



**Spelthorne
Borough Council**

Council Meeting
Thursday, 18 July 2024



10 July 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, 18 July 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.

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.
<p>1. Apologies for absence To receive any apologies for non-attendance.</p>	
<p>2. Minutes To confirm as a correct record the minutes of the Council meeting held on 23 May 2024, and the extraordinary council meetings held on 10 June 2024.</p>	9 - 22
<p>3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.</p>	
<p>4. Announcements from the Mayor To receive any announcements from the Mayor.</p>	
<p>5. Announcements from the Leader To receive any announcements from the Leader.</p>	
<p>6. Announcements from the Chief Executive To receive any announcements from the Chief Executive.</p>	
<p>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. Council has received one question from a member of the public which is attached.</p>	23 - 24
<p>8. Local Plan - Resumption of Examination Council is asked to:</p> <ol style="list-style-type: none">propose a Main Modification to the Inspector to remove Bridge Street car park/Hanover House/Sea Cadet building (ST4/002) and Riverside surface car park (ST4/010) as site allocations from the Local Plan,propose a Main Modification to the Inspector to agree to new policy wording in relation to site allocations at risk from access and egress issues and for such wording to be finalized by the Group Head of Place, People and Prosperity in consultation with the Chair and Vice-Chair of the Corporate Policy & Resources	25 - 60

Committee; and

- 3) agree that the Chair of the Environment & Sustainability Committee write to the Inspector with further proposed Main Modifications (if agreed) in order to progress the Local Plan back to Examination.

9. Changes to the Allocations of Seats on Committees

Following the Ashford East By-election, Council is asked to approve the revised:

- a) Representation of the different political groups on Committees (9a)
- b) Members to Committees (9b)
- c) Chairs and Vice-Chairs to Committees (9c); and
- d) Named substitutes to Committees (9d)

a) Allocation of Seats on Committees

Pursuant to Section 15 of the Local Government and Housing Act 1989, Council is asked to agree the representation of the different political groups on Committees.

Report to follow

b) Appointments of Members to Committees

In accordance with the Council's Constitution, to appoint the members to serve on the Committees.

Report to follow

c) Appointment of Chairs and Vice-Chairs

In accordance with the Council's Constitution, to appoint Chairs and Vice-Chairs to serve on the Committees.

Report to follow

d) Appointment of Named Substitutes to Committees

In accordance with the Council's Constitution, to appoint the Substitute Members to serve on the Committees.

Report to follow

10. Appointment of Chair and Vice-Chair of the Commercial Assets Sub-Committee for the remainder of the Municipal Year

Council is asked to agree the appointment of the Chair and Vice-Chair of the Commercial Assets Sub-Committee for the remainder of the Municipal Year 2024/25, as agreed at the meeting on 01 July 2024, as follows:

Chair of the Sub-Committee - Councillor L Nichols
Vice-Chair of the Sub-Committee - Councillor S Beatty

11. Amendment to Members' Allowances Scheme 2024-25

For Council to consider the recommendation of the Independent Remuneration Panel to pay an annual allowance of £2000 to the Independent Member of the Commercial Assets Sub-Committee. 61 - 64

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

This report will be considered at a future meeting.

13. Spelthorne Annual Grants 2025/26

Council as asked to approve the following: 65 - 78

1. To provide indicative grant funding for the five-core funded voluntary organisations (Voluntary Support North Surrey, Citizens Advice Runnymede and Spelthorne, Homestart, Age UK and Shopmobility) for the financial year 2026/2027 when the 2025/2026 grant award is made,
2. To ring fence a minimum of £3000 of the grants budget to sport and active lifestyle projects and £3000 to arts projects (subject to receiving applications from sport and art organisations; and
3. To amend the grant eligibility criteria to exclude schools and Parent Teacher Associations from applying.

14. Sunbury Leisure Centre - Swimming Pool Grant

Council is asked to: 79 - 86

- 1) Agree to directly award a contract to Low Carbon Europe to deliver the Sunbury Leisure Centre decarbonisation project funded by Sport England through the Swimming Pool Support Fund,
- 2) Delegate authority to the Group Head of Corporate Governance to enter into any necessary documentation in connection with the project; and
- 3) approve the scheme as a supplementary Capital Estimate for a value of £995,000.

15. Urgent Item - Retrospective Approval to Include Ashford Cemetery

Lodge Refurbishment Works in the Capital Programme

To consider an urgent item regarding allocation of funding for refurbishment works at Ashford Cemetery Lodge.

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The Chair of the Corporate Policy & Resources Committee authorised this for the following reason:

This item is urgent as it has been identified that works funded from existing revenue budgets on the asset could be accounted for as capital expenditure and it needs to be added to the Capital Programme. This report could not be delayed until the next meeting as the project would be completed by then.

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any contract or other type of negotiation with the proposed contractor who could then know the position of the Council.

16. Reports from the Committee Chairs

To receive and agree the reports from the Committee Chairs.

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17. Motions

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

Council are advised that no Motions were received.

18. General questions

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

Council are advised that no questions were submitted by Councillors.

19. Exclusion of Public & Press (Exempt Report)

To move the exclusion of the Press/Public for the following item as the report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the

exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council

20. Council Medium Term Financial Support of Knowle Green Estates (KGE)

The report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council

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MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

**Minutes of the Annual Council Meeting of Spelthorne Borough Council
held in the Council Chamber, Council Offices, Knowle Green, Staines-
upon-Thames on Thursday, 23 May 2024 at 7.00 pm**

Present:

Councillors:

M.M. Attewell	R. Chandler	M.J. Lee
C. Bateson	D.C. Clarke	A. Mathur
S.N. Beatty	J.T.F. Doran	L. E. Nichols
M. Beecher	S.M. Doran	K.E. Rutherford
S. Bhadye	S.A. Dunn	O. Rybinski
M. Bing Dong	R.V. Geach	J.R. Sexton
H.S. Boparai	D.L. Geraci	J.A. Turner
L.H. Brennan	M. Gibson	B. Weerasinghe
M. Buck	K.M. Grant	H.R.D. Williams
T. Burrell	S. Gyawali	P.N. Woodward
J.R. Boughtflower	K. Howkins	
J.P. Caplin	N. Islam	

I

Apologies: Apologies were received from Councillors M. Arnold and J. Button and A. Gale.

Councillor D. Saliagopoulos, The Mayor, in the Chair

38/24 Election of Mayor

The retiring Mayor, Councillor D Saliagopoulos, welcomed all members and guests to the Annual Meeting of the Council.

The Mayor gave a thank you speech as follows:

“I want to start by saying a big thank you to my husband Yanis who has been a great source of support for me throughout my year as Mayor. It has been a real privilege to follow in my mother’s footsteps and to support the same charities that she did.

I would like to thank my Mayoral Fundraising Committee, Alderman Robin Sider, Councillors Clarke and Gibson.

I would also like to thank all the officers that have assisted me whilst I have been Mayor.

This has been the best time of my life and I have only been able to do this role with the support of the numerous volunteers that we have in this Borough.

I send my best wishes to my successor”

It was moved by Councillor S Doran and seconded by Councillor Sexton that Councillor Buck be appointed Mayor for the Municipal Year 2024-25.

It was moved by Councillor Boughtflower and seconded by Councillor Clark that Councillor Brennan be appointed Mayor for the Municipal Year 2024-25.

In favour of Councillor Buck – 21 votes
In favour of Councillor Brennan – 14 votes

Council **resolved** that Councillor Buck be appointed Mayor for the Municipal Year 2024-25.

A short adjournment took place to hand over the robes and Badge of Office to the new Mayor.

Councillor Buck made the Declaration of Acceptance of Office as Mayor of the Borough of Spelthorne and took the Chair. He presented Councillor Saliagopoulos with her past Mayor’s Badge.

(Councillor Buck, The Mayor, in the Chair)

The Mayor invited the retiring Mayor’s Consort, Mr Yanis Saliagopoulos, to present his consort with the Mayor’s Consort Badge. The Mayor then invited his consort, Mrs M Buck, to present Mr Yanis Saliagopoulos with the past Mayor’s Consort Badge.

Councillor Geach entered the Chamber at 19.36

39/24 Minutes

The minutes of the Council meeting held 25 April 2024 were agreed as a correct record of proceedings.

40/24 Disclosures of Interest

There were none.

41/24 Election of Deputy Mayor

It was moved by Councillor Burrell and seconded by Councillor Dunn that Councillor J Doran be appointed Deputy Mayor for the Municipal Year 2024-25.

It was moved by Councillor Boughtflower and seconded by Councillor Lee that Councillor Bing Dong be appointed Deputy Mayor for the Municipal Year 2024-25.

A recorded vote was requested by Councillor Boughtflower

Councillor Buck	Councillors Buck, Bateson, Beatty, Beecher, Boparai, Burrell, Caplin, J Doran, S Doran, Dunn, Geach, Geraci, Gibson, Grant, Gyawali, Nichols, Rutherford, Sexton, Turner, Williams
Councillor Bing Dong	Attewell, Bhadye, Bing Dong, Boughtflower, Brennan, Chandler, Clarke, Howkins, Islam, Lee, Mathur, Rybinski, Saliagopoulos, Weerasinghe, Woodward

In favour of Councillor J Doran – 20 votes

In favour of Councillor Bing Dong – 15 votes

Resolved that Councillor J Doran be appointed as Deputy Mayor for the Municipal Year 2024-25.

Councillor J Doran made the Declaration of Acceptance of Office as Deputy Mayor of the Borough of Spelthorne and announced that his wife Councillor S Doran, would be the Deputy Mayor’s Consort. The Mayor presented Councillor J Doran with the Deputy Mayor’s Badge.

The Mayor presented the Deputy Mayor’s Consort Badge to the Deputy Mayor’s Consort.

42/24 Announcements from the Mayor

The Mayor made the following announcements:

“I would first like to say that I am deeply honoured and humbled to be chosen to represent this Borough as Mayor of Spelthorne and would like to thank my fellow members for this opportunity and am grateful for your support.

Thank you to the outgoing Mayor, Councillor Saliagopoulos and the former Deputy Mayor, Councillor Baldock and we all wish her a speedy recovery.

As Mayor of Spelthorne I am absolutely committed to representing this community and supporting our residents in this coming year. The charities within the Borough are very important as they provide a range of services for our residents and particularly the most vulnerable.

During my Mayoral year I will be supporting four charities who are all doing an excellent job. They are the Stanwell Food Bank, the Ashford St Peters Hospital who are both close to her heart and my home. I will also be supporting Manor Mead School, Shepperton and the New Life Charity who were both nominated by the outgoing Deputy Mayor.

Ladies and gentlemen we have tremendous opportunities and challenges ahead of us and as Mayor I call upon each of you all to set aside your political differences and come together and work for a common purpose that is to help our residents.

Over the next 12 months there will be a number of civic events to which you are all invited. The first will be the Mayoral Civic Service that will be taking place at St Matthews Church, Ashford on 09 June at 2pm at which we will be celebrating the Borough's 50th anniversary and the 80th anniversary of D-Day.

I have lived in Stanwell for the past 10 years and there are a number of active charities in the supporting local residents. In my day job I run an NHS community service that delivers a range of support and care to over 350k service users in Hounslow and Richmond.

You may be aware that I was born in Mauritius and that I speak French. I would like to take this opportunity to say a few words in French to the residents of the towns that Spelthorne are twinned with in France and Mauritius, Melun and Grant Port.

(The Mayor then made an announcement in French

43/24 Election of Leader of the Council

It was moved by Councillor Lee and seconded by Councillor Attewell that Councillor Boughtflower be appointed Leader of the Council for the Municipal Year 2024-25.

It was moved by Councillor Bateson and seconded by Councillor Beecher that Councillor Sexton be appointed Leader of the Council for the Municipal Year 2024-25.

A recorded vote was requested by Councillor Bateson.

Councillor Sexton	Councillors Buck, Bateson, Beatty, Beecher, Boparai, Burrell, Caplin, J Doran, S Doran, Dunn, Geach, Geraci, Gibson, Grant, Gyawali, Nichols, Rutherford, Sexton, Turner, Williams
Councillor Boughtflower	Attewell, Bhadye, Bing Dong, Boughtflower, Brennan, Chandler, Clarke, Howkins, Islam, Lee, Mathur, Rybinski, Saliagopoulos, Weerasinghe, Woodward

Resolved that Councillor Sexton be appointed as Leader of Spelthorne Borough Council for the Municipal Year 2024-25.

44/24 Announcements from the Leader

The Leader made the following announcements:

“Thank you Mr Mayor and may I congratulate you and your consort, Madhury. I very much look forward to supporting you and your charities in the forthcoming year.

I am pleased to have been re-elected as Leader of the Council, my commitment has and will continue to be that we put residents at the heart of everything we do.

I remain resolute and determined as ever to improve our Borough and make Spelthorne a better place for our residents to live and prosper in.

Robust debate and discussion are to be encouraged, that is a healthy hallmark of a democracy, but in doing so I must ask all members to be respectful and acknowledge the views of others whose view may differ from their own. We must continue to move this council forward in a spirit of co-operation, working at all times on behalf of all our residents, they expect nothing less from us.

This administration recognises the importance of effective communication with our residents and we are continually seeking new ways to work to engage with and listen to our communities. Building on the engagement we have fostered via the Residents Association meetings, I am pleased to confirm the launch of the Spelthorne Partnership Assembly (SPA).

The assembly will meet four times a year and we are extending an open invitation to relevant partner organisation, which will include Surrey County Council, Councillors, Surrey Police and the NHS, so that partner representatives may benefit from our discussions and be in tune with those issues most important to our residents.

We believe that the Spelthorne Partnership Assembly will generate greater alignment, accountability and commitment for action – ensuring that the services Spelthorne Borough Council deliver, alongside those delivered by our partners, are properly integrated with what our communities require.

Policy formulation rests firmly with the members of each committee and it is they who will determine the key objectives and direction of this council. Every member is of equal status and without exception has the opportunity to play their part in the process, thus cementing us as an all-inclusive council.

I very much look forward to working with all officers and members in the year ahead and would like to express my gratitude and thank everyone who has signed up to Team Spelthorne.”

45/24 Election of Deputy Leader

It was moved by Councillor Nichols and seconded by Councillor S Doran that Councillor Bateson be appointed Deputy Leader of the Council for the Municipal Year 2024-25.

Resolved that Councillor Bateson be appointed Deputy Leader of the Council for the Municipal Year 2024-25.

46/24 Announcements from the Chief Executive

The Chief Executive made the following announcements:

“Mister Mayor, may I commence by congratulating you on your Mayorship.

You take up your civic role at a time of heightened Westminster interest in the Borough.

Two weeks ago, the Secretary of State initiated a Best Value inspection of the authority.

Two days ago, we had the honour of hosting a House of Lords Environment Committee meeting in Staines-upon-Thames; and

Barely 26 hours ago, following the Prime Minister's announcement, we learned that we will be facilitating a General Election on the 4th July.

Mister Mayor, we look forward to supporting you in this golden year celebrating the Boroughs 50th anniversary.”

47/24 Establishment of Committees and Sub Committee 2024/25

48/24 Allocation of Seats on Committee and Sub-Committees

Council **resolved** to agree the allocations of seats to each political party as outlined in the supplementary agenda and to increase the number of seats on the following committees by one to ensure that each group receives its full allocation of seats :

Corporate Policy & Resources Committee
Commercial Assets Sub-Committee
Licensing Committee

49/24 Appointment of members to Committees and Sub-Committees

Council **resolved** to agree the appointments of members to the Committees as outlined in the Supplementary Agenda.

50/24 Appointment of Chairs and Vice-Chairs to Committees

Council **resolved** to agree the appointment of Chairs and Vice-Chairs to the Committees as outlined in the Supplementary Agenda.

51/24 Appointment of Named Substitutes to Committees

Council **resolved** to agree the nominations for substitutes for Committees as outlined in the Supplementary Agenda.

**52/24 Appointments to Outside Bodies
South West Middlesex Crematorium Board**

It was proposed by Councillor Nichols and seconded by Councillor Sexton that Councillor Dunn serve as the Council's representative on the South West Middlesex Crematorium Board.

It was proposed by Councillor Boughtflower and seconded by Councillor Lee that Councillor Woodward serve as the Council's representative on the South West Middlesex Crematorium Board.

Councillor Dunn – 20
Councillor Woodward – 15

Resolved that Councillor Dunn serve as the Council's representative on the South West Middlesex Crematorium Board.

It was proposed by Councillor Boughtflower and seconded by Councillor Lee that Councillor Woodward serve as the Council's deputy representative on the South West Middlesex Crematorium Board.

Resolved that Councillor Woodward serve as the Council's deputy representative on the South West Middlesex Crematorium Board.

Surrey Police and Crime Panel

It was proposed by Councillor Boughtflower and seconded by Councillor Weerasinghe that Councillor Clarke serve as the Council's representative on the Surrey Police and Crime Panel.

It was proposed by Councillor Beatty and seconded by Councillor Bateson that Councillor Burrell serve as the Council's representative on the Surrey Police and Crime Panel.

Clarke – 15
Burrell - 19

Resolved that Councillor Burrell serve as the Council's representative on the Surrey Police and Crime Panel.

53/24 Nomination to Outside Body - Surrey Leaders' Group

It was proposed by Councillor Sexton and seconded by Councillor Bateson and **resolved** that Councillor Nichols' nomination to sit on the Surrey County Council Pension Fund Committee be submitted to the Surrey Leaders' Group.

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 Monday, 10 June 2024 at 7.00 pm

Present:

Councillors:

J.T.F. Doran	J.P. Caplin	M.J. Lee
M. Arnold	R. Chandler	A. Mathur
C. Bateson	D.C. Clarke	L. E. Nichols
S.N. Beatty	S.M. Doran	K.E. Rutherford
M. Beecher	S.A. Dunn	O. Rybinski
S. Bhadye	R.V. Geach	J.R. Sexton
M. Bing Dong	M. Gibson	J.A. Turner
L.H. Brennan	K.M. Grant	H.R.D. Williams
T. Burrell	S. Gyawali	P.N. Woodward
J.R. Boughtflower	K. Howkins	
J. Button	N. Islam	

Apologies: Apologies were received from Councillors M.M. Attewell, H.S. Boparai, D.L. Geraci, A. Gale, D. Saliagopoulos and B. Weerasinghe

Councillor M. Buck, The Mayor, in the Chair

54/24 Disclosures of Interest

Councillor Sexton advised that she was also a Surrey County Councillor.

55/24 Changes to the Allocation of Seats for Committees

Following a change in the make-up of the Chamber, Council considered the revised:

1. representation of the different political groups on committees,
2. members to committees,
3. Chairs and Vice-Chairs to committees; and

4. Named substitutes to committees.

56/24 Allocation of Seats on Committees

Councillor Bateson requested a named vote on the allocation of seats on committees.

For	Councillors Buck, J Doran, Beatty, Bhadye, Bing Dong, Boughtflower, Brennan, Burrell, Button, Chandler, Clarke, S Doran, Dunn, Gibson, Gyawali, Howkins, Islam, Lee, Mathur, Nichols, Rybinski, Turner, Woodward - 23
Against	0
Abstain	Councillors Arnold, Bateson, Beecher, Caplin, Grant, Rutherford, Sexton, Williams - 8

Pursuant to Section 15 of the Local Government and Housing Act 1989, Council **resolved** to agree the representation of the different political groups on Committees.

57/24 Appointment of Members to Committees

Council **resolved** to agree the appointments of members to the Committees as outlined in the Supplementary Agenda.

58/24 Appointment of Chairs and Vice-Chairs

Council **resolved** to agree the appointments of the Chairs and Vice-Chairs for the Committees as outlined in the Supplementary Agenda.

59/24 Appointment of Named Substitutes to Committee

Council **resolved** to agree the named substitute members to the Committees as outlined in the Supplementary Agenda.

60/24 Appointment of Interim Monitoring Officer

Council **resolved** to agree to:

1. Designate Ms K Limmer as Monitoring Officer (on an interim basis) from 01 July 2024,
2. Delegate authority to the Chief Executive to make an interim appointment as Group Head of Corporate Governance; and
3. Delegate authority to the Appointments and Appeals Committee to designate the next Group Head of Corporate Governance as Monitoring Officer.

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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 Monday, 10 June 2024 at 7.30 pm

Present:

Councillors:

J.T.F. Doran	J.P. Caplin	N. Islam
M. Arnold	R. Chandler	M.J. Lee
C. Bateson	D.C. Clarke	A. Mathur
S.N. Beatty	S.M. Doran	L. E. Nichols
M. Beecher	S.A. Dunn	K.E. Rutherford
S. Bhadye	R.V. Geach	O. Rybinski
M. Bing Dong	D.L. Geraci	J.R. Sexton
L.H. Brennan	M. Gibson	J.A. Turner
T. Burrell	K.M. Grant	H.R.D. Williams
J.R. Boughtflower	S. Gyawali	P.N. Woodward
J. Button	K. Howkins	

Apologies: Apologies were received from Councillors M.M. Attewell, H.S. Boparai, A. Gale, D. Saliagopoulos and B. Weerasinghe

Councillor M. Buck, The Mayor, in the Chair

61/24 Disclosure of Interests

Councillor Sexton advised that she was also a Surrey County Councillor. Councillor Nichols advised that he was a Director on the Knowle Green Estates Board.

62/24 Exclusion of Public & Press

It was proposed by Councillor Sexton and Seconded by Councillor Bateson and **resolved** that the public and press be excluded during consideration of the following item, in accordance with paragraph 3 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 finalising acceptable contract terms:

63/24 Local Authority Housing Fund Acquisitions

Councillor Bateson requested a named vote.

For	Councillors Buck, J Doran, Arnold, Bateson, Beatty, Beecher, Bhadye, Bing Dong, Brennan, Burrell, Button, Caplin, Clarke, S Doran, Dunn, Geraci, Gibson, Grant, Gyawali, Lee, Mathur, Nichols, Rutherford, Rybinski, Sexton, Turner, Williams, Woodward - 28
Against	0
Abstain	Councillors Boughtflower, Chandler, Howkins, Islam - 4

Council **resolved** to approve the acquisitions through the Local Authority Housing Fund as set out in the report.

Public Questions

Mr S Boyle

Why is there no dedicated provision for Equestrian facility's under the sports and pastimes articles that will enable horses and riders in all aspects equestrian activities . These are non existent throughout Spelthorne and all green spaces are now restricted from equine activities given the fact that 32 riders per 1000 head of population .

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Item 8 – Local Plan – Resumption of Examination

This item was considered at the meeting of the Corporate Policy & Resources Committee on Monday 08 July 2024.

The Committee agreed to recommend that Council agree the following:

1. To propose a Main Modification to the Inspector to remove Bridge Street Car Park/Hanover House/Sea Cadet building (ST4/002) and Riverside surface car park (ST4/010) as site allocations from the Local Plan,
2. To propose a Main Modification to the Inspector to agree to new policy wording in relation to site allocations at risk from access and egress issues and for such wording to be finalised by the Group Head of Place, Protection and Prosperity in consultation with the Chair and Vice-Chair of the Corporate Policy & Resources Committee; and
3. To agree that the Chair of the Environmental & Sustainability Committee write to the Inspector with further proposed Main Modifications (if agreed) in order to progress the Local Plan back to Examination.

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Corporate Policy & Resources Committee

Date of meeting: 8 July 2024



Title	Local Plan – Resumption of Examination
Purpose of the report	To make a decision
Report Author	Heather Morgan, Group Head Place, Protection and Prosperity Jane Robinson, Interim Joint Strategic Planning Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community Addressing Housing Need Resilience Environment Services
Recommendations	<p>Committee is asked to:</p> <ul style="list-style-type: none"> (1) Make a recommendation to Council to propose a Main Modification to the Inspector to remove Bridge Street car park/Hanover House/Sea Cadet building (ST4/002) and Riverside surface car park (ST4/010) as site allocations from the Local Plan (2) Make a recommendation to Council to propose a Main Modification to the Inspector to agree to new policy wording in relation to site allocations at risk from access and egress issues (flooding) (3) Make a recommendation to Council that the Chair of the Environment & Sustainability Committee write to the Inspector with further proposed Main Modifications (if agreed) in order to progress the Local Plan back to Examination
Reason for Recommendation	<p>The Local Plan Examination hearings were paused in summer 2023. A number of proposed Main Modifications were agreed by Environment & Sustainability Committee on 29 February 2024. The recent response from the Environment Agency (EA) now requires this committee to recommend to Council whether or not further proposed modifications need to be agreed and put to the Inspector.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Local Plan Examination is currently 'on pause'. Proposed Main Modifications were agreed by E&S committee 29 February 2024. Considerable recent progress has been made with the EA. There are now just 2 sites the EA want to see removed, alongside a request for new policy wording around site allocations at risk from access and egress flooding issues (including reference to dry islands) 	<ul style="list-style-type: none"> The Local Plan has been paused for a year, and the key outstanding issue is the position of the EA. Further EA correspondence now requires a decision on whether further Main Modifications are needed. A decision is required so that we can go to the Inspector have certainty around the Local Plan
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> This report sets out the recent response from the EA, and the options for deciding whether or not this Committee recommends to Council that we request further Main Modifications to the Local Plan in order to resume the Examination hearings and progress the Plan to adoption 	<ul style="list-style-type: none"> Make a recommendation to Council to remove two current site allocations Make a recommendation to Council on new policy wording on site allocations at risk from access and egress flooding issues (including reference to dry islands) Request chair of E&S committee to write to the Inspector to ask him to consider the proposed Main Modifications and resume the Local Plan Examination

- 1.1 Considerable progress has been made with the Environment Agency (EA) to address their flooding concerns. It will be for this Committee to recommend to Council whether further limited proposed Main Modifications are made to the Local Plan to overcome their outstanding policy matters.
- 1.2 Full Council on the 18th July will consider the recommendations from this Committee as the Council may at any time resume responsibility for a function

and exercise that function despite any delegation, which in this case would be within the remit of the Environment and Sustainability Committee. This avoids the necessity of calling an Extraordinary E&S Committee meeting.

- 1.3 The EA's concerns/matters relate to two site allocations and the need for new policy wording on site allocations at risk from access and egress flooding issues (including dry islands). It will be for the Inspector to decide whether to accept any proposed Main Modifications we propose to make, and to move back to Examination or not.

2. Key issues

Background

- 2.1 The Spelthorne Local Plan was submitted to the Secretary of State on 25 November 2022 for Examination, following over five years of preparation and public consultation. One week of hearings took place at the end May, before an Extraordinary Council meeting on 6 June 2023 agreed to pause the hearings for 3 months to allow for councillor training. At CPRC on 26 June 2023, it was agreed that Catriona Riddell Associates be appointed as a 'critical friend' to undertake an external review of the Local Plan (with that appointment being agreed by Council on 19 July 2023).
- 2.2 On 14 September 2023, an Extraordinary Council meeting took place to consider the future direction of the Local Plan, including whether (1) the Local Plan continued with further robust risk management measures; (2) a further pause be agreed until the publication of the National Planning Policy Framework (NPPF); (3) withdraw the Local Plan from Examination. On the day of the meeting, the Council received a Ministerial Direction letter removing our ability to withdraw the Local Plan (option 3). This meant Council could only consider whether to continue with the Local Plan with risk management measures or agree a further pause until publication of the NPPF.
- 2.3 Further detail can be found in the background section of the report to extraordinary Environment & Sustainability (E&S) Committee on 29 February 2024. [Agenda for Environment and Sustainability Committee on Thursday, 29 February 2024, 7.00 pm - Spelthorne Borough Council](#)

Examination and proposed modifications

- 2.4 The provisions under Para. 230 of the NPPF mean that Spelthorne's Local Plan at this advanced stage will be examined under the previously published NPPF (not the new version which came into effect in December 2023). The procedural guidance for Local Plan examinations makes it clear it is the Inspector's decision to consider modifications only if they are necessary to make the Plan sound and/or legally compliant. If the Inspector is not able to accept the suggested modifications as necessary and/or if they would result in a significant change to the spatial strategy of the Local Plan and the Council still wishes to progress with the amendments, it would normally open to him to suggest the Council withdraws the Plan from Examination and draft a new Plan for submission.

EA and Preliminary Statement of Common Ground

- 2.5 A full Statement of Common Ground has yet to be signed between the Council and the Environment Agency (EA). A Preliminary Statement of

Common Ground between the Environment Agency and Spelthorne Borough Council was agreed by the EA on 22 May 2023 and published on 23 May 2023. This agreed which version of the Thames (Hurley to Teddington) modelling would be used as a basis of discussion during the Examination hearings (2019). The statement also simply set out the titles and dates of the evidence produced and that we had agreed to continue to work together. We also agreed to continue to work with them to agree a more comprehensive Statement of Common ground to set out the areas of agreement and any remaining areas of disagreement between the two parties.

E&S Committee 29 February 2024

- 2.6 The report to E&S Committee on 29 February 2024 set out that Spelthorne found itself in the position of wishing to make changes to deliver a Local Plan it could support on behalf of those residents of the Borough who were dissatisfied with the Plan as submitted, but within the bounds of the procedural guidance for this stage of the Examination and in light of the Minister's directive. That document asked the E&S Committee to make decisions on (1) various options for Green Belt sites; (2) options on flood risk sites; (3) whether to retain or withdraw the Staines Development Framework; and (4) to request the Inspector to consider the modifications and resume the Local Plan Examination.
- 2.7 The Committee:
1. *“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.*
 2. *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, the design code to be completed, and subject to no resolution objection from the Environment Agency.*
 3. *Resolved to propose to the Inspector to withdraw the Staines Development Framework as a core document”.*
- 2.8 It is worth highlighting that 'Bridge Street car park/Hanover House/Sea Cadet building' was allocated for housing at submission stage, but on 29 February 2024 E&S Committee agreed to amend that site allocation. The rationale was that whilst unsuitable for housing, it had the potential for "leisure/recreation use to include hotel". At that stage, it was proposed to amend the allocation to clarify that development would not be permitted in areas of Flood Zone 3b Functional Floodplain (front portion of the site). This part of the site would be retained as floodplain and steps should be taken to restore the land to provide a more natural edge of the River Thames.
- 2.9 The chair of E&S Committee wrote to the Planning Inspector on 3 March 2024 (**Appendix A**). In that letter, the chair advised that a number of steps needed to be taken. Revised Strategic Flood Risks Assessment levels 1 and 2 were completed and submitted to the EA on 20 March. Their initial response was received on 2 May with a further round of updated information sent on 21 June.

Recent discussions with EA

- 2.10 After a meeting with their officers, some suggested revised policy wording was sent by the Council to the EA (with the prior agreement of the relevant councillors) on 5 June 2024. This sought to deal with their concerns around the reliance on the River Thames Scheme - RTS (the proposed wording is attached at **Appendix B**). These revisions removed any reference to the RTS (wording which had been agreed by the E&S committee in February) and replaced it with wording to:
- ensure a planning application for any future development demonstrates no loss in floodplain storage. The built footprint of the new development will not be permitted to exceed that of the existing building and where possible should be reduced. [Just sites at flood risk]
 - demonstrate safe access and egress (dry or low hazard) to an area outside the floodplain [Sites at flood risk and with access/egress issues]
 - to ensure this safe access is developed in consultation with the Lead Local Flood Authority (Surrey CC) and Emergency Planning teams and input from the Environment Agency is welcomed [Sites at flood risk and with access/egress issues]
 - ensure a site is allocated within the relevant Plan Period to allow opportunity for a plan for safe access and egress (dry or low hazard) to be provided for occupants [Sites at flood risk and with access/egress issues]
- 2.11 The Council received the latest full set of EA comments very late on 21 June 2024. This letter considered the suggested revised wording set out above (**Appendix C**). An addendum letter was received on 1 July 2024 which reiterated the advice of the 21st but acknowledged that the Bridge Street site had built form on it (**Appendix D**). These do not represent their final comments as there are a number of issues outstanding. On 21 June the EA advised they currently:
- “consider the plan unsound because it is not justified, effective and consistent with national policy. We have provided you with detailed comments below and have highlighted the comments which require an action from you to address these soundness points.*
- We trust our comments below are useful and we look forward to working with you to deliver a sound local plan that is reflective of national policy and your local evidence base so that it will deliver sustainable development in Spelthorne”.*
- 2.12 It is positive to note the EA continue to work proactively with the Council, and have provided some helpful suggestions on how we can address their concerns. The collective work of the Council, AECOM and the EA means the the issues have been ‘whittled down’ considerably, and there is now far more common ground, which could be built on further depending on the recommendations of this Committee to Council.
- 2.13 There are effectively only two key matters outstanding which require a policy decision, and these need to be made by Council following a recommendation from CPRC committee. The matters at issue are:

1. The EA does not consider the Bridge Street car park/Hanover House/Sea Cadet Building site or the Riverside surface car park site (site refs ST4/002 and ST4/010) can be delivered and are asking for these sites to be removed from the Local Plan.
 2. The EA do not consider that safe access and egress has been provided for 15 sites within the Local Plan and are asking for this to be clearly demonstrated – this number includes the 2 sites referred to above (they have provided some thoughts on matters to be covered to assist).
- 2.13 This is a soundness issue as there is an objection from a statutory consultee. The challenge for Spelthorne is that many of these sites need redevelopment as part of the wider vision for the future of Staines and these considerations should be balanced against the flood risk implications for allocating them in the Plan. It is important to have an established position from the Council on which Main Modifications to site allocations will be sought in order to resume dialogue with the EA, and to put to the Inspector.
- 2.14 There are a number of more technical matters which can be addressed at officer level and do not require a decision by Council or Committee. The planning team will however liaise as usual with the Chair and Vice Chair of E&S Committee to ensure they are comfortable with the response.

3 Options analysis and proposal

Site Allocations

- 3.1 The options for Members to consider are:
1. To recommend to Council that two site allocations be removed from the Local Plan on the basis of flood risk and the objection of the EA (Bridge Street car park/Hanover House/Sea Cadet Building and Riverside surface car park (site refs ST4/002 and ST4/010)).
 2. Do not remove the two site allocations.

Option 1 – remove two site allocations (recommended)

- 3.2 The proposed Main Modifications that were agreed by the E&S Committee on 29 February 2024 to submit to the Inspector would provide up to 8,500 dwellings over the plan period, equating to up to 567 dwellings per annum and 87% of 'Local Plan as submitted' supply.
- 3.3 Removing the Riverside surface car park site would marginally reduce the quantum of new homes that the Local Plan will deliver. It is allocated for 35 units which represents 0.4% of the 8,500 units to be delivered over the lifetime of the plan (if our current proposed Main Modifications are accepted by the Inspector). This will have a very limited impact on the housing trajectory. Combined with the other proposed Main Modifications agreed in February, this would result in us not meeting our housing need in full, but for soundness reasons.
- 3.4 On 29 February 2024, the E&S Committee recommended that the Bridge Street car park/Hanover House/Sea Cadet building site be re-allocated for leisure/hotel use (in light of the EA's concerns). The reduction in housing delivery was accounted for at that stage.

- 3.5 This site is in a brownfield location where development can come forward at any time, regardless of whether or not it has been allocated and/or a Local Plan is in place. Site allocations are more important when they are proposing to release green belt, or deal with new strategic land allocations, for example. The removal of this site allocation would not have a material impact on the Local Plan, aside from the fact that there would be no 'guide' on the types of acceptable uses.
- 3.6 Those reading this report need to be aware that removing this as a site allocation would not mean development cannot take place. Any proposal coming forward would need to be able to demonstrate compliance with the most up to date NPPF, any other national policy, policies in the adopted Spelthorne Local Plan, responses from statutory consultees and any other material considerations. The letters from the EA at **Appendix C and D** are in the public domain so any developer would be clear on the matters to be addressed as part of any planning application.
- 3.7 If the Committee agree to recommend the removal of these sites, it will remove one of two remaining matters which the EA are still objecting to. This will move us towards the position where we can have a more comprehensive statement of common ground with the EA.
- Option 2 – do not remove two site allocations*
- 3.8 As it stands, this is unlikely to result in the Local Plan being found sound (there is an objection from a statutory consultee). The letter from the EA at **Appendix C** sets out more detail around their rationale for the sites to be removed.
- 3.9 Officers have already proposed earlier Main Modifications to remove some of the sites at highest risk out of the Plan. At the E&S Committee on 29 February 2024 four sites were agreed to be removed as housing site allocations on the basis of an objection from the EA (totalling 258 homes). These were Burges Way, Fairways Day Centre, Thames Lodge and Bridge Street car park/Hanover House/Sea Cadet building. That Committee also agreed that other sites would still be pursued (some were moved back to the later years of the Plan) if there was no resolute objection from the EA (these are set out in **Appendix E**).
- 3.10 If this option is pursued it would be for the Inspector to decide whether this would, in conjunction with the other proposed Main Modifications, affect the soundness of the plan.

New policy wording

- 3.11 The options for members to consider are:
1. To recommend to Council that it agrees the new policy wording in relation to site allocations at risk from access and egress flooding issues (including dry islands) set out below in line with the suggestion of the EA.
 2. Not agree new policy wording set out below in line with the suggestion of the EA.

The proposed policy wording is set out below:

The site will not be available for development until a safe route for access and egress can be provided and maintained during a flood event. The safe route for access and egress must be provided to allow occupants to safely enter and exit the buildings and be able to reach land outside the flooded area using public rights of way, without the intervention of emergency services or others during design flood conditions, including climate change allowances (i.e. 1% AEP fluvial flood event and surface water event including an appropriate climate change allowance).

Where relevant

This site is within a “dry island”, an area of slightly higher ground, less prone to flooding than the land around it. During times of flood, it is possible that the land surrounding this site may become flooded, resulting in this higher area becoming a ‘dry island’. ‘Dry islands’ will be treated the same as the level of flood risk in the area surrounding it, and access and egress (as defined above) is required to be provided.

The site will not be available for development until Years 1-5/Years 6-10/Years 11-15 of the Local Plan period to allow time for provision of a safe route for access and egress.

Significant infrastructure would need to be in place to reduce the risk and ensure a safe access and egress can be provided and maintained during flood events.

Any necessary infrastructure to be provided by the developer must be in place before any built development can commence on the site or in accordance with a timetable to be agreed with the Local Planning Authority, (and secured by a legal agreement to ensure the infrastructure to be provided on the site and be part of the allocation for its lifetime).¹

- 3.12 The sites to which this new policy wording refers to are set out in **Appendix E**. Members should note that if the two site allocations referred to in para 3.1 are removed then there will be 13 sites which this new policy wording would apply to.
- 3.13 Members of this Committee need to be aware that the suggested revised policy aligns with the policy ‘E3: managing flood risk’ as set out the submitted version of the Local Plan. It does not conflict with any minor amendments that the EA have requested as part of their on-going consultations.

Option 1 – agree new policy wording (recommended)

- 3.14 The new policy wording will hopefully address the concerns of the EA (since it is based on their own parameters). The aim is to ensure that matters of safe access and egress are dealt with robustly. This will protect the safety of future residents in the event of a flood, which the Administration have said is a very high priority in relation to the Local Plan. We are currently liaising with the EA

¹ Each site allocated in the Plan will need to demonstrate that a safe route of access and egress can be provided and maintained during flood events up to and including the 1% AEP plus an allowance for climate change flood event

¹ As set out in table X

¹ up to and including the 1% AEP plus an allowance for climate change flood event.

on the new policy wording, and will update members verbally at the committee on any feedback we receive prior to the meeting.

- 3.15 The overarching thrust of the new policy wording is to make it clear that sites will not be available until safe access and egress can be assured, which goes to the heart of the concerns of the EA. It is designed to ensure that sites come forward at the appropriate point in time. However, if development comes outside that timeframe a developer would need to ensure significant infrastructure is in place prior to any development being undertaken.
- 3.16 The first part of the new policy wording only allows sites to come forward in a defined Local Plan period/time frame will give certainty around delivery. Developers will be clear on when a scheme could come forwards (though there may still be instances where an application comes forward 'early' and the policy is tested at appeal if the Council is consistently under-delivering on its housing targets). It also gives certainty around the trajectory of housing delivery over the lifetime of the Plan.
- 3.17 The other parts of the new policy wording will place a significant responsibility on developers to bring forward necessary infrastructure before any building comes forward. In some cases, off site works may be the only solution (which would require separate consents). Depending on the extent of infrastructure required, developers will need to build those capital costs into their schemes. The advantage of having such an explicit upfront policy in the Local Plan ensures that developers are aware of the requirement before they purchase any land, and will be able to factor these into their costings.
- 3.18 In deciding whether to agree this option, consideration needs to be given to potential impact of this revised policy wording on housing delivery. The NPPF at Para. 69 states that planning policies should identify a supply of specific, deliverable sites for 5 years following the intended date of adoption (2025 – 2030). For the later period, it states we should identify a supply of specific, developable sites or broad locations for growth, for the subsequent years 6-10 (2030 -2035) and, where possible, for years 11-15 (2035 – 2040) of the remaining plan period.
- 3.19 Spelthorne does not currently have a five-year supply of housing land, so past under-delivery places additional burden on the earlier part of the Plan. Adopted Local Plans are required to be reviewed every five years, which allows for that important first phase of delivery to be assessed to ensure an adequate number of homes continue to be planned for. This could be an area of concern for the Inspector if the trajectory for housing delivery does not meet the requirements of Para. 69 even if overall the sites are left in the Plan but moved to later periods.
- 3.20 If the Committee agree to recommend the new policy wording, it will remove one of two remaining matters which the EA are still objecting to. This will move us towards the position where we can have a more comprehensive statement of common ground with the EA.
- Option 2 – do not agree new policy wording.*
- 3.21 As it stands, this is unlikely to result in the Local Plan being found sound (there is an objection from a statutory consultee). Whilst not explicitly objecting, the EA are clearly signalling the need for a more policy wording to give a clear demonstration that a safe access and egress has been provided.

- 3.22 If the Committee were to decide to continue to rely on the position agreed by E&S Committee on 29 February 2024, it would be for the Inspector to decide whether this would, in conjunction with the other modifications, affect the soundness of the Plan.
- 3.23 If the Inspector is willing to consider proceeding with the Examination on the basis of these modifications in order to explore this matter further, a Statement of Common Ground would need to be signed with the EA to set out which areas of their objection remain ('uncommon ground') and remain to be resolved through the hearings with reference to the wider planning and regeneration reasons for the Council's approach to keep the lower risk sites in the Plan with the necessary interventions.

4 Financial management comments

- 4.1.1 The financial implications were set out in the report to Council on 14 September 2023, which included further costs for resuming the Examination. Those costs were expressed as a minimum as they are dependent on the extent of modification Members agree to pursue. If the proposed modifications agreed require further justification and evidence this will incur additional cost beyond those anticipated if the hearings resume on the basis of the Local Plan as submitted. This is also dependant on the Inspector's expectations for what he requires in order to recommence the Examination, given the passage of time since the first hearings and any external factors that may need addressing or evidence that would have required updating even if the Local Plan remains as submitted.
- 4.1.2 In the event that the initial modifications proposed to the Inspector post 29 February, plus these further modifications (if agreed), cannot be considered as part of the Examination (and we are unable to withdraw it), further deliberations will be required by the Council on whether a further set of revised changes may be more acceptable. This additional time could result in further costs for additional evidence and justification to be prepared.
- 4.1.3 Once the Council has made its decision, and with any guidance the Inspector is able to provide, we will be able to estimate with greater certainty what these costs might be in order to resume the Examination.

5 Risk management comments

- 5.1.1 As well as the financial risks identified above, there is the risk of further intervention by the new Minister for Housing and Planning. The initial letter with the Directive stated:

Should a significant delay occur to progressing the examination, and should you fail to comply with the directions in this letter, I will consider taking further intervention action to ensure that an up-to-date local plan is in place.

- 5.1.2 Spelthorne has been making positive progress to resume the Local Plan Examination. If the initial set and this second set of proposed Main Modifications are rejected by the Inspector, there is the risk that a continued review of changes results in further delays. This could lead the Minister considering whether or not to trigger further intervention. The ultimate

legislative backstop could be that the Plan is taken over by another body and progressed to adoption. This has not happened anywhere in the country to date.

- 5.1.3 Senior officials at DLUHC are being regularly updated on our progress to help mitigate this risk of further intervention.
- 5.1.4 In order to ensure the right quality of development comes forward in Staines, work is ongoing on a Spelthorne Design Code. Members who sit on the E&S Committee will be familiar with this work, having agreed its progression back in January of this year. A dedicated webpage has been set up (linked from the home page of the Council website) to keep the public and communities updated on progress. [Have Your Say Today - Spelthorne Design Code - Commonplace](#)

6 Procurement comments

- 6.1.1 Any of the options chosen that result in proposing modifications may require further evidence and justification, which may result in the need to commission consultants to update work they have already produced for us to support the Local Plan or new pieces of work entirely. This would be discussed with the Procurement Team as required.

7 Legal comments

- 7.1.1 An option to withdraw the Local Plan from Examination is not available to the Council under the Minister's Directive (September 2023).
- 7.1.2 Any changes to site allocations would normally be for the E&S Committee as it is within their terms of reference. Full Council on the 18th July will consider the recommendations from this Committee as the Council may at any time resume responsibility for a function and exercise that function despite any delegation, which in this case would be within the remit of the Environment and Sustainability Committee.
- 7.1.3 This avoids the necessity of calling an Extraordinary E&S Committee meeting.

8 Other considerations

- 8.1 See previous reports from [6 June 2023](#) and [14 September 2023](#).
- 8.2 The results of the general election on 4 July 2024 may or may not result in a change of government. Regardless of the political complexion, local plans are a high priority, and will still need to be progressed at their current pace or even faster.
- 8.3 Any new guidance that does emerge will take some months to come out, and is considerably less likely to cover our current situation (e.g. at Examination), than would be the case if we had an adopted plan or were at the early stages of developing a new plan.
- 8.4 Members need to be aware that the EA is a statutory consultee and their objection means there is a soundness issue unless it can be resolved. The Local Plan is a document that has to achieve its stated aims at the same time as balancing the competing views of individual stakeholders. Whilst the Council had agreed a view on these matters in submitting what in its views is a sound plan for Examination, it will ultimately be for the Planning Inspector to test this through that process.

- 8.5 A number of flood risk sites are owned by the Council. Other than the fact that delivery of development of these sites being within the control of this authority, the ownership of land is not relevant to the Local Plan. Resulting impacts of decisions on modifications from a landowner perspective, such as the financial implications, are not for consideration in this report.
- 8.6 Members will be aware of the recent work undertaken by Dr Paul from Holloway University on groundwater issues in Staines-upon-Thames. This is an independent study (not commissioned or paid for by the Council) which has not been peer reviewed or finally published. It will be for Dr Paul and the University to decide whether to submit this study to the Planning Inspector for his consideration.
- 8.7 It does not prevent this committee from making recommendations to Council on matters around the EA letter which relates to fluvial flooding.

9 Equality and Diversity

- 9.1 These matters have been addressed throughout the development of the Local Plan, including the production of an Equalities Impact Assessment that was submitted with the Local Plan.

10 Sustainability/Climate Change Implications

- 10.1.1 Sustainability appraisal, including climate change implications, is the cornerstone of plan making and has been included throughout the Plan's preparation to respond positively to the Climate Change Emergency. Depending on which options are ultimately taken forward, further sustainability appraisal may be required.

11 Timetable for implementation

- 11.1.1 This Committee is asked to make a recommendation to Council on the site allocations and proposed tightened policy wording. Depending on the decision, the Council will then write formally to the Inspector to set out the proposed modifications (if any) and await his advice on whether or not the Examination hearings can resume. The timetable thereafter will be for the Inspector to set out.

12 Contact

- 12.1 Heather Morgan, Group Head Place, Protection and Prosperity
h.morgan@spelthorne.gov.uk
Jane Robinson, Interim Joint Strategic Planning Manager
j.robinson@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A: Chair of E&S committee letter to Planning Inspector March 2024

Appendix B: SBC suggested wording to EA 5 June 2024

Appendix C: EA letter 21 June 2024

Appendix D: EA letter of 1 July 2024

Appendix E: Sites to which proposed new policy wording would apply

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Mr J. Bridgwater
 Planning Inspector
 (by email)

Please reply to:
 Contact: Daniel Mouawad
 Chief Executive
 Direct line: 01784 446350
 Email: DCM.CEX@spelthorne.gov.uk
 Our ref:
 Date: 6 March 2024

Dear Mr Bridgwater

Spelthorne Local Plan Examination

I write to advise you of the current progress we are making in order to resume the Examination in Public for Spelthorne's new Local Plan.

You have kindly provided us with two pauses to the examination hearings, which have allowed for our newer Members to understand more about the Local Plan, for a Critical Friend review and latterly to await the publication of the revised National Planning Policy Framework.

I understand you were provided with a copy of the report, via the Programme Officer, to the Environment & Sustainability Committee meeting that took place on Thursday 29 February. That report set out options for considering modification to the Local Plan before the examination resumes, covering the themes of Green Belt allocations, flood risk sites and the Staines Development Framework. The Committee decided on the options for these themes as follows:

- 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
- Keep all proposed flood risk sites but remove those at high risk of flooding and move some high-risk sites to later in the Plan period (11-15 years) to allow for the River Thames Scheme to be operational and effective, the design code to be completed and subject to no resolute objection from the Environment Agency
- Withdraw the Staines Development Framework as a core document

Spelthorne Council fully recognises that modification of the Local Plan at this stage rests with yourself as Inspector and that we are simply requesting that you give consideration to the changes set out above, and in light of the justification within the committee report. We would be happy to provide you with any further information or evidence to enable you to decide whether these proposals can be accepted and discussed further through the hearing sessions once the examination resumes.

In respect of the flood risk sites, we were awaiting a decision of the Council on which sites we wished to see retained in the Local Plan, with appropriate mitigation and intervention, plus an updated Strategic Flood Risk Assessment from our consultants, AECOM, and further engagement with the Environment Agency. Now that we have the resolution last week from the Committee, I can advise you of the next steps we are undertaking before you have the necessary information to consider resuming the hearings (please note that the dates are estimates when outside of the Council's control):

Action	Timescale	Date
Revised SFRA Level 1 and 2 delivered by AECOM		Friday 22 March
Comments back from EA (Subject to the Thames not flooding)	6 weeks	Friday 3 May
AECOM to make any amendments or corrections (Estimate, dependent on comments received from the EA)	2 weeks	Friday 17 May
Final comments from EA	2 weeks or 21 days	Friday 31 May or Friday 7 June
Write to Inspector with final EA comments		w/c 3 June or w/c 10 June

We wish to offer our continued assurance that Spelthorne wishes to have a Local Plan in place at the earliest opportunity and that we are taking the necessary steps in order to progress the Plan back to examination.

Yours sincerely



Councillor Malcolm Beecher
Chair of Environment & Sustainability Committee

INFORMATION SUBMITTED TO ENVIRONMENT AGENCY 5 JUNE 2024

Examples of possible wording to be added to site allocations within the Spelthorne Local Plan

At E&S Committee on 29 February 2024, the Committee resolved that option 3 be amended to read:

“Keep all proposed flood risk sites but remove those at high risk of flooding and move some high risk sites to later in the Plan period (11-15 years) to allow for the River Thames Scheme to be operational and effective and the design code to be completed and subject to no resolute objection from the Environment Agency.”

Following comment from the EA regarding reliance on the River Thames Scheme and continuing concerns regarding access and egress, the text below provides examples of possible wording to be added to site allocations within the Spelthorne Local Plan for sites where issues have been noted in the SFRA documents. Comment on these is invited.

Example: Site at flood risk and access & egress issues identified

The Spelthorne SFRA Level 2 document (May 2024) identified *“The site and access routes are at Moderate¹ to Significant hazard² rating during the 1% AEP event including climate change”*. This is “Danger to some - includes children, elderly and infirm” to “Danger for most people – includes the general public”. Before planning permission can be granted on this site for residential use (or other More Vulnerable uses³), it will be required to be demonstrated that safe access and egress (dry or low hazard) is provided for occupants, to an area outside the floodplain during the design flood event (1% AEP), including an allowance for climate change.

The development of a plan for safe access and egress (dry or low hazard) may be developed for this site in isolation or in conjunction with other sites within Staines town centre. The plan for safe access (dry or low hazard) will be developed in consultation with the Lead Local Flood Authority (Surrey CC) and Emergency Planning teams and input from the Environment Agency is welcomed.

A planning application for any future development on the site must demonstrate no loss in floodplain storage during the 1% AEP event including climate change event. The built footprint of the new development will not be permitted to exceed that of the existing building and where possible should be reduced.

The site is allocated within Years XXX of the Plan Period to allow opportunity for a plan for safe access and egress (dry or low hazard) to be provided for occupants.

Example: Site has access & egress issues identified

The Spelthorne SFRA Level 2 document (May 2024) identified *“The site is not shown to be at risk of flooding the design event (1% AEP event including climate change), however access routes to the site are at Moderate hazard rating”*. Moderate hazard is defined as “Danger to some - includes children, elderly and infirm”. Before planning permission can be granted on this site for residential use (or other More Vulnerable uses⁴), it will be required to be demonstrated that safe access and egress (dry or low hazard) is provided for occupants, to an area outside the floodplain during the design flood event (1% AEP), including an allowance for climate change.

¹ Moderate Flood Hazard: Dangerous for some (i.e. children) – Danger: flood zone with deep or fast flowing water

² Significant Flood Hazard: Dangerous for most people – Danger: flood zone with deep fast flowing water

³ As defined in NPPF annex 3

⁴ As defined in NPPF annex 3

The development of a plan for safe access and egress (dry or Low hazard) may be developed for this site in isolation or in conjunction with other sites within Staines town centre. The plan for safe access and egress (dry or low hazard) will be developed in consultation with the Lead Local Flood Authority (Surrey CC) and Emergency Planning teams and input from the Environment Agency is welcomed.

The site is allocated within Years XXX of the Plan Period to allow opportunity for a plan for safe access and egress (dry or low hazard) to be provided for occupants. If a safe access and egress can not be demonstrated within this period, planning permission will not be granted.

creating a better place



Jane Robinson
Local Plans Manager
Spelthorne Borough Council
Knowle Green,
Staines
TW18 1XB

Date 21 June 2022

Dear Jane

Spelthorne Borough Council, Local Plan review- Strategic Flood Risk Assessment (SFRA) Level 1 and 2

We have reviewed the SFRA Level 1 and 2, Word document from Aecom (*EA comments SBC doc*) and *Examples of possible wording to be added to site allocations within the Spelthorne Local Plan*).

We would like to thank you for addressing many of our comments and concerns, however, we still have concerns about how some of the sites listed in the Level 2 SFRA and then the draft local plan will be delivered. Our main concerns are in relation to *deliverability and safety of sites in the local plan*. In particular;

- We do not consider that sites ST4/002 and ST4/010 which are located within the Flood zone 3b (defined in the Flood risk section of the PPG as Functional floodplain) and 3a (and Land having a 1% or greater annual probability of river flooding) respectively can be delivered. We therefore ask that these sites are removed from this local plan and
- We currently do not consider that safe access and egress in the event of a flood has been provided for 15 sites within the local plan. This will need to be clearly demonstrated.

We therefore consider the plan unsound because it is not justified, effective and consistent with national policy. We have provided you with detailed comments below and have highlighted the comments which require an action from you to address these soundness points.

We trust our comments below are useful and we look forward to working with you to deliver a sound local plan that is reflective of national policy and your local evidence base so that it will deliver sustainable development in Spelthorne.

If you have any question, please contact me.

Yours sincerely

Judith Montford
Planning Specialist

Direct dial 0208 026 3064
E-mail Planning_THM@environment-agency.gov.uk

LEVEL 1 SFRA

Appendix 1

ACTION Consultation dates should be updated in paragraph 4 of the 'Executive Summary' and in section 1.1.3, from *“May 2023 and January 2024”* to May 2023 and June 2024

ACTION Section 1.2.8 states; *“Where the Sequential and Exception Tests have been applied as necessary and not met, development should not be allowed”*. Please explain **how this approach has been applied now for the allocated sites in the local plan (listed in the Level 2 SFRA)?**

Living Document

We acknowledge the date under 1.6.3 now states 2025 and section 1.6.4 has now been removed relating to RTS. **No further comments.**

3.2 Flooding from Rivers

- 3.2.5, 3.2.6 and 3.2.7 The full name of the Thames model (Thames (Datchet to Teddington) 2023) has been included in Table 3.2 – **No further comments**
- Figure 3.1 has been amended to state Hydraulic models for the River Thames to use across Spelthorne to inform SFRA – **No further comments**
- Section 3.2.8 and Figure 3.2 has been updated to state Thames (Hurley to Teddington) 2019 – **No further comments**

Flood Zone 3b Functional Floodplain

- In section 3.2.12 it now has been updated to state *“If the 1 in 30 year (3.3% AEP) event becomes available as part of an updated model for the River Colne, this should be used to define Flood Zone 3b”*. **No further comments**

Climate Change

- We previously advised that a section should be added to explain that in some locations the dominant source of flooding will be from a neighbouring management catchment and this is in section 3.2.16. **No further comments.**
- Section 3.2.30 now makes reference to January 2024 floods. **No further comments**
- **ACTION** Section 3.2.35 refers to PPG 42 in regard to residual risk; *“In accordance with the PPG (paragraph 042) residual flood risk needs to be assessed by developers so the risk to developments can be safely managed, including designing developments located behind flood defences to avoid internal flooding from residual risk from flood risk management infrastructure wherever possible and ensuring people are not exposed to hazardous flooding, irrespective of the development’s vulnerability classification.”* However, we feel PPG 42 has not been interpreted accurately. PPG Paragraph 42 advises that residual risk should be minimised at each stage of the plan making process where flood risk is a consideration. According to the hierarchy outlined in Paragraph 004 of the PPG, avoidance measures should still be considered in the first instance. Can Spelthorne Borough Council (SBC) clarify what they mean in section 3.2.35.

Flood Risk Management Strategies

- We note that the temporary defences section (Previously sections 3.2.52-3.2.55 in relation to Temporary Defences for Staines Upon Thames, Littleton Lakes and Shepperton Mead Farm) has now been removed. **No further comments**
- RTS sections has now been updated based on our comments (sections 3.2.44 to 3.2.50). **No further comments**

Section 3.3 Flooding from Surface Water

- Footnote 24 link has been amended. **No further comments**

Section 3.7 Assessing the cumulative impact of development.

- Section 3.7.3 has now incorporated Paragraph 049 of the PPG. **No further comments.**

4.2 Applying the Sequential Test for the Local Plan

- **ACTION** We previously asked *“We would ask for more information on how Spelthorne applied the sequential test. It is not clear if the Sequential Test has been updated. Therefore, explanation/evidence of the methodology of how exactly Spelthorne Borough Council have carried out the Sequential Test as well as the Sequential Test updated should be provided”*

In EA Comments SBC document (within email dated 07 June 2024), it mentions that an updated ST to be provided. We have not seen this document supplied as of 21 June 2024.

4.3 Applying the sequential test for planning applications.

- In section 4.3.5 the footnote of the NPPF has been amended from 56 to 60. **No further comments.**
- Details on minor development and paragraph 51 has now been included in section 4.3.6. Footnote 31 was added to define minor development. **No further comments.**

5.3 Safeguard land for flood risk management

- Section 5.3.4 has removed the reference to FRAP. **No further comments.**
- Section 5.3.9 has now been amended to state "In developed areas within the 3.3% AEP flood extent (or equivalent, for example 2% AEP for the River Colne), where it can be demonstrated that existing infrastructure or solid buildings that resist water ingress are not providing a flood storage function, these are not included within the definition of Flood Zone 3b Functional Floodplain and the associated planning requirements do not apply." **No further comments.**

5.4 Sustainable drainage systems

- No further comment to section 5.4.2 which was updated previously. **Please note it is for the LLFA to provide comment on section 5.4**

5.9 Finished Floor Levels

- **ACTION** Section 5.9 about finished floor levels. We are pleased to note that Spelthorne Borough Council have removed the misleading table 5.3 and made the FFLs requirements simpler. However, section 5.9.4 - state that "*There are also circumstances where flood resilience measures should be considered first.*" and list the examples given in Paragraph 069 of the PPG. This is incorrect - avoidance measures should still be considered first, as per the hierarchy outlined in Paragraph 004 of the PPG, and resistance and resilience measures should only be considered once other options have been proven inappropriate/impractical. The bullet point examples from Paragraph 069 of the PPG are situations where it may be acceptable for a development to rely only on resistance and resilience measures, but it must still be demonstrated that avoidance measures are not viable. SBC should rectify and amend this section.

6.2 Access and Escape

Paragraph 6.2.9 is not suitable now because of their plans to deliver sites which we think are problematic. We didn't provide comments previously but since we are now aware that SBC want to deliver those sites and as we have stated that they cannot rely on the RTS we have reviewed and provided comments regarding access and egress.

7.0 Preparing Site Specific FRAs

- Email address has been corrected in section 7.3.5. **No further comments.**
- Section 7.3.6 has been updated to now state "*Where a proposed development site is in close proximity to a watercourse (Main River or Ordinary Watercourse) and either no modelling exists, or the available modelling is considered to provide very conservative estimates of flood extents (due to the use of national generalised JFLOW modelling), applicants may need to prepare a simple hydraulic model to enable more accurate assessment of the probability of flooding associated with the watercourse and to inform the site-specific FRA*". **Please beware of future updates and refer to [Updates to national flood and coastal erosion risk information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/updates-to-national-flood-and-coastal-erosion-risk-information) for more information.**

Appendix

- Figures 4, 5 and 6 now include model names as requested. **No further comments.**
- Appendix B flood mapping now includes the 0.1% scenario for the Thames and Ash model. **No further comments.**

Level 2 SFRA

Section 1.3 Level 2 SFRA

- In section 1.3.4 there has been no amendments to the sentence but have stated report has been updated to reflect email (17/05/2024) **No further comments.**

Exception Test

- **No further comment** to Table 1.1

Section 1.6 Future Updates to the SFRA

- **ACTION** In regard to point 1.6.5, as the project is ongoing we suggest the following is used instead: *"From December 2023, the Environment Agency have paused all updates to the Flood Zones on Flood Map for Planning. The last quarterly update was published in November 2023. Please see [Updates to national flood and coastal erosion risk information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118422/updates_to_national_flood_and_coastal_erosion_risk_information_-_gov_uk.pdf) for information why this pause has occurred and on when the next update is expected. It is expected that once updates resume the Flood Map for Planning will be updated quarterly. The Flood Map for Planning (Rivers and Sea) available online should be consulted for the most up to date Flood Zones 2 and 3".*
- The sentence in section 1.6.7 *"implementation of the River Thames Scheme (RTS) would result in a reduction in modelled flood levels in Spelthorne, which will need be reflected in future versions of the SFRA"* has now been removed. **No further comments.**

Section 2.0 Datasets

- AECOM confirmed that the May 2024 included trimmed results that was supplied to Spelthorne. **No further comments**
- Section 2.2.2 has now been updated to read; *"in some locations the dominant source of flooding will be from a neighbouring management catchment. If so, use the allowances from the neighbouring management catchment to assess the risk for your development or site allocation".* **No further comments**

Section 2.4 Groundwater Flooding

- AECOM has now included a sentence explaining the need for a HRA in section 2.4.10. **No further comments**

Section 2.7 RTS

- AECOM has now removed section 2.7.2 and 2.7.3 regarding the RTS with just the general reference to the scheme and link provided. **No further comments**

Section 2.8 Cumulative impact of development

- **ACTION:** In section 2.8.4 a sentence has now been added *"As a number of sites are being identified for potential redevelopment in Staines town centre, a wider plan for access to and from the town should be implemented. This will need to be developed in consultation with Emergency Planning to ensure the safety of occupants, and not place an unacceptable additional burden on the emergency services. Such an access route will also be available for existing properties within the Staines area and will therefore improve the flood risk management measures for the area."* It is unclear what this is referring to. Please can SBC clarify what this will entail.

Section 3.2 Site Assessments

- In Table 3.2 a column has been included in table confirming local plan period. **No further comments**
- In section 3.3.9 (formerly 3.2.8) has now corrected site reference for the Vodafone site (ST4/028) **No further comments**
- In this SFRA, section 3.3.1 it has been confirmed that 3 sites will be removed – ST1/029, ST1/030 and ST4/011. **No further comments relating to these 3 sites**
- In the SFRA there is no longer mention of the Staines Development Framework (SDF) but there is some additional wording provided in 2.8.4. **No further comments**
- In the SFRA there is no longer mention of the use of voids previously within section 3.2.6. **No further comments**

Site Allocations:

The key areas of concern (and these are the key soundness points) relating to the allocated sites for some of the allocations are Functional floodplain – in relation to ST4/002 and ST2/010 and Safe access and egress.

Access and Egress relating to the listed site allocations

To explain our role in regard to access and egress provision, please note that the Environment Agency provides advice on access and egress at the plan making stage due to its duties to strategically overview flood risk safety matters. Where we do not consider that access and egress has been demonstrated, we are able to raise soundness concerns in regard to flood risk planning and safety. However, in regard to reviewing access and egress in detail and at a site-specific level it is the responsibility of the Local Planning Authority to ensure that a safe route of access and egress can be provided and maintained during flood events up to and including the 1% AEP plus an allowance for climate change flood event.

At the planning application stage, we always advise refer the LPA and applicants to paragraph 163 of the National Planning Policy Framework (NPPF), which requires the applicant to ensure that safe access and escape routes are included. We further advise that within the application documents the applicant should clearly demonstrate to the LPA that a satisfactory route of safe access and egress is achievable. It is for the LPA to assess and determine if this is acceptable.

In all circumstances where warning and emergency response is fundamental to managing flood risk, we advise the LPA to formally consider the emergency planning and rescue implications of new development in making decisions. As such, we recommend you consult with your emergency planners and the emergency services to determine whether the proposals are safe in accordance with the guiding principles of the PPG.

We do not normally comment on or approve the adequacy of flood emergency response procedures accompanying development proposals, as we do not carry out these roles during a flood. Our involvement with this development during an emergency will be limited to delivering flood warnings to occupants/users covered by our flood warning network.

In relation to the local plan and evidence base, there are several sites that cannot demonstrate safe access and egress routes as listed below. Evidence should be provided in the SFRA that Emergency Planners have been consulted and agree with the sites to be allocated as safe. At present, many sites in Table 3-2 say that Emergency Planners 'will be consulted', and section 2.8.4 states that a wider plan for access and egress 'will be developed' with Emergency Planners. An acceptable plan however should be developed and detailed in the SFRA before these site allocations can be considered for inclusion in the Local Plan.

We have provided further details below explaining why we do not consider that access and egress has been provided to deliver the below listed sites.

In section 2.8.4 of the Level 2 SFRA and within the Appendix B (for some sites) it states that *"As a number of sites are being identified for potential redevelopment in Staines town centre, a wider plan for access to and from the town will need to be implemented to allow delivery of the sites. This will be developed in close consultation with Emergency Planning to ensure the safety of occupants before permission is granted"*. It is unclear what this will referring to (as previously mentioned earlier in this document) so could SBC clarify this?

As we stated previously, there should be no reliance on the RTS (we have further explained the reason why below) and we understand there would be no infrastructure improvements. Therefore, the question is how will SBC deliver these sites? For example, would the improvements be carried out by developers? If so when will this infrastructure be delivered and will it be delivered in time for when the site is proposed to be delivered in the local plan?

The sites identified in the Level 2 SFRA (also listed below) with no access that is dry or low hazard are summarised in Table 3.2, with them ranging from moderate to significant hazard (defined a **"Danger for some - includes children, elderly and infirm" to "Danger for most people – includes the general public"**). There appears to be some issue with the hazard information when compared to our modelling:

1. Shepperton Youth Centre (SH1/015) – Hazard varies but includes Danger for Most
2. Shepperton Library (SH1/010) – Dry Island – Access includes Danger for Most
3. Shepperton Delivery Office (SH2/003) – Dry Island – Access includes Danger for Most
4. Leacroft Centre (ST1/028) – Hazard varies but includes Danger for Most

5. Thameside House (ST1/037) – Small section of site (nearest river) includes Danger for Most and Access includes Danger for Most
6. Bridge Street Car Park, Hanover House & Sea Cadet Building, Bridge Street (ST4/002)- Danger for Most
7. 96-104, Church Street (ST4/004)- Hazard varies but includes Danger for Most
8. The Elmsleigh Centre and adjoining land, South Street (ST4/009) – Danger for most
9. Riverside Surface, Carpark, Thames Street (ST4/010) - Danger for Most
10. Debenhams site, 35-45, High Street (ST4/019)– Access Danger for Most
11. T wo Rivers Retail Park Terrace, Mustard Mill Road (ST4/023) – Access Danger for Most
12. Frankie & Benny’s/Travelodge, Two Rivers (ST4/024) – Access Danger for Most
13. Land at Coppermill Road, Coppermill Road (ST4/025)
14. Communications House (ST4/026) – Access Danger for Most
15. William Hill / Vodafone, Monsoon (ST4/028) – Access Danger for Most

Within the table 3.2 (as well as section 3.3.6 of the Level 2 SFRA) there are sites highlighted in orange and red (where relevant) it states *“Before planning permission can be granted on this site for residential use (or other use at similar vulnerability), it will be required to be demonstrated that safe access and egress (dry or Low hazard) is provided for occupants, to an area outside the floodplain during the design flood event (1% AEP), including an allowance for climate change.”* It is unclear in the wording how this will be possible unless it is because it is assumed the 1) RTS is built and 2) that the scheme will result in low hazard or 3) some other form of infrastructure is in place.

As highlighted previously, Spelthorne should not be relying on the River Thames Scheme to deliver their allocated sites and we cannot endorse the SFRA if it includes this reliance on the River Thames Scheme for future delivery of allocated sites. Spelthorne need to be aware that flood defence schemes do not fully remove the risk of flooding and a residual risk will always remain. What if the RTS cannot deliver a low hazard, can these sites still be delivered safely?

In section 3.3.7 of the Level 2 SFRA it states *“The development of a plan for safe access and egress (dry or Low hazard) may be developed for sites in isolation or in conjunction with other sites within the Staines or Shepperton town centres. The plan for safe access and egress (dry or Low hazard) will be developed in consultation with the Lead Local Flood Authority (Surrey CC) and Emergency Planning teams and input from the Environment Agency is welcomed.”* It is unclear in this sentence what this will entail? Has the conversations happened with Emergency Planners and SCC for these sites since our previous comments?

It must also be noted that there are some sites, in the SFRA Level 2 Appendix B there are some sites that have been identified as not having low hazard, but access and egress is considered low. There appears to be some issue with the hazard information on the maps when compared to our modelling:

1. Staines Telephone Exchange (ST3/012) – “Site is at Low and Moderate hazard from the River Thames during the design event. Access that is dry or at low hazard rating during the 1% AEP event including climate change allowance is achievable along Fairfield Avenue and onto London Road”. **We note that some of the site and access, fall within danger for most**
2. Ashford Community Centre (AT1/012) – “Site at Moderate hazard, northern edge adjacent to River Ash at Significant hazard. Access at Low hazard during the 1% AEP event including climate change is achievable south along Woodthorpe Road”.
3. Thameside Arts Centre (ST1/031) – “Site is at Low and Moderate hazard. Access that is at low hazard during the 1% AEP event including 35% climate change allowance is achievable via Wyatt Road or Edgell Road, onto Budebury Road and then Gresham Road onto Kingston Road”. **We note that some of the site and access, is danger for most.**

ACTION In summary **SBC would need to clearly demonstrate to the Inspector that they can actually deliver these sites listed above by ensuring that there would be a safe route of access and egress can be provided and maintained during flood events up to and including the 1% AEP plus an allowance for climate change flood event.**

We currently do not consider that access and egress has been provided for these sites. It is important for SBC to refer to PPG paragraph 044 and 047 and standard guidance FD2321/TR11 (Flood Risk to People Methodology) and FD2320/TR22 (Framework and Guidance for Accessing and Managing Flood Risk for New Development) on how access and egress can be delivered.

ACTION The information about access and egress in the Table 3.2 of the Level 2 report has not been included/reflected in the Appendix B of the Level 2 report. For instance, for Leacroft Centre it is states in Appendix B "*The modelling for the River Thames indicates there is currently no dry or low hazard access route available during the 1% AEP including 35% climate change allowance*". However, in the Table 3.2 it says "The site is at Low to Moderate hazard, and access routes are at Moderate - Significant hazard rating during 1% AEP event including climate change".

Sites to be removed from the local plan

Table 3.2 highlights two sites (ST4/002 and ST4/010) as having "*significant flood risk constraints identified. Unlikely to be able to be managed to ensure development is safe for its lifetime without increasing flood risk elsewhere*". There remains uncertainty to how these particular sites can be delivered and we have provided an explanation below. We ask that these sites - ST4/002 and ST4/010 are removed from the local plan.

1) Site ST4/002 Bridge Street Car Park

- There has been no explanation provided in the SFRA Level 2 to explain how this site can be delivered especially as the SFRA concludes in section 3.3.4; "*...is unlikely to be considered acceptable for More Vulnerable development*". The amended proposal is for leisure/recreational use to include a hotel. The proposed site is said to be delivered in Years 1-5 of the Local Plan.
- Part of the site lies within the 3.3% modelled extent (which is the definition of functional floodplain in the Level 1 SFRA). The site is located within the (defended) 5%, 3.3%, 1%, climate change scenarios and 0.1% modelled extent.
- The proposal will be increasing the vulnerability (In NPPF Annex 3 Car Parks are considered Less Vulnerable and Hotels are considered More Vulnerable) and as a result increasing occupants. The proposed development/site use is not suitable at this site which is in a functional floodplain. As more vulnerable is being proposed (from a carpark to a leisure/recreational use including a hotel with 158 units) this is considered not appropriate according to Table 2 of the flood risks section of the PPG. This site should be limited to water-compatible development only if it is being considered as an allocation.
- In Spelthorne's SFRA Level 2 Appendix for Bridge Street Car Park it states "Modelling outputs for the River Thames for the 1% AEP event including a 35% increase in peak river flows as a result of climate change, **indicates flood depths on the site of 0-1.5m**. The hazard rating is Moderate to Significant, meaning 'Danger for Most'".
- It states in the SFRA and site-specific recommendations (Appendix B) "*The built footprint of the new development should not exceed that of the existing building and where possible should be reduced*". The site is currently a car park and therefore does not have a 'built footprint' in relation to flood risk impacts.
- Section 3.3.2 of the Level 2 SFRA states "*it will not be possible to provide level-for-level and volume-for-volume floodplain compensation storage within the development sites for any increase in building footprint*". Therefore, how will the floodplain compensation be provided for the loss of floodplain storage up to the 1 in 100 plus appropriate allowance for CC.
- In section 3.3.4 it states "*In order for future development not to impact on the ability of the floodplain to store water, this would require buildings to be floodable or raised with floodplain storage beneath*", however as stated in PPG 49 and in section 5.6.7 of the SFRA Level 1, voids and stilts should not be used for providing compensation for any loss of flood plain storage and we would have concerns making a building floodable. Advice in NPPF (paragraphs 165 and 170b) requires development to be safe for its lifetime
- In the site-specific recommendations in Appendix B it states "*The modelling for the River Thames indicates there is currently no dry or low hazard access route available during the 1% AEP including 35% climate change allowance. In order to cross the railway line and leave the floodplain, parts of the route along the A308 are defined as Significant hazard ('Danger for Most')*".
- Potential for Ground Water and risk of surface water flooding, and lies within historic flooding outlines

2) Site ST4/010 Riverside Car Park

- There has been no explanation provided in the SFRA Level 2 to explain how this can be delivered especially as the SFRA concludes in section 3.3.3 that "*...is unlikely to be considered acceptable for More Vulnerable development*". The proposed site is for residential and is said to be delivered in Years 11-15 of the Local Plan.
- The site is located within (defended) 1%, climate change scenarios and 0.1% modelled extent.

- The proposal will be increasing the vulnerability (In NPPF Annex 3 Car Parks are considered Less Vulnerable and residential are considered More Vulnerable) and as a result increasing occupants. As more vulnerable is being proposed (from a carpark to residential use including a hotel with 35 units) this is considered not appropriate according to Table 2 of the flood risks section of the PPG.
- There is no known existing built footprint so by proposing “up to a maximum of 35 units”, the proposal will be increasing built footprint and in the Level 2 SFRA, section 3.3.2 has highlighted that “it will not be possible to provide level-for-level and volume-for-volume floodplain compensation storage within the development sites for any increase in building footprint”. Therefore, how will the floodplain compensation be provided for the loss of floodplain storage up to the 1 in 100 plus appropriate allowance for CC.
- In Spelthorne’s SFRA Level 2 Appendix B for Riverside Car Park it states “Modelling outputs for the River Thames for the 1% AEP event including a 35% increase in peak river flows as a result of climate change **indicates flood depths of 0.5-1m**. The hazard rating is Significant (Danger for Most)”.
- As stated in PPG 49 and in 5.6.7 in the SFRA Level 1, voids and stilts should not be used for providing compensation for any loss of flood plain storage and we would have concerns making a building floodable.
- In the site-specific recommendations in Appendix B it states “*The modelling for the River Thames indicates there is currently no dry or low hazard access route available during the 1% AEP including 35% climate change allowance. In order to cross the railway line and leave the floodplain, parts of the route along the A308 are defined as Significant hazard (‘Danger for Most’)*”
- *Section 3.3.3, section 3.3.4 and Table 3-2 site ST4/010 all refer to “buildings to be floodable or raised with floodplain storage beneath”*. As per our previous advice, we would not accept stilts/undercrofts/voids as acceptable floodplain storage, we would normally ask for such references to be removed from the document.

ACTION based on the reasons provided above we do not consider that these sites can be delivered. **We therefore ask that these sites - ST4/002 and ST4/010 are removed from the local plan.**

ACTION The term ‘dry hazard’ should be changed to low hazard/No Danger to people.

ACTION: Are all these sites proposed for Year 11-15? as some in Table 3.2 in Level 2 SFRA are saying different years. **Please can you confirm.**

Appendix B

For ST4/019 updated now to state residential and commercial. **No comments**

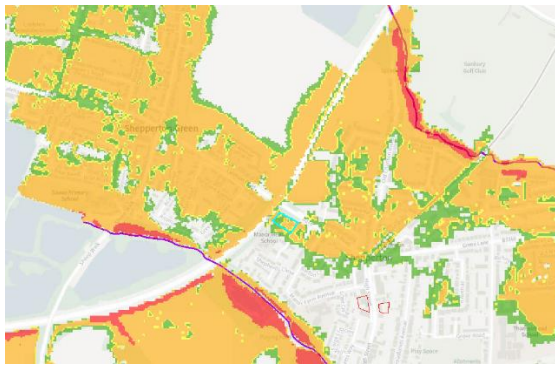
For some sites (where relevant), AECOM has added a sentence in summary section of site assessments to highlight about CC allowances and neighbouring catchments. **No comments**

AECOM has replaced the wording of “places of safe refuge should also be designed into the development” for “places of safe refuge should also be identified outside the flood extent for the design event (1% AEP including climate change)”. **No comments.**

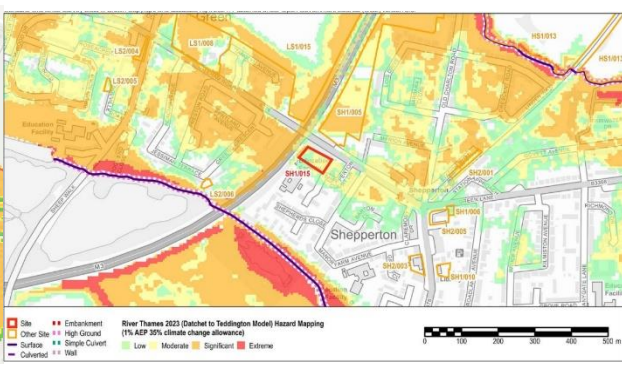
Site assessments now refer to which catchment should be used when assessing climate change (where relevant). **No comments**

We previously mentioned the outlines did not appear correct in Appendix B, in the response you mentioned that these were corrected. However, we have double checked, and there appears to be an issue still. Please see below to better indicate this. For SH1/015 the site the hazard is also shown to include Danger for most as shown is screenshot 1, rather than danger to some as shown in screenshot 2. We have noticed several sites where the hazard does not appear to represent the risk correctly. Please can you check the mapping.

We have provided the link to Thames (Datchet to Teddington) 2023 model (Product 6 – model outputs for the Thames and Thames Trib scenarios) <https://ea.sharefile.com/d-s96b058c67a51487dad1b3c7aa54802b5>



Screenshot 1



Screenshot 2

We queried that some maps did not show proposed access routes. AECOM have stated these have been provided where roads names were not easily visible. **No comments**

For sites where it appears plot size has changed between different versions of the SFRAs. AECOM has said no change in their latest response. Our understanding is that the plot sizes are current and correct in Appendix B. AECOM/SB to confirm our understanding that is the case.

Development footprint

ACTION In Table 3.2, it states for some sites that there is existing development on site, and which lies within the 1 in 100 plus appropriate allowance for climate change and in section 3.3.2 that it may not be possible to provide level for level and volume for volume compensation within site for any increase built footprint. Table 3.2 states that development should not exceed existing. Sites are listed as: ST1/031, ST3/012, AT1/012, ST4/009, SH1/015, ST4/010, ST4/026 and ST4/002. We previously asked what the current footprints for these sites was. Can the number of units proposed on that given site be delivered and if not, what impact will this have on the local plan?

Has there been any consideration on how policy E3 and SFRA Level 1 will apply for those allocated sites highlighted in Table 3.2 in red particularly but also the orange highlighted ones?

River Thames Scheme (RTS)

RTS scheme will provide benefit to people and property across Spelthorne, however due to the stage the project is at, it should not be solely relied on for delivery of the Local Plan or when determining individual planning application. We are happy to work with you to understand the benefit the RTS would provide.

SBC have again queried the reason why the Local Plan site allocations cannot rely on the RTS following our previous advice.

There should be no reliance on RTS because it is at the early stages and the Development Consent Order for RTS has not yet been submitted and is unlikely to be submitted until next year. When considering the period in which the sites are expected to be delivered, there is no guarantee that the scheme would be in place and make the sites deliverable 'during' this plan period. The Scheme is being developed to reduce flood risk to existing properties and should not be considered as infrastructure that will free up land for development or change flood zones or remove hazard associated with flooding.

It is important to note, that even following the completion of the scheme, flood risk modelling will have to be run for the 'as built' scheme and only after that will/can any changes be made to the Flood Maps for Planning which would then impact on any future development proposed (probably rebuilds and extensions etc) behind this defence/or offer a standard of protection or reduce overall flood risk. All this will take time and hence you can understand why along with the uncertainty of the approvals process we advise that this plan should not rely on the scheme to deliver development. Spelthorne Borough Council therefore need to make the decision themselves considering the information they have been given about the RTS, on removing allocated sites until the next plan making review period or identifying other infrastructure needs required to safely deliver these sites within the plan period.

So, the question really for the LPA(SBC) is; without relying on the RTS can the LPA successfully deliver these sites, ensuring they are safe and do not increase flood risk to surrounding areas? We are unable to answer these questions for you as the LPA.

Below are examples where caution is given regarding reliance on a flood relief/conveyance channel or flood defence scheme in relation to development.

Flood Risk within the Leeds District

The first phase of the Leeds Flood Alleviation Scheme (LFAS1) and the second phase of Leeds Flood Alleviation Scheme (LFAS2, currently under construction) reduce the risk of river flooding from the River Aire to Leeds City Centre. There are also flood defence structures reducing the risk to other towns and communities within the Leeds District. These structures may increase the standard of protection provided to properties situated behind them, but there is always a residual risk that these structures may be overtopped in more extreme flood events or suffer failures such as breaching. It is important, therefore, that future development takes careful consideration of the standard of protection provided by these structures, the maintenance arrangements and any possible risk to life in the event of defence failure. This underlines the NPPF requirement that development should only be located within areas shown to be at medium and high flood risk on the Flood Map for Planning where the flood risk Sequential Test and, as necessary, the Exception Test have been passed.

Source: [Local Plan Update - SFRA 2022.pdf \(leeds.gov.uk\)](#)

In recent years, substantial investment has been made to alleviate the risk of flooding within the Royal Borough, by implementation of schemes such as Windsor and Eton Alleviation Scheme. It is important, however, to recognise that flood defences do not fully remove the risk of flooding and a residual risk will always remain. Properties behind flood defences within the Borough are at risk of flooding from other sources, such as groundwater or surface water flooding.

Source: [Strategic flood risk assessment | Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](#)

[Jubilee River flood alleviation scheme - GOV.UK \(www.gov.uk\)](#)

Examples of possible wording to be added to site allocations within the Spelthorne Local Plan

The sites listed below have access and egress issues and there should be a clear demonstration within the plan that a safe access and egress has been provided.

1. Shepperton Youth Centre (SH1/015)
2. Shepperton Library (SH1/010)
3. Shepperton Delivery Office (SH2/003)
4. Leacroft Centre (ST1/028)
5. Thameside House (ST1/037)
6. Bridge Street Car Park, Hanover House & Sea Cadet Building, Bridge Street (ST4/002)
7. 96-104, Church Street (ST4/004)
8. The Elmsleigh Centre and adjoining land, South Street (ST4/009)
9. Riverside Surface, Carpark, Thames Street (ST4/010)
10. Debenhams site, 35-45, High Street (ST4/019)
11. Two Rivers Retail Park Terrace, Mustard Mill Road (ST4/023)
12. Frankie & Benny's/Travelodge, Two Rivers (ST4/024)
13. Land at Coppermill Road, Coppermill Road (ST4/025)
14. Communications House (ST4/026)
15. William Hill / Vodafone, Monsoon (ST4/028)

ACTION If SBC intends to allocate the above sites with access/egress issues, as we have already mentioned in our comments that there should be a robust policy wording. We ask that the below points are considered to develop a policy.

Please note that you as the LPA need to consider wording your policy clearly highlighting the risk in delivering these sites listed above.

- The site will not be available for development until Year X (Can SBC confirm/clarity the period they intend to deliver the above sites? Refer to our question on page 8) of the plan. If the site is proposed before this time period planning permission will not be granted.
- If the sites in Year X cannot be delivered during the lifetime of the local plan SBC would need to consider removing it from the plan unless there will be significant infrastructure in place to reduce the risk and ensure access and egress can be provided and maintained during flood events up to and including the 1% AEP plus an allowance for climate change flood event.
- If the expectation is for the developer to provide infrastructure, this must be in place before any built development can commence on the site. There needs to be a planning mechanism or legal agreement that secures the need for infrastructure to be provided on the site and be part of the allocation for its lifetime. This agreement cannot be varied or removed at any time of the lifetime of the development due to its essential function of providing safe access and egress for any development on the site/land. Any development must take this infrastructure need into consideration.

creating a better place



Jane Robinson
Local Plans Manager
Spelthorne Borough Council
Knowle Green,
Staines
TW18 1XB

Date 1 July 2024

Dear Jane

Spelthorne Borough Council, Local Plan review- Strategic Flood Risk Assessment (SFRA) Level 1 and 2 – Clarification on site allocation ST4/002 Bridge Street Car Park, Hanover House & Sea Cadet Building, Bridge Street, Staines.

Thank you for your email of 29 June 2024 which clarifies the situation at the allocated site ST4/002.

We acknowledge the site - ST4/002 Bridge Street Car Park, Hanover House & Sea Cadet Building, Bridge Street, Staines, currently contains a car park, a former sea cadet building and an office block. We are happy to amend the definition. We ask that this letter is read in conjunction with our letter of the 21 June 2024.

You stated; “The description in the Local Plan stated: *“The site lies within the urban area. It is occupied by Bridge Street Car Park and the former Staines and Egham Group Sea Cadets building which originates from the 1980s. It comprises two levels of parking, of which the first-floor deck is broadly level with the adjacent Staines Bridge approach Road. The Cadets building is two storeys, located to the west of the car park and faces the River Thames. Hanover House is an office building located further west. It is two storeys in height with a traditional pitched roof design, with an area of hardstanding for parking to the rear.”*

Please note that the (Appendix B) of SFRA level 2 also states under the site-specific recommendations for site ST4/002 that; *“In order to ensure that future development does not increase the risk of flooding to the surrounding areas, the built footprint of the new development within the design flood extent should not exceed that of the existing building and where possible should be reduced. As there is no existing built footprint on this site, this is likely to limit the number of units that can be delivered on the site.”*

Can Spelthorne Borough Council please clarify what this means or amend the SFRA accordingly.

We have provided you with a bit of an explanation below regarding development at this site.

Cont/d..

The site *contains a car park, a former sea cadet building and an office block*. The proposed development for this site is *leisure/recreational use to include a hotel with 158 units*, therefore, the proposal will be increasing flood risk vulnerability which is contrary to national policy. In NPPF Annex 3 Car Parks and Buildings used for professional, other services, assembly and leisure are considered 'Less Vulnerable' and the proposed which includes a hotel is considered 'More Vulnerable'.

Part of the site lies within the 3.3% modelled extent (which is the definition of functional floodplain in the Level 1 SFRA). The site is located within the (defended) 5%, 3.3%, 1%, climate change scenarios and 0.1% modelled extent.

The proposed development which is 'more vulnerable' development is considered incompatible in this flood zone (functional flood plain) according to Table 2 of the flood risks section of the PPG.

We have asked that this site ST4/002 Bridge Street Car Park, Hanover House & Sea Cadet Building, Bridge Street, Staines is removed from the local plan if Spelthorne Borough Council intend to use it for more vulnerable development. However, if there is footprint on the site as you have explained and Spelthorne Borough Council intend to develop this site, we recommend you consider a less vulnerable use, water compatible use or essential infrastructure in line with national planning policy, with no increased built footprint.

If you have any question, please contact me.

Yours sincerely

Judith Montford
Planning Specialist

Direct dial 0208 026 3064

E-mail Planning_THM@environment-agency.gov.uk

Appendix 1

From: Robinson, Jane <J.Robinson@spelthorne.gov.uk>
Sent: Friday, June 28, 2024 1:47 PM
To: Planning_THM <Planning_THM@environment-agency.gov.uk>
Cc: Richardson, Laura <L.Richardson@spelthorne.gov.uk>; Read, Nick <nick.read@environment-agency.gov.uk>; Lusby-Gordon, Dean <Dean.Lusby-Gordon@environment-agency.gov.uk>; Parr, Ivan <ivan.parr@environment-agency.gov.uk>; Kipling, Sam <sam.kipling@environment-agency.gov.uk>
Subject: RE: EA comments

Some people who received this message don't often get email from j.robinson@spelthorne.gov.uk. [Learn why this is important](#)

Hi Judith,

Again, many thanks for getting back to us to the agreed a deadline. We really appreciate it.

We are very clear on your statement “We ask that these sites - ST4/002 and ST4/010 are removed from the local plan” and are not requesting you change this. However, on a technical point on page 7 when referring to Site ST4/002 Bridge Street Car Park you state:

*“It states in the SFRA and site-specific recommendations (Appendix B) “The built footprint of the new development should not exceed that of the existing building and where possible should be reduced”. **The site is currently a car park and therefore does not have a ‘built footprint’ in relation to flood risk impacts”.***

The site name is “Bridge Street Car Park, Hanover House & Sea Cadet Building, Bridge Street, Staines”. The description in the Local Plan stated:

“The site lies within the urban area. It is occupied by Bridge Street Car Park and the former Staines and Egham Group Sea Cadets building which originates from the 1980s. It comprises two levels of parking, of which the first-floor deck is broadly level with the adjacent Staines Bridge approach Road. The Cadets building is two storeys, located to the west of the car park and faces the River Thames. Hanover House is an office building located further west. It is two storeys in height with a traditional pitched roof design, with an area of hardstanding for parking to the rear.”

I’ve attached some historic estate agent details of Hanover House for reference. The site contains a car park, a former se cadet building and an office block so definitely had “a built footprint”.

Please can you amend this and reissue your letter ASAP?

Thank you very much for suggesting further points for us to consider in our wording for the 15 sites. Please can we meet to discuss? I am free:

Monday 1 July – 9am to 10am and 12.30pm – 3pm

Tuesday 2 July 9am to 10am any time from 12.30pm onwards

Wednesday 3 July 9am to 10am, 11.30am to 1pm and 2.30pm onwards

Monday 8 July – any time to 4pm

Many thanks,
Jane

End

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Local Plan - 15 Sites where issues have been identified with flooding (first two sites), safe access and egress, and dry islands

Site	No. of units	EA comment	SBC Position
Bridge Street Car Park, Hanover House & Sea Cadet Building, Bridge Street (ST4/002)	0	Danger for Most	Agreed on 29/02/24 to retain at 1 – 5 years) (unless taken out as a site allocation Proposed to ask for a Main Modification to Remove the site
Riverside Surface, Carpark, Thames Street (ST4/010)	35	Danger for Most	Agreed on 29/02/24 to retain at 11 – 15 years) (unless taken out as a site allocation Proposed to ask for a Main Modification to Remove the site
No. of units proposed to be removed	35 (on 2 sites)		
Thameside House (ST1/037)	140	Danger for Most and Access includes Danger for Most SBC commentary - Long narrow site. Small section of site (nearest river)	Agreed on 29/02/24 to retain years 1 – 5 No further change to proposed years Pedestrian access shown to be available at Low hazard beneath railway line, through to George Street and Kingston Road
No. of units proposed to be retained years 1- 5	140 (on 1 site)		
96-104, Church Street (ST4/004)	100	Hazard varies but includes Danger for Most	Agreed on 29/02/24 to retain in years 6 – 10 No further change to proposed years
Debenhams site, 35-45, High Street (ST4/019)	150	Access Danger for Most	Agreed on 29/02/24 to retain in years 6 – 10 No further change to proposed years
Two Rivers Retail Park Terrace, Mustard Mill Road (ST4/023)	750	Access Danger for Most	Agreed on 29/02/24 to retain in years 6 – 10 No further change to proposed years
Frankie & Benny's/Travelodge, Two Rivers (ST4/024)	55	Access Danger for Most	Agreed on 29/02/24 to retain in years 6 – 10 No further change to proposed years
No. of units proposed to be	1,055 (on 4 sites)		

APPENDIX E

retained years 6 - 10			
Shepperton Youth Centre (SH1/015)	24	Hazard varies but includes Danger for Most	Agreed 29/02/24 to move to years 11 -15 No further change to proposed years
Shepperton Library (SH1/010)	10	Dry Island – Access includes Danger for Most	Agreed on 29/02/24 to retain at 11 – 15 years No further change to proposed years
Shepperton Delivery Office (SH2/003)	10	Dry Island – Access includes Danger for Most	Agreed on 29/02/24 to retain at 11 – 15 years No further change to proposed years
Leacroft Centre (ST1/028)	17	Hazard varies but includes Danger for Most	Agreed on 29/02/24 to move to 11 – 15 No further change to proposed years
The Elmsleigh Centre and adjoining land, South Street (ST4/009)	850	Pedestrian access shown to be available at Low hazard beneath railway line, through to George Street and Kingston Road.	Agreed on 29/02/24 to retain at 11 – 15 years (due to time to develop large site not flooding) No further change to proposed years
Land at Coppermill Road, Coppermill Road (ST4/025)	15	Low hazard site	(not discussed on 29/02/24 but years 11 - 15) No further change to proposed years
Communications House (ST4/026)	120	Access Danger for Most	Agreed on 29/02/24 to retain at 11 – 15 years No further change to proposed years
William Hill / Vodafone, Monsoon (ST4/028)	14	Access Danger for Most	Agreed on 29/02/24 to retain at 11 – 15 years No further change to proposed years
No. of units proposed to be retained years 11 - 15	1,060 units (on 8 sites)		

Council

18 July 2024



Title	Amendment to Members' Allowances Scheme 2024-25
Purpose of the report	To make a 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	That Council: Agrees the recommendation of the Independent Remuneration Panel to pay an annual allowance of £2000 to the Independent member of the Commercial Assets Sub-Committee.
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 Members' Allowances Scheme (the Scheme) makes provision for payment of a Special Responsibility Allowance of £2000 to each of the elected members of the Commercial Assets Sub-Committee. 	<ul style="list-style-type: none"> The Corporate Policy and Resources Committee agreed to appoint an Independent member to the Commercial Assets Sub-Committee. There is currently no provision in the Scheme to pay an allowance to this new Independent member.
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 Scheme, having given proper consideration 	<ul style="list-style-type: none"> An advertisement will be placed seeking applications for an Independent member on Commercial Assets Sub-Committee

to the Independent Remuneration Panel's recommendations.	with the role receiving an allowance agreed by Council.
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1.1 This report provides Council with advice from the Independent Remuneration Panel (the Panel) on the amount of an allowance to be paid to the Independent member of the Commercial Assets Sub-Committee.

2. Key issues

2.1 At the Corporate Policy and Resources Committee meeting held on 3 June 2024 it was agreed to establish the Commercial Assets Sub-Committee with a membership of 6 councillors and one Independent Member.

2.2 The Independent Member will be recruited from the community, may not be appointed as Chair or Vice-Chair of the Sub-Committee and will not have voting rights.

2.3 Following its review of Members Allowances for 2024-2025 the Panel recommended, and the Council agreed, a Special Responsibility Allowance to members of the Commercial Assets Sub-Committee of £2000.

2.4 This recommendation was based on evidence that the proposed responsibilities of this Sub-Committee were significant in terms of the decisions members will make on the Council's investment assets involving large rents and property values.

2.5 The Panel did not consider, or recommend at that time, an allowance for the Independent member of the Sub-Committee.

2.6 It is a matter for the Council to decide the level of members' allowances under the Spelthorne Members' Allowances Scheme.

2.7 The function of the Panel is to provide the Council with advice on the type of its allowances and the amounts to be paid.

2.8 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.

3. Options analysis and proposal

3.1 The Panel considered the terms of reference of the Sub-Committee, the frequency with which it will meet and the person specification for the role of Independent member on the Commercial Assets Sub-Committee.

3.2 The Panel considered the role of the Independent member on Audit Committee, being the closest existing role to this new role, the frequency with which that Committee meets and the fact that members of the Audit Committee do not receive a special responsibility allowance.

3.3 The Panel agreed to recommend an allowance for the Independent member on the Commercial Assets Sub-Committee equal to that paid to the elected members of the Sub-Committee of £2000.

3.4 However, the Council does not have to approve the recommendations made by the Panel. Council may choose to agree an alternative amount.

4. Financial management comments

- 4.1 Although the current approved budget for Members' Allowances for 2024-25 is £372,100, under the existing Scheme the expected costs for the year will be around £361,700. If the recommendation is agreed for the additional £2000 it would increase the expected annual cost under the Scheme to £363,700 which remains within the budget.

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 applications for the role from a wider section of the community.

10. Sustainability/Climate Change Implications

- 10.1 There are no impacts on sustainability or climate change arising from this recommendation.

11. Timetable for implementation

- 11.1 Following the Council's decision on the allowance to be paid, an advertisement will be placed seeking applications for an Independent member on Commercial Assets Sub-Committee.
- 11.2 The annual allowance agreed by Council will be paid on a pro-rata basis from the time of appointment.
- 11.3 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the amended Scheme will be published on the Council's 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: There are none.

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**Recommendation from the Corporate Policy and Resources Committee
Capital Outturn Report 2023-2024**

Corporate Policy and Resources Committee: 3 June 2024

The Corporate Policy and Resources Committee considered the following report at their meeting on 3 June 2024.

Corporate Policy and Resources Committee Recommendation

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

1. Note the £1,608k projected underspend against its Estimated Capital Programme for 2023-24, as at 31 March 2024, and
2. Recommend to Council that the Capital Projects totalling £2,990k are removed from the 2024-25 Estimate Capital Programme.

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Corporate Policy & Resources Committee



3 June 2024

Title	<i>2023-24 Capital Outturn Report</i>
Purpose of the report	To note
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	<p>Committee is asked to note:</p> <ol style="list-style-type: none"> The £1,608k projected underspend against its Estimated Capital Programme for 2023-24, as at 31 March 2024. See Appendix A and B below. Recommend to Council that the Capital Projects totalling £2,990k are removed from the 2024-25 Estimate Capital Programme. See appendix C below.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Committee is asked to note the 2023-24 Capital Outturn and the projected (£1,608k) underspend, against budget, as set out in Appendix A The details (under)/overspends are shown by capital project in Appendix B below and summarised in section 1.8 below. A number of Council approved capital projects have not been started and the Committee is asked to confirm the removal of £2,990k, 	<ul style="list-style-type: none"> At the end of the financial year, the Committee will note the Capital Monitoring Report, based on the Council approved 2023-24 Estimated Capital Programme.

<p>noting that Council will have to formally approve the removal of these project.</p> <ul style="list-style-type: none"> By removing these projects, the Councils Corporate Finance Requirement will be reduced and so will the requirement to borrow, see section 1.9 below 	
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Review the report and appendices attached. Question Budget Managers, Chief Accountant and Chair about any issues you may have. 	<ul style="list-style-type: none"> To note the report Recommend to Council the removal of schemes totalling £2.99m as per Appendix C

- 1.1 On 16 October 2023, Council approved the suspension of the Council's Direct Delivery of Affordable Housing Projects, which reduced the 2023-24 to 2026-27 Estimated Capital Programme by a net £283.4m.
- 1.2 This report seeks to update Councillors on the performance of the Council's approved capital projects against the approved Capital Programme budget, as at 31 March 2024. And the projected underspend of (£1,608k).
- 1.3 The Capital Monitoring report covers the cumulative actual expenditure to date, taking into account a number of projects take more than one financial year to complete, against the cumulative Council approved Capital Programme budget and compares this against the latest forecast outturn from Officers.
- 1.4 Although the projects may have a budget allocation in the Capital Programme, any increases in budget will require prior approval by Corporate Policy & Resources Committee before drawing down on the budget.
- 1.5 A number of the construction projects have taken longer than the twelve months post completion to finalise the invoicing for each development, due to protracted negotiations with the main contractor.
- 1.6 **Appendix A** below provides an aggregate summary breakdown of the projects by Committee, showing the following:
- (a) £42,052k - Actual expenditure in the year
 - (b) £86,065k - Cumulative expenditure to date
 - (c) £96,989k - Approved Budget
 - (d) £95,380k - Projected Outturn
 - (e) (£1,608k) - Variance between Approved Budget and Projected Outturn
- 1.7 **Appendix B** below, provides the information in 1.3 above, by individual project, by Committee.

- 1.8 The significant variances that make up the net (£1,608k) underspend are as follows:
- (a) (£54k) Waste Vehicles underspend, as a result of an insurance payment of £45k received.
 - (b) £103k overspend on the Laleham Park Upgrade following demolition based on the current plan, which requires committee approval before being finalised.
 - (c) (£2,011k) underspend on Benwell 1 Construction phase which is the result the final contract negotiations.
 - (d) £422k overspend on Benwell 1 acquisition costs as advised to Council in year of acquisition, several years ago.
 - (e) £300k overspend on White House homelessness facility because of additional works required to adapt the property for disability access.
 - (f) (£170k) deferment of the ICT network infrastructure project
 - (g) £102k overspend on West Wing because of additional work required to comply with building control requests, additional work for disability adaptation and installation of an arc-control system.
 - (h) (£261k) underspend on Harper House because of robust negotiations on the final account.
 - (i) (£22k) underspend on SharePoint redesign and relaunch because of efficiency savings.
- 1.9 Please note that the following projects with a cumulative budget of £17,502k have been completed in 2023-24 and will be removed from the 2024-25 to 2027-28 Capital Programme:
- (a) West Wing
 - (b) White House
 - (c) Harper House
 - (d) Food Waste Vehicles
 - (e) Waste Cleaning Vehicles
 - (f) Spelride Bus
 - (g) Laleham Nursery Portacabins
- 1.10 **Appendix C** below provides a list of £2,990k capital projects that will be removed from the Estimate 2024-25 to 2027-28 Capital Programme, once the Committee has made their recommendation.
- 1.11 The adjustments in 1.6 and 1.7 above, will reduce the 2024-25 to 2027-28 Estimate Capital Programme by £20,4926k. Once the Benwell 1 final contract has been agreed, a further £20,684k will be removed from the Capital Programme. This will reduce the Council's Capital Financing Requirement (CFR) and need to borrow moving forward.
- 2. Key issues**
- 2.1 Capitalised Revenue Cost – Development Properties**

- 2.2 Council will need to make some important strategic decisions over the coming months on the future direction of the Council's direct development affordable housing projects.
- 2.3 Should there be any further delays to getting the Council's development projects into the planning process or granting planning permission or failure to sign contracts with counterparties, Officers, in consultation with our External Auditors, will have to assess whether it is still appropriate under the Chartered Institute of Public Finance & Accountancy (CIPFA) Prudential Code, to continue to capitalise, salaries, interest and fees against these capital projects. If some of those costs were to be treated as abortive, they would need to be charged to Revenue Budget, which based on the latest Medium Term Financial Plan, would create a significant issue for the Council and would potentially require some use of reserves.
- 2.4 The Capitalised Revenue costs movement for housing/regeneration sites by project, excluding the initial purchase price and minimum revenue payment (MRP) from 31 March 2023 to 2024 is shown in the table below:

Scheme	Total	Adjusted
Thameside House	4,725,872	4,725,872
Oast House	25,511,176	5,329,135
Ashford MSCP	407,602	407,602
Victory Place	3,986,933	3,986,933
White House Resi	754,421	654,421
91-93 High Street	117,372	117,372
Tothill MSCP	352,182	352,182
Benwell II	410,797	310,797

- 2.5 The difference between the two years is £2,899k and a significant sum, £1,750k the majority of which was approved Development Subcommittee expenditure spent on design and consultant's fees for Victory Place Thameside House, and Oast House (the latter two were withdrawn before being considered by the Planning Committee).
- 2.6 Council funds these development projects via short term borrowings, typically from other local authorities. The interest is capitalised against each project, in accordance with the CIPFA Prudential Code.
- 2.7 When each project is completed, in most cases Officers obtain long term fixed rate interest loans from the Public Works Loan Board (PWLB) to significantly reduce the Council's exposure to risk of future interest rate rises.
- 2.8 At present the PWLB long term interest rates are more than 5.0% and on a par with the inter Local Authority Rates the Council incurs to fund these projects on an annual basis.
- 2.9 If all the development properties were deemed not to be progressing under the terms of the Prudential Code, £15.9m will be charged to the revenue

budget, creating a substantial deficit, which Council will have to resolve, by a number of options, which are not mutually exclusive and would need to be assessed on a project by project basis:

- (a) Reducing discretionary services
- (b) Increasing Council Tax – should an increase beyond £5 or 3% be required, then it will be necessary to hold a referendum.
- (c) Remove the height restrictions from the Council's development properties to maximise rental rents and reinstate £70m over 50 years, i.e., £1.25m positive cashflow to the Council.
- (d) Form one or more Joint Ventures to get the properties built.
- (e) Selling our housing/regeneration development sites at this current time, is may make the matter worse, because the current market value is below the cost price and therefore it will crystalise losses into the Council's Revenue Budget, which will need to be covered by further drastic action, as mentioned above. Whilst on some sites there are opportunities now which are currently being explored for other it would be more preferable to wait until some stability returns to the property market and property valuation are more than the aggregate capital cost on our development projects.
- (f) Limited use of useable reserves to offset impact on Revenue Budget

2.10 Officers will be modelling these scenarios for Council as part of the Medium-Term Financial Plan (MTFP)/Outline Budget and highlighting the impact on the Revenue Budget and the residents of the Borough, in the light of the continued delays imposed by Council generally and obtaining planning permission specifically, so that councillors are fully aware of the challenges, risks and financial implications of their decision making.

2.11 **Financial implications**

2.12 Other than the items mentioned above.

2.13 For many of the smaller capital projects, especially those which will not generate revenue income streams or revenue savings, officers will fund the project from the annual Revenue Contribution to Capital, existing capital grants, capital receipts or short-term lease/HP agreements, rather than long term loans.

2.14 Once a project is completed, any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional treasury management investment income or to fund additional schemes.

3. **Risk considerations.**

3.1 The significant risks for our capital programme continue to be the delay in commencing our development projects.

3.2 These delays are seeing construction costs rise rapidly, as the construction industry experiences significant inflationary increases in building material and labour costs, which in turn is creating shortage of both in the marketplace, adding to lead times and driving financing costs upwards.

3.3 The recent upward trend in interest base rates is impacting on our development properties, as the Council funds these projects from short term

borrowing, before fixing the loan interest via the Public Works Board on completion of each project.

- 3.4 The development restrictions place on Thameside House in its current format, make it financially unviable, and council will either have to change the design or link the project with another one, such as, the Tothill Development to mitigate the risks to the Council.

4. Procurement considerations

- 4.1 In accordance with the Council's Contract Standing Orders, the Corporate Procurement team provides support in tendering for projects with a value of £40k or over. This includes major capital (and revenue) projects, such as development scheme projects.

- 4.2 Corporate Procurement plays a vital role in ensuring that tenders are conducted compliantly and under a process designed to achieve optimal whole life value for money.

5. Legal considerations

- 5.1 None.

6. Other considerations

- 6.1 None

7. Equality and Diversity

- 7.1 This Council is committed to delivering equality, improving diversity and being inclusive in all our work as a service provider and an employer.

- 7.2 We incorporate equality into our core objectives, making every effort to eliminate discrimination, create equal opportunities and develop good working relationships between different people.

8. Sustainability/Climate Change Implications

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

9. Timetable for implementation

- 9.1 Once this report is approved by the Committee the 2024-25 to 2027-28 Estimated Capital Programme will be updated and sent to the Committee for noting.

10. Contact

- 10.1 Paul Taylor p.taylor@spelthorne.gov.uk

Background papers: Suspension of the Direct Affordable Housing Projects Report discussed at the Council meeting on 16 October 2023.

Appendices

Appendix A – Summary Capital Monitoring Report by Committee as at 31 March 2024.

Appendix B – Detailed Capital Monitoring Report by Committee as at 31 March 2024.

Appendix C – Capital projects being removed from the 2024-25 Estimated Capital Programme

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CAPITAL MONITORING REPORT AT 31 MARCH 2024

Committee	Actual spend in the year	Cumulative Spend to date	REVISED BUDGET	MANAGER'S PROJECTED OUTTURN	PROJECTED VARIANCE
Community Wellbeing & Housing- DFG Annual Programme	-0	-0	0	0	0
Community Wellbeing & Housing	6,383,790	6,856,280	49,900	49,900	0
Administration	163,707	386,897	806,500	614,300	-192,200
Corporate Policy & Resources	33,838,554	76,511,285	90,175,126	88,727,026	-1,448,100
Environment & Sustainability	1,665,581	2,310,426	5,957,500	5,989,595	32,095
	£42,051,632	£86,064,887	£96,989,026	£95,380,821	-£1,608,205

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Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget	Managers Projected Outturn at 31 March	Cumulative Budget vs Projected Outturn Variance	Comments
Housing Investment Programme								
Community Wellbeing & Housing- DFG Annual Programm								
Karen Sinclair	40203	Disabled Facilities Mandatory	1,154,292	1,154,292	943,200	1,025,548	82,348	
Karen Sinclair	40204	Disabled Facilities Discretion	68,375	68,375	0	59,600	59,600	
		Grants received from Central Government	(1,222,667)	(1,222,667)	(943,200)	(1,085,148)	(141,948)	Additional £82,307 grant funding received for 23/24
		Net Cost of Disabled Facilities Grants	(0)	(0)	£0	£0	£0	Annual Programme
Total For HIP			(0)	(0)	£0	£0	£0	
Other Capital Programme								
Community Wellbeing & Housing								
Karen Sinclair	42014	LOCATA	27,938	55,875	49,900	49,900	0	It's been completed. We are just dealing with the snagging issues.
		Committee Total	6,383,790	6,856,280	£49,900	£49,900	£0	We paid half the cost and will pay the second amount once the snagging has been completed satisfactorily

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget	Managers Projected Outturn at 31 March	Cumulative Budget vs Projected Outturn Variance	Comments
Environment & Sustainability								
Sandy Muirhead	41617	River Thames Scheme	-	-	1,300,000	1,300,000	0	The capital for the River Thames scheme is within the capital strategy and providing the Development Consent Order is approved construction can then begin late 25/26 so spend likely either late 25/26 or early 26/27.
Jackie Taylor	41302	Car Park Mgmt. System Update	-	-	250,000	250,000	0	
Jackie Taylor	41308	Car Park Mgmt. & Issue System	-	-	50,000	50,000	0	Procurement for new car park management system is underway and tender is due to go out in June 2024
Jackie Taylor	41501	New Food Waste Vehicles	400,052	400,052	400,000	400,052	52	Vehicles have been delivered/ payment made.
Jackie Taylor	41503	Install Hardware to Food Vehicles	25,723	25,723	80,000	25,723	-54,277	This forms part of the above costs.
		External Funding			(45,000)	(45,000)	0	This income is an insurance payback and offsets the item above
Jackie Taylor	41507	Waste & Cleansing Vehicles	859,874	1,526,542	3,220,000	3,220,000	0	The capital costs for the vehicles should already be set against the budget
Jackie Taylor	41606	County Transit Site	-	-	127,000	127,000	0	The County Transit Site funding is one that was agreed at the CX meetings, we promised to commit this money to the County to create a transit site but its going nowhere as each time a location is suggested residents object and so the County have to start all over...Every LA in Surrey committed the same amount of money except for the LA who would house the transit site. No further update 13/02/24
Jackie Taylor	41608	River Ash Broadwalk	55,093	55,093	150,000	150,000	0	Contract has been awarded and the work is progressing
		Bronzefield reserve Funding			(150,000)	(150,000)	0	
Jackie Taylor	41609	Replacement Spelride Bus	81,820	81,820	100,000	81,820	-18,180	New electric minibus has been delivered and is in service
Jackie Taylor	41615	Laleham Nursery Portacabins	117,024	117,024	116,000	117,000	1,000	Building work is complete and staff are now working from the new accommodation. The old portacabins have been demolished and removed from site
Jackie Taylor	41616	Replacement CCTV Cameras	-	-	35,000	35,000	0	Quotes have been received and will be evaluated to ensure best value when purchasing new CCTV cameras...
Jackie Taylor	41618	SheppertonPre-School Improvment	92,780	92,780		92,800		This project has been completed
		External Funding from SCC - Empty Property Reallocated funding grant		(92,780)		(92,800)		As above
Jackie Taylor	41620	Wheelie Bins - annual programme	33,215	33,215	50,000	50,000	0	Wheelie bins purchased as and when supply demands through the year
		Total	£1,665,581	£2,239,469	£5,683,000	£5,611,595	-£71,405	
Tracey Willmott-French	41314	Air Quality	-	-	24,500	24,500	0	The scenario modelling is now completed, along with the further modelling wanted by Councillors at Moor Lane (near the M25) and residential roads alongside the A30 Georgian Close. Pollution Control were due to write the specification brief ready to go out to tender in November, but this had to be delayed due to other high priority work with shorter timeframes. Such work included an investigation into a waste oil contamination issue, progressing a liquid waste spill clean-up, responding to the Local Plan, and reviewing environmental reports submitted in pursuance of a large-scale planning application. Pollution Control are hoping to write the tender brief by end of January 2023. The project is expected to be completed in 2023-24. After a report to E&S Committee and following their permission further NOX pollution reduction scenario modelling work has been commissioned, which marks progression of this project in 2022-23.
		Total	£0	-	£24,500	£24,500	£0	
Coralie Holman	41026	Laleham Park Upgrade	-	70,957	£250,000	£353,500	£103,500	Demolition works completed in 21/22. As per Dev Sub meeting, officers will be submitting new plans for approval. Forecast based on current spec and subject to final committee approval.
		Total	£0	70,957	£250,000	£353,500	£103,500	
		Committee Total	£1,665,581	£2,310,426	£5,957,500	£5,989,595	£32,095	

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget	Managers Projected Outturn at 31 March	Cumulative Budget vs Projected Outturn Variance	Comments
Corporate Policy & Resources								
Coralie Holman	41024	Spelthorne Leisure Centre Development	27,139,451	40,267,669	48,370,000	48,370,000	0	Superstructure completes end Sept 23. On budget. Reporting 5 weeks behind programme Resequencing programme to mitigate delays. No cost implications Phase 1 completion due July 2024
Coralie Holman	42042	Benwell Development cost Phase 1	(6,509)	11,188,990	13,800,000	11,789,000	(2,011,000)	Construction Complete - final account under negotiation with main contractor and it is anticipated to be completed in 24/25 FY - with the value expected to be £800k (under discussion).
Coralie Holman		Benwell 1 Land & Building	-	7,306,000	6,883,700	7,306,000	422,300	Underspend - Cab report 2017 - £13.8m for constructions works for P1 & P2 -
Coralie Holman	42055	West Wing	500	5,881,652	5,780,000	5,881,600	101,600	Project complete. Final account paid. Overspend was due to building control issues with roofing of building (11th hour), and additional works to adapt a unit for a disabled family. Arc-fault detection system put in to reduce fire risk. Better care funding should have helped to fund overspend.
Coralie Holman	42056	Whitehouse Hostel - Phase A	248,262	4,699,518	4,400,000	4,700,000	300,000	Project complete - final account closed. Variations requested by housing team and DIG process which has led to an accumulated overspend. This should be offset by HE grant.
Coralie Holman	42062	Harper House Redevelopment	(23,545)	3,185,172	3,451,000	3,190,000	(261,000)	Project complete - final account paid. Underspend achieved due to hard officer negotiations on final account due to contractor not being able to achieve deadline in completion.
Coralie Holman	42067	Decathlon Unit, Elmsleigh	-	-	150,000	150,000	0	Full capital budget not required as current plan is for SCC to take on lease and redevelop in return for rent free lease for Staines Library. £150k required to install new passenger lift.
Coralie Holman	42070	Cedar Rec Toilet Block	-	-	250,000	250,000	0	This project is on hold and to commence subject to the Community Lettings Policy being reviewed by Councillors. A task group is to be set up to discuss the CLP. An updated forecast will be prepared once the CLP has been agreed.
Coralie Holman	42071	Greeno Rec	-	-	1,200,000	1,200,000	0	This project is on hold and to commence subject to the Community Lettings Policy being reviewed by Councillors. A task group is to be set up to discuss the CLP. An updated forecast will be prepared once the CLP has been agreed.
Coralie Holman	42072	Manor Park Pavilion	-	-	750,000	750,000	0	This project is on hold and to commence subject to the Community Lettings Policy being reviewed by Councillors. A task group is to be set up to discuss the CLP. An updated forecast will be prepared once the CLP has been agreed.
Coralie Holman	42073	Revelstoke	-	-	400,000	400,000	0	No change to plan
Coralie Holman	42074	Property acquisition for families	6,383,790	6,856,280	7,194,600	7,194,600	0	Project is currently being used to purchase properties for the Afghan and Ukrainian Refugees
Coralie Holman	42074	Local Authority Housing Fund Grant	-	(3,014,674)	(3,014,674)	(3,014,674)	-	£3m grant received - £2.6m applied in 23/24 with £384k to be used to fund 2 acquisitions in early April 24.
Coralie Holman	42076	Sandhill Meadow Bridge	-	-	200,000	200,000	0	Residential Association undertaking work. SBC to employ a monitoring consultant. Payment is on a staged basis. Timings to be confirmed when Residential Association finalise construction budget. Suspended
Coralie Holman	42077	Ashford Cemetry Lodge -Renovation	-	-	-	-	0	Works commenced on 29th April and will be complete early August. Works mainly deferred due to contractor availability as they were focussing on the LAHF properties' renovations.
Paul Taylor	43609	Centros Upgrade	96,604	140,677	360,500	360,500	0	On Track to spend the budget, although 6 months behind the schedule to deliver.
		Committee Total	33,838,554	76,511,285	90,175,126	£88,727,026	-£1,448,100	

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget	Managers Projected Outturn at 31 March	Cumulative Budget vs Projected Outturn Variance	Comments
Administration								
Allstair Corkish	43610	General Hard/Software - annual programme	33,393	83,699	166,500	166,500	0	Due to staff shortages/ sickness some of the projects that make up the budget might not be completed by year end, so a roll over of remaining budget may be required.
Allstair Corkish	43614	Network Infrastructure	-	-	170,000	0	(170,000)	This project is being deferred by two years because market testing has shown that current prices exceed the budget available.
		Total	£33,393	£83,699	£336,500	£166,500	-£170,000	
Sandy Muirhead	43626	Customer Services Contact Cent	-	5,538	40,000	40,000	0	The remaining budget will be spent on further development of webchat and Ai and redevelopment of the IVR. This will involve re-recording the options
Sandy Muirhead	43629	Net call Contact Centre	-	53,515	70,000	70,000	0	This will form part of the digital upgrade to be completed in 23/24
Jenifer Medcraff	43636	Acquisition of GovTech	8,600	8,600	85,000	85,000	0	The tender has been completed and had questions of clarification which were resolved 12 January. Only had one tender so ensuring it is an appropriate offer.
Sandy Muirhead	43637	Website Upgrade	-	-	20,000	20,000	0	Acquisition of Gov Tech will automate all Clax and Benefit applications resourcing may delay this until second half of 23/24
Sandy Muirhead	43512	SharePoint redesign & Relaunch	56,327	56,327	155,000	132,800	(22,200)	SharePoint launch has been delayed to date as a result of staff recruitment delays. Recruitment completed but due to workload spend is expected in 23-24 as the process is taking longer than expected as services need detailed support. Need to note Woking BC has 5 people working on SharePoint. Will be spending on useful tools to enhance efficiency up to £50k
Sandy Muirhead	43515	Corporate EDMS Project	65,388	179,218	100,000	100,000	0	A substantial amount of the work for this project will also be covered off by the SharePoint budget (Cost centre 43512 above) (£64k on Capita will be spent as part of digital transformation and improving efficiencies within financial year)
		Total	£130,314	£303,197	£470,000	£447,800	-£22,200	
		Committee Total	£163,707	£386,897	£806,500	£614,300	-£192,200	
Total For Other			£42,051,632	£86,064,887	£96,989,026	£95,380,821	-£1,608,205	
Total Expenditure			36,845,995	84,256,244	101,141,900	99,675,643	(1,466,257)	
Total Funding			(1,222,667)	(5,622,998)	(4,152,874)	(4,294,822)	(141,948)	
GRAND TOTAL			£35,623,328	£78,633,246	£96,989,026	£95,380,821	-£1,608,205	

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2023/24	Cumulative Actuals to date for the project	Current Cumulative Budget
<u>Appendix C - Capital Projects Removed</u>					
Tracey Willmott-Fre	41314	Air Quality	0		£24,500
Coralie Holman	42070	Cedar Rec Toilet Block	0		£250,000
Coralie Holman	42071	Greeno Rec	0		£1,200,000
Coralie Holman	42072	Manor Park Pavilion	0		£750,000
Coralie Holman	42073	Revelstoke	0		£400,000
Alistair Corkish	43614	Network Infrastructure	0		£170,000
Sandy Muirhead	43626	Customer Services Contact Cent	0		£40,000
Sandy Muirhead	43629	Net call Contact Centre	0		£70,000
Jenifer Medcraff	43637	Website Upgrade	0		£85,000
					£2,989,500

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Council



Date of meeting - 18 July 2024

Title	Spelthorne Annual Grants 2025/26
Purpose of the report	To make a decision
Report Author	<i>Lisa Stonehouse Community Development Manager</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community
Recommendations	<p>Council is asked to approve the following:</p> <ol style="list-style-type: none"> 1. Provide indicative grant funding for the five-core funded voluntary organisations (Voluntary Support North Surrey, Citizens Advice Runnymede and Spelthorne, Homestart, Age UK and Shopmobility) for the financial year 2026/2027 when the 2025/2026 grant award is made. 2. Ring fence a minimum of £3000 of the grants budget to sport and active lifestyle projects and £3000 to arts projects. (subject to receiving applications from sport and art organisations). 3. Amend the grant eligibility criteria to exclude schools and Parent Teacher Associations from applying.
Reason for Recommendation	<ul style="list-style-type: none"> • Longer term funding of the five core voluntary groups will enable those groups to make longer term plans and recruit and retain staff. • Specifying the amount of funding to be given to sport/active lifestyle and arts projects will ensure that this funding is protected for these areas. • To make the eligibility criteria clearer for applicants

4. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Council has a community grants budget. Grants are allocated annually to charities and voluntary groups. 	<ul style="list-style-type: none"> Five charities (Voluntary Support North Surrey, Citizens Advice Runnymede and Spelthorne, Homestart, Age UK and Shopmobility) receive regular core funding from the council. Core funding is extremely important as opportunities for charities to apply for revenue funding are limited and these organisations provide crucial services. The disadvantage with annual funding is that the charities are uncertain as to whether they will receive a grant each year. This prevents these agencies from making long term plans and makes it difficult for them to recruit and retain staff, which is incredibly important given the specialised and regulated nature of their work. The leisure grant funding for sports/active lifestyle and arts was transferred to the annual grant budget some years ago to prevent duplication. There is a danger that without a Council decision this funding won't be awarded to sports/active lifestyle and arts projects as originally intended. Sports/active lifestyle and arts projects provide crucial community services such as wellbeing and preventing anti-social behaviour. In the 24/25 financial year there was a grant application from a school for a school playground which the grants panel felt shouldn't be funded by SBC.
This is what we want to do about it	These are the next steps

<ul style="list-style-type: none"> • It would be beneficial if the five core funded charities could have more certainty about receiving an annual grant. It would also be beneficial for the council to know the indicative grant information a year in advance. An additional year of indicative funding would assist the charities with forward planning, staff recruitment and retention. • Voluntary Support North Surrey have a longer- term agreement with Runnymede Borough Council (RBC) and Surrey Heath Borough Council (SHBC). Citizens Advice Runnymede and Spelthorne have a three-year community grant agreement with RBC. This enables them to plan and efficiently run the service they are able to plan beyond 12 months. It also supports them to recruit and retain staff. • It is important to ensure that funding for sports/active lifestyle and arts continues as they have an important role in the community by providing crucial community services which have a positive impact on wellbeing and preventing anti-social behaviour. • Council agreement is required to enable the eligibility terms and conditions to be amended to prevent school and Parent Teacher Association applications. 	<ul style="list-style-type: none"> • The Community Wellbeing and Housing Committee has made a recommendation to Council. Council is asked to approve the recommendations.
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4.1 This report seeks a decision from Council regarding the proposal for the five regular core funded charities (Voluntary Support North Surrey, Citizens Advice Runnymede and Spelthorne, Homestart, Age UK and Shopmobility) to be given an indicative grant award for the financial year 2026/2027 along with the grant award for the 2025/2026 financial year. There would be a specific

application process for the 5 core funded charities which will include a new application form. The award would be subject to the charity's performance and the SBC financial situation. The report also seeks a decision regarding the value of awards given to sport/active lifestyle and arts organisations and seeks an amendment to the eligibility criteria to prevent applications from schools and Parent Teacher Associations.

- 4.2 These decisions will enable the charities to:
- I. Plan ahead for specific projects and to assist with the recruitment and retention of staff.
 - II. Ensure that the allocation of grants for sports and arts activities continues.
 - III. Ensure that community groups/organisations are clear about their eligibility to apply for a grant.

5. Key issues

- 5.1 Core funding for charities is crucial as opportunities for charities to apply for revenue funding are limited. The five-core funded voluntary organisations struggle with grant funding being allocated on an annual basis as this prevents them from planning ongoing projects and makes it difficult to recruit and retain staff. The retention of staff is incredibly important given the specialised nature of their work. In January 2024 several of the core funded charities were concerned about potentially having to make redundancies if a grant wasn't secured.
- 5.2 Runnymede Borough Council (RBC) and Surrey Heath Borough Council (SHBC) have introduced ongoing funding arrangements with some charities. Voluntary Support North Surrey have a three-year grant agreement with RBC and have a two-year ring-fenced grant arrangement with SHBC. Citizens Advice Runnymede and Spelthorne (CARS) have a three-year community grant agreement with RBC. They only apply once every three years and work to a three-year Service Level Agreement with them.
- 5.3 It is recommended that the five core funded organisations will continue to complete a grant application each year and subject to satisfactory outcomes the grant for the next financial year and an indicative grant for the year after will also be awarded. If this arrangement proves to be satisfactory a longer-term arrangement could be considered by committee in 2025. Issues for future discussion could include the criteria an organisation will need to meet to receive an indicative award and the authorisation required to do this.
- 5.4 For many years £2500 was transferred from the Leisure Budget to Spelthorne Sports Council and £2500 to Spelthorne Arts Association to enable them to develop sport and art in the community. Both organisations disbanded in 2022 and this funding was put forward as a saving. It is therefore important that there is some ongoing investment in sports/active lifestyle and arts via the council grants.
- 5.5 In the financial year 2015/16 a decision was made to transfer the leisure development grants budget into the council grant budget. £2500 for sports/active lifestyle projects and £1700 for arts projects was transferred. With inflationary price rises it is recommended that a minimum of £3000

should now be ring fenced for sports and £3000 for arts. The panel will have the discretion to award more than the minimum amount for deserving causes. Both have huge benefits for residents of all ages such as increasing community cohesion, improving the physical, emotional and social health and wellbeing of people of all ages and preventing issues such as antisocial behaviour. If there aren't any applications from sports/active lifestyle and arts organisations the grants panel will have the discretion to re-allocate these funds to other applicants.

- 5.6 In the financial year 23/24 the panel received an application from a junior school for a grant towards a school playground. The grant panel did not think it appropriate for SBC to grant fund projects in schools and suggested that the eligibility criteria is amended to reflect this. The school application and others that weren't successful in applying for SBC funding were referred to other funding sources such as The Community Infrastructure Levy funds (CIL) and several other grant funding bodies including The Borough Council Better Neighbourhood Grants and Surrey County Councillor grants. The current grant eligibility criteria is attached in **Appendix A**

6. Options analysis and proposal

Indicative Award for 26/27

- 6.1 Option 1 is to award a grant and an indicative grant award for the following year. The benefit of this is that the five core funded charities will be able to make longer term plans and it will assist with staff recruitment and retention. The benefit to SBC is that there will be an advanced indication of the grant that may be required. The disadvantage of this is that in the event of financial difficulties SBC may have to withdraw or reduce the indicative grant award proposal. These risks could be mitigated as outlined in the risk section.
- 6.2 Option 1a is to make no changes and to continue to make the awards on an annual basis. The advantage of this is that this is 'business as usual' for SBC. The disadvantage of this is the strain that this puts on the grant recipients.

Sports and Arts funding

- 6.3 Option 2 – to ensure that grants panel provides £3000 to sports/active lifestyle organisations and £3000 to arts organisations. The advantage of this is that sports and arts organisations have huge benefits for residents of all ages such as increasing community cohesion, improving the physical, emotional and social health and wellbeing of people of all ages and preventing issues such as antisocial behaviour. Social Care colleagues often refer to some of these organisations for 'early help' to prevent people requiring statutory services.
- 6.4 Option 2a – Do not ring fence £3000 for sports organisations and £3000 to arts organisations. The advantage of this that this funding could be given to other equally deserving organisations. The disadvantage of this is that the benefits of sports and arts in the community may be lost and there would be less access to 'early help' services.

Make the eligibility criteria clearer

- 6.5 Option 3 – Make the eligibility criteria clearer to prevent schools and Parent Teacher Associations (PTA's) from applying. Borough Councils haven't previously provided funding for schools. Other funding sources will be promoted to these organisations as mentioned in 5.6.
- 6.6 Option 3a – Leave the eligibility criteria as it is. This would mean that it wouldn't particularly exclude applications from schools and Parent Teacher Associations.

7. Financial management comments

- 7.1 The community grants baseline budget for the 2024/25 financial year was £226,700. This included a 5% inflationary uplift on 23/24. It is hoped that the 2025/2026 figure would be a similar figure along with another inflationary uplift. The demand for grants far outstrips the available budget. In the financial year 2024/2025 40 applications were received, and funding requests exceeded the baseline budget by £218,113.
- 7.2 The table below lists the 5 core funded charities and the grant awarded in the financial year 2024/2025

Organisation	Primary Focus	Core Funding Awards in 2024/2025
Citizens Advice R&S	To ensure the citizens of Spelthorne have access to free, independent, confidential advice and information	£72,000
AGE UK	Befriending and Information and Advice service.	£32,000
Voluntary Support North Surrey (VSNS)	To support a stronger and more sustainable voluntary sector in Spelthorne.	£38,000
Home-Start	To support parents and their children through difficult times.	£28,600
Shopmobility	To provide an equality of opportunity for people with limited mobility or visual impairment, wishing to visit Staines town centre.	£12,500
Total		£183,100

8. Risk management comments

- 8.1 Identified risks include:
- I. The Council may decide not to go ahead with the indicative budget for 26/27. This will mean that the community groups are not able to plan ahead.
 - II. In the event that an indicative grant is approved by Council there is still a risk that the grant budget could be reduced. This could result in not being able to provide the indicative grant award or provide less than indicated. This could result in community services being cut. This could have a huge impact on the community and damage the reputation of the Council. To mitigate this risk it would be made clear in

the agreement that the indicative funding is not guaranteed until the budget for the forthcoming year has been finalised.

- III. It is possible that the grant recipient may amend their request for an indicative award as the financial year in question draws nearer. Their request may increase or decrease.
- IV. A reduction in the grant budget could also mean that tough decisions have to be made about the number of organisations SBC could support. This could result in community services being cut, which would have a huge impact on the community and the reputation of the Council. There are other options for funding such as CIL and several other grant funding organisations. Smaller grants are also available from county and borough councillors.
- V. Several of the core funded grant recipients are also funded by multiple partners such as Surrey County Council (SCC). We are aware that SCC have reduced or will be reducing their funding which could impact the future sustainability of these organisations.

9. Procurement comments

9.1 N/A

10. Legal comments

10.1 Further to section 137 of the Local Government Act 1972, the Council has the power to incur expenditure, which in its opinion is in the interest of and will bring direct benefit to its area or any part of it to all or some of its residents.

10.2 The Legal services team will provide advice and assistance on the preparation of any necessary documentation if applicable.

11. Other considerations

11.1 Spelthorne Borough Council support the voluntary sector to address the rising unmet need in the community. Many voluntary organisations fulfil a role that was previously undertaken by the public sector. Financial support for this sector is essential to complement council services.

11.2 The voluntary sector offers services to a diverse range of communities. It often delivers outcomes that the public sector is not able to deliver on its own, or no longer delivers. One-to-one support, dedication to a specific group or cause and expert advice are examples of voluntary sector support.

11.3 Other public bodies such as Surrey County Council and the North-West Surrey Alliance also see the voluntary sector as important providers and, in some cases, fund them separately.

11.4 The grant application process will start earlier than previous years due to the earlier committee date. The application window will open in September 2024 and the panel will meet earlier to ensure that the report goes to committee on 7 January 2025.

12. Equality and Diversity

12.1 Some providers supported by grant funding represent or advocate for minority groups, user groups, and faith communities. Care is taken by the grants panel when reviewing applications to ensure a fair mix of organisations supporting all aspects of our communities benefited.

13. Sustainability/Climate Change Implications

- 13.1 The grants panel aim is to support a cross section of voluntary organisations. This includes encouraging applications from organisations committed to sustainable practices. Successful applicants will be asked to engage with the councils Climate Change & Sustainability specialist to ensure that they receive information and advice about energy conservation projects and funding.

14. Timetable for Implementation

- 14.1 If the Council decision is to go ahead with indicative grant funding for 2026/2027 this will be communicated to the 5 core funded organisations in consultation with the finance and legal teams. If this arrangement proves to be satisfactory a longer-term arrangement could be considered by Council in the future. Issues for further discussion could include further criteria an organisation will need to meet to receive an indicative award and the authorisation required to do this.

15. Contact

- 15.1 The contact for queries relating to this report is:
Lisa Stonehouse - L.stonehouse@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – The current grant application form

Appendix A

Spelthorne Borough Council

Annual Council Grant
Application Form
24/25



Thank you for applying to Spelthorne Borough Council's Grant and financial assistance programme.

Prior to making this application please read fully the guidance provided on our website and make sure you meet and can evidence meeting ALL the criteria. If you do not meet the criteria your application will not progress to panel consideration. If you require any further assistance with completing this form, or would like to receive the form and guidance in an alternative format, please ask.

The criteria that you **MUST** satisfy are:

- a) You are a voluntary or charitable organisation. We also consider applications from not-for-profit organisations.
- b) Your organisation is located in Spelthorne and or you provide services for people in Spelthorne.
- c) You support at least one of Spelthorne Borough Council's values and priorities.
- d) That you are not applying for salary costs for your Chief Executive.
- e) That your organisation is financially stable but is also not carrying large reserves.
- f) You must not be applying for multiple financial support for the same objective. (Unless you are specifically requesting grant match funding).
- g) That you can evidence the need and you have the ability to meet that need with the funding applied for.
- h) You need to be able to monitor your performance towards your goals and demonstrate how you have successfully achieved them.
- i) That you have been able to flex and adapt your service provision, or would be able to, as a response to emerging need.

Contact details

Name and position	
Organisation	
Charity CIO number	
Address of company	
Location services will be provided	
Contact phone	

Appendix A

Contact email	
---------------	--

Financial status:

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

Please provide details of all funding that you have applied for, for the year 2024-2025. Please include any applications you have made for funding that remain pending, along with those refused, agreed or agreed in part. In addition if you have been advised that an offer of match funding has been made please include that in the table below.

Other grant or applications for financial assistance for the year 2024-2025

Organisation applied for, for funding	Reason for grant application	Grant application amount	Current status of application

The Aims of your organisation:

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

When was your organisation set up?	
If you have charity status, when was it awarded?	

Appendix A

Why was your organisation created?	
What are you aiming to achieve?	
How do you measure success generally?	

Your current application:

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

Please provide as much detail as possible here including who are your beneficiaries/key service users and where and how your service will be provided. Please detail the importance of this and why you believe this service to be necessary. Please refer to our vision and aims and detail which one/s your service supports.

You can also submit additional information to support your application either by email or uploaded as part of the electronic application process.

Amount of grant applied for from Spelthorne Borough Council	
Funding agreed from elsewhere	
What will our funding enable you to deliver?	
How have you identified the community need?	
Please show how this meets Spelthorne's values and priorities	
Please identify where services will be delivered	
Please identify who your key service users are.	
How will you measure success?	

Appendix A

Safeguarding

Does your organisation work with either young people or adults at risk?

Yes / No (delete as applicable)

If yes, do you have

An up-to-date Safeguarding Policy/Procedures in place?

Yes / No (delete as applicable)

A process for undertaking Disclosure and Barring (DBS) checks?

Yes / No (delete as applicable)

We may ask to see a copy of your safeguarding policy and procedures prior to grant allocation.

Sustainability

If your application is successful, we may ask you to engage with the Council Climate Change & Sustainability specialists. They will share information about support available to you to become more sustainable.

Reviewing the application

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

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

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

It is important to note that unfortunately meeting the criteria does not guarantee you will receive a grant. Spelthorne Borough Council receive numerous applications from worthy organisations and with regret we cannot offer grants to all. The applications received within the specified time limit and those evidencing that they meet our criteria will be considered by a panel.

In some cases we may ask you for further information or clarification during the panel's consideration of your application. The panel does not have the final say and makes recommendations to be considered by Committee and then approved by Council. We are required to follow this process as we are using public money. This is why we open the grants applications many months before the financial year starts.

Appendix A

The final decision and payment

The panel may decide to recommend to Committee:

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

Where we are unable to provide you with any grant funding, or in some cases, a smaller amount than you applied for we will endeavour to signpost you to other potential funding sources to help you achieve your outcomes. In the cases of a partial award we will ask you to review what is achievable with the smaller amount of funding awarded.

We will write to you with the decision at the end of February / beginning of March. It is hoped that the funding will be paid into the relevant account by the start of the financial year.

Thank you

Please submit this form by 31 October 2023 to:
community.development@spelthorne.gov.uk

or

Delivered to The Community Development Manager, Leisure and Community Development Team, Council Offices, Knowle Green, Staines, TW18 1XB

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Item 14 – Sunbury Leisure Centre – Swimming Pool Grant

This item was considered at the meeting of the Corporate Policy & Resources Committee on Monday 08 July 2024.

The Committee agreed to recommend that Council agree the following:

1. To directly award a contract to Low Carbon Europe to deliver the Sunbury Leisure Centre decarbonisation project funded by Sport England through the Swimming Pool Support Fund,
2. Delegate authority to the Group Head of Corporate Governance to enter into any necessary documentation in connection with the project; and
3. Approve the scheme as a supplementary Capital Estimate for the value of £995,000.

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Corporate Policy and Resources



8 July 2024

Title	<i>Swimming Pool Support Fund – Contract Award</i>
Purpose of the report	To make a decision
Report Author	<i>Kamal Mehmood, Strategic Lead Leisure and Community Development</i>
Ward(s) Affected	Sunbury East
Exempt	No
Exemption Reason	N/A
Corporate Priority	Resilience Environment Services
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1 <i>Agree to directly award a contract to Low Carbon Europe to deliver the Sunbury Leisure Centre decarbonisation project funded by Sport England through the Swimming Pool Support Fund.</i> 2 <i>Delegate authority to the Group Head of Corporate Governance to enter into any necessary documentation in connection with the project.</i> 3 <i>Recommend to the Council approval of the scheme as a supplementary Capital Estimate for a value of £995,000.</i>
Reason for Recommendation	<i>Grant funding has already been agreed and accepted under delegated authority. In order to undertake the work within the time scales proposed it is recommended that the contract to deliver the project is awarded under direct contract to the organisation that helped to prepare the funding bid.</i>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • SBC have been awarded £996,000 through phase II of Sport England’s Swimming Pool Support Fund to decarbonise Sunbury Leisure 	<ul style="list-style-type: none"> • The grant has been accepted under delegated authority. SBC now need to appoint a contractor to deliver the

Centre; installing further PV panels and air source heat pumps.	project within the time frame, by the end of March 2025.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> To enable us to undertake the work within the timeframe we would like to award the contract to the organisation that was engaged to help prepare the proposal. 	<ul style="list-style-type: none"> CPRC agree the recommendation Contractor appointed Planning consent sought Project delivered Funds drawn down in phased instalments to be agreed

- 1.1 This report seeks to secure agreement to appoint a contractor to deliver a project to decarbonise Sunbury Leisure Centre.
- 2. Key issues**
- 2.1 In March 2023 as part of the Spring Budget the Government announced £60m fund to support publicly owned leisure centres and swimming pools; the Swimming Pool Support Fund (SPSF).
- 2.2 On the back of wider environmental improvements to Sunbury Leisure Centre that have already been implemented, SBC engaged the services of a company called Low Carbon Europe (LCE) to develop a bid to significantly reduce the carbon footprint of Sunbury Leisure even further by installing additional solar panels and replacing the existing gas boilers with air source heat pumps as part of Phase II of the funding scheme. The bid was submitted in October 2023.
- 2.3 As a result of that bid, in March 2024 SBC were awarded £994,883; one of the largest allocations made to any local authority in the country. Of this:
- £104,103 to install Photo Voltaic (PV) Panels (solar panels) on the roof of the centre.
 - £890,780 to replace the existing ageing gas boilers with air source heat pumps.
- 2.4 The work will need to be paid by the council and completed in advance of the release of funds which, in order to satisfy the funding criteria, needs to be delivered by March 2025.
- 2.5 The grant conditions were accepted under delegated authority by Terry Collier in his capacity as the Councils Statutory Chief Financial Officer.
- 2.6 Because the timeframe to conclude the project are tight it is proposed that the contract be awarded by direct contract. Contract Standing Orders permit direct award where contracts are procured from an external Framework Agreement provided the Framework conditions have been satisfied.

2.7 Procurement assessed ESPO MSTAR4 – Lot 4 of a Statement of Work as the most suitable framework to use. Should we go out to tender this could delay the planning process and approval until the autumn which ultimately could jeopardise the project from being realised.

3. The proposed contractor: Low Carbon Europe

3.1 LCE were already working with the council to conduct decarbonisation reports/plans for 51 of the Council's buildings as a result of Salix funding. Assets, who engaged their services, expressed that all work had been satisfactory.

3.2 Given LCE developed the proposal that ultimately led to the award of funding. Without their input it is unlikely we would have received funding of this magnitude. Given their familiarity with the site and the fact that they are already an approved provider under EPPO MSTAR4 and can be appointed directly, it is regarded that it would be advantageous for them to continue to develop the scheme and oversee the work.

3.3 They are regarded highly in the sector and were awarded Energy Consultancy of the Year in the South East Energy Efficiency Awards in 2021 and 2022.

3.4 LCE operate to the code of professional conduct laid out by the Institute of Management Consultants and is fully certificated under ISO 9001:2015 Quality Assurance system. Additionally, LCE operate an Environmental Management certificated with ISO 14001:2015.

4. Options analysis and proposal

4.1 Option 1 (Recommended Option) Appoint LCE under framework agreement to develop the designs and manage the project to deliver the fully funded project. Having developed the bid and given their experience in this sector LCE are well placed to deliver the project within the timeframes imposed by Sport England. To go out to tender risks delaying the project and satisfying the conditions within the deadline.

4.2 Option 2 Go out to wider tender. As the funding has been secured to deliver the project there is limited benefit of going out to tender to deliver the project at a cheaper rate as the project cost is directly linked to the funding secured to deliver the project. The tender process would take a considerable length of time which in addition to seeking planning consent and implementation of the work could put the project in jeopardy.

4.3 Option 3 Don't undertake the work. This is not recommended. The council has made a pledge to be carbon neutral by 2030. The existing gas boilers are ageing, and it is anticipated that they would need to be replaced during the next ten years. If we were not to utilise this funding we would likely need to meet the costs of replacement within that timeframe and replacing them with a new gas boiler would be at odds with our commitment to be carbon neutral by 2030.

5. Financial management comments

- 5.1 Whilst the council would be expected to pay for the project costs up front because the project is fully funded there would be no net financial impact on the council's budget.
- 5.2 The capital project is recommended as a supplementary capital estimate, to be included in the estimated Capital Programme for 2024-25 and will be presented to Council on 18th July for approval.

6. Risk management comments

- 6.1 None provided

7. Procurement comments

- 7.1. Procurement has already carried out a soft market testing exercise to identify the best way to let this contract. From the market assessment, the following Frameworks were identified:
- AEC Neutral Vendor framework for Multi- Specialist Services
 - SEWTAPS framework- Lot 11 of a consultancy framework
 - ESPO MSTAR4 – Lot 4 of a Statement of Work
 - YPO 940 Managing Consultancy and Professional Services Framework and NEP O508
- 7.2 Out of these frameworks, ESPO MSTAR4 – Lot 4 of a Statement of Work was assessed as the most suitable framework to use. Procurement has already obtained the framework call-off terms is being reviewed by Legal. Once this report is approved Low Carbon Europe will be appointed via a direct award to source a provider (consultant that will supervise and deliver the service).
- 7.2 Given that ESPO is a compliant framework the appointment of a consultant via this framework will meet Sport of England requirement to follow all applicable procurement rules.

8. Legal comments

- 8.1 Contract Standing Orders permit direct award where contracts are procured from an external Framework Agreement provided the Framework conditions have been satisfied (paragraph 22 of part 4(e) of the Constitution).
- 8.2 Legal Services (g.legal@spelthorne.gov.uk) will provide advice and assistance on the preparation of the contract and any other ancillary documentation.
- 8.3 Planning permission for the proposed works will need to be obtained prior to the works commencing.
- 8.4 Licence for alterations or other type of formal consent to the proposed works may need to be obtained from the superior landlord prior to the works commencing.

9. Other considerations

9.1 None

10. Equality and Diversity

10.1 The project will enable enhancement of a local accessible facility open to people irrespective of protected characteristics.

11. Sustainability/Climate Change Implications

11.1 The Council declared a climate change emergency in 2020 and adopted a subsequent climate change strategy in 2022. This project aligns with the commitments made in the strategy, to deliver clean, renewable energy on Council sites where viable.

12. Timetable for implementation

12.1 If approved LCE will be engaged to develop the plans and to submit a planning application. It is envisaged that once approved the work would commence in the autumn to allow time for the project to be completed by the end of January 2025 allowing sufficient time for slippage in advance of the grant draw down deadline.

13. Contact

13.1 Kamal Mehmood, Leisure and community Development Manager

13.2 K.Mehmood@spelthorne.gov.uk.

Background papers: None.

Appendices: None

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Corporate Policy and Resources



8 July 2024

Title	<i>Swimming Pool Support Fund – Contract Award</i>
Purpose of the report	To make a decision
Report Author	<i>Kamal Mehmood, Strategic Lead Leisure and Community Development</i>
Ward(s) Affected	Halliford & Sunbury West
Exempt	No
Exemption Reason	N/A
Corporate Priority	Resilience Environment Services
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1 <i>Agree to directly award a contract to Low Carbon Europe to deliver the Sunbury Leisure Centre decarbonisation project funded by Sport England through the Swimming Pool Support Fund.</i> 2 <i>Delegate authority to the Group Head of Corporate Governance to enter into any necessary documentation in connection with the project.</i> 3 <i>Recommend to the Council approval of the scheme as a supplementary Capital Estimate for a value of £995,000.</i>
Reason for Recommendation	<i>Grant funding has already been agreed and accepted under delegated authority. In order to undertake the work within the time scales proposed it is recommended that the contract to deliver the project is awarded under direct contract to the organisation that helped to prepare the funding bid.</i>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • SBC have been awarded £996,000 through phase II of Sport England’s Swimming Pool Support Fund to decarbonise Sunbury Leisure 	<ul style="list-style-type: none"> • The grant has been accepted under delegated authority. SBC now need to appoint a contractor to deliver the

Centre; installing further PV panels and air source heat pumps.	project within the time frame, by the end of March 2025.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> To enable us to undertake the work within the timeframe we would like to award the contract to the organisation that was engaged to help prepare the proposal. 	<ul style="list-style-type: none"> CPRC agree the recommendation Contractor appointed Planning consent sought Project delivered Funds drawn down in phased instalments to be agreed

- 1.1 This report seeks to secure agreement to appoint a contractor to deliver a project to decarbonise Sunbury Leisure Centre.
- 2. Key issues**
- 2.1 In March 2023 as part of the Spring Budget the Government announced £60m fund to support publicly owned leisure centres and swimming pools; the Swimming Pool Support Fund (SPSF).
- 2.2 On the back of wider environmental improvements to Sunbury Leisure Centre that have already been implemented, SBC engaged the services of a company called Low Carbon Europe (LCE) to develop a bid to significantly reduce the carbon footprint of Sunbury Leisure even further by installing additional solar panels and replacing the existing gas boilers with air source heat pumps as part of Phase II of the funding scheme. The bid was submitted in October 2023.
- 2.3 As a result of that bid, in March 2024 SBC were awarded £994,883; one of the largest allocations made to any local authority in the country. Of this:
- £104,103 to install Photo Voltaic (PV) Panels (solar panels) on the roof of the centre.
 - £890,780 to replace the existing ageing gas boilers with air source heat pumps.
- 2.4 The work will need to be paid by the council and completed in advance of the release of funds which, in order to satisfy the funding criteria, needs to be delivered by March 2025.
- 2.5 The grant conditions were accepted under delegated authority by Terry Collier in his capacity as the Councils Statutory Chief Financial Officer.
- 2.6 Because the timeframe to conclude the project are tight it is proposed that the contract be awarded by direct contract. Contract Standing Orders permit direct award where contracts are procured from an external Framework Agreement provided the Framework conditions have been satisfied.

2.7 Procurement assessed ESPO MSTAR4 – Lot 4 of a Statement of Work as the most suitable framework to use. Should we go out to tender this could delay the planning process and approval until the autumn which ultimately could jeopardise the project from being realised.

3. The proposed contractor: Low Carbon Europe

3.1 LCE were already working with the council to conduct decarbonisation reports/plans for 51 of the Council's buildings as a result of Salix funding. Assets, who engaged their services, expressed that all work had been satisfactory.

3.2 Given LCE developed the proposal that ultimately led to the award of funding. Without their input it is unlikely we would have received funding of this magnitude. Given their familiarity with the site and the fact that they are already an approved provider under EPPO MSTAR4 and can be appointed directly, it is regarded that it would be advantageous for them to continue to develop the scheme and oversee the work.

3.3 They are regarded highly in the sector and were awarded Energy Consultancy of the Year in the South East Energy Efficiency Awards in 2021 and 2022.

3.4 LCE operate to the code of professional conduct laid out by the Institute of Management Consultants and is fully certificated under ISO 9001:2015 Quality Assurance system. Additionally, LCE operate an Environmental Management certificated with ISO 14001:2015.

4. Options analysis and proposal

4.1 Option 1 (Recommended Option) Appoint LCE under framework agreement to develop the designs and manage the project to deliver the fully funded project. Having developed the bid and given their experience in this sector LCE are well placed to deliver the project within the timeframes imposed by Sport England. To go out to tender risks delaying the project and satisfying the conditions within the deadline.

4.2 Option 2 Go out to wider tender. As the funding has been secured to deliver the project there is limited benefit of going out to tender to deliver the project at a cheaper rate as the project cost is directly linked to the funding secured to deliver the project. The tender process would take a considerable length of time which in addition to seeking planning consent and implementation of the work could put the project in jeopardy.

4.3 Option 3 Don't undertake the work. This is not recommended. The council has made a pledge to be carbon neutral by 2030. The existing gas boilers are ageing, and it is anticipated that they would need to be replaced during the next ten years. If we were not to utilise this funding we would likely need to meet the costs of replacement within that timeframe and replacing them with a new gas boiler would be at odds with our commitment to be carbon neutral by 2030.

5. Financial management comments

- 5.1 Whilst the council would be expected to pay for the project costs up front because the project is fully funded there would be no net financial impact on the council's budget.
- 5.2 The capital project is recommended as a supplementary capital estimate, to be included in the estimated Capital Programme for 2024-25 and will be presented to Council on 18th July for approval.

6. Risk management comments

- 6.1 None provided

7. Procurement comments

- 7.1. Procurement has already carried out a soft market testing exercise to identify the best way to let this contract. From the market assessment, the following Frameworks were identified:
- AEC Neutral Vendor framework for Multi- Specialist Services
 - SEWTAPS framework- Lot 11 of a consultancy framework
 - ESPO MSTAR4 – Lot 4 of a Statement of Work
 - YPO 940 Managing Consultancy and Professional Services Framework and NEP O508
- 7.2 Out of these frameworks, ESPO MSTAR4 – Lot 4 of a Statement of Work was assessed as the most suitable framework to use. Procurement has already obtained the framework call-off terms is being reviewed by Legal. Once this report is approved Low Carbon Europe will be appointed via a direct award to source a provider (consultant that will supervise and deliver the service).
- 7.2 Given that ESPO is a compliant framework the appointment of a consultant via this framework will meet Sport of England requirement to follow all applicable procurement rules.

8. Legal comments

- 8.1 Contract Standing Orders permit direct award where contracts are procured from an external Framework Agreement provided the Framework conditions have been satisfied (paragraph 22 of part 4(e) of the Constitution).
- 8.2 Legal Services (g.legal@spelthorne.gov.uk) will provide advice and assistance on the preparation of the contract and any other ancillary documentation.
- 8.3 Planning permission for the proposed works will need to be obtained prior to the works commencing.
- 8.4 Licence for alterations or other type of formal consent to the proposed works may need to be obtained from the superior landlord prior to the works commencing.

9. Other considerations

9.1 None

10. Equality and Diversity

10.1 The project will enable enhancement of a local accessible facility open to people irrespective of protected characteristics.

11. Sustainability/Climate Change Implications

11.1 The Council declared a climate change emergency in 2020 and adopted a subsequent climate change strategy in 2022. This project aligns with the commitments made in the strategy, to deliver clean, renewable energy on Council sites where viable.

12. Timetable for implementation

12.1 If approved LCE will be engaged to develop the plans and to submit a planning application. It is envisaged that once approved the work would commence in the autumn to allow time for the project to be completed by the end of January 2025 allowing sufficient time for slippage in advance of the grant draw down deadline.

13. Contact

13.1 Kamal Mehmood, Leisure and community Development Manager

13.2 K.Mehmood@spelthorne.gov.uk.

Background papers: None.

Appendices: None

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Corporate Policy and Resources

8 July 2024 – Addendum to Report

Title	<i>Swimming Pool Support Fund – Contract Award</i>
Purpose of the report	To make a decision
Report Author	<i>Kamal Mehmood, Strategic Lead Leisure and Community Development</i>
Ward(s) Affected	Halliford & Sunbury West
Exempt	No
Exemption Reason	N/A
Corporate Priority	Resilience Environment Services
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1 <i>Agree to directly award a contract to Constellia Public Ltd to enable them to appoint the Sunbury Leisure Centre decarbonisation project funded by Sport England through the Swimming Pool Support Fund to Low Carbon Europe.</i> 2 <i>Delegate authority to the Group Head of Corporate Governance to enter into any necessary documentation in connection with the project.</i> 3 <i>Recommend to the Council approval of the scheme as a supplementary Capital Estimate for a value of £995,000.</i>
Reason for Recommendation	<i>Grant funding has already been agreed and accepted under delegated authority. In order to undertake the work within the time scales proposed it is recommended that the contract to deliver the project is awarded under direct contract to Constellia Public Ltd, who are recognised under Lot 4 of the preferred framework and they can appoint to LCE as they are one of their approved suppliers, LCE are the organisation that helped to prepare the funding bid.</i>

1. Summary of the report

What is the situation	Why we want to do something
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<ul style="list-style-type: none"> SBC have been awarded £995,000 through phase II of Sport England’s Swimming Pool Support Fund to decarbonise Sunbury Leisure Centre; installing further PV panels and air source heat pumps. 	<ul style="list-style-type: none"> The grant has been accepted under delegated authority. SBC now need to appoint a contractor to deliver the project within the time frame, by the end of March 2025.
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<ul style="list-style-type: none"> To enable us to undertake the work within the timeframe we would like to award the contract to Constellia Public Ltd, who can appoint to LCE, the organisation that was engaged to help prepare the proposal. 	<ul style="list-style-type: none"> Council agree the recommendation Contractor appointed Planning consent sought Project delivered Funds drawn down in phased instalments to be agreed

- 1.1 This report seeks to secure agreement to appoint a contractor to deliver a project to decarbonise Sunbury Leisure Centre.
- 2. Key issues**
- 2.1 In March 2023 as part of the Spring Budget the Government announced £60m fund to support publicly owned leisure centres and swimming pools; the Swimming Pool Support Fund (SPSF).
- 2.2 On the back of wider environmental improvements to Sunbury Leisure Centre that have already been implemented, SBC engaged the services of a company called Low Carbon Europe (LCE) to develop a bid to significantly reduce the carbon footprint of Sunbury Leisure even further by installing additional solar panels and replacing the existing gas boilers with air source heat pumps as part of Phase II of the funding scheme. The bid was submitted in October 2023.
- 2.3 As a result of that bid, in March 2024 SBC were awarded £994,883; one of the largest allocations made to any local authority in the country. Of this:
- £104,103 to install Photo Voltaic (PV) Panels (solar panels) on the roof of the centre.
 - £890,780 to replace the existing ageing gas boilers with air source heat pumps.
- 2.4 The work will need to be paid by the council and completed in advance of the release of funds which, in order to satisfy the funding criteria, needs to be delivered by March 2025.
- 2.5 The grant conditions were accepted under delegated authority by Terry Collier in his capacity as the Councils Statutory Chief Financial Officer.

- 2.6 Because the timeframe to conclude the project are tight it is proposed that the contract be awarded by direct contract. Contract Standing Orders permit direct award where contracts are procured from an external Framework Agreement provided the Framework conditions have been satisfied.
- 2.7 Procurement assessed ESPO MSTAR4 – Lot 4 of a Statement of Work as the most suitable framework to use. This provides the opportunity to direct award to Constellia Public Ltd, they have LCE on their pre-approved suppliers list who were engaged to help prepare the proposal. In addition, should we go out to tender this could delay the planning process and approval until the autumn which ultimately could jeopardise the project from being realised.
- 2.8 The fee that Constellia Public Ltd charge for ESPO MSTAR4 is 2.25%. This has been factored into the funding bid and does not pose a further risk to the council.

3. The proposed contractor: Low Carbon Europe

- 3.1 LCE were already working with the council to conduct decarbonisation reports/plans for 51 of the Council's buildings as a result of Salix funding. Assets, who engaged their services, expressed that all work had been satisfactory.
- 3.2 Given LCE developed the proposal that ultimately led to the award of funding. Without their input it is unlikely we would have received funding of this magnitude. Given their familiarity with the site and the fact that they are an approved supplier of Constellia Public Ltd who are under ESPO MSTAR4 and can be appointed directly, it is regarded that it would be advantageous for them to continue to develop the scheme and oversee the work.
- 3.3 They are regarded highly in the sector and were awarded Energy Consultancy of the Year in the South East Energy Efficiency Awards in 2021 and 2022.
- 3.4 LCE operate to the code of professional conduct laid out by the Institute of Management Consultants and is fully certificated under ISO 9001:2015 Quality Assurance system. Additionally, LCE operate an Environmental Management certificated with ISO 14001:2015.

4. Options analysis and proposal

- 4.1 Option 1 (Recommended Option) appoint LCE who is part of Constella Public Ltd approved providers list on ESPO. Although the contract will be between SBC and Constellia Public Ltd, the project will be delivered by LCE to develop the designs and manage the project to deliver the fully funded project.
- Having developed the bid and given their experience in this sector LCE are well placed to deliver the project within the timeframes imposed by Sport England. To go out to tender risks delaying the project and satisfying the conditions within the deadline.
- 4.2 Option 2 Go out to wider tender. As the funding has been secured to deliver the project there is limited benefit of going out to tender to deliver the project at a cheaper rate as the project cost is directly linked to the funding secured to deliver the project. The tender process would take a considerable length of

time which in addition to seeking planning consent and implementation of the work could put the project in jeopardy.

- 4.3 Option 3 Don't undertake the work. This is not recommended. The council has made a pledge to be carbon neutral by 2030. The existing gas boilers are ageing, and it is anticipated that they would need to be replaced during the next ten years. If we were not to utilise this funding, we would likely need to meet the costs of replacement within that timeframe and replacing them with a new gas boiler would be at odds with our commitment to be carbon neutral by 2030.

5. Financial management comments

- 5.1 Whilst the council would be expected to pay for the project costs up front because the project is fully funded there would be no net financial impact on the council's budget.
- 5.2 The capital project is recommended as a supplementary capital estimate, to be included in the estimated Capital Programme for 2024-25 and will be presented to Council on 18th July for approval.

6. Risk management comments

- 6.1 Deadline for drawdown. This is a recognised risk and the principal reason for proceeding to seek appointment by direct award. We will look to draw the funding down in instalments as the work is undertaken to mitigate this risk.
- 6.3 Landlord's formal consent to works. The Leisure centre is leased from Sunbury Manor School under a long lease with 14 years remaining. The school have given indications that they are happy for the work to be undertaken subject to approval of designs which will be finalised as part of the bid.
- 6.4 Planning. We are in discussions with Planning. They are reviewing the proposals against permitted development, but the consultant is of the opinion that this unlikely to be required.

7. Procurement comments

- 7.1. Procurement has already carried out a soft market testing exercise to identify the best way to let this contract. From the market assessment, the following Frameworks were identified:

- AEC Neutral Vendor framework for Multi- Specialist Services
- SEWTAPS framework- Lot 11 of a consultancy framework
- ESPO MSTAR4 – Lot 4 of a Statement of Work
- YPO 940 Managing Consultancy and Professional Services Framework and NEP O508

- 7.2 Out of these frameworks, ESPO MSTAR4 – Lot 4 of a Statement of Work was assessed as the most suitable framework to use because the framework includes Constellia Public Ltd who have LCE as approved providers list. Procurement has already obtained the framework call-off terms is being reviewed by Legal.

Once this report is approved Constellia Public Ltd will be appointed via a direct award and will engage Low Carbon Europe to develop the designs and manage the project to deliver the fully funded project

- 7.3 Given that ESPO is a compliant framework the appointment of a consultant via this framework will meet Sport of England requirement to follow all applicable procurement rules.

8. Legal comments

- 8.1 Contract Standing Orders permit direct award where contracts are procured from an external Framework Agreement provided the Framework conditions have been satisfied (paragraph 22 of part 4(e) of the Constitution).
- 8.2 Legal Services (g.legal@spelthorne.gov.uk) will provide advice and assistance on the preparation of the contract and any other ancillary documentation.
- 8.3 Planning permission for the proposed works will need to be obtained prior to the works commencing.
- 8.4 Licence for alterations or other type of formal consent to the proposed works may need to be obtained from the superior landlord prior to the works commencing.

9. Other considerations

- 9.1 None

10. Equality and Diversity

- 10.1 The project will enable enhancement of a local accessible facility open to people irrespective of protected characteristics.

11. Sustainability/Climate Change Implications

- 11.1 The Council declared a climate change emergency in 2020 and adopted a subsequent climate change strategy in 2022. This project aligns with the commitments made in the strategy, to deliver clean, renewable energy on Council sites where viable.

12. Timetable for implementation

- 12.1 If approved LCE will be engaged to develop the plans and to submit a planning application. It is envisaged that once approved the work would commence in the autumn to allow time for the project to be completed by the end of January 2025 allowing sufficient time for slippage in advance of the grant draw down deadline.

13. Contact

- 13.1 Kamal Mehmood, Leisure and community Development Manager
- 13.2 K.Mehmood@spelthorne.gov.uk.

Background papers: None.

Appendices: None

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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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 8 May 2024, 29 May 2024 and 26 June 2024.

1. Planning Committee Meeting- 8 May 2024

1.1 The Committee considered three reports.

1.2 Application No. 24/00170/FUL Crownage Court, 99 Staines Road West, Sunbury- This application was for the Provision of a rooftop extension to provide 14 apartments (resubmission of PA 21/01742/FUL).

1.3 The application was **approved**.

1.4 Application No. 24/00119/FUL Desborough Sailing Club, Ferry Lane, Shepperton- This application was for the erection of new boat shelter with green coated corrugated sheet metal roof and sides on scaffold pole framework with a maximum height of 2.3m standing on a 6m x 12m perimeter porous cinder base, adjacent to existing work shed.

1.5 The application was **approved**.

1.6 Application No. 24/00178/FUL Harper House, 29-31 Fordbridge Road, Ashford- This application was for the erection of a fence with a trellis along the boundary wall with the neighbouring property (33 Fordbridge Road). As shown on location plan received 15.03.2024, block plan received 11.03.2024 and existing and proposed elevations of fence received 01.03.2024.

1.7 The application was **approved**.

2. Planning Committee Meeting- 29 May 2024

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Decisions taken at the meeting held on Monday, 3 June 2024.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Joanne Sexton (Chair), Councillor Chris Bateson (Vice-Chair), Councillor Malcolm Beecher, Councillor Mary Bing Dong, Councillor Jon Button, Councillor Sue Doran, Councillor Rebecca Geach, Councillor Michele Gibson, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Naz Islam, Councillor Lawrence Nichols, Councillor Olivia Rybinski and Councillor Howard Williams

2. MINUTES*

The minutes of the meeting held on 15 April 2024 and continued on 23 April 2024 were agreed as a correct record.

5. TERMS OF REFERENCE*

The Committee **resolved** to note the updated Terms of Reference.

6. MINUTES OF FORMER COMMITTEES*

The minutes of the Administrative Committee meeting held on 8 February 2024 were agreed as a correct record.

The minutes of the Economic Development Committee meeting held on 11 January 2024 were agreed as a correct record.

The minutes of the Neighbourhood Services and Enforcement Committee held on 21 March 2024 were agreed as a correct record.

7. SPELTHORNE'S CORPORATE HEALTH AND SAFETY POLICY (2024-2026)

The Committee **resolved** to

1. Adopt the Corporate Health and Safety Policy, and
2. Authorise the Chief Executive to agree minor variations to the adopted Health and Safety Policy.

8. 2023-24 REVENUE CARRY FORWARD TO 2024-25

The Committee **resolved** to approve the requests for £30,983 of 2023-24 revenue expenditure to be carried forward to 2024-25.

9. REVENUE OUTTURN REPORT 2023-2024

The Committee **resolved** to

1. Note a reduction in the surplus at outturn from £10,875k to £10,604k, a difference of

£271k for the year to 31 March 2024,

2. Approve a reduction of £271k in the transfer to the Sinking Fund Reserves
3. Approve the following transfers to reserves
 - a. £3,000k to Business Rates (National Non-Domestic Rates) Equalisation Reserves
 - b. £6,604k to the Sinking Fund Earmarked Reserve
 - c. £1,000k to the General Fund Reserve
 - d. £1,400k S106/Community Infrastructure Levy (CIL) income received to reserves
 - e. £1,600k to Earmarked Revenue Reserves in respect of the unspent Afghans support grants

10. CAPITAL OUTFURN REPORT 2023-2024

The Committee **resolved** to

1. Note the £1,608k projected underspend against its Estimated Capital Programme for 2023-24, as at 31 March 2024, and
2. Recommend to Council that the Capital Projects totalling £2,990k are removed from the 2024-25 Estimate Capital Programme.

11. APPOINTMENTS TO OUTSIDE BODIES 2024-25

The Committee **resolved** to approve the appointments to Outside Bodies for the 2024-25 municipal year, as proposed by group leaders.

12. MEMBERSHIP OF THE COMMERCIAL ASSETS SUB-COMMITTEE

The Committee **resolved** to agree the membership of the Commercial Assets Sub-Committee.

13. FINANCIAL REPORTING WORKING GROUP

The Committee **resolved** to

1. Approve the re-establishment of a Member Working Group focused on Financial Reporting
2. Agree the Terms of Reference for the Working Group
3. Agree to appoint Councillors Lawrence Nichols, Howard Williams, Michele Gibson, John Doran, and Sean Beatty to sit on the working group.

17. LOCAL AUTHORITY HOUSING FUND ACQUISITIONS

The Committee **resolved** to make a recommendation to Council for the approval of acquisitions through the Local Authority Housing Fund.

18. COUNCIL MEDIUM TERM FINANCIAL SUPPORT OF KNOWLE GREEN ESTATES (KGE)

The Committee **resolved** to

1. Note the corrected figures and clarifications in the addendum to the report.
2. Make recommendations to Council as set out in the report.

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 Council 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 Council.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Council 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 Corporate Policy and Resources.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Council 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 7 June 2024.*

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Decisions taken at the meeting held on Thursday, 6 June 2024.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Howard Williams (Chair), Councillor Naz Islam, Councillor Anant Mathur, Councillor Darren Clarke, Councillor Chris Bateson, Councillor Michele Gibson, Councillor Suraj Gyawali, Councillor Malcolm Beecher, Councillor Sean Beatty and Councillor Tony Burrell

1. APOLOGIES AND SUBSTITUTES

Apologies were received from Councillor Boughtflower. Councillor Saliagopoulos attended as his substitute.

2. DISCLOSURES OF INTEREST

Councillors Bateson, Beatty, Beecher, Burrell, Clarke, Gibson, and Nichols advised the Committee that they were members of the Planning Committee and therefore would not be making comment on any applications due to come before the Planning Committee.

6. FORWARD PLAN

The Committee **noted** the Forward Plan with the addition of the items agreed during the meeting.

7. EXCLUSION OF PUBLIC AND PRESS (EXEMPT BUSINESS)

It was proposed by Councillor Beecher, seconded by Councillor Bateson and resolved to exclude the public and press be excluded for the following agenda items, 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.

8. THAMESIDE HOUSE - OPTIONS

The Committee **resolved** to approve the recommendation as set out in the report.

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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
 - (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
 - (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 11 June 2024.*

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Decisions taken at the meeting held on Tuesday, 11 June 2024.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Sue Doran (Chair), Councillor Olivia Rybinski (Vice-Chair), Councillor Michelle Arnold, Councillor Simon Bhadye, Councillor Chris Bateson, Councillor Lisa Brennan, Councillor Sandra Dunn, Councillor Adam Gale, Councillor Rebecca Geach, Councillor Kathy Grant and Councillor Anant Mathur

IN ATTENDANCE: Councillor Malcolm Beecher

7. HOUSING ALLOCATIONS POLICY AMENDMENTS

The Committee **resolved** to:

1. Approve the amendments to the Housing Allocations Policy.

8. SPELTHORNE ANNUAL GRANTS 2025/26*

The Committee **resolved** to:

1. Agree and recommend to Council about providing indicative Grant funding for the five-core funded voluntary organisations (Voluntary Support North Surrey, Citizens Advice Runnymede and Spelthorne, Homestart, Age UK and Shopmobility) for the financial year 2026/2027 when the 2025/2026 grant award is made.
2. Agree and recommend to Council to ringfence a minimum of £3000 of the grants budget to sport and active lifestyle projects and £3000 to arts projects. (subject to receiving applications from sport and art organisations).
3. Agree and recommend to Council to amend the grant eligibility criteria to exclude schools and parent teacher Associations from applying.

9. COMMUNITY CENTRE SATURDAY OPENING (A CONTINUATION)

The Committee **resolved** to:

1. Continue to endorse the Council's approach of expanding the Community Centres provision to take account of the impact of current cost of living, energy and social

isolation crisis on our communities.

2. Continue with the provision of opening at least one community centre within the borough of Spelthorne for 6 days a week, which is currently in place, engaging centre staff to provide the additional provision.

10. FORWARD PLAN

The Committee **noted** the Forward Plan with the addition of the items agreed during the meeting.

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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- (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 Corporate Policy and Resources 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.*
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- (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 Corporate Policy and Resources Committee.*

- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 17 June 2024*

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Decisions taken at the meeting held on Tuesday, 18 June 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 Lisa Brennan, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Sue Doran, Councillor Karen Howkins, Councillor Naz Islam, Councillor Anant Mathur, Councillor Lawrence Nichols, Councillor Joanne Sexton, Councillor Howard Williams and Councillor Paul Woodward

6. TINY FOREST BID

The Committee **resolved** to

1. Authorise Spelthorne Officers to submit a funding bid to the Local Authority Treescapes Fund, and
2. Delegate authority to Head of Corporate Governance to enter a contract with Earthwatch to deliver the Tiny Forest project.

7. CONSERVATION AREAS

The Committee **resolved** to

1. Agree the draft Conservation Area Appraisals for Laleham, Lower Halliford, Lower Sunbury, Manygate Lane, Shepperton, Stanwell, and Upper Halliford
2. Undertake a six-week public consultation process, and
3. Refer the appraisals back to Environment and Sustainability Committee to agree, following the consultation process.

8. HOUSING DELIVERY TEST ACTION PLAN

The Committee **resolved** to

1. Agree the Housing Delivery Test Action Plan 2023, and
2. Publish the Housing Delivery Test Action Plan 2023 on the Council's website.

9. CONSULTATION ON MAJOR APPLICATIONS

The Committee **resolved** to agree the revised Consultation on Emerging Planning Proposals document.

10. UPDATE TO DESIGN CODE TASK GROUP

The Committee **resolved** to

1. Delegate authority to make decisions at 'gateway' points to the Group Head for Place, Protection and Prosperity in consultation with the Chair of the Environment and Sustainability Committee
2. Agree the amended version of the Design Code Task Group Terms of Reference.

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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- (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 Corporate Policy and Resources 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.*
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- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
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 - 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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*

- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 24 June 2024.*

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Decisions taken at the meeting held on Tuesday, 9 July 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 John Boughtflower, Councillor Jolyon Caplin, Councillor Lawrence Nichols, Councillor Paul Woodward and Philip Briggs (Independent Member)

IN ATTENDANCE: Councillor Chris Bateson

4. INTERNAL AUDIT PLAN 2024/25

The Committee **resolved** to approve the Internal Audit Plan 2024-25.

5. INTERNAL AUDIT CHARTER 2024-25

The Committee **resolved** to approve the Internal Audit Charter 2024-25.

6. CORPORATE RISK MANAGEMENT

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

7. ANNUAL INTERNAL AUDIT REPORT AND OPINION FOR 2023/24

The Committee **resolved** to:

1. Note the Annual Internal Audit Report for 2023/24
2. Note the annual audit opinion on the Council's internal control environment, risk management and governance arrangements.

8. ANNUAL GOVERNANCE STATEMENT 2023-24

The Committee **resolved** to endorse the draft Annual Governance Statement and endorse the improvement actions identified in the statement.

9. UPDATED REVIEW OF SELF-ASSESSMENT AGAINST CIPFA FINANCIAL MANAGEMENT CODE AND SELF-ASSESSMENT AGAINST THE FINAL BEST VALUE INDICATORS FOR USE OF RESOURCES

The Committee **resolved** to note and approve the self-assessments.

10. PUBLIC INTEREST REPORT RECOMMENDATIONS - ACTION PLAN

The Committee **resolved** to note the update and actions following on from the July 2023 report setting out the proposed actions in response to the recommendations within the Public Interest Report.

12. FORWARD PLAN

Resolved that the Committee Work Programme for the remainder of the 2024-2025 Municipal year, be approved.

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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- (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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*

- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 15 July 2024.*

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