

Contact:

See individual reports

## **Members' briefing pack**

**Thursday, 12 December 2024**

Items in this briefing pack:

**Page nos.**

### **Environment and Sustainability Committee**

The following 'to note' reports fall under the remit of the Environment and Sustainability Committee.

- |  |               |
|--|---------------|
| <b>1. Design Code Working Group Update</b>   | <b>1 - 4</b>  |
| Members are provided with an update on the work of the Design Code Working Group.  |               |
| <b>2. Tiny Forest - Update</b>   | <b>5 - 8</b>  |
| Members are provided with an update on the Tiny Forests project.   |               |
| <b>3. Parking Services Collaborative Working Update</b>  | <b>9 - 12</b> |
| Members have been provided with an update on work undertaken by the parking team to explore potential collaborative working options. |               |

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# E&S Committee – Briefing Report

## Member’s Briefing Pack

12 December 2024



<b>Title</b>	Update on Design Code
<b>Purpose of the report</b>	To note
<b>Report Author</b>	Laura Richardson
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Environment, Community
<b>Recommendations</b>	<b>Committee is asked to:</b> To note progress made to date on the Design Code and next steps
<b>Reason for Recommendation</b>	The Design Code Task Group has asked for a regular update report so that all Councillors are aware of the project’s progress

### 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>The Project Board recognise the important role of the Design Code in supporting high quality development in the Borough</li> <li>The Project Board wish to keep Councillors up to date on project progress</li> </ul>	<ul style="list-style-type: none"> <li>So that all Councillors have an understanding of the Design Code project and are able to answer any queries their residents may have, as well understand their opportunities to contribute to the development of the Design Code</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>A monthly Briefing Note will be produced which sets out key activities undertaken, what is upcoming and any key project stages further into the future</li> </ul>	<ul style="list-style-type: none"> <li>Regular monthly reports will be provided until the Spelthorne Design Code is adopted</li> </ul>

- 1.1 This report gives a monthly update on the key activities undertaken/to be undertaken and any key project stages further into the future on the Spelthorne Design Code.
- 2. Key issues**
- 2.1 The Spelthorne Design Code project has taken a community-led approach to co-produce a Design Code for the Borough with local people through various active community participation activities. This approach will help ensure new developments which are coming forward meet the real needs of the borough's diverse communities. The Design Code project has now reached the end of Stage 1 (Listening) and is transitioning to Stage 2 (Translating). During this phase of the project the baseline data and community engagement feedback gathered over the summer, from our communities and other key stakeholders along with our Citizen's Panel will be translated and work will begin on developing the draft Code. Further details of the project programme can be found on the Spelthorne Design Code Hub here: [Have Your Say Today - Spelthorne Design Code - Commonplace](#)
- 2.2 The project has been moving forward with ongoing community participation via our online engagement hub. Since June, the platform attracted 6,100 visitors to our Commonplace page, resulting in 627 contributions from 209 respondents. Additionally, 268 people subscribed to the page to stay informed with the latest updates.
- 2.3 The Interactive Map on the Design Code online engagement hub, a key feature of Stage 1, enabled participants to drop pins on specific locations within Spelthorne and share their thoughts and pictures about that place, area or a more specific design feature. While the Interactive Map was closed on Sunday, 1 December 2024, members of the public can still view the comments submitted. The interactive map can be found here: [Spelthorne Design Code | Commonplace](#)
- 2.4 A Citizens' Panel has been established as a crucial element of the Council's community engagement in the development of the Spelthorne Design Code. This Panel brings people from across Spelthorne to inform and help create a new Design Code for the Borough. Panel members were selected through a blind process to ensure the Panel reflects the Borough's demographic as close as possible, bringing together a diverse range of people to discuss and understand the issues. Residents can read the Citizens' Panel Brief here: [Have Your Say Today - Citizens' Panel - Spelthorne Design Code](#)
- 2.5 The Citizens' Panel has been actively engaged in Stage 2. Two Citizens' Panel focus sessions with our appointed consultants David Lock Associates and FERIA Urbanism were held on 16 November 2024 and 23 November 2024, with the third session early in the new year. During the first workshop, panel members explored what makes Spelthorne unique, envisioning a Borough that respects its character while embracing innovation. The second workshop focused on safety and accessibility, discussing how future development can cater to everyone's needs. Members also shared personal experiences and their vision for various edge conditions and building types, considering how development fits within its surroundings. These valuable

insights will inform design rules that reflect the values and aspirations of our community.

- 2.6 The Design Code Team is working with Communications Team to ensure Borough-wide promotion to increase public participation in the development of the Code. The advertising and delivery of the engagement activities has been done both online and offline to increase public participant and ensure that we reach as many people as possible for their views. Communication channels include weekly online promotion via social media channels, printed promotional materials distributed to key locations across the Borough, press releases and news updates and communications with community organisations.

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

- 3.1 Not applicable as this is a noting report.

### **4. Financial management comments**

- 4.1 There are none.

### **5. Risk management comments**

- 5.1 A risk register is used in projects to document, assess, and manage potential risks that could impact the project's success, ensuring proactive mitigation and response strategies. The risk register for the project is regularly monitored and updated by the Project Manager.

### **6. Procurement comments**

- 6.1 There are none.

### **7. Legal comments**

- 7.1 There are none.

### **8. Other considerations**

- 8.1 There are none.

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

- 9.1 This will be dealt with as an integral part of the Design Code.

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

- 10.1 This will be dealt with as an integral part of the Design Code.

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

11.1 The project timeline and general information can be found on [Have Your Say Today - Spelthorne Design Code - Commonplace](#)

## **12. Contacts**

12.1 Cllr Burrell is the Design Code Task Group Chair. Other members are Cllrs Gibson, Williams and Clarke. Cllr Beecher attends the Project Board meeting as chair of the Environment and Sustainability Committee.

12.2 Queries for Officers can be emailed to the Design Code Team:  
[designcode@spelthorne.gov.uk](mailto:designcode@spelthorne.gov.uk)

12.3 Laura Richardson is the Project Lead.

**Background papers:** There are none.

**Appendices:** There are none.

# Environment and Sustainability Committee

Members' Briefing Pack

12 December 2024



<b>Title</b>	<i>Tiny Forest – Additional proposed site</i>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	<i>Biodiversity Officer</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	<i>No</i>
<b>Exemption Reason</b>	<i>n/a</i>
<b>Corporate Priority</b>	Community Environment Resilience
<b>Recommendations</b>	Note that the LATF funding for Tiny Forest was unsuccessful and the project has ended. No additional site has been proposed.
<b>Reason for Recommendation</b>	<i>n/a</i>

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>In June 2024, the Environment and Sustainability Committee approved the recommendation for officers to 1) submit a funding bid to the Local authority Treescapes Fund (LATF) for one or more Tiny Forests and 2) to delegate authority to the Head of Corporate Governance to enter a contract with Earthwatch to deliver the Tiny Forest project (Refer to Appendix A).</li> <li>The funding application to the LATF was unsuccessful and the project has ended.</li> </ul>	<ul style="list-style-type: none"> <li><i>n/a</i></li> </ul>

This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>Officers to consider implementing Tiny Forests for the next planting season (24-25) subject to identifying suitable locations and funding opportunities.</li> </ul>

1.1 This report seeks to inform Committee that LATF funding for Tiny Forest has been unsuccessful and approval is no longer required for an additional site.

## 2. Key issues

2.1 The results of the funding bid were received in October 2024. The funding was unsuccessful, so officers are no longer identifying or seeking approval for sites for the Tiny Forests.

2.2 Officers may consider creating Tiny Forests in the future, dependent on identifying suitable funding opportunities and sites.

2.3 One of the sites which was considered for Tiny Forest was located on Thames Water-owned land in Staines. The Council intended to work in partnership with Thames Water to deliver this project. Since the result of the funding, Thames Water has secured alternative corporate funding for their site to proceed and will be working with Earthwatch to plant a Tiny Forest in winter 2024-2025. This project will be open to Spelthorne residents to visit and volunteer at. It will also provide a learning opportunity for the Council to observe as they consider future opportunities to implement Tiny Forests.

## 3. Options analysis and proposal

*n/a*

## 4. Financial management comments

4.1 *n/a*

## 5. Risk management comments

*n/a*

## 6. Procurement comments

6.1 *n/a*

## 7. Legal comments

7.1 *n/a*

## 8. Other considerations

8.1 *n/a*

## 9. Equality and Diversity

## 10. Sustainability/Climate Change Implications

10.1 *n/a*



**11. Timetable for implementation**

11.1 *n/a*

**12. Contact**

12.1 *Anna Fjortoft, Biodiversity Officer*

**Background papers: There are none.**

**Appendices: There are none.**

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# Environment and Sustainability Committee

Members' Briefing Pack

12 December 2024



<b>Title</b>	<i>Parking Services – Collaborative working conclusions</i>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	<i>Bruno Barbosa – Parking Services Operational Manager</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/a
<b>Corporate Priority</b>	Resilience Environment Services
<b>Recommendations</b>	<b>Committee is asked to:</b> <i>Note the report content and conclusions.</i>
<b>Reason for Recommendation</b>	<b>This is a to note report only to update members on work undertaken by the parking team to explore potential collaborative working options.</b>

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>On 11/09/2023 CPRC approved a new business model based on the existing delivery model of an in-house team, and enhancing it to explore opportunities for collaborative working with other parking service providers.</li> <li>Since 21/09/2022 Spelthorne have chaired a regular monthly meeting between all District Borough Parking Managers, the focus of which was the outsourcing of On Street civil enforcement by SCC, and subsequently any opportunities arising from a focus solely on Off Street civil enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>With a significant reduction in staffing structures on or after April 2023 across all District Boroughs, it became clear that opportunities of collaboration were important to explore, as well as sharing best practice.</li> <li>Significant challenges for collaborative working arose from past attempts that proved resource intensive and ultimately unfruitful, leading to lack of confidence in further similar attempts.</li> </ul>

This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Explore opportunities to collaborate and share best practice, but ultimately no firm opportunities have been identified, materialised or reached a stage where meaningful discussions could initiate, yet we will continue to explore future opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Focus on further streamlining and efficiency of the current business model, after the introduction of added resources such as a new Penalty Charge Notice (PCN) management system and a new Car Park Management system for Elmsleigh Surface and multi storey car park (EMSCP)</li> <li>Keeping communication channels open with other Districts to enable future opportunities to be explored as and when they arise.</li> </ul>

1.1 This report seeks to inform the Committee that following the decision from Corporate Policy and Resources Committee (CPRC) on 11/09/2023, despite intensive work around engagement and exploration of opportunities with other Districts, no opportunity has materialised or is likely to materialise before the end of 2024/25.

## 2. Key issues

2.1 Each District has been faced with very distinct challenges and contexts, including leadership objectives. It has therefore proven difficult to find any common platform or timeframe that would enable achieving any collaborative working opportunity in the context of Parking Services that would be likely to materialise before the end of 2024/25, whilst delivering better value to all parties involved.

2.2 The following is a short summary of the different contexts presented:

- (a) Some Districts have a very high income expectation so they focus mainly on keeping the large size of their parking team and sell their services to other Districts, as opposed to working collaboratively;
- (b) One District already outsourced a portion of their civil enforcement structure, so they have competing interest between keeping a portion of the service in-house and outsourcing the whole of the service;
- (c) Some Districts invested significant time and resources in previous attempts at collaborative working, and the lack of any tangible results from those attempts causes them to be averse to engage further.
- (d) Some Districts went through significant restructure and loss of staff, are still in the process of finding the correct structure to deliver the service themselves, and are not in a position where they can engage in conversations about collaborative working under mutual benefit;
- (e) Some Districts already outsourced their services to other Districts, and don't feel there is any possibility to rescind those agreements in pursuit of an in-house model with collaborative working for mutual benefit;

- (f) Some Districts have shown no interest in exploring or considering any collaborative working with another District.
- 2.3 It should be noted that we went to great lengths to open and maintain regular communication and engagement with all Districts, through the creation and chairing of regular Parking Manager Forum meetings, and the lack of concrete results in the endeavour for collaborative working opportunities was not through any inaction or lack of investment of time and resources.
- 3. Options analysis and proposal**
- 3.1 There are no options presented as this report is to note only.
- 4. Financial management comments**
- 4.1 Since there are no concrete opportunities realised and deliverable within 2024/25, there is no quantifiable financial impact to this report and findings.
- 5. Risk management comments**
- 5.1 No risks identified under the context of the contents of this report.
- 6. Procurement comments**
- 6.1 Not applicable.
- 7. Legal comments**
- 7.1 Not applicable.
- 8. Other considerations**
- 8.1 Not applicable.
- 9. Equality and Diversity**
- 9.1 No impacts identified under the context of the contents of this report.
- 10. Sustainability/Climate Change Implications**
- 10.1 No implications identified under the context of the contents of this report.
- 11. Timetable for implementation**
- 11.1 There are no actions arising from this report, but it's expected that by early 2025/26 the service will present a new report on service strategy.
- 12. Contact**
- 12.1 [b.barbosa@spelthorne.gov.uk](mailto:b.barbosa@spelthorne.gov.uk)

**Background papers:** [Issue details - Parking Services - Business Model - Modern Council](#)

**Appendices:**  
**None**

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