 2	3	4	5 Planning	6	7	8 9	10 CPRC	11	12	13	14	15 16	17	18	19	20	21	22 23	24	25	26	27 Council	28		
March						1 2	3	4 ES	5 Planning	6	7	8 9	10	11 CWH	12	13 NSE	14	15 16	17	18	19	20	21	22 23	24 CPRC	25	26	27	28	29 30	31
April		1 ES	2 Planning	3	4	5 6	7	8	9	10	11	12 13	14	15	16	17	18 BH	19 20	21 BH	22	23	24 Council	25	26 27	28	29	30 Planning				
May				1 SCC Elections	2	3 4	5 BH	6	7	8 Audit	9	10 11	12 CPRC	13	14	15	16	17 18	19	20	21	22 Council ACM	23	24 25	26 BH	27	28 Planning	29	30	31	
June					1	2	3 CWH	4	5 ED	6	7 8	9	10 ES	11 Standards	12	13	14 15	16	17	18	19 NSE	20	21 22	23	24	25 Planning	26	27	28 29	30	
July		1	2	3 Admin	4	5 6	7 CPRC	8	9	10 Audit	11	12 13	14	15	16	17 Council	18	19 20	21	22	23 Planning	24	25	26 27	28	29	30	31			
August					1	2 3	4	5	6	7	8	9 10	11	12	13	14	15	16 17	18	19	20 Planning	21	22	23 24	25 BH	26	27	28	29	30 31	
September																															
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Calendar of Meetings June 2024 to August 2025

Meeting	Jun 24	Jul	Aug	Sept	Oct	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	Jul	Aug 25
Council Thursday		18			24		12		27		24	22		17	
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Environment and Sustainability Committee Tuesday	18			17			3	14		4			17		
Business, Infrastructure & Growth Thursday	6			12			5	16		13			5		
Community Wellbeing Committee Tuesday	11			24 C&D			2	7		11			3		
Planning Committee Wednesday	26	24	21	18	16	13	10	8	5	5	2, 30	28	25	23	20
Audit Committee Thursday		9		26				30				8		10	
Standards Committee Wednesday	12				2			22					11		
Borough Election												1			
Bank Holidays Council Offices closed			26				25, 26	01			18, 21	5, 26			25

C&D = Crime and Disorder. The Council has a statutory duty to review crime and disorder matters once a year

2024 Year Planner

2024	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T						
January																																						
February																																						
March																																						
April																																						
May																																						
June						1 2	3 CPRC	4	5	6 BIG	7	8 9	10	11 CWH	12 Standards	14	14	15 16	17	18 ES	19	20	21	22 23	24	25	26 Planning	27	28	29 30								
July	1	2	3	4	5	6 7	8 CPRC	9 Audit	10	11	12	13 14	15	16	17	18 Council	19	20 21	22	23	24 Planning	25	26	27 28	29	30	31											
August				1	2	3 4	5	6	7	8	9	10 11	12	13	14	15	16	17 18	19	20	21 Planning	22	23	24 25	26 BH	27	28	29	30	31								
September						1	2	3	4	5	6	7 8	9 CPRC	10	11	12 BIG	13	14 15	16	17 ES	18 Planning	19	20	21 22	23	24 CWH	25	26 Audit	27	28 29	30							
October		1	2 Standards	3	4	5 6	7	8	9	10	11	12 13	14 CPRC	15	16 Planning	17	18	19 20	21	22	23	24 Council	25	26 27	28	29	30	31										
November						1	2 3	4	5	6	7	8	9 10	11	12	13 Planning	14	15	16 17	18	19	20	21	22	23 24	25	26	27	28	29	30							
December						1	2 CWH	3 ES	4	5 BIG	6	7 8	9 CPRC	10 Planning	11	12 Council	13	14 15	16	17	18	19	20	21 22	23	24	25 BH	26 BH	27	28 29	30	31						

2025 Year Planner

2025	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T
January			1 BH	2	3	4 5	6	7 CWH	8 Planning	9	10	11 12	13	14 ES	15	16 BIG	17	18 19	20 CPRC	21	22 Standards	23	24	25 26	27	28	29	30 Audit	31			
February						1 2	3	4	5 Planning	6	7	8 9	10 CPRC	11	12	13	14	15 16	17	18	19	20	21	22 23	24	25	26	27 Council	28			
March						1 2	3	4 ES	5 Planning	6	7	8 9	10	11 CWH	12	13 BIG	14	15 16	17	18	19	20	21	22 23	24 CPRC	25	26	27	28	29 30	31	
April		1	2 Planning	3	4	5 6	7	8	9	10	11	12 13	14	15	16	17	18 BH	19 20	21 BH	22	23	24 Council	25	26 27	28	29	30 Planning					
May				1 SCC Elections	2	3 4	5 BH	6	7	8 Audit	9	10 11	12 CPRC	13	14	15	16	17 18	19	20	21	22 Council ACM	23	24 25	26 BH	27	28 Planning	29	30	31		
June						1	2	3 CWH	4	5 BIG	6	7 8	9	10	11 Standards	12	13	14 15	16	17 ES	18	19	20	21 22	23	24	25 Planning	26	27	28 29	30	
July		1	2	3	4	5 6	7 CPRC	8	9	10 Audit	11	12 13	14	15	16	17 Council	18	19 20	21	22	23 Planning	24	25	26 27	28	29	30	31				
August					1	2 3	4	5	6	7	8	9 10	11	12	13	14	15	16 17	18	19	20 Planning	21	22	23 24	25 BH	26	27	28	29	30 31		
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Council

25 April 2024



Title	Members' Allowances Scheme 2024-25
Purpose of the report	To make a Key Decision
Report Author	Gillian Scott, Corporate Governance Support Officer
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
Recommendations	<p>That Council:</p> <ol style="list-style-type: none"> 1. Notes the findings of the Independent Remuneration Panel and agrees with the principles of the Panel's report (Appendix 1); 2. Adopts the Members' Allowances Scheme (the Scheme) for 2024-25; 3. Agrees an increase in the Basic Allowance by 2.8% in line with the staff pay award, to £6,849 with effect from 1 April 2024; 4. Agrees increases in the Special Responsibility Allowances by 2.8% in line with the staff pay award, with effect from 1 April 2024; 5. Agrees the recommended changes to the level of allowances for the Planning and Licensing Committee Chairs and Vice-Chairs with effect from 1 April 2024; 6. Subject to the Council having agreed the proposed Committee structure effective from 23 May 2024 earlier on this agenda, agrees the revised Special Responsibility Allowances, as recommended by the Panel at page 12 of its report, with effect from 23 May 2024.
Reason for Recommendation	The Council is required to make a scheme of allowances and the Independent Remuneration Panel is appointed by the Council to advise on the type of its allowances and the amounts to be paid.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Independent Remuneration Panel has reviewed the Members' Allowances Scheme for 2024-25. A summary of the Panel's recommendations can be found on pages 12-13 of its report. 	<ul style="list-style-type: none"> The Council is required to make a scheme of allowances and cannot make any changes to its Scheme of Members' Allowances without first considering the Independent Remuneration Panel's advice on the issues involved.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> It is a matter for the Council to decide the level of members' allowances under the Spelthorne Members' Allowances Scheme, having given proper consideration to the Panel's report. 	<ul style="list-style-type: none"> Subject to Council approval, the recommendations of the Panel in regard to the level of allowances will be effective from 1 April 2024, although the revised SRAs based on the proposed Committee re-structure (i.e. ceasing payment to the Administrative Committee Chair and Vice-Chair and members of the Development Sub-Committee and inclusion of payment to the revised Strategic Committee Chairs and Vice-Chairs and Commercial Assets Sub-Committee members), will not be effective until 23 May 2024. Details of the 2024-25 Scheme will be published on the Council's website.

1.1 This report provides Council with advice from the Independent Remuneration Panel (the Panel) on its review of the Members' Allowances Scheme (the Scheme) for 2024-25. The Panel has recommended increases in the Basic Allowance for all councillors and the Special Responsibility Allowances for specific councillor roles (subject to some changes to the proportions of the Leader's allowance received), of 2.8% to reflect the proposed staff pay award for 2024-25.

2. Key issues

2.1 The Independent Remuneration Panel met on 13 February 2024 to review the Members' Allowances Scheme for 2024-25. It was necessary for the Panel to carry out a full review as this had not been done since the introduction of the Committee System in May 2021. Furthermore, the Panel considered its

deliberations on the proposed changes to the Committee System structure as recommended to the Council earlier on this agenda for implementation from the Annual Council on 23 May 2024.

- 2.2 A questionnaire was circulated to all Members, in advance of the Panel meeting to seek feedback. 29 of 39 Members completed the questionnaire and the summary responses are attached to the Panel's report. In addition, the Leader and Deputy Leader were interviewed as part of the Panel's review.
- 2.3 It is a matter for the Council to decide the level of members' allowances under the Spelthorne Members' Allowances Scheme.
- 2.4 The function of the Panel is to provide the Council with advice on the type of its allowances and the amounts to be paid.
- 2.5 The statutory position is that Spelthorne Borough Council "shall have regard to" the advice from the Panel and the Council cannot make any changes to its Scheme of Members' Allowances without first considering the Panel's advice on the issues involved. The Panel acknowledges that it is a matter for the Council to decide the level of Members' Allowances. In having regard to the Panel's advice, the Council is to "give proper consideration" to the Panel's report. In this way, the Council can take full account of its particular circumstances and be directly accountable to its electorate.

3. Options analysis and proposal

- 3.1 The proposals recommended by the Panel are set out in detail in the attached report. A summary of the Panel's recommendations can be found on pages 12 and 13 of the report.
- 3.2 However, the Council does not have to approve the recommendations made by the Panel. Council may choose to implement an alternative proposal.

4. Financial management comments

- 4.1 The annual budget for Members' Allowances for 2023-24 was £374,600 (revised budget £369,108). The budget agreed by Council in February 2024 for 2024-25 was £372,100. Taking into account the proposed increases in the Basic Allowance and Special Responsibility Allowances for 2024-25, and subject to Council approval to the proposed restructure of the Committees, the Scheme recommended by the Panel results in a saving in the annual budget of £12,430 to £359,670 for 2024-25.
- 4.2 The recommended changes in the IT Allowance from a lump sum payment of £250 for each councillor at the beginning of their four-year term to £100 per annum, will take effect during the 2025–26 financial year. The additional budget in 2025-26 will be £1,950 and in 2026-27, £3,900.

5. Risk management comments

- 5.1 There are none.

6. Procurement comments

- 6.1 There are none.

7. Legal comments

- 7.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, Spelthorne Borough Council "shall have regard to" the advice from the Panel and the Council cannot make any changes to its

Scheme of Members' Allowances without first considering the Panel's advice on the issues involved.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 Remuneration may encourage and support a greater diversity of councillor representation.

10. Sustainability/Climate Change Implications

10.1 There are no impacts on sustainability or climate change arising from the recommendations in the Panel's report.

11. Timetable for implementation

11.1 Subject to Council approval, the Scheme of Members' Allowances for 2024-2025 will take effect from 1 April 2024.

11.2 Subject to Council approval to the proposed re-structure of the Committees, revisions to those roles for which a Special Responsibility Allowance is paid will take effect from 23 May 2024.

11.3 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Scheme will be published on the website with details of the amounts payable in respect of each allowance.

12. Contact

12.1 Gillian Scott, g.scott@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix 1 - Report of the Independent Remuneration Panel with appendices – February 2024.

Appendix 2 - Members Allowances Scheme 2023-24 and Schedule 1 List of Approved Duties



REPORT OF THE

INDEPENDENT REMUNERATION PANEL

ON

THE COUNCILLORS' ALLOWANCES SCHEME 2024 - 2025

FOR

SPELTHORNE BOROUGH COUNCIL

February 2024

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1. INTRODUCTION AND BACKGROUND

1. This report has been prepared in accordance with the *Local Authorities (Members' Allowances) (England) Regulations 2003* ("the 2003 Regulations") as amended, which require all local authorities to appoint an Independent Remuneration Panel ('the Panel') to advise on the terms and conditions of their scheme of councillor's allowances ('the Scheme').
2. Spelthorne Borough Council formally appointed the following persons to undertake this process and make recommendations to the Council on the type of allowances and the amounts to be paid in its future scheme.

Sir Ivan Lawrence KC (Chair)
Mr. Colin Squire
Ms. Alison Osmond

3. The members of the Panel have between them diverse experience in central Government, the law, local and national business, human resources and charity work.
4. The Panel is fully independent of the Council and is not fettered in any way from providing impartial enquiry, scrutiny, advice and recommendation.
5. The Panel does not receive any payment for the time or work that it expends in undertaking the annual review of councillors allowances.

Terms of reference

6. Our terms of reference are in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" ("the Guidance") issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). We are required to make recommendations to the Council about the following:
 - a) The amount of basic allowance payable to all councillors.
 - b) The level of allowances and whether allowances should be payable for:
 - i. special responsibility.
 - ii. travel and subsistence and the approved duties in respect of which they can be paid.
 - iii. the care of children and dependants.
 - iv. co-optees (for example the independent members appointed by the Council to serve on the Council's Standards Committee).and the amount of that allowance.
 - c) Whether adjustments to the level of allowances may be determined according to an index and, if so, which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

2. CURRENT SCHEME

7. The last review of councillors allowances was undertaken by the Panel in October 2023 for the financial year 2023/24. The Council agreed its recommendations which were backdated to be effective from 1 April 2023.
8. The Council took the decision to move from a Leader and Cabinet model of governance to that of a Committee System in May 2021. Following a Local Government Association (LGA) Corporate Peer Challenge in November 2022 which recommended the Council review how the Committee System was working, proposals were developed to change the structure of the current Committee model at Spelthorne. Whilst this task was underway, the Panel took 'a light touch' approach to its reviews and compared the Council's allowances against other Surrey authorities. As Spelthorne's allowances compared favourably with those of neighbouring local authorities, the Panel recommended, and Council agreed, increases in all allowances which reflected the staff pay award for 2023/24.
9. The proposed changes for the restructure of the Committee system have been finalised and this has prompted a more in-depth approach to the Panel's review for 2024/25.
10. The Scheme currently provides that all councillors are each entitled to a basic allowance of £6662 per annum. In addition, some councillors receive special responsibility allowances for undertaking additional duties.
11. Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

3. PRINCIPLES UNDERPINNING OUR REVIEW

The Public Service Principle

12. This is the principle that an important part of being a councillor is the desire to serve the public and, therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.¹
13. Since 2008 a Public Service Discount of 33% has been applied to the Basic Allowance. In the current Scheme councillors are remunerated on the basis of spending 15 hours a week on Council and constituency work. The application of the discount means that the councillor gives 5 hours '*pro bono publico*' and is remunerated for the remaining 10 hours through the Basic Allowance.
14. The Panel found that a public service concept or ethos was articulated and supported by the Leader and Deputy Leader, who we interviewed to assist this review, and in the vast majority of responses to the questionnaire² completed by councillors as part of our review.

¹Guidance on Consolidated Regulations for Local Authority Allowances issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003)

²Responses to councillor questionnaire – Appendix 2

15. Given the weight of evidence presented to us, we determined that our deliberations should continue to be underpinned by the principle that councillors' allowances are not intended to compensate for loss of earnings, nor are they to recompense for the total number of hours councillors spend on their duties. Councillors are not paid employees of the Council and their allowances should not be treated as salary. Maintaining the Public Service Discount at 33% seems to us to appropriately reflect the voluntary element of service in fulfilling the role of a local councillor.

The Fair Remuneration Principle

16. Alongside the general principle that the payment of an allowance is not intended to compensate for loss of earnings, we advocate a principle of fair remuneration. The Panel continues to subscribe to the view promoted by the Independent Councillors' Commission:

Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.³

17. The Panel is keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. We aspire to a Scheme that is both fair and easy to understand by councillors and members of the public.
18. Hence our deliberations continue to be underpinned by the following principles:
- (i) allowances should apply to roles within the Council, not individual councillors;
 - (ii) allowances should represent reasonable compensation to councillors for expenses they incur and time they commit in relation to their role, not payment for their work; and
 - (iii) Special responsibility allowances are used to recognise the significant additional responsibilities which attach to some roles, not just the extra time required.
19. In making our recommendations, we have therefore sought to maintain a balance between:
- (i) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles;
 - (ii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor; and
 - (iii) the need to maintain a Scheme which is fair, easy to understand and straightforward to administer.
20. In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended, and should not be interpreted, as a reflection on any individual councillor's performance in the role.

³Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007.

4. OUR INVESTIGATION

Background

21. The Panel met on 13 February 2024 to consider the following background information to inform our deliberations, in particular:
 - The current structure and composition of Council committees, compared to the proposed restructure and composition of Committees, as discussed by the Committee System Working Group (comprising all the Group Leaders), to be recommended to the Council at its April 2024 meeting to come into effect from the Council AGM in May 2024.
 - The draft proposed calendar of meetings for 2024-2025 (subject to Council approval in April 2024).
 - Relevant benchmarking information about members' allowances elsewhere in Surrey and the Southeast. (Paragraph 24 and **Appendix 2**)
 - The proposed staff pay award for 2024-25 of 2.8%.
 - Statistics reflecting the number of decisions made at Committees over the past three years and an estimated projection based on past records, of the likely workload of each Committee under the proposed new structure.
22. Since the introduction of the Committee system of governance in 2021, the Panel has undertaken only 'light touch' reviews. This was to allow for a 'bedding-in' period of the new arrangements and subsequently a Borough election in May 2023, at which 22 new members joined the Council. The Panel considered it was now the right time to take a more thorough look at the current Scheme and the workload of councillors under the Committee system. Hence:
 - we interviewed the Leader, Councillor Sexton and the Deputy Leader, Councillor Bateson. We are grateful to them for their assistance.
 - a survey was circulated to all councillors seeking comments on their workloads and views on the current Scheme. Responses were received from 29 of the 39 councillors (74% response). The information obtained was helpful in informing our deliberations. (**Appendix 3** – summary of responses)

5. CONSIDERATIONS AND RECOMMENDATIONS

Basic Allowance

23. The Panel noted the statutory guidance it must pay regard to, that the authority's Scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors.⁴
24. The Panel compared Spelthorne's current Basic Allowance against the other Surrey Boroughs and Districts. We noted that Spelthorne's remuneration for Basic Allowance

is third highest in Surrey for the 7th year running. We also noted that compared to the other Councils in Surrey operating a committee system, Spelthorne’s remuneration was above that of Runnymede BC our closest neighbour, and considerably above that of Tandridge DC and Epsom and Ewell BC.

Council	Basic Allowance (£) 2023-24 ⁵
Guildford Borough Council	8348
Woking Borough Council	7380
Spelthorne Borough Council (Committee System)	6662
Reigate & Banstead Borough Council	5956
Elmbridge Borough Council	5736
Surrey Heath Borough Council	5711
Runnymede Borough Council (Committee System)	5665
Waverley Borough Council	5609
Mole Valley District Council	5163
Tandridge District Council (Committee System)	4857
Epsom & Ewell Borough Council (Committee System)	4032

25. The Panel noted the results of the survey to which:
 - 15 councillors responded the Basic Allowance was too low against 13 who say it is about right.
 - 19 councillors do not consider themselves financially disadvantaged as a result of their role.
 - 26 councillors either were not aware of the allowance before they were elected, or were aware but it did not factor in their decision to stand.

26. The Panel finds that Spelthorne Borough Council’s level of Basic Allowance still compares favourably against the other Surrey authorities and does not appear to constitute a barrier to candidates from all sections of the community standing, or re-standing for election.

27. The Panel was of the view that an increase in Basic Allowance by reference to the proposed staff pay increase for 2024/25 of 2.8%, would be both fair and reasonable and ensure that most councillors continue to not be financially disadvantaged as a result of undertaking their role.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Spelthorne Borough Council be £6,849 per annum with effect from 1 April 2024.

Annual Adjustment of Allowances

28. A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. We propose not to commit to an annual adjustment index to be applied in future years. We consider this approach appropriate in view of the proposed forthcoming changes to the committee structure, the impact of which we will review in a year’s time.

⁴The Local Authorities (Members’ Allowances) (England) Regulations 2003: Part 2, Regulation 4.

⁵ Figures drawn from the South East Employers, Members’ Allowances Survey 2023 (October 2023)

Special Responsibility Allowances

29. A Special Responsibility Allowance (SRA) may be awarded to recognize the significant additional responsibilities that certain roles in the Council require of councillors, over and above the roles and expenses covered by the basic allowance. The SRAs do not have to be the same across different roles.
30. The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA allowance to any one councillor. The current Members' Allowances Scheme includes a 'one SRA only' rule in common with many councils. The Regulations also specify the categories of role for which the Council may make provision to award an SRA.
31. The Panel's considerations of SRAs for this review assumed that the proposed re-structure of Committees in the Council's Committee system of governance, would be agreed by Council at its meeting on 25 April 2024 for implementation from the Annual Council meeting in May 2024. Therefore any recommendations of the Panel in relation to SRAs would be effective from that meeting in May 2024.
32. The Panel considered the evidence for continuing to award SRAs to those roles which we had previously concluded bore significant additional responsibilities. We also considered whether membership of the proposed Commercial Assets Sub-Committee was likely to be a role with significant additional responsibilities.
33. The Panel concluded that it is difficult to accurately assess the time and effort which may be required by members of the Commercial Assets Sub-Committee before it starts meeting in May 2024. However, based on the evidence of the proposed responsibilities of this Sub-Committee we concluded these were significant in terms of the decisions members will make on the Council's investment assets involving large rents and property values. We will review this conclusion next year after the Sub-Committee has been in operation for at least 6 months.
34. We therefore conclude that the following roles bear significant additional responsibilities for which an SRA should be awarded:
 - Leader of the Council
 - Deputy Leader
 - Strategic Committees Chairs and Vice-Chairs (4)
 - Planning Committee Chair and Vice-Chair
 - Licensing Committee Chair and Vice-Chair
 - Audit Committee Chair and Vice-Chair
 - Members of Commercial Assets Sub-Committee
 - Co-Opted and Independent members

One SRA Only Rule

35. The Panel noted that in common practice with many councils, the current Scheme includes a One SRA Only Rule. This rule avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. The Panel hopes it also dissuades councillors from taking on more than one significant role. Our calculations for the SRAs are based on this principle. We have seen no evidence to suggest that the rule should be removed.

The maximum number of SRAs payable

36. The Panel continues to be satisfied that the roles we have identified as meriting the award of an SRA are likely to have significant additional responsibilities and therefore it does not wish to impose a limit on the number of SRAs payable.
37. The Panel noted that of the 10 other Surrey Boroughs and Districts, 9 do not apply any rule in this regard and the remaining one applies a 50% rule, in place of a one third rule.

WE THEREFORE RECOMMEND that the ‘One SRA Only’ rule be retained in the Scheme.

Allowance for Leader of the Council

38. The Panel noted that the majority of councillors responding to the survey (18 of 29) agreed that the current methodology of calculating SRAs as a percentage of the Leader’s allowance was an appropriate approach.
39. The Panel considered the Leader’s comments on her current workload and compared Spelthorne’s Leader’s allowance to that awarded by the three other Surrey authorities operating a Committee model of governance, as well as four other councils in the Southeast. **(Appendix 2)**
40. The Panel notes that the Leader’s role includes appointment as the Chair of the Policy and Resources Committee. In view of the One SRA Only rule discussed above, we are not therefore making a recommendation for an additional SRA for that particular role.
41. The Panel concluded that the Leader’s allowance compared favourably to the other authorities in Surrey and adequately reflects the time commitment and responsibilities of the role.
42. The Panel was of the view that an increase in the Leader’s Allowance by reference to the proposed staff pay increase for 2024/25 of 2.8%, would be both fair and reasonable.

WE THEREFORE RECOMMEND that the Leader’s Allowance at Spelthorne Borough Council be £11,530 per annum.

Levels of SRAs

43. The Panel noted the current hierarchy and percentages for the other SRAs as shown below:

1 st Tier	Chair and Vice-Chair of Corporate Policy and Resources Committee	Leader Deputy Leader (50% of Leader’s Allowance)
2 nd Tier	Service Committee Chairs	70% of Leader’s Allowance
3 rd Tier	Planning Committee Chair	60% of Leader’s Allowance
4 th Tier	Licensing Committee Chair	50% of Leader’s Allowance
5 th Tier	Audit Committee Chair	40% of Leader’s Allowance
6 th Tier	Vice-Chairs of all Committees	50% of the Chair’s allowance
	Members of Development Sub-Committee	Flat rate of £2000

44. We compared the SRAs paid by the three other Surrey authorities operating the Committee model and four others in the Southeast. We also considered the SRAs awarded for roles related to the Regulatory Committees throughout Surrey, as these Committees operate in the same way under both the Committee and Cabinet models (**Appendix 2**).⁶
45. To establish whether the current hierarchy and levels of SRA fairly reflected the time and responsibilities demanded by each role we also considered:
- Comments of the Leader and Deputy Leader.
 - Comments made by individual councillors in response to the survey.
 - The draft proposed calendar of meetings for 2024-2025.
 - Statistics reflecting the number of decisions made at Strategic Committees over the past three years and an estimated projection based on past records, of the likely workload of each Committee under the proposed new structure.
 - The meetings of the Licensing Committee and Sub-Committee in the past year.
46. The Panel is of the view, based on the evidence gathered, that the remaining 3 Strategic Committees (Corporate Policy and Resources was discussed at Paragraph 39) under the proposed re-structure (Environment and Sustainability, Business, Infrastructure and Growth, and Community Wellbeing and Housing) have the same levels of responsibility and despite their proposed widened remit, the frequency of meetings is proposed to remain the same. We will review in a year's time whether in fact additional meetings needed to be scheduled to deal with ordinary business.
47. The Panel is of the view that the workload and frequency of meetings of the Planning Committee is at least equal to that of the Strategic Committees. The Panel judges that the Planning Committee should sit within the same tier as the Strategic Committees.

WE RECOMMEND that the Chairs of the Strategic Committees and the Chair of Planning Committee should receive an allowance of 70% of the recommended Leader's Allowance, £8,071.

48. The Panel concludes on the evidence gathered, that the levels of SRA awarded to the Deputy Leader, Chair of Audit and the Vice-Chairs of all the Committees, fairly reflect the time and responsibilities demanded by those roles.
49. However, the Panel is of the view that the same cannot be said for the level of SRA awarded to the Chair of Licensing Committee. This is currently paid at the same rate as the Deputy Leader. The Panel concludes on the evidence gathered that the role of the Licensing Committee Chair is comparable to that of the Audit Chair in terms of time commitment and responsibility.
50. The Panel considers that although meetings of both the Licensing Committee and Sub-Committees are scheduled on an ad hoc basis they are generally held as frequently as the four scheduled meetings of Audit Committee. In terms of responsibility, the Panel notes that Licensing Sub-Committees deal with quasi-judicial business, which is equal in significance to the responsibilities of the Audit Committee.

⁶ Data from South East Employers, Members' Allowances Survey 2023 (October 2023)

51. For the same reasons as described at Paragraph 32 in relation to members of the Commercial Assets Sub-Committee, the Panel concludes that it is fair and reasonable to award those members the same flat rate of allowance as was payable to the members of the Development Sub-Committee. We will review this recommendation next year after the Sub-Committee has been in operation for at least 6 months.

WE RECOMMEND that the Deputy Leader should receive an allowance of 50% of the recommended Leader's Allowance, £5,765.

WE FURTHER RECOMMEND that the Chairs of the Audit and Licensing Committees should receive an allowance of 40% of the recommended Leader's Allowance, £4,612.

WE ALSO RECOMMEND that the Vice-Chairs of all the Committees should receive an allowance of 50% of the recommended respective Chair's Allowance:

Vice-Chairs of Strategic and Planning Committee, £4,036.

Vice-Chairs of Audit and Licensing Committee, £2,306

WE RECOMMEND that the members of the Commercial Assets Sub-Committee should receive a flat rate allowance of £2,000 each.

Co-opted Members of Standards Committee

52. The current Scheme pays an allowance of £1500 and £750 to the Chair and Vice-Chair respectively of the Standards Committee, both of whom are co-opted members.
53. The Panel considers these allowances continue to be fair and reasonable, based on the evidence gathered.

WE RECOMMEND that no change be made to the current remuneration of £1500 and £750 for the Chair and Vice-Chair respectively, of the Standards Committee.

Independent Person on Audit Committee

54. The Panel considered the role of the Independent Person (IP) appointed to the Audit Committee and the fact that since their appointment the number of meetings had increased from 3 to 4 a year.
55. We took the view that this role required a similar commitment to that of the Vice-Chair of Standards Committee and therefore that the remuneration should be the same.

WE RECOMMEND that an allowance of £750 be paid to the Independent Person on the Audit Committee.

Other Allowances

IT Allowance

56. The Panel noted that in addition to the Basic Allowance, all councillors receive a one-off IT allowance to spend solely on ICT equipment (such as broadband, printers and mobile telephones) over their 4-year term, of £250. We also noted that councillors are provided with a Council owned Microsoft Surface pro which can be used for all Council communications and on which they receive all the papers related to Council and Committee meetings.

57. The Panel considered evidence from responses to the councillor survey in relation to the IT allowance. We concluded that it was reasonable for councillors to want to improve their Broadband service and to purchase a mobile 'phone specifically for Council business. We considered that the current allowance was not sufficient to pay for these items over 4 years.
58. The Panel concluded that it was fair and reasonable to recommend an increase in the IT allowance from a £250 lump sum payment at the start of the term (which would require repayment on a pro-rata basis if a councillor resigned during their term of office) to an annual payment of £100 over each of the four years of the term.

WE RECOMMEND that all councillors be paid an IT allowance of £100 per annum.

Dependants' Carer's allowance

59. The current Scheme for Dependants' Carer's allowance (DCA) provides that members are reimbursed the actual costs incurred for expenditure in relation to the care of dependant relatives or children while they are undertaking approved Council duties, subject to submission of receipts/invoices in support of claims.
60. The Panel considered that the reasoning underpinning the level of this allowance had not changed since its previous review. We noted there had been two claims in the current year at a cost of £138.

WE RECOMMEND that no change be made to the current Scheme in relation to Dependants' Carer's allowances.

Travel and Subsistence allowances

61. The Panel notes that Spelthorne Borough Council has provision for officers to claim a travel allowance for using their own vehicle for business journeys. The current travel allowances for councillors for journeys undertaken in relation to approved duties reflect the officer rates. The rates at which the allowance can be claimed are:

Vehicle Cylinder size	Payment per mile
up to 999cc	46.9p
1000cc - 1199cc	52.2p
1200cc and over	65p
Electric vehicles	46.9p

62. The current payment for motorcycles is 24p per mile and for bicycles is 20p per mile above.
63. The Panel considered evidence that the travel allowances are broadly similar to those of other Surrey districts and boroughs⁶ and in the past year 3 members had claimed travel allowance to a total amount of £395. The survey responses suggest the lack of claimants is due to ignorance of the allowance or a reluctance to claim.
64. The Panel noted that the Scheme also provides for reimbursement of subsistence expenses actually incurred in carrying out approved duties, subject to submission of receipts/invoices in support of claims. No such claims were received in the past year

65. The Panel is of the view that no changes are required in respect of travel and subsistence allowance rates.

WE RECOMMEND that no changes are made to the current arrangements for payment of travel and subsistence allowances, in relation to 'Approved Duties'.

Approved Councillor Duties

66. The Panel considered response to the survey in which a high majority said they believed the scope of meetings for which expenses could be claimed (as set out in the Approved Duties section of the current scheme) was 'about right'.
67. The Panel concludes that no change is required to the recommended duties for which allowances should be payable.

WE RECOMMEND that no changes are made to the Approved Councillor Duties as outlined in the current Members' Allowance Scheme.

**Sir Ivan Lawrence (Chair of the Independent Remuneration Panel)
Colin Squire
Alison Osmond**

February 2024

SUMMARY OF PANEL'S RECOMMENDATIONS

The Panel makes the following recommendations to the Council on the Members' Allowances Scheme for 2024-2025:

Allowance	Current amount for 2023/24	Recommended Allowance for 2024/2025	Number
Basic:	£6,662	6,849	39
Special Responsibility:			
Leader of the Council and Chair of Policy & Resources Committee	£11,220	£11,530	1
Deputy Leader and Vice-Chair Policy & Resources Committee	£5,610	£5,765 (50% of Leader's allowance)	1
Strategic Committee Chairs	£7,850 (4)	£8,071 (70% of Leader's allowance)	3
Strategic Committee Vice-Chairs	£3,930 (4)	£4,036 (35% of Leader's allowance)	3
Planning Committee Chair	£6,730 (60% of Leader's allowance)	£8,071 (70% of Leader's allowance)	1
Planning Committee Vice-Chair	£3,360 (30% of Leader's allowance)	£4,036 (35% of Leader's allowance)	1
Licensing Committee Chair	£5,610 (50% of Leader's allowance)	£4,612 (40% of Leader's allowance)	1
Licensing Committee Vice-Chair	£2,800 (25% of Leader's allowance)	£2,306 (20% of Leader's allowance)	1
Audit Committee Chair	£4,490	£4,612 (40% of Leader's allowance)	1
Audit Committee Vice-Chair	£2,240	£2,306 (20% of Leader's allowance)	1
Administrative Committee Chair	£2,240	N/A	-
Administrative Committee Vice-Chair	£1,120	N/A	-
Members of Development Sub-Committee	£2000 (12 of which 7 in receipt)	N/A	-
Members of Commercial Assets Sub-Committee	N/A	£2000	5
Co-optees' Allowance	£1500 (Chair) £750 (Vice-Chair)	£1500 (Chair) £750 (Vice-Chair)	1 1
Independent Person on Audit	£500	£750	1
Total Budget	£369,108	£359,670	22 councillors

IT Allowance

Current allowance paid in 2023	Recommended allowance for 2023 - 2027
£250 for the four-year term	£100 per annum

Allowance for expenditure incurred in relation to Approved Duties (Schedule 1 to Scheme)	Unchanged allowances for 2024/25
Dependants' Carer's Allowance	Reimbursement of actual costs incurred

Travelling and Subsistence Allowances	
Motor Mileage Allowance	(per mile)
Petrol/diesel/hybrid Cars	Up to 999cc – 46.9p 1000cc – 1199cc – 52.2p 1200cc and over – 65p
Electric Cars	46.9p
Motorcycles	24p
Cycle	20p
Day Subsistence Allowance	Reimbursement of actual costs incurred

The Panel recommends that the 'one SRA only' rule be retained as in the current Scheme.

	A	B	C	D	E	F	G	H	I	J	K
1		Surrey Authorities				Outside Surrey					
2		Spelthorne	Runnymede	Tandridge	Epsom & Ewell	Swale	Gosport	Three Rivers	Arun		
3	Population	102,000	80,510	87,900	81000	140,698	87,000		164,900		
4	Basic	£ 6,662	£ 5,665	£ 4,446	£ 4,302	£ 6,786	£ 7,068	£ 5,460	£ 6,033		
5	Leader	£ 11,220	£ 11,330	£ 6,307	£ 4,302	£ 16,965	£ 15,112	£ 10,921	£ 6,294		
6	Deputy Leader	£ 5,610	£ 5,665	£ 1,577	£ 2,151	£ 8,483	no SRA	n/a	£ 2,228		
7	Service Committee Chairs	£ 7,850	£ 5,240	£ 3,154	£ 3,011	£ 5,938	£ 4,840	£ 5,460	£ 5,360		
8	Service Committee Vice-Chairs	£ 3,930	£ 2,670	£ 1,052	£ 1,506	n/a	n/a	n/a	£ 1,768		
9	Planning Committee Chair	£ 6,730	£ 9,319	£ 3,154	£ 4,302	£ 6,786	£ 4,840	£ 5,460	£ 6,604		
10	Planning Committee Vice-Chair	£ 3,360	£ 6,205	£ 1,052	£ 2,151	n/a	n/a	n/a	£ 2,180		
11	Licensing Committee Chair	£ 5,610	£ 5,340	n/a	£ 3,011	£ 2,036	£ 4,840	£ 2,730	£ 4,402		
12	Licensing Committee Vice-Chair	£ 2,800	£ 2,670	n/a	£ 1,506	n/a	n/a	n/a	£ 1,320		
13	Audit Committee Chair	£ 4,490	£ 5,340	£ 3,154	£ 3,011	£ 2,036	£ 2,420	£ 2,730	£ 4,127		
14	Audit Committee Vice-Chair	£ 2,240	£ 2,670	n/a	£ 1,506	n/a	n/a	n/a	£ 1,362		
15	Co-optees' Allowance (Chair)	£ 1,500	£ 491	Expenses		£9.50ph	none		£60 per meet		
16	Co-optees' Allowance (Vice-Chair)	£ 750	£ 491	Expenses		£9.50 ph	none		Ditto		
17	Independent Person on Audit	£ 500	n/a	n/a	n/a	n/a	n/a	n/a	n/a		

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	A	B	C	D	E	F	G	H	I	J
1	Authority	Planning Chair	Planning Vice Chair	Licensing Chair	Licensing Vice Chair	Audit Chair	Audit Vice Chair	Standards Chair	Standards Vice Chair	Independent Person (Audit)
2	Runnymede	£9,319	£6,205	£5,340	£2,670	£5,340	£2,670	Combined Audit and Standards Committee		N/A
3	Elmbridge	£7,170	£1,793	£2,151	£538	£4,302	N/A	Combined Audit and Standards Committee		N/A
4	Spelthorne	£6,730	£3,360	£5,610	£2,800	£4,490	£2,240	£1,500	£750	£500
5	Guildford	£5,924	N/A	£3,703	N/A But Lic sub chair £280 per meeting	£3,703	N/A	£3,703	N/A	N/A
6	Reigate and Banstead	£5,442	N/A	£441	N/A	£3,162	N/A	N/A	N/A	£698
7	Surrey Heath	£5,197	£2,599	£4,009	N/A	£4,009	N/A	Combined Audit and Standards Committee		N/A
8	Epsom and Ewell	£4,032	£2,016	£2,822	£1,411	£2,822	£1,411	£403	£202	N/A
9	Waverley	£3,802	£1,903	£3,802	£1,903	£3,802	£1,903	£3,802	£1,903	N/A
10	Tandridge	£3,154	£1,052	N/A	N/A	£3,154	£1,052	N/A	N/A	N/A
11	Mole Valley	£3,024	£413	£632	N/A	£2,522	£354	£632	N/A	N/A
12	Woking	£2,400	N/A	£600	N/A	N/A	N/A	N/A	N/A	£369
13	Median	£5,197	£1,793	£2,822	None	£3,703	£354	£1,500	None	N/A

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Councillor Survey on Member Allowances

Summary of Responses

Summary	Table of Responses	Respondents	Non-Respondents
Search Responses	Cross-Tabulate	Export	

1

Statutory Guidance states that it is important for some element of the work of a councillor to be voluntary. Since 2008 a Public Service Discount (PSD) of 33% has been applied to members' allowances.

In the current Scheme members are remunerated on the basis of spending 15 hours a week on Council and constituency work. Ten of those hours are remunerated by the Basic Allowance and 5 hours are given voluntarily.

The PSD at other Local Authorities across the South East ranges from 30% to 50%.

Do you feel the PSD of 33% applied to the Spelthorne member allowances scheme is set:

At the right level	20
Too high	3
Too low	6

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2

In an average week, how many hours do you spend on attending Council and other formal meetings, training/briefings, civic events, political group meetings and undertaking general constituency work (do not include time spent on fulfilling a role for which you receive a special responsibility allowance).

0-7 hrs per week (up to an hour per day)	4
8-14 hrs per week (between 1 and 2 hours per day)	8
15-21 hrs per week (between 2 and 3 hours per day)	10

22+ hrs per week (over 3 hours per day)

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3

Do you hold a position with special responsibilities? i.e. Leader/Deputy/Chair/Vice-Chair

Yes 18

No 11

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4

In an average week, please estimate the **additional** number of hours you spend on fulfilling the role for which you receive a special responsibility allowance

0-7 hrs per week (up to an hour per day) 12

8-14 hrs per week (between 1 and 2 hours per day) 2

15-21 hrs per week (between 2 and 3 hours per day) 3

22+ (over 3 hours per day) 1

Not applicable 4

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5

The Basic Allowance is intended to recognize the time commitment of all councillors including such inevitable calls on their time as attending Council and other formal meetings, training/briefings, civic events and political group meetings and undertaking general constituency work, including ward surgeries. It does not include time spent on political campaigning.

In your opinion, is the Basic Allowance (currently £6662)

Too high	1
About right	13
Too low	15

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6

For the past 6 years, annual increases in the Basic Allowance have been linked to the staff pay award.

Do you agree that the staff pay award is the most appropriate link for these increases?

Yes	18
No	5
Don't know	6

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7

Were you aware before you were elected that councillors received an allowance and did this influence your decision to stand for election?

I was not aware of the allowance before I was elected	13
I was aware of the allowance and it was a factor in my decision to stand	3
I was aware of the allowance but it did not factor in my decision to stand	13

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8

In the current Scheme, Special Responsibility Allowances (SRAs) are calculated as a percentage of the Leader's allowance using a hierarchy structure in terms of responsibilities and quantity of work for the different roles.

Do you agree that the above methodology is an appropriate approach for calculating SRAs?

Yes	18
No	5
Don't know	6

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9

Do you think the current levels of SRA's are:

About right	21
Too high	1
Too low	7

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10

For the 2023 - 2027 term of office, councillors were given a one-off allowance of £250 (pro-rated if applicable) to spend solely on ICT equipment, e.g. associated peripherals, broadband and consumables.

Do you think the current ICT allowance is

About right	20
Too high	1
Too low	8

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11

As a consequence of becoming a councillor what changes to your ICT set up have you had to make at home? (tick all that apply)

First time purchase of Broadband	1
Improvement in Broadband service	8
First time purchase of computer equipment	2
Improvement in computer equipment	5
First time purchase of printer	2
Improvement in printer equipment	7
Purchase of mobile phone specifically for Council business	10

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12

Do you consider yourself to be financially disadvantaged as a result of your role as a councillor?

Yes	10
No	19

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13

Members can claim travel and expenses for attending those meetings defined in the Approved Duties list (pages 6-7 of [Members' Allowances Scheme 2023-24](#)).

Have you claimed any travel or other expenses for attending meetings in the past year, or since you were elected in May 2023, as applicable?

20

Yes (over £250)	0
Yes (£50-£250)	3
Yes (under £50)	2
No	24

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14

Do you think the scope of meetings for which you can claim travel or other expenses is:

About right	25
Too narrow	3
Too wide	0

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15

What overall approach would you like the IRP to take in its review of Member Allowances for 2024?

This question has been answered 28 times.

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Members' Allowances Scheme 1 April 2023 to 31 March 2024

Introduction

Every local authority will make, or review, a scheme annually in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and will set out the nature and level of allowances payable each year to each member of the authority. The allowances are set by the Council after due consideration of any recommendations of the annual Independent Remuneration Panel (IRP).

Publication of Members' Claims

Regulations (Section 228 of the Local Government Finance Act 1972) require publication of details of the total sum paid in allowances to members during each year.

A schedule of total cash payments made to each member during the preceding financial year, in respect of all allowances, is available on the Spelthorne Borough Council website.

Contents	Page
Table of Allowances	2
Rules of Scheme	2 - 3
Appendix A – Taxation and National Insurance Contributions	5
Schedule 1 – Approved Duties list	6 - 7

The Members' Allowances Scheme operating from 1 April 2023 provides for the following:

1. **A Basic Allowance** paid at a flat rate to all members on a monthly basis.
2. **Special Responsibility allowances** paid to certain roles, agreed by the Council, to recognise significant additional responsibilities. These are also paid on a monthly basis.

	Per Annum £
Basic allowance payable to all Members	£6662
Special Responsibility allowances	
Leader of the Council and Chair of Policy & Resources Committee	£11220
Deputy Leader and Vice-Chair Policy & Resources Committee	£5610
Service Committee Chairs: Environment and Sustainability Community Wellbeing and Housing Economic Neighbourhood Services	£7850
Planning Committee Chair	£6730
Planning Committee Vice-Chair	£3360
Licensing Committee Chair	£5610
Licensing Committee Vice-Chair	£2800
Audit Committee Chair	£4490
Audit Committee Vice-Chair	£2240
Service Committee Vice-Chairs	£3930
Administrative Committee Chair	£2240
Administrative Committee Vice-Chair	£1120
Members of Development Sub-Committee	£2000
Co-optees' Allowance (Chair/Vice-Chair of Standards Committee)	£1500/£750
Independent Person on Audit	£500

- ❖ Payments will be made on a monthly basis, directly into a nominated bank or building society account.
- ❖ Members who wish to elect to forgo their entitlement to some or all of their allowances may do so by giving notice, in writing, to the Chief Executive.
- ❖ No one councillor shall be entitled to receive more than one Special Responsibility Allowance.

3. **Travelling expenses** will be paid for attendance at approved meetings. The list of approved duties is set out in **Schedule 1** to the Scheme.
4. Where the requirements of paragraph 3 are met a travelling allowance for use of a vehicle will be paid at the following rates:

Cars	
Up to 999cc	46.9p
1000cc– 1199cc	52.2p
1200cc and over	65p
Electric Cars	46.9p
Motorcycles	24p
Cycles	20p

5. The allowance for all cars may be increased by not more than 1.0 pence per mile in respect of each passenger, up to a maximum of four, to whom a travelling allowance would otherwise be payable.
6. Where the requirements of paragraph 3 are met a travel allowance for use of public transport may be claimed. Members can claim the ordinary fare or any available cheap fare. Receipts must be obtained and attached to the relevant claim form otherwise expenses will be liable for tax.
7. **Subsistence allowance** will be paid for attendance at approved meetings. The list of approved duties is set out in **Schedule 1** of the Scheme.
8. Where the requirements of paragraph 7 are met, a subsistence allowance will be paid for expenses actually incurred on completion of the relevant claim form, to which receipts are attached.
9. If meals are provided at a meeting, e.g. a sandwich lunch, a claim for subsistence should not normally be made for that same meal. If a member chooses to purchase a meal elsewhere when a free meal was provided, any claim made for subsistence should be reduced to reflect the value of the free meal which was available.
10. Whilst travel and subsistence claims may be made for attendance as the Council's representative at the meetings listed on Schedule 1, members should note that claims may not be made in respect of duties which an external body itself has asked the member to undertake. Any claim for expenses in these circumstances should be referred to the external body.
11. **Dependent's Carer's allowance** including child care, where a member incurs costs in arranging for care of their child or dependent relative, will be paid for attendance at approved meetings. The list of approved duties is set out in **Schedule 1** of the Scheme.
12. Where the requirements of paragraph 11 are met, a dependent's carers' and child care allowance will be paid for expenses actually incurred on completion of the relevant declaration form.

- 13.** All claims must be made within the current financial year and for no more than three months in arrears.
- 14.** Members' claims for travel and subsistence should be sent to Committee Services by the 6th of each month.
- 15.** The Principal Committee Manager will check all members' claims before passing them to Payroll for payment.

Appendix A

Taxation

Basic and Special Responsibility Allowances are both liable to income tax and national insurance contributions, depending on members' personal circumstances. All payments are made through the payroll.

Travel allowances for cars are not subject to tax and National Insurance for the first 45p per mile but anything above that is as per the HMRC Approved Mileage Allowance Payments.

National Insurance Contributions

National Insurance contributions are payable on all allowances that exceed the minimum lower earnings limit. The current minimum earnings level (2023/2024) equates to £1048 per month.

The exemptions are:

a) Where individual's earnings are above the upper earnings limit

If your gross salary in paid employment exceeds the upper earnings threshold (currently £4189 per month) members should apply for deferment using form CA27A or CA72B for self-employed. **This must be applied for each Tax year.**

b) When an individual is over the state retirement age

There is no liability to pay employee's National insurance contributions once you reach state pension age (this may not be 65). If you are over the state retirement age, we will need proof of your age e.g. a birth certificate or passport, to make sure you stop paying National Insurance.

c) When an individual is self-employed

Class 1 employee deductions are not due if you are self-employed. The Department of Social Security does not issue an exemption certificate, but requires you to produce the contributions card or direct debit statement for your self-employed contributions for inspection. (If you would prefer to account to the Inland Revenue for the income tax due on your allowances, this can be arranged by asking your Tax Office to inform Payroll of your self-employed status).

d) When a married woman has elected to pay reduced rate contributions

Any Member currently holding a valid Married Woman's Reduced Rate Liability Card, (reference CF383), should send this to Payroll, so that the reduced rate contributions, (currently 5.85%), can be implemented. The option to make reduced rate contributions is no longer available, so this will only apply to Members already holding a valid certificate.

Schedule 1

Members' Allowances Scheme 2023-2024

List of Approved Duties

When a member uses his or her own home to undertake representative duties on behalf of the Council (e.g. to see constituents), that home becomes their place of work and an allowance can be paid for travel between home and the Council Offices for approved duties, but not for ordinary visits to the Council.

Meetings:

The activities that shall be approved duties include:

- meetings of the Council and committees including Task Groups and Panels.
- deputations, delegations or other representation at meetings with a government department or another local authority.
- training seminars organised by the Council, including members' inductions.
- presentations to councillors by government departments, statutory undertakers, utility or private companies, in respect of proposals in or affecting the Borough, as well as meetings of the organisations external to the Council listed below.
- opening of tenders where Standing Orders require one or more members to be present.
- Visits to sites for which a Planning application is due to come before Planning Committee, by members of the Planning Committee.
- Meetings with Council partners and other Leaders where such meetings take place outside the Borough of Spelthorne.

To qualify as an approved duty, such meetings, seminars and presentations need to be authorised by the Council or a Committee and representatives of more than one political group must be invited, except in the case where the Leader is invited

Meetings with organisations

Meetings of the following organisations **have been approved** by the Council for travel/expenses claims:

- Armed Forces Covenant
- Ashford and St Peter's Hospitals NHS Foundation Trust
- Citizens Advice Runnymede and Spelthorne
- Enterprise M3 (where held outside Spelthorne)
- Council for the Independent Scrutiny of Heathrow Airport
- Heathrow Local Focus Forum (BAA)
- Heathrow Airport Ltd - Annual Meeting with Spelthorne Borough Council
- Heathrow Noise and Airspace Community Forum
- Heathrow Strategic Planning Group (where held outside Spelthorne)
- Management Committee of Mediation North Surrey
- PATROL (Parking and Traffic Regulations outside London) Adjudication Joint Committee

- Runnymede and Spelthorne SHMA – Joint Member Liaison Group
- South East Employers (SEE)
- South West Middlesex Crematorium Board
- Spelthorne Mental Health Association Management Committee - Trustee
- Spelthorne Safer, Stronger Partnership Board
- Strategic Aviation Special Interest Group (SASIG)
- Surrey Environment Partnership
- Surrey Leaders' Group
- Surrey Museums Partnership
- Surrey Police and Crime Panel
- Surrey Traveller Community Relations Forum
- (NHS) Sustainability and Transformation Plan Stakeholder Reference Group
- Thames Landscape Strategy Partnership Executive Review Board

List of authorised conferences:

The following have been prescribed under Section 175 of the Local Government Act 1972 for the payment of travel and expenses claims:

- Chartered Institute of Housing (CIH)
- Chartered Institute of Public Finance and Accountancy (CIPFA)
- Institute of Building Control
- Institute of Waste Management
- Local Government Association Annual Conference
- Local Government Association Annual Housing Conference
- National Housing and Town Planning Conference
- Royal Town Planning Institute (RTPI)
- South East Employers (SEE)
- Surrey Heritage Strategy Annual Conference

List of duties not approved:

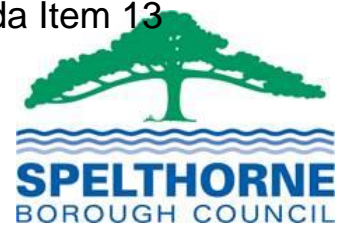
The following is a list of those organisations external to the Council to which the Council makes appointments, but which **do not qualify** for any travel or expenses allowances:

- A2 Dominion Customer Insight Panel

The following duties have **not** been approved by the Council:

Social occasions, receptions, official openings, sporting occasions, visits by members to the Council offices to meet with staff outside of formal meetings; and ward surgeries.

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Environment and Sustainability Committee

Decisions taken at the meeting held on Tuesday, 27 February 2024.

Meeting Time:

7.00 pm

Meeting Venue:

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

PRESENT: Councillor Malcolm Beecher (Chair), Councillor Kathy Grant (Vice-Chair), Councillor Sean Beatty, Councillor John Boughtflower, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Sue Doran, Councillor Matthew Lee, Councillor Karen Howkins, Councillor Lawrence Nichols, Councillor Katherine Rutherford, Councillor Joanne Sexton, Councillor John Turner and Councillor Paul Woodward

4. GREEN INITIATIVES FUND BID - HOME CANVASSING VISITS

The Committee **resolved** to approve the bid for funding from the Green Initiatives Fund amounting to £9272.50 to offset the cost of the leasing of 20 tablets and licences.

5. CLIMATE CHANGE SUPPLEMENTARY PLANNING DOCUMENT*

The Committee **resolved** to approve the Climate Change Supplementary Planning Document and recommend to Council for adoption.

6. RIVER THAMES SCHEME CONSULTATION RESPONSE

The Committee **resolved** to agree the Council's response to the River Thames Scheme Statutory Consultation.

7. ESTABLISHMENT OF SPELTHORNE DESIGN CODE TASK GROUP AND TERMS OF REFERENCE

The Committee **resolved** to establish the Spelthorne Design Code Task Group and approved its terms of reference subject to the removal of references to a Vice-Chair.

The Committee **resolved** to appoint Councillors Lisa Brennan, Tony Burrell, Howard Williams, and Michele Gibson as members of the task group.

The Committee **resolved** to appoint Councillor Tony Burrell as the Chair of the Task Group.

NOTES:-

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
- (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*

- (c) *Those decisions:*
 - i. *reserved to full Council*
 - ii. *on regulatory matters*
 - iii. *on member conduct issues.*

- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*

- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*

- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*

- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
 - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*

 - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*

 - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*

- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*

- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*

- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*

- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*

- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*

- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 4 March 2024.*

Decisions taken at the meeting held on Thursday, 29 February 2024.

Meeting Time:

7.00 pm

Meeting Venue:

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

PRESENT: Councillor Malcolm Beecher (Chair), Councillor Kathy Grant (Vice-Chair), Councillor Sean Beatty, Councillor John Boughtflower, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Sue Doran, Councillor Karen Howkins, Councillor Matthew Lee, Councillor Lawrence Nichols, Councillor Olivia Rybinski, Councillor Katherine Rutherford, Councillor Joanne Sexton, Councillor John Turner, Councillor Howard Williams and Councillor Paul Woodward

2. LOCAL PLAN - RESUMPTION OF EXAMINATION

The Committee **resolved** to propose to the Inspector to remove all Green Belt allocations from the Local Plan with the exception of the two allocations that meet the need for Gypsy, Traveller and Travelling Showpeople.

The Committee **resolved** to propose to the Inspector to keep all proposed flood risk sites but remove those at high risk of flooding and move some higher risk sites to later in the Plan period (11-15 years) to allow the River Thames Scheme to be operational and effective and the design code to be completed.

The Committee **resolved** to propose to the Inspector to withdraw the Staines Development Framework as a core document.

NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
- (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*
 - (c) *Those decisions:*
 - i. *reserved to full Council*
 - ii. *on regulatory matters*
 - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*

- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
 - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
 - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
 - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 6 March 2024.*

Decisions taken at the meeting held on Tuesday, 16 April 2024.

Meeting Time:

7.00 pm

Meeting Venue:

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

PRESENT: Councillor Malcolm Beecher (Chair), Councillor Kathy Grant (Vice-Chair), Councillor Sean Beatty, Councillor John Boughtflower, Councillor Tony Burrell, Councillor Sue Doran, Councillor Naz Islam, Councillor Matthew Lee, Councillor Lawrence Nichols, Councillor Katherine Rutherford, Councillor Joanne Sexton, Councillor John Turner, Councillor Howard Williams and Councillor Paul Woodward

2. DRAFT AIR QUALITY ACTION PLAN

The Committee **resolved** to:

1. Approve the progression of the draft Air Quality Action Plan for submission to Defra for review; and
2. Approve the progression of the draft Air quality Action Plan to undergo Public Consultation.

NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
 - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*
 - (c) *Those decisions:*
 - i. *reserved to full Council*
 - ii. *on regulatory matters*
 - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative*

Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.

- (4) The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:
 - a. Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
 - b. Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
 - c. Evidence that explicit Council Policy or legal requirements were disregarded.**
- (6) Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 22 April 2024.*

Report on the Work of the Licensing Committee

This report gives an overview of the key items considered by members of the Licensing Committee at their meeting on 5 March 2024.

Licensing Committee – 5 March 2024

1. Setting of Fees & Charges for the Licensing of Hackney Carriages, Private Hire, and Private Hire Operators 2024-2025

The Committee **resolved** to agree the proposed fees, noting the consultation responses and undertake to bring forward reviews of the policies expressly referred within a reasonable timeframe pursuant to meaningful consultation and to carry out a full review of fees in the 2024/25 municipal year.

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Report of the Chair on the Work of the Planning Committee

This report gives an overview of the key items considered by the Committee at its meetings on 6 March 2024 and 3 April 2024.

1. Planning Committee Meeting- 6 March 2024

1.1 The Committee considered three reports.

1.2 Application No. 24/0046/FUL – Ashford Town Football Club, Sports Club, Short Lane, Stanwell, Staines-upon-Thames, TW19 7BH - This application was for the provision of an artificial grass pitch (AGP), floodlighting and ancillary works.

1.3 The application was **overturned** and **approved**.

1.4 Application No. 23/01234/FUL, Venture House, 42 London Road, Staines-upon-Thames, TW18 4HF – This application was for a proposed development comprising the construction of a single storey extension at road level consisting of 5 no. self-contained residential units (Use Class C3); including provision of car parking, cycling and associated works.

1.5 The application was **approved**.

1.6 Tree Preservation Order- TPO291/2023, 110 French Street, Sunbury-on-Thames, TW16 5LE – this report was to seek confirmation of Tree Preservation Order 291/2023 that was served with immediate effect to protect one Yew tree on the site.

1.7 The Tree Preservation Order was **confirmed without modification**.

2. Planning Committee Meeting- 3 April 2024

2.1 The Committee considered two reports.

2.2 Application No. 23/01236/FUL, The Ash Tree Public House, Convent Road, Ashford, TW15 2HW – This application was to Change of use of existing public house (Sui Generis) to Class E(a) (retail) use, new lift-shaft to rear (east) of building, elevation changes including new sliding doors, louvres, removal of pub garden windows, installation of new level access ramp and ATM/bollards to north-west corner. The installation of AC condensers along with proposed timber hit and miss fence and gate (removal of existing garage).

2.3 The application was **approved**.

2.4 Tree Preservation Order – TPO293/2023, 35 The Avenue, Sunbury-on-Thames, TW16 5HY – This report was to seek confirmation of Tree Preservation Order 291/2023 that was served with immediate effect to protect one Oak tree on the site.

2.5 The Tree Preservation Order was **confirmed without modification**.

Decisions taken at the meeting held on Tuesday, 19 March 2024.

Meeting Time:

7.00 pm

Meeting Venue:

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

PRESENT: Councillor Jon Button (Chair), Councillor Karen Howkins (Vice-Chair), Councillor Michelle Arnold, Councillor Mary Bing Dong, Councillor John Boughtflower, Councillor Lawrence Nichols and Philip Briggs

4. GRANT THORNTON AUDIT PLAN

The Committee **resolved** to note the draft Audit Plan.

5. SPELTHORNE RESPONSE TO THE CONSULTATION ON EXTERNAL AUDIT ARRANGEMENTS

The Committee **resolved** to note the Government consultation on:

1. Reset
2. Recovery of national arrangements for external audit of local government
3. Longer term reform of external audit recommendations.

6. UPDATED REVIEW OF SELF ASSESSMENT AGAINST CIPFA FINANCIAL MANAGEMENT CODE

The Committee **resolved** to:

1. Note the refreshed self-assessment against the CIPFA Financial Management Code
2. Note the self-assessment against the DLUHC Best Value Theme for Use of Resources.

7. CORPORATE RISK MANAGEMENT

The Committee **resolved** to consider the significant strategic risks and issues highlighted in the report and present them to the Corporate Policy and Resources Committee, ensuring continued wider reporting of the Corporate Risk Register and actions across other Committees.

8. COUNTER-FRAUD, BRIBERY AND CORRUPTION STRATEGY

The Committee **resolved** to:

1. Endorse the Council's Counter Fraud, Bribery and Corruption Strategy which forms part of the Council's Constitution
2. Approve the changes recommended to the Council's Counter Fraud, Bribery and Corruption Strategy.

9. ACCOUNTING POLICIES

The Committee **resolved** to note the 2023-24 accounting policies.

10. KGE ACCOUNTS

The Committee **resolved** to note the report and in particular the unqualified audit report.

11. SDS ACCOUNTS

The Committee **resolved** to note the report and particularly the unqualified audit report.

12. FORWARD PLAN

Resolved that the Committee Work Programme for the remainder of the 2023 - 2024 Municipal year, be approved with the agreed changes.

NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
 - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*
 - (c) *Those decisions:*
 - i. *reserved to full Council*
 - ii. *on regulatory matters*
 - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
 - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
 - b. *Evidence that the decision fails to support one or more of the Council’s Corporate Plan priorities to the detriment of the majority of the Borough’s residents; or*
 - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for ‘call-in’ has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*

- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 25 March 2024.*

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Decisions taken at the meeting held on Thursday, 21 March 2024.

Meeting Time:

7.00 pm

Meeting Venue:

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

PRESENT: Councillor John Doran (Chair), Councillor Katherine Rutherford (Vice-Chair), Councillor Mary Bing Dong, Councillor John Boughtflower, Councillor Lisa Brennan, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Naz Islam and Councillor Joanne Sexton

2. MINUTES

The minutes of the meeting held on 18 January 2024 were agreed as a correct record.

5. AUDITED FINANCIAL STATEMENTS FOR SPELTHORNE DIRECT SERVICES LTD (SDS) FOR THE YEAR END 31 MARCH 2023

The Committee **resolved** to note the report, and particularly the unqualified audit report.

6. EXCLUSION OF PUBLIC AND PRESS (EXEMPT BUSINESS)

It was proposed by Councillor Sexton, seconded by Councillor Rutherford and resolved to exclude the public and press be excluded for the following agenda item, in accordance with paragraph 3 of part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalizing acceptable contract terms

7. ENVIRONMENTAL HEALTH OUT OF HOURS NOISE SERVICE PROVISION

The Committee **resolved** to:

1. Note the contents of the report.
2. Decide that the council should continue to provide a reactive out-of-hours noise service.
3. Accept and approve the funding for the provision of the out-of-hours reactive noise service for the next three financial years (2024-25, 2025-26, 2026-27).
4. Give approval for the Group Head Corporate Governance to complete the legal documentation on the tender and contract, and for the Deputy Chief Executive (Chief Finance Officer) to enter into the contract with the winning service provider.

8. GROUP TRAINING LICENSES IN PARKS

It was proposed by Councillor Sexton, seconded by Councillor Caplin and **resolved** that the report be reviewed and for officers to re-look at the charges to make it a nominal fee to ensure we can safeguard residents.

9. LOCAL PLANNING ENFORCEMENT POLICY UPDATES

The Committee **resolved** to adopt the updated Local Planning Enforcement Policy.

10. FOOD AND HEALTH AND SAFETY SERVICE PLANS FOR 2024/26

The Committee **resolved** to adopt the proposed service plans for 2024/2026.

11. MISUSE OF PUBLIC LAND PUBLIC SPACE PROTECTION ORDER (PSPO)

The Committee **resolved** to:

1. Make a Public Space Protection (PSPO) relating to misuse of public land in accordance with section 59 of the Anti-social Behaviour, Crime and Policing Act 2015.
2. Adopt the Fixed Penalty Notices for breaches of the misuse of public land PSPO which currently stand at £100.
3. Delegate authority to the Group Head Neighbourhood Service to issue Fixed Penalty Notices for breached of the PSPO misuse of public land.

12. ROAD CHANNEL SWEEPING

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

13. CREATION OF NEW DOG FOULING POSTERS FOR PARKS AND OPEN SPACES

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

15. COMMUNITY TOILET SCHEME - FOR DISCUSSION

The Committee **resolved** to add a report identifying potential locations which could benefit from the Community Toilet Scheme to the Forward Plan.

16. FORWARD PLAN

The Committee **noted** the forward plan.

NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
 - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*
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- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 26 March 2024.*

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Report on the Work of the Standards Committee

This report gives an overview of the key items considered by members of the Standards Committee at their meeting on 10 April 2024.

Standards Committee – 10 April 2024

1. Change to the Structure of the Committee System

The Committee **resolved** to recommend that Council:

1. Agree a revision to the number and Terms of Reference of Committees established under the Committee System form of governance, effective from the Annual Council Meeting in May 2024, as proposed in Appendices E and F,
2. Agree to amend the Terms of Reference of the Investigating and Disciplinary Committee in relation to the power to suspend any relevant Officer in an emergency, as detailed in paragraphs 3.18 to 3.24 of the report,
3. Agree changes to the Scheme of Delegation in relation to land issues; and
4. Authorise the Monitoring Officer to make any consequential changes to the Constitution as a result of the change in Committee structure and Terms of Reference.

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