



Please reply to:

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Date: 09 June 2025

Notice of meeting

Environment and Sustainability Committee

Date: Tuesday, 17 June 2025

Time: 7.00 pm

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

To the members of the Environment and Sustainability Committee

Councillors:

M. Beecher (Chair)

K.M. Grant (Vice-Chair)

S.N. Beatty

S. Bhadye

M. Bing Dong

T. Burrell

J.P. Caplin

D.C. Clarke

S.M. Doran

N. Islam

A. Mathur

J.R. Sexton

J.A. Turner

H.R.D. Williams

P.N. Woodward

M. Buck

Substitute Members: Councillors M. Arnold, C. Bateson, H.S. Boparai, A. Gale and R.V. Geach

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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

Agenda

Page nos.

- 1. Apologies and Substitutes**

To receive any apologies for absence and notification of substitutions.
- 2. Minutes** **5 - 8**

To confirm as a correct record the minutes of the Environment and Sustainability Committee meeting held on 18 March 2025.
- 3. Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Questions from members of the Public**

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.
- 5. Approval to Conduct Statutory Consultation on Spelthorne Design Code** **9 - 252**

Committee is asked to agree that the Publication Version of the Spelthorne Design Code be published for a 6-week public consultation under Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012.
- 6. Housing Delivery Test Action Plan 2024** **253 - 314**

Committee is asked to:

 1. Approve the Housing Delivery Test Action Plan 2024; and
 2. Agree publication of the Housing Delivery Test Action Plan 2024 on the Council's website.
- 7. Grey Belt Assessment Advice Note** **315 - 344**

Committee is asked to accept and adopt the Grey Belt advice note for Development Management officers and the Planning Committee, to assist and guide decision making on relevant sites and applications.
- 8. Project Green Horizon** **345 - 358**

Committee is asked to support the initiation of the Project Green Horizon Programme and approve the initiation/undertaking of the first three projects under the programme

9. Green Initiatives Fund Bid - Hydromx Pilot Project 359 - 386

Committee is asked to:

1. Approve the Hydromx Pilot Project; and
2. Approve as Revenue Expenditure the spend of £10,100 from the Green Initiatives Fund (GIF).

10. Updates from Task and Finish and/or Working Groups 387 - 388

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

Community Infrastructure Levy Task Groups – written update (attached)

Climate Change Working Group – verbal update

Spelthorne Design Code Task Group – verbal update

11. Forward Plan 389 - 392

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

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**Minutes of the Environment and Sustainability Committee
4 March 2025**

Present:

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

Councillors:

S.N. Beatty	S.M. Doran	H.R.D. Williams
L.H. Brennan	A. Mathur	P.N. Woodward
T. Burrell	J.R. Sexton	
J.P. Caplin	J.A. Turner	

Substitutions: Councillors D.C. Clarke (In place of N. Islam)
K. Howkins (In place of O. Rybinski)

Apologies: Councillors M. Bing Dong

In Attendance: Councillors C. Bateson

14/25 Minutes

The minutes of the meeting held on 14 January 2025 were agreed as a correct record.

15/25 Disclosures of Interest

There were none.

16/25 Questions from members of the Public

There were none.

17/25 Green Initiatives Fund Bid - Scout Hut

Councillor Brennan arrived at 19:04.

The Committee considered a funding bid from Spelthorne District Scouts towards improvements for Hengrove Scout Hut from the Green Initiatives Fund. If approved, the funding would be used to improve the energy efficiency of the building, reduce carbon emissions, and improve the overall condition of the building for the tenants.

The Committee noted the funding was requested as part of a programme of improvements the tenants wished to make, and information on other funding opportunities had been provided to them. The Committee felt the use of funding for improvements to the building would be beneficial, not just to the tenants but to the Council as well.

The Committee **resolved** to authorise £15,000 from the Green Initiatives Fund towards improvements for Hengrove Scout Hut.

18/25 Green Initiatives Fund Bid - Climate Change Officer

The Committee considered a request for funding from the Green Initiatives Fund to finance a Climate Change Officer role up to 2028/29. The role had previously been funded through the Green Initiatives Fund, and a final year of funding was sought to give security to the role through 2028/2029. The funding requested covered the salary as well as oncosts.

Examples of the past and current work undertaken by the Climate Change Officer were provided to the Committee. The Committee noted the plans set out by the current postholder and what they hoped to achieve with the support of members.

The Committee **resolved** to authorise £50,900 of funding from the Green Initiatives Fund to finance the climate change officer role up to 2028/29.

19/25 Recommendation for Member Director on the Spelthorne Direct Services Board

The Committee considered nominations to the Corporate Policy and Resources Committee for a member to sit on the Board of Spelthorne Direct Services Limited. Spelthorne Direct Services is a commercial waste company owned by the Council. Guidance suggested that a councillor should be appointed to sit on the board to help strengthen governance.

It was proposed by Councillor Clarke and seconded by Councillor Mathur that Councillor Woodward be put forward as the nomination from the Committee.

The Committee **resolved** to recommend to the Corporate Policy and Resources Committee that Councillor Woodward be appointed to sit on the Board of Spelthorne Direct Services Limited.

20/25 Updates from Task and Finish and/or Working Groups

The Committee received an update on the work of the Community Infrastructure Levy (CIL) Task Groups, and a verbal update on the work of the Climate Change Working Group and the Design Code Task Group.

The Chair provided a summary of topics and reports discussed at the last meetings of the Climate Change Working Group.

The Chair of the Design Code Task Group provided a summary of the work of the Design Code Task Group since the Committee last met.

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

21/25 Forward Plan

The Committee received the forward plan.

The Committee **resolved** to note the forward plan for future Committee business.

Meeting ended 19:26

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Environment and Sustainability Committee

17 June 2025



Title	Approval to Conduct Statutory Consultation on Spelthorne Design Code
Purpose of the report	To make a decision
Report Author	Laura Richardson
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Environment, Community
Recommendations	<p>Committee is asked to:</p> <ul style="list-style-type: none"> • Agree that the Publication Version of the Spelthorne Design Code be published for a 6-week public consultation under Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012
Reason for Recommendation	<p>The Spelthorne Design Code (SDC) has been created in a collaboration between the public, a Task Group consisting of Members on a cross-party basis, supported by officers in the Strategic Planning Team and the consultant team, David Lock Associates and Feria Urbanism. Its purpose is to support the delivery of high-quality places. The Design Code aims to encourage the delivery of sustainable and locally distinctive development across the Borough.</p> <p>Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012 states that (b)(i) before it can be adopted, an Supplementary Planning Document (SPD) must be consulted on for a minimum of 4 weeks, which is also part of Spelthorne's Statement of Community Involvement. However, a 6-week consultation period is proposed to provide residents and stakeholders with ample time to share their views.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> Spelthorne Borough Council has been preparing a Borough-wide Design Code since mid-2024. This code aims to provide clear and locally-specific design guidance for new development, in accordance with the requirements of the Levelling Up and Regeneration Act 2023. This legislation mandates all local authorities to develop an area-wide Design Code to ensure the creation of high-quality places. Additionally, the SDC addresses concerns from both residents and elected Members regarding the importance of high-quality design in development projects. 	<ul style="list-style-type: none"> The Government expects all local planning authorities to prepare Design Codes to improve the quality, character and sustainability of development. The SDC will help ensure that new developments are well-designed, respond to local character, and deliver high-quality places that meet the needs and expectations of residents. In order to formally adopt the SDC and make it a material consideration in planning decisions, a statutory consultation must be carried out.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Seek approval from the Committee to initiate the statutory public consultation regarding the publication version of the SDC. According to planning regulations, this consultation is essential, as it allows residents, developers, and stakeholders the opportunity to formally provide their feedback on the draft document prior to its finalisation. The SDC has been developed through a community-led approach. In light of this, it is proposed to extend the consultation period to 6-week, surpassing the minimum 4-week legal requirement. This extension aims to ensure that residents, developers, and 	<ul style="list-style-type: none"> Secure agreement to proceed with statutory consultation Begin the 6-week consultation period using online, print and public engagement methods Analyse feedback received and revise the draft SDC as necessary Bring the updated SDC to full Council with recommendation to adopt Upon approval, the SDC will be formally adopted as an SPD and used in planning decision-making

stakeholders have ample time to submit their comments.	
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- 1.1 This report seeks approval to commence the statutory 6-week consultation for the SDC, a document that sets out the design requirements for proposed new development to ensure that it is locally supported, sustainable and functions well for all.
- 1.2 The SDC is set out in 6 chapters:
 - Chapter 1: Introduction - provides an introduction to the document
 - Chapter 2: The Design Process - sets out how applicants and design teams should work to design a development
 - Chapter 3: Places Past, Present and Future - sets out the history, present day and future design vision for the Borough and the key places within it
 - Chapter 4: Area Type Design Requirements - sets out different design requirements for different parts of the Borough, reflecting the fact that they have different characters and different anticipated development types
 - Chapter 5: Areas of Change - sets out more detailed design requirements for development in these 'Areas of Change'
 - Chapter 6: Preparing your Application - sets out how to prepare and submit a planning application, demonstrating that it is Code-compliant
- 1.3 Following the public consultation and consideration of the feedback from the Design Code Task Group, the adoption version will be brought back to the Environment and Sustainability Committee for consideration in the autumn, to seek a recommendation to Council for adoption.

2. Key issues

Background

- 2.1 A design code is "A set of illustrated design requirements that provide specific, detailed parameters for the physical development of a site or area. The graphic and written components of the code should build upon a design vision, such as a masterplan or other design and development framework for a site or area". (National Planning Policy Framework, 2024)
- 2.2 Paragraph 131 of the National Planning Policy Framework (NPPF), updated in December 2024 states: "The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this. So too is effective engagement between applicants, communities, local planning authorities and other interests throughout the process."
- 2.3 The Levelling Up and Regeneration Act (2023) (LURA) sets out the legal requirement for Local Authorities (LAs) to develop area wide Design Codes,

which will allow Authorities, working with their communities, to set out what good design looks like for their area and their vision for the future. Following the enactment of the LURA the updated NPPF (December 2024) sets out the national policy expectation for the development and delivery of Design Codes in Paragraphs 131 – 134.

- 2.4 As set out above, the focus on the delivery of high-quality places is expressed in national policy but is also a matter of particular concern for both our residents and elected Members.

Bespoke Design Code for Spelthorne

- 2.5 The SDC has been a collaboration between the public, a Task Group consisting of Members on a cross-party basis, supported by officers in the Strategic Planning Team and the consultant team.
- 2.6 The SDC sets out the design requirements for proposed new development in the borough. It will ensure that new development is locally supported, sustainable and functions well for all its users. The SDC will be used to determine whether planning applications are acceptable in design terms and will support the emerging Spelthorne Local Plan. It contains simple, concise, illustrated design requirements for streets, open spaces and buildings. It also sets out expectations for the process to be followed when proposals are designed.
- 2.7 From the outset, the Council has adopted a dynamic, community-focused approach to developing the SDC. The Code is created through an iterative process, which is divided into four stages: Listen, Translate, Test, and Final Code for Adoption. This project includes multiple phases of community engagement, where each phase builds on the findings of the previous one, incorporating feedback loops and continuous refinement. The emphasis on deep community engagement ensures that the resulting Design Code aligns with local values and needs.

Community Engagement and Development of the Code

- 2.8 The SDC has taken a community-led approach to co-produce a Design Code for the Borough with local people through active community participation. This approach will help ensure new developments which are coming forward meet the real needs of the borough's diverse communities. Throughout the project and development of the Code, there has been continuous community involvement, both in-person and online.
- 2.9 During the first stage of preparing the Code, the 'Listen' phase, public feedback was gathered to understand the places of Spelthorne in detail, learn about what makes it special, what the key challenges are, and how the Design Code can enhance and improve the Borough in the future. For the online aspect of the public engagement, the SDC Commonplace page, which is an online engagement hub, was set up, which has since welcomed thousands of visitors and a few hundred subscribers keeping up to date with the latest project news.
- 2.10 One of the key features of the first stage of developing the Code was the Interactive Map on Commonplace, which 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. This engagement

opportunity was open to all local people for 14 weeks in autumn 2024 and received over 600 contributions.

- 2.11 In addition to online community engagement, the information gathered from local people has been enriched by in-person participation. In 6 locations across the Borough (Staines-upon-Thames Town Centre, Staines-upon-Thames Wider Area, Stanwell, Ashford, Sunbury-on-Thames and Shepperton), a series of 2-hour long Walking Tours were held, which were guided by local people to find out their opinions about local buildings, streets and spaces they liked and disliked and to gain an insight into design issues that matter to them. If local people were unable to attend, there was also a digital alternative offered and these Digital Walks, held virtually, allowed residents to share their views about different parts of the Borough that were of interest by guiding the team around an online map. This resulted in 4.5 hours of digital engagement.
- 2.12 To further ensure comprehensive community involvement, a public drop-in session with interactive activities was held in the Elmsleigh Shopping Centre in November 2025 and provided residents an opportunity to meet the Design Code Team, learn about Spelthorne in detail, engage in discussions, ask questions, and share their perspectives on what makes Spelthorne unique.
- 2.13 In order to ensure that the design of future development within Spelthorne reflects the diverse perspectives of residents, there has also been lots of youth engagement opportunities. Sessions were held at 2 local schools and Ashford Youth Club. Residents from 13-years-old and up were also welcomed to apply to join, and consequently took part in, the SDC Citizens' Panel.
- 2.14 During Stage 1, a Citizens' Panel was also established as a crucial element of the Council's community engagement in the development of the SDC. This Citizens' Panel was created to promote inclusivity and reflect Spelthorne's diverse demographics including age, gender, ethnicity, housing situation and geographical location, according to Census data. Any interested resident in the Borough was invited to apply and over 40 Panel members were selected, following a 7.5 week recruitment period, through a blind selection process to be demographically representative of the Borough, with members therefore representing Spelthorne's diverse communities and providing input into the creation of the SDC.
- 2.15 The Citizens' Panel have been actively involved in the next two stages of the project. 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. During the first workshop, public feedback so far was fed in and 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 were then taken to be implemented in the Code, so that design rules reflect the values and aspirations of our community.

- 2.16 During the second stage of the project, the 'Translate' phase, the baseline data and community engagement feedback gathered over from local communities and other key stakeholders, along with the Citizens' Panel, was translated and the draft Code developed.
- 2.17 As part of continued community involvement, the Citizens' Panel met for a third time during the next stage of the project, the 'Test' phase', on 1 March 2025 to test the draft Code. This session was designed to engage the Citizens' Panel in reviewing and applying the draft Design Code to real-world development scenarios. The project team explained the Design Code's purpose, development and role in planning, how public feedback has shaped it, and who will use it. Panel members also tested the draft Code by reviewing past developments and applying it to real-world scenarios and example sites.
- 2.18 Overall, during the above-mentioned community engagement periods, there have been several active in-person participation opportunities, with 60+ hours of in-person engagement.
- 2.19 The project is currently in Stage 3, with a draft Code having been developed and tested by the Citizens' Panel, technical stakeholders and also local people during a public engagement opportunity on the draft Code for the wider community that ran for 3 weeks on Commonplace. Local people could download and view the draft Code, find out what was in the draft SDC, see how the draft Code responded to the community and provide feedback to help refine and develop the Code by answering a survey, which received 45 responses.
- 2.20 Continuing in the third stage, having amended the draft Code following Citizens' Panel, technical stakeholder, public and Task Group member feedback, a Publication Version of the SDC has been developed. Subject to the approval of the Environment and Sustainability Committee, a 6-week statutory public consultation will be held this summer, with formal adoption of the SDC expected in autumn.

Current Position

- 2.21 The Task Group met on 19 May 2025 for the final review of the publication draft of the SDC and to take a view on whether the Code can proceed to be considered by the Environment and Sustainability Committee.
- 2.22 The SDC is intended to be adopted as an SPD which is a planning policy document that builds upon, and provides more detailed guidance to, policies in the Local Plan.
- 2.23 An SPD forms part of the adopted development plan (also known as the Local Plan) and sets out further guidance to support the implementation of the relevant policies within the Plan. Once complete and having been subjected to the necessary period of consultation, the SDC, upon adoption, can be 'hooked' onto the existing design policy within the current and emerging Spelthorne Local Plan. Thus, it will be used when determining planning applications from the date of the adoption of the SPD.
- 2.24 The SDC includes a checklist for developers that must be submitted as part of a planning application. This checklist helps to clearly demonstrate how all required, recommended, and optional criteria in the Code have been

addressed. It is essential for the Design Code document to be accessible and easy to navigate for both technical and non-technical users.

- 2.25 Subject to Committee approval the proposed statutory consultation would take place between 23rd June 2025 to 3rd August 2025, therefore running for the proposed 6 weeks. The proposed dates would ensure that a substantial part of the consultation period is prior to the commencement of the school holidays. The consultation would be run on the SDC Commonplace platform, which is the digital engagement hub. The documents would be published on the Council website, as well as being available for the public to view in public libraries and at the Council Offices during office hours.
- 2.26 Promotion of the statutory consultation is further detailed in the Appendix 2- Statutory Consultation Strategy.

Digital Design Code

- 2.27 The SDC team is committed to creating a digital version of the Design Code, which will highlight only the relevant sections for each specific proposal. Funding for the digital element of the SDC has been secured as a one-off growth bid for 2025/26. This will enhance usability, accessibility, and the overall effectiveness of the Code in guiding development. The dynamic content will facilitate a more intuitive understanding of design principles, allowing stakeholders to explore different development options and see their real-time impacts, thereby increasing engagement and comprehension.
- 2.28 Additionally, the digital format will allow for easier updates and version control, enabling prompt implementation of changes and immediate dissemination of information. Version histories will be maintained and made public to ensure trust and accountability within the development process. It is anticipated that the digital version of the SDC will be available upon adoption of the Code.

3. Options analysis and proposal

- 3.1 **Option 1 - Recommended option:** The Committee approve the commencement of the public consultation.

Option 2 – Not Recommended: The Committee resolve to seek further amendments to the SDC before commencement of public consultation.

This option is not recommended as any delay in the start of the statutory consultation, outside the window set out at para 2.25 would mean that it would not be advisable to begin the consultation until September, as consulting during summer typically results in lower levels of engagement. The knock-on effect of this would mean the adoption of the SDC would be delayed, likely to late 2025/early 2026.

Option 3 – Not Recommended: The Committee resolve not to reject the request for publication of the SDC.

This option is not recommended as in order to adopt the SDC, so that it can be considered as a material consideration in decision making a statutory consultation is required by legislation as set out above. If a public consultation is not held the project cannot move forward and the SDC cannot be adopted.

4. Financial management comments

- 4.1 Undertaking and evaluating the consultation to be undertaken by resources covered by existing budgets.

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.
- 5.2 Failure to proceed with the statutory public consultation for the final SDC may result in significant reputational damage to the Council, undermining its commitment to community engagement, transparency, and proactive planning.
- 5.3 The Council has already invested considerable financial and staff resources in the development of the SDC. Not proceeding with the public consultation would render these efforts ineffective, resulting in wasted expenditure without achieving the intended planning and design outcomes.
- 5.4 Without the adoption of the SDC, the Council will be less equipped to take a proactive approach to development management. This may lead to inconsistent planning outcomes and a missed opportunity to deliver high-quality, well-designed places across the Borough.
- 5.5 In the absence of an adopted SDC, developers may proceed with proposals that do not align with the Council's strategic vision for high-quality, sustainable, and inclusive places. This could undermine the Council's objectives for placemaking and community well-being.
- 5.6 The SDC is intended to complement the new Local Plan, currently under examination and anticipated to be adopted in the autumn 2025. Any delay in the adoption of the Design Code risks misalignment with the Local Plan, potentially weakening the overall planning framework and reducing the effectiveness of both documents in achieving comprehensive, cohesive development outcomes.
- 5.7 In light of Local Government Reorganisation (LGR), a new unitary authority may have other priorities. There is a risk that if the consultation and adoption of the SDC is not progressed in line with the current project programme, it may not be implemented.

6. Procurement comments

- 6.1 No comments received.

7. Legal comments

- 7.1 The SDC has been developed in accordance with the National Model Design Code.
- 7.2 Public consultation required under Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012.

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 - SDC - Commonplace](#)

11.2 The proposed dates for the public consultation are 23rd June 2025 to 3rd August 2025.

11.3 If the consultation dates are agreed by the Committee and the project proceeds on the agreed timetable, it is anticipated that the SDC will be adopted in autumn 2025.

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

12.3 Laura Richardson is the Project Lead: l.richardson@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix 1 - Spelthorne Design Code – Publication Version

Appendix 2 – Statutory Consultation Strategy

Appendix 3 – Draft_The Engagement Process (Stage 1 to Stage 2)

Appendix 4 – Draft Code Public Engagement Report (Stage 3)

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SPELTHORNE DESIGN CODE

SPELTHORNE BOROUGH COUNCIL

FINAL DRAFT FOR CONSULTATION
MAY 2025



The Spelthorne Design Code Project Team would like to acknowledge everyone in the community in Spelthorne who has given up time to contribute to the development of this Code, whether through walking tours, school and youth groups, online feedback, public events or as part of the Citizens Panel. Your assistance, expertise and enthusiasm has been invaluable and is much appreciated.

Prepared for Spelthorne Borough Council by



Fathom Architects



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Introduction

WHAT IS THE SPELTHORNE DESIGN CODE?

The Spelthorne Design Code has been produced to provide a framework to support high quality design in the borough, that is reflective of local character and design preferences. It sets out the design requirements for proposed new development to ensure that it is locally supported, sustainable and functions well for all.

It has been drafted to accord with national planning policies and guidance, including the National Model Design Code.

It is underpinned by an overarching Vision and Principles and more detailed Visions for each place within the Borough. The Design Code covers a range of Area Types that share similar design characteristics and issues. It places a particular focus on Areas of Change, identified by the [Local Plan](#), which are subject to more detailed Design Requirements.

The Design Code is based on wide-ranging inputs including that from the Spelthorne community, other stakeholders and a wider understanding of the places within the borough, to ensure it is locally-supported, robust and can be used in practice. The process has prioritised and been based around local engagement at every stage, including the use of an innovative Citizens Panel (a demographically representative group of Spelthorne residents), to ensure that the Code reflects and responds to community views and visions for the Borough.

The Design Code will be used to determine whether planning applications are acceptable in design terms and will support the emerging Spelthorne [Local Plan](#). It contains simple, concise, illustrated design requirements for streets, open spaces and buildings. It also sets out expectations for the process to be followed when proposals are designed.

The Code is not intended to stifle design creativity and the highest quality design, but to ensure that all development is Spelthorne demonstrates and delivers good design.

Status – either SPD or Supplementary Plan – section to be completed once adoption route agreed. The aim for the Design Code is to be adopted as a Supplementary Plan, however this requires the requirements for adoption to be published by MHCLG, anticipated Spring 2025.

USERS

The Spelthorne Design Code is intended to be used by the following groups of users:

- Developers applying for planning permission and their design teams
- Planning officers and planning committee members assessing the suitability of proposed designs
- The wider community, seeking to understand what sort of development is supported in their local area

HOW IT WILL BE USED TO DETERMINE PLANNING APPLICATIONS

Applicants for planning permission will need to demonstrate adherence to the Design Requirements in their proposals and planning applications. Whether a development meets the Design Code requirements will then be a material consideration in the determination of the planning application.

The Design Code has been produced in parallel with, and to support, the Spelthorne [Local Plan](#). Together, the [Local Plan](#) and Design Code, will support the delivery of high quality development and infrastructure in the most appropriate location.

HOW WAS IT CREATED?

The Design Code was created through extensive community and stakeholder engagement, and in-depth urban design analysis of the existing borough and anticipated future development.

A full account of the process is set out in Appendix B.

What does the Design Code include?

The Spelthorne Design Code sets out the design requirements for proposed new development in the borough. It will ensure that new development is locally supported, sustainable and functions well for all its users.

The Design Code will be used to determine whether planning applications are acceptable in design terms, and will support the emerging Spelthorne Local Plan. It contains simple, concise, illustrated design requirements for streets, open spaces and buildings. It also sets out expectations for the process to be followed when proposals are designed. It is based on wide-ranging input including that from the local community, other stakeholders and wider understanding of the places within the borough, to ensure it is locally-supported, robust and can be used in practice.

The Spelthorne Design Code includes:

- A vision for development in the borough and its key places
- Design principles across a range of topics
- Expectations for a comprehensive and considered approach to the design process
- Tailored design requirements for different area types within the borough, covering Buildings, Open Spaces, Streets and Public Realm, Landscape and other physical aspects of the design of proposals.

Other local policy documents deal with different areas of the built and natural environment in Spelthorne.

The [Local Plan](#) covers:

- The amount and location of development
- The delivery of supporting infrastructure
- Policies that deal with flooding, developer obligations, affordable housing and others

Surrey County Council's **Local Transport Plan 4** covers:

- Transport policies, schemes and other transport matters

Surrey County Council also publishes the **Healthy Streets Design Code**, which sets out the requirements for the design of streets and highways. Its key requirements have been included in this Code.

The Spelthorne **Local Cycling and Walking Infrastructure Plan** identifies networks and priorities for investment to support walking, cycling and other forms of active travel in the borough.

The Spelthorne Local Plan is supported by a number of Supplementary Planning Documents (SPDs), that provide further guidance on how to implement Local Plan policies. These include:

- Climate Change SPD
- Flooding SPD
- Housing Size and Type

INFORMATION IN APPENDICES

The Design Code is supported by a series of Appendices:

Appendix A: Understanding Spelthorne Today

This appendix sets out relevant background design information about the borough today, including:

- Historic Development
- Green and Blue Infrastructure
- Movement
- Built Form
- People & Places
- Future Development
- Detailed characterisation of Spelthorne's Area Types

Appendix B: Community Engagement

This appendix sets out how the Code was created in collaboration with the community in Spelthorne.

Appendix C: Residential Extensions Guidance

This appendix adds further information to the key dimensional guidance for residential extensions. It is drawn from the previous 'Design of Residential Extensions and New Residential Development' Supplementary Planning Document (SPD).

How to use the Design Code

FINDING THE INFORMATION YOU NEED

The Design Code is divided into five key chapters, plus this Introduction chapter. These are to be referred to at the different stages of preparing or assessing a design proposal as set out in the diagram on the following page.



This icon in the Code highlights areas and themes identified as particularly important to the community.



This icon in the Code highlights where you can **find out more** about a subject in supporting appendices.

This **highlighted and underlined** text indicates that this is a key term that is defined in the glossary and elsewhere in the document.

AREA TYPES AND AREAS OF CHANGE

The Design Code sets out Design Requirements for developments in different Area Types in Chapter 4. They are denoted by **purple text** (e.g **TC-S1** for **Town Centre Neighbourhoods, Street requirement 1**), for ease of cross-reference.

In some parts of the borough, such as Staines-upon-Thames town centre, it is anticipated that there will be significant new development and change. These Areas of Change have additional detail and Design Requirements set out in Chapter 5.

DESIGN REQUIREMENTS

Design Requirements are set out as follows:

Aim: an explanation as to why this set of requirements is important, and what outcome should be achieved. This Aim is particularly important for non-standard design proposals that propose innovative and high-quality approaches to achieve the same outcome (see 'Comply or Justify').

Requirements are then arranged as follows:

- **Must:** all proposals must comply
- **Should:** all proposals should comply unless non-compliance can be justified, and demonstrating compliance will add supporting weight to the design element of the planning application decision

ADVISORY DESIGN GUIDANCE

Some parts of the Code sets out guidance, best practice or design inspiration from elsewhere that could provide the basis for the development of design proposals. These are design ideas that development **could** implement, and are highlighted as such.

COMPLY OR JUSTIFY

The Design Code is to be used following a principle of **'Comply or Justify'**. Deviation from requirements set out will only be permitted with robust and evidence-based justification that any proposed design solutions still achieve the underlying Aim of the requirement.

Deviation from **'must'** requirements will require a very high level of justification.

Proposals that do not comply with these principles and fail to provide compelling justification are likely to be refused

STAGE

WHERE TO LOOK

PROCESS What is a good design process?

Learn about how design is considered and assessed in the planning system.
Understand how to approach the design process in a way that will achieve good outcomes and Design Code compliance.



**CHAPTER 2
The Design Process**

CONTEXT Where is the site?

Find out about the places that the site falls within, and learn about its history, present and future vision.
Consider the community's design principles and objectives that new development should achieve.



**CHAPTER 3
Places Past,
Present & Future**

REQUIREMENTS What are the design requirements?

Find the Area Type that the site sits within, which sets the Design Requirements for the development.



Some parts of the borough are designated 'Areas of Change' and have additional
design requirements as well as their general Area Type Requirements.



**CHAPTER 4
Area Type Design
Requirements**

**CHAPTER 5
Areas of Change**

SUBMISSION What needs to be submitted with the planning application?

Learn about what needs to be submitted with a planning application to show Code compliance.
Find out how Spelthorne Borough Council can work with you to achieve well-designed development.

**CHAPTER 6
Preparing your
Application**

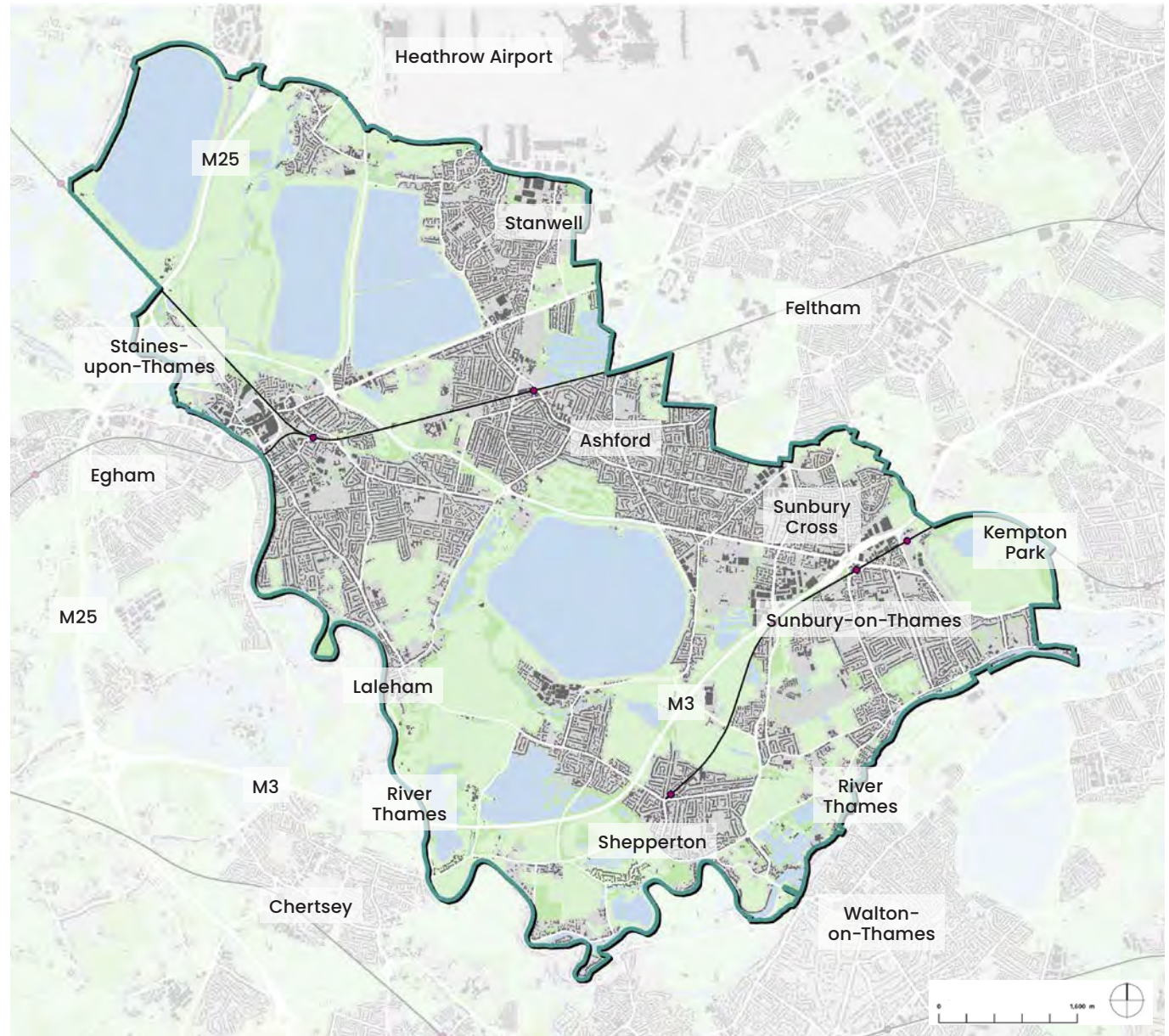
About Spelthorne

Spelthorne is a borough in the north of Surrey, on the fringes of London, with a population of around 100,000 people. It sits on the northern banks of the River Thames, and to the south of Heathrow Airport.

Until the late 19th century, the area was a predominantly rural part of the former county of Middlesex, with Staines as the main market town. The arrival of the railway and growth of London sparked several waves of suburban growth, transforming the existing towns and villages into the suburban fringes of London, balancing the attractiveness of living near a city with the green open spaces of the countryside, common to much of 'urban' Surrey today. Since the creation of the Metropolitan Green Belt in the early 1970s, the built-up area has changed very little. The borough's built character is very strongly related to its historic development patterns.

The borough hosts major infrastructure, particularly reservoirs, water supply and motorways that support London and the wider south-east. Kempton Park, Shepperton Studios and BP's offices in Sunbury are significant landmarks and destinations.

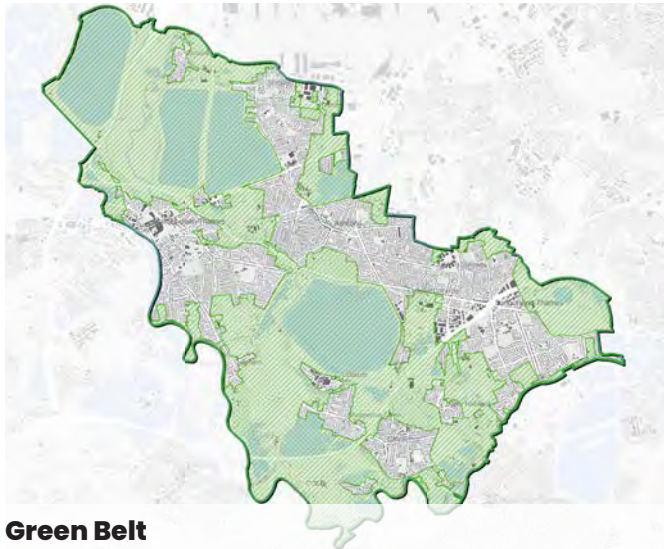
Spelthorne is likely to see significant residential-led development in the future, particularly in its well-connected town centres. Well-designed development offers a significant opportunity to create new, integrated and valued places and neighbourhoods that could provide benefit to new and existing communities.



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

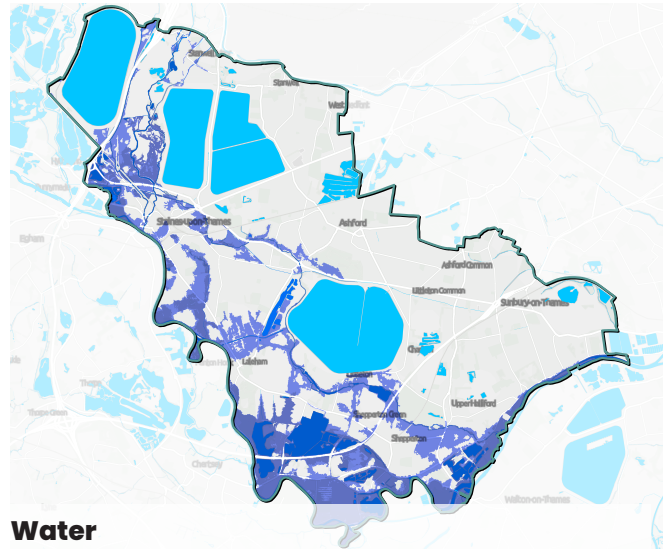
Key features of Spelthorne

Page 27



Green Belt

Much of the borough is covered by the Metropolitan Green Belt, placing a strong focus on development in existing built up areas.



Water

Bounded by the River Thames to the south, Spelthorne hosts major reservoirs and water supply infrastructure for the wider London and southeast, as well needing to manage flood risks.



Urban Morphology

Many parts of Spelthorne bear the hallmark of the era in which they were developed, with strong patterns of regular plots, straight streets, and suburban development.



Attractive green open spaces

Green open spaces are much valued by the community and there are a wide variety, from parks to spaces for nature.



The River Thames

The River Thames provides an opportunity for leisure, exercise and breathing space, but in places the frontage is underused and could be improved.



Busy High Streets

Spelthorne's places are focused on bustling and vibrant high streets that provide local distinctiveness and valued retail and community provision.

The Design Vision & Borough-Wide Principles

The Design Code has drawn on the views of the local community to define what good design is in Spelthorne, and the vision for how places should look, function and engage the community (both present and future) in coming years. The vision is set out across five themes, with supporting design principles to help make it happen.



Sustainable Urban Design

Blend modern infrastructure and development with heritage through sustainable, high-quality and timeless architecture and design, reflecting the borough's historic identity on the edges of both city and countryside.



Commitment to Green Space

Protect, maintain and rejuvenate green spaces, with a focus on the importance of integrating natural areas into urban environments for residents' well-being and improved biodiversity.

BOROUGH-WIDE DESIGN VISION

All development in Spelthorne will contribute to achieving the vision for future design of places in the borough.

BOROUGH-WIDE DESIGN PRINCIPLES

All proposals for new development in the borough **must** apply the following design principles.

- Use the Design Code and your own studies to understand what is important to conserve, what new development can learn from the past, and what the priorities for change are in the local area, before considering how to address these in your design proposals.
- Design for longevity, adaptability, ease of maintenance and to make a long-term contribution to the places of Spelthorne.
- Reflect key characteristics such as building grain, roofscapes, detailing and building lines, and avoid abrupt changes in character without a clear transition between existing and new.
- Spelthorne's historic development is strongly tied to the desire healthy urban living, being connected to both city and nature. New development should continue to enhance this approach, with usable, accessible and welcoming green open spaces.
- Make connections to the rivers of Spelthorne for both people and nature, and provide a range of green open spaces for new and existing residents to improve provision for all.
- Respect and retain riverside settings that provide amenity, placemaking and functional benefits.
- Make streets green spaces with trees and planting to provide shade and access to nature.

WHERE DID THIS COME FROM?

The Vision for the future and Principles for change were developed by the Spelthorne Design Code Citizens Panel and wider community through the engagement process.



Connectivity

Enhance access to and the quality of public transport links, and improve the quality and safety of routes for pedestrians and cyclists.



Strong, Mixed Communities

Create inclusive places and spaces that cater to all, using design to physically and socially unite existing and new communities.



Climate Change Resilience

Mitigate the impact of development and adapt to varied risks that may be worsened by climate change, through thoughtful design and natural solutions, that can also enhance the quality of open spaces for people and nature.

- Create streets and enhance existing streets that reduce car dominance and prioritise active travel movement, particularly major arterial roads and town centre roads.
- Include supporting facilities such as cycle hubs, cycle parking, seating, water refill points
- Daily uses should be within walking distance of all homes, and all uses designed so that they can co-exist with each other, especially in Spelthorne's town centres.
- Encourage the use of riversides for walking, cycling, leisure and recreation
- Create connections between existing and new neighbourhoods

- Create healthy spaces for people, that encourage the development of a community and a range of social interaction.
- New development should feel part of the surrounding area, and encourage social interaction
- Homes and buildings should be adaptable for the future, and reflect the diversity of living needs of Spelthorne's existing and new communities. They should be practical, with enough storage and outdoor amenity space for modern living.
- Ensure all public space is safe, comfortable and secure for all.

- Reuse and refurbish existing buildings first where this will reduce lifetime carbon emissions
- Use natural and sustainable design solutions to manage increased intensity of surface water flooding events
- Seek betterment for surrounding areas where possible through the replacement of existing impermeable surfaces with more permeable materials and planting
- Design drainage features that can be managed and maintained over the long term
- Use a diverse and robust mix of native species in planting that can withstand changes in climactic conditions



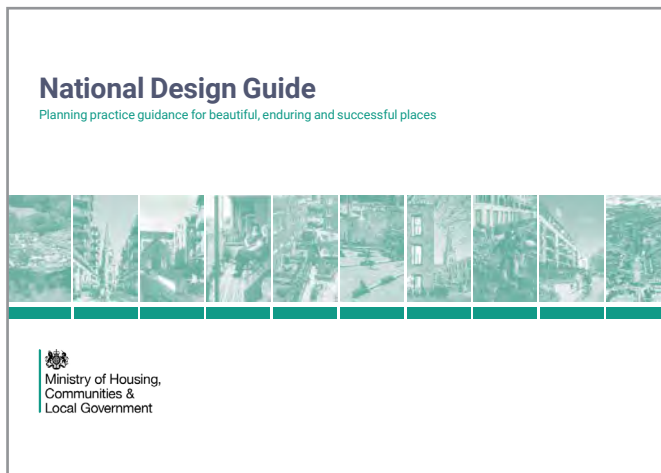
The Design Process

The Design Process

The Role of Design in the Planning Process

The National Planning Policy Framework (NPPF) sets out the importance of design within the planning process to achieving the goal of high quality, beautiful and sustainable buildings and places. Key to this is a common understanding of design expectations, with design guides or design codes being a vital tool that all local planning authorities should prepare.

Design within the planning process is considered within the framework established by the National Design Guide (2019).



Locally-specific design codes, prepared through a process of effective community engagement such as the Spelthorne Design Code, should take into account the guidance set out in the National Model Design Code, which is based on the framework of the ten characteristics established in the National Design Guide.

The Spelthorne Design Code has been prepared in line with the National Model Design Code's guidance, and makes reference throughout to the ten characteristics of well-designed places.

Design coding is one tool available to ensure high design quality. The NPPF recognises the importance of other tools and methods available to support a good design process. Early engagement between applicants, the community and the local authority is supported and will lead to more successful design outcomes.



Approach

No two sites or proposals are the same, and the design process for each will vary depending on circumstances. Larger, more complex sites with more ambitious proposals will require more design thinking than smaller, simpler proposals.

Design is an iterative process – you may not get the right answer on the first try! There may be multiple ways of addressing an issue or opportunity, and many different competing requirements by different stakeholders. Use of community engagement and the council's pre-application services are encouraged to help you find the optimum solution.

However, there are a number of guiding principles to an effective design process within the planning system, that should be followed by all applicants. This section sets out those key principles. The following section on Key Steps sets out how to practically undertake an effective process, and how to integrate it within the planning application process.

All designs should be inspired first by **learning about the place and its wider context**. The Design Code sets out key information about each of the places and area types within the borough for context, and the 'Understanding Spelthorne Today' appendix provides a further, deeper understanding of place. This information should be supplemented by site visits, research, community engagement and analysis.

Think about **who you are designing for** to ensure that places are inclusive and work well for all. Different social and ethnic groups, genders, ages, abilities and other characteristics all use and experience the built environment in different ways. This can be particularly important in ensuring that places feel safe, secure and welcoming to all.

Appropriate engagement should run throughout the process, with technical stakeholders, the community and the local authority. The **right engagement at the right time** can inform and influence design proposals to be better and widely supported by all stakeholders. Good engagement should seek to build consensus and help applicants to learn from the existing and potential new community that they seek to serve.

Be **opportunity-led and positive** with proposals. Mitigating any potential harm is important, but needs to be balanced against maximising the opportunity present on a site.

Environmental sustainability should be woven throughout all design, with the expectation that development in Spelthorne is of high standards in climate change mitigation and adaptation, sustainable water management, green infrastructure and biodiversity. The Climate Change Supplementary Planning Document which sets out design approaches and a design checklist.

A strong design brief and process and starts with testing whether the **reuse and refurbishment of existing assets** is feasible. Re-use of existing buildings can both reduce embodied carbon emissions from construction of new buildings, but also retain the existing character and heritage of a place.

The built environment can have a significant impact on the **health and wellbeing** of its users. The creation of places that can help people to live physically active and mentally stimulating lives is of vital importance. This includes ensuring physical accessibility for all ages, prioritising active travel, making homes and buildings adaptable for all stages of life, and considering how neurodivergence needs can affect people using the public realm. It also extends to mental wellbeing: ensuring that people can meet, interact, and also relax in safety and comfort.

Often, the **details matter**, even at an early stage of design. This can be particularly important if there are key technical constraints that need to be overcome to deliver a scheme, which should be tested early in the process. It can also be important in engaging the community, where what is important to them may be quite specific.

All open spaces should have a clear and well-defined use carried through their design, which should be set out in the design proposal. **Landscape design input should be integrated** into the overall design process for a site, and should be able to influence the built form as it relates to open spaces. Landscape and open space design, when considered as a holistic part of the design of schemes, can have a significant impact on the quality and success of new development.

When considering details and **architectural style**, this can take a number of forms that may be appropriate to the context. The Design Code sets out key parameters for different area types but does not prescribe architectural styles, which should be considered carefully by applicants and design teams, as it may be an area of particular interest to the local community. The architectural style and language chosen should be applied consistently. Considerations for different architectural approaches are set out in the diagram to the right. It is also possible, with a degree of design sophistication and subtlety, to blend different approaches in a transitional approach where this suits the context, picking up and re-interpreting key vernacular or traditional contextual characteristics in a modern way.

Design teams should anticipate what aspects of their proposals will need ongoing **stewardship and management**. This may be as simple as ensuring that there is accessible and sufficient storage for facilities management, or designing to ensure that highways, drainage and open space can be adopted by the local authority, through to working with wider teams to ensure long-term management financial arrangements are put in place for buildings and spaces.

Explaining your proposals to stakeholders, the community and as part of your application can make a huge difference in how they are received, and also in reaching clarity in design thinking. A wide range of **graphical communication techniques** are available which should be employed at various stages. Hand-drawn sketches can be helpful early on in exploring ideas, before resolving to detailed plans and computer-generated visualisations.



TRADITIONAL

Reflects existing buildings and architectural vernacular, often with more detailing.

Well-suited to areas of heritage significance.

Can be unimaginative or risk pastiche if executed poorly.



CONTEMPORARY

Simpler architecture that is clear about the period in which it is built, with simpler detailing although retaining texture.

Efficient to design and construct.

Can lack connection to context if not executed well.



INNOVATIVE

Unusual, eye-catching and experimental.

Creative, interesting and can advance what is possible.

Requires high degree of design sophistication for success.

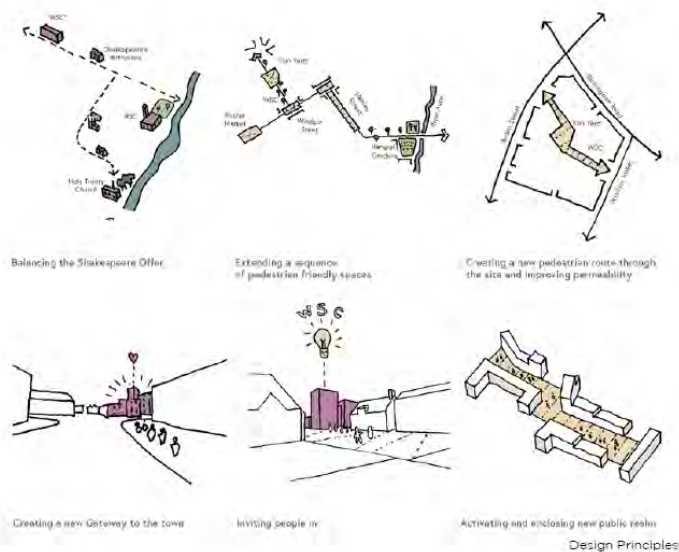


A scale of potential architectural design approaches with examples showing different applications of the approach to recent development in England.

Step 2: The Vision

A clear vision of what the future development will be is a vital tool to keep projects on track and delivering on their promise. This could include a vision of character, function and what it might do for the existing and new community. Effective design visions are often backed up by a coherent narrative and effective, engaging concept diagrams, making reference to the surrounding context.

Community engagement to co-develop and test visions can be an important part of this step, establishing a shared approach to a site from the outset, in line with the Design Code.



Example of concept diagrams showing clearly the key structuring elements that drive the design, and why

Step 3: Developing and Testing Options

Design options to achieve the design vision should be prepared and explored iteratively. This will typically initially focus on massing, location of key uses, broad spatial arrangement of open spaces and relationships with surrounding areas.

Options testing through community engagement and with technical stakeholders can be a valuable part of the design process, helping everyone become involved before decisions are fixed.

Options should be appraised against the design vision, the Design Code, planning policy, their ability to achieve site opportunities, priorities learnt from community engagement and the wider brief. Engagement with the local authority through the pre-application process is encouraged.



Example options testing for a site, exploring different approaches to retaining/replacing buildings and the resulting layout changes needed.

Step 4: Site Parameters

Once a preferred option is chosen, key site parameters such as the built form envelope, access, green infrastructure and open spaces should be established and communicated through the design team, to form a basis for further work and design development. These parameters could be agreed with the council through the pre-application process, or even through an outline planning application. A site-specific Design Code may need to be prepared to guide future design teams.

Further community engagement at this stage can explain why and how this option has been chosen, and how community involvement has helped to influence this.

Step 5: Resolving the Details

For a full or reserved matters application, design teams will then begin to resolve details such as façades, materials, detailed landscape and public realm proposals and other matters. These should be within the parameters established earlier, especially if those parameters have been agreed as part of an outline planning application or other method.

At this stage more complete visualisations may help the community to understand a scheme, its materials, architectural treatments and façades, and landscape proposals.



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.



Example storey heights parameter plan



Example visualisation for a residential street. clearly demonstrating proposed character and use

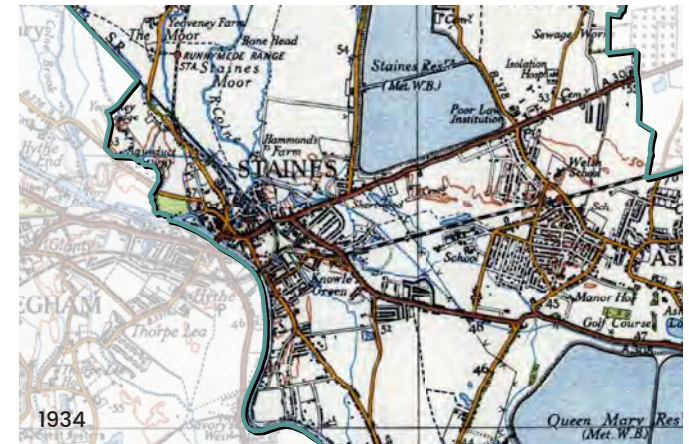


3

Places Past, Present and Future

Staines-upon-Thames

Staines-upon-Thames is the largest town of the borough, a market town on the River Thames in the northwest of Spelthorne. Historically known simply as Staines (being renamed in 2012), the town is the largest in Spelthorne with the largest shopping area, key facilities and a growing population.



PAST

The location of Staines is likely to have originated from the position of a Roman bridge across the Thames. The earliest records of Staines as a settlement are from the town's first market, held in 1218. Construction of the current Staines bridge was completed in 1832 representing the first major development since medieval times; substantially changing the town's street pattern to accommodate the new bridge location.

The arrival of the railway in 1848 stimulated growth of the town, including residential development along London Road and Kingston Road. In 1864, the Hale Mill linoleum factory opened, becoming a key economic driver to the town and occupying up to 20 ha of land at its height in the 1920s.

The town grew southeast in the early to mid-20th century, with widespread construction of suburban semi-detached housing which remains today. Some of the post-WWII housing was built specifically to accommodate Heathrow Airport workers, as the airport rapidly expanded.

Later 20th century development was increasingly car-oriented, and infrastructure projects included construction of the A30 bypass in the 1960s. The Elmsleigh Shopping Centre opened in 1980, along with a multi-storey car park. The closure of the Hale Mills linoleum plant in 1973 opened up availability of this site which was redeveloped in the late 1990s to become the Two Rivers Shopping Centre, along with large swathes of surface-level car parking.

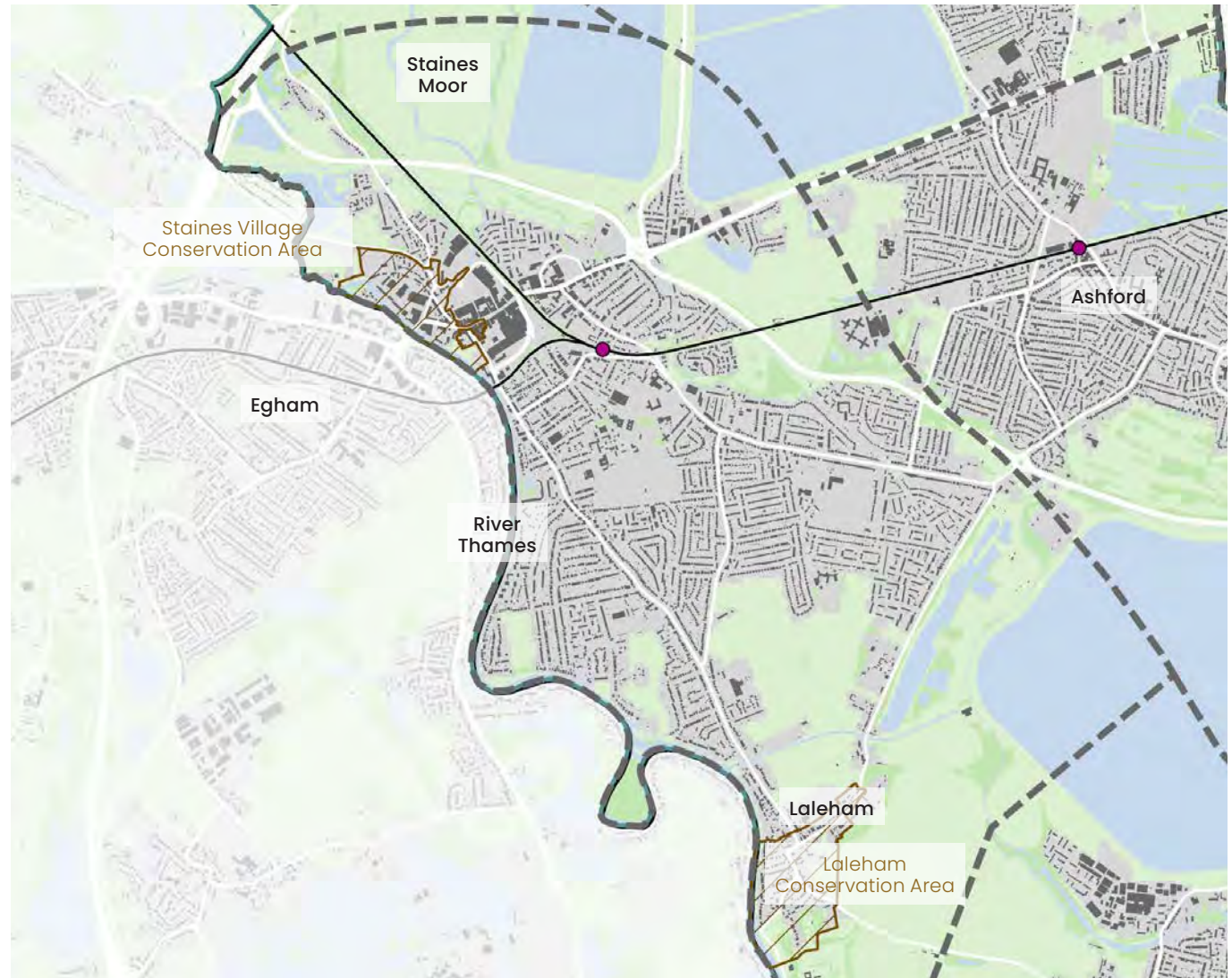
PRESENT

Today's urban form of Staines town centre is heavily influenced by 20th century car-oriented development, resulting in large block forms comprising shopping centres, office blocks, logistics and warehousing uses. The four-lane A308 road (Clarence Street / Thames Street) adds to the centre's car dominance, causing severance between the High Street and the Market Square. In contrast to these modern additions to the town, the High Street contains a many smaller older buildings, providing a more traditional town centre character. The High Street has also been pedestrianised, improving the pedestrian experience.

Notable buildings in the town include the Renaissance style Town Hall built in 1880. Also, a large vacant department store building (formerly Debenhams) is located on the corner of the High Street and Thames Street (A308). Twenty-first century development includes the two towers (15 and 13 stories) currently being constructed on the former Masonic Hall and Telephone Exchange sites, representing some of the highest site densities in the borough to date.

In contrast, Church Street (west of the centre) has retained a distinct 'village' character despite its close proximity to 20th and 21st century developments. A fine urban grain, mixture of building types, and proximity to the Grade II* listed St Marys Church and cemetery provide a rural village feel.

A large part of Staines is protected through Conservation Area status, extending along the bank of the Thames to include St Mary's Church in the northeast, Church Street, Bridge Street, and Clarence Street. This covers the Market Square (with town hall), the entrance to the High Street, and the (currently vacant) department store building on Thames Street.



The remainder of Staines comprises largely of suburban dwellings from a range of eras; from typical 1930s semi's through to more modern, 1990s cluster-style residential layouts. The predominant housing layout in the older, southeastern part of Staines is typically regular and linear.



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

The Design Vision & Principles for Change

Staines-upon-Thames will be an inclusive, well-connected urban centre with improved riverside access, better design, and flood mitigation. Key priorities include balancing heritage, enhancing connectivity, and transforming the area into a modern, safe town with green spaces and a public riverfront.

DESIGN PRINCIPLES



Sustainable Urban Design

- Conserve the street-level and townscape experience of areas with strong place identity
- Create new town centre neighbourhoods that are integrated with their surroundings and improve the townscape of the area



Commitment to Green Space

- Improve connections to the rivers, physically and visually, with improved safety and quality of spaces adjacent to the Thames
- Create new urban public open spaces to enhance the town centre



Connectivity

- Create new walking and cycling connections through new town centre neighbourhoods
- Improve the safety and security of existing paths and cycle routes



Strong, Mixed Communities

- Development that integrates new residents into the existing community, through physical links and new shared infrastructure and facilities
- Improve safety in public spaces



Climate Change Resilience

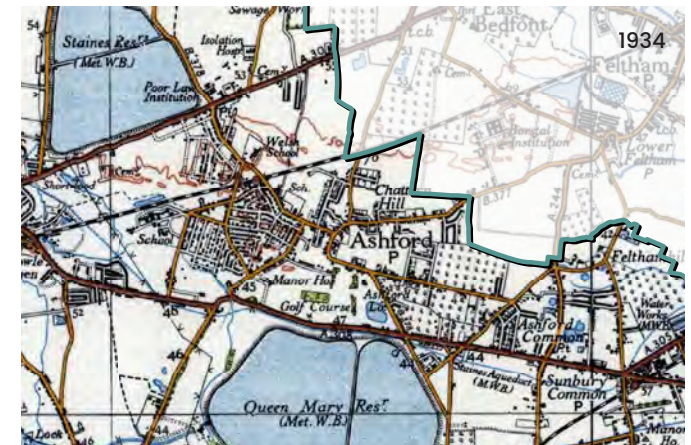
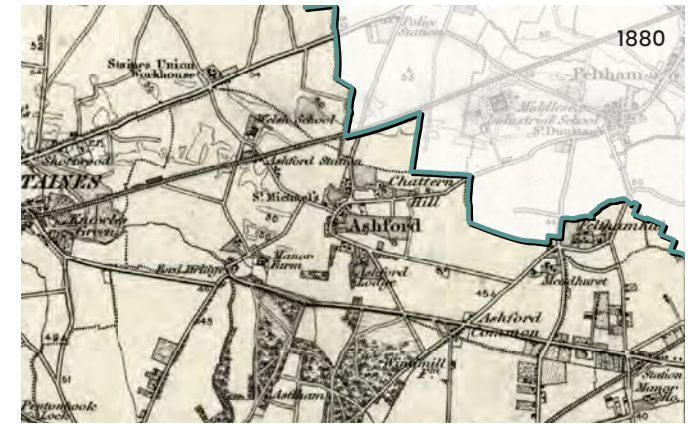
- Improve surface water permeability by converting impermeable hard surfaces to softer, permeable and planted spaces
- New development must not worsen fluvial, surface water or groundwater flood risks

WHERE DID THIS COME FROM?

The Vision for the future and Principles for change were developed by the Spelthorne Design Code Citizens Panel and wider community through the engagement process.

Ashford

Ashford is a large town located centrally within Spelthorne. The town is predominantly suburban with a high proportion of semi-detached homes. Ashford has a well-used high street (Church Road), a railway station, and several local / neighbourhood centres spread throughout the suburban area.



PAST

Ashford was originally recorded as Exeforde on the Middlesex Domesday map. The land was held by Robert, Count of Mortain, a half-brother to William the Conqueror.

The modern-day name of Ashford derives from a crossing point over the River Ash. In 1789, this crossing was upgraded to a stone bridge by the Hampton and Staines Turnpike Trust. Today, the river is located to the south of Ashford meandering north of Staines bypass and passing under Fordbridge Roundabout.

Before the 19th century, Ashford Common was a large area of common land found in the south and east of the town. This was used during the reign of King George III for British military displays. Public rights were removed from this land in 1809 through the Inclosure Act, and much of the land is now developed.

In 1902, Ashford Manor Golf Club was established within Ashford's manorial estate. In the same year, the construction of Staines Reservoir was completed. In 1924, construction of the Queen Mary Reservoir was completed. At the time, it was the largest reservoir in the world. The reservoir was used to test submersibles during World War II.

PRESENT

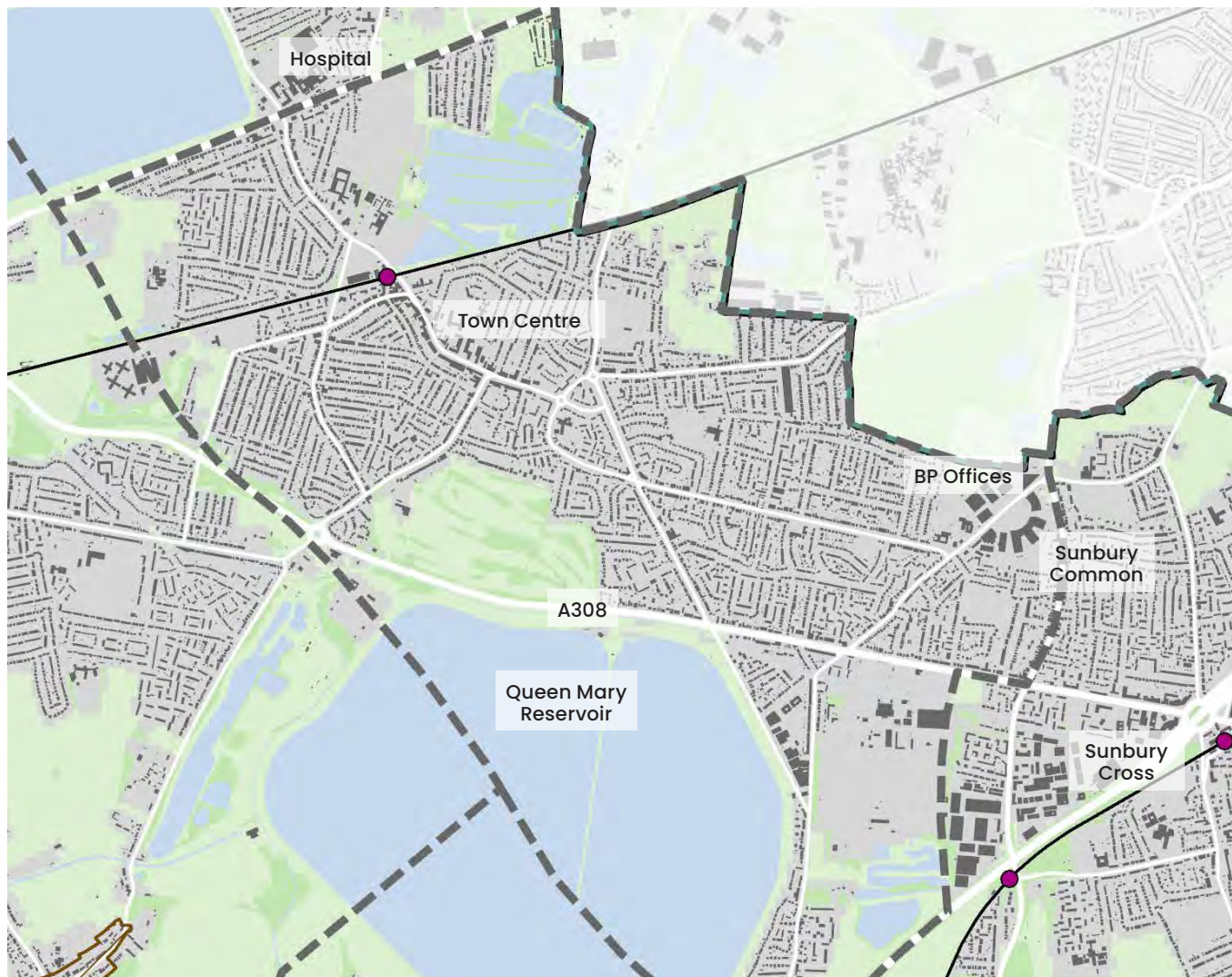
Ashford's land use is largely suburban residential. The predominant housing type is low-rise detached and semi-detached; mainly built between 1885 and 1960. A recent development north of Church Road introduces some higher densities with apartment blocks up to five stories high.

The town centre is predominantly linear in form along Church Road, extending east-west from St Matthew's Parish Church to Ashford railway station. The centre includes a wide range of shops and services including several convenience stores, takeaways, coffee shops, hairdressers, health & beauty salons, a library and a bank.

Ashford includes eight primary schools and two secondary schools. Ashford Hospital is located northwest of the A30 London Road, providing mostly day surgical and outpatients services. The prison HMP Bronzefield is also located on the edge of Ashford. This is the largest female prison in Europe.

Ashford includes several churches, including CoFE churches St Matthew's (Church Road) and St Hilda's (Woodthorpe Road); and Roman Catholic church St Michael's (Fordbridge Road). The latter was designed by Sir Giles Gilbert Scott in a distinctive Romanesque Revival style, built in several stages between 1927 and 1960.

Access to green space in Ashford is limited to several relatively small green areas. These include Hengrove Park, Woodthorpe Road Play Area, Ashford Recreation Ground, and Feltham Hill Road Recreation Ground. Notably, Ashford Manor Golf Club constitutes a large proportion of the overall green space; however, this is not publicly accessible.



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

The Design Vision & Principles for Change

Ashford will be a safe, community-focused area with green spaces, a revitalised High Street, local parks, and minimal high-rise development. Community feedback emphasises keeping Ashford family-friendly with a focus on youth and vibrant public spaces.

DESIGN PRINCIPLES

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Sustainable Urban Design

- Prioritise apartment development close to public transport and main streets
- A wide mix of different types of homes in new development, that integrate well and are inspired by the existing character of the town



Commitment to Green Space

- Trees, planting and street greening throughout the High Street, major roads and all public realm



Connectivity

- Improve walking and cycling space, especially around the High Street and station
- Successful car parking arrangements that do not add to the car dominance of streets



Strong, Mixed Communities

- Include space for local independent businesses as a core part of the appeal and vibrancy of the town centre
- Improve safety in public spaces



Climate Change Resilience

- Improve surface water permeability by converting impermeable hard surfaces to softer, permeable and planted spaces
- Create more shade and cooling in streets and open spaces

WHERE DID THIS COME FROM?

The Vision for the future and Principles for change were developed by the Spelthorne Design Code Citizens Panel and wider community through the engagement process.

Sunbury-on-Thames

Sunbury-on-Thames is located in the east of Spelthorne Borough. It has a number of distinct areas including Lower Sunbury, Sunbury Common and the Sunbury Cross shopping centre. Sunbury is well provisioned with open green spaces, schools, shops and services. Sunbury train station provides direct services to central London. The town is divided by the M3 motorway.



PAST

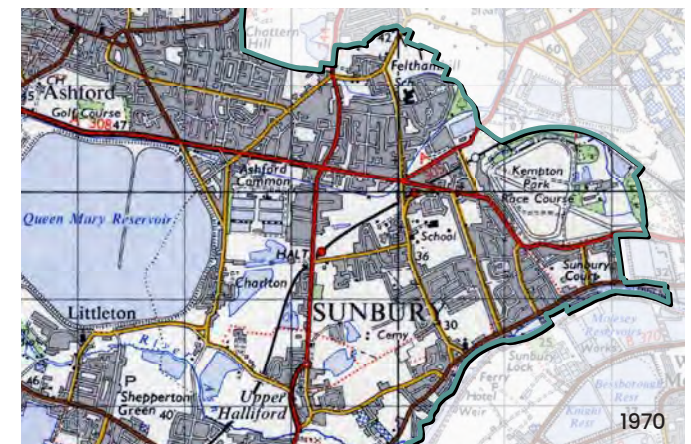
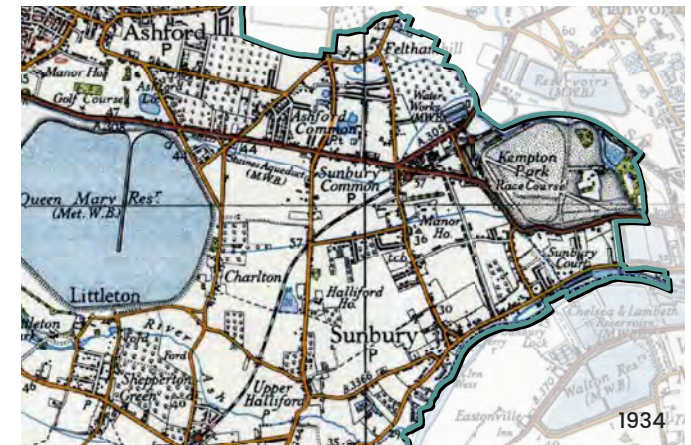
The name 'Sunbury' has an unclear origin with variations of the name included in two Anglo-Saxon charters and the later Domesday Book of 1086.

An important early development was Sunbury Park located close to the River Thames, being the site of a Tudor Manor House built for a courtier of Elizabeth I. The area along the river became a gentrified area with many large properties built by wealthy residents. These included a group of Huguenot refugees, and it is possible that French Street is named after these settlers.

Sunbury was historically based around this area. To the north, Sunbury Cross is an historic intersection of five main roads, along with

scattered/linear development along Green Street connecting to the River Thames. Until the railway arrived in Sunbury in 1864, the wider area was mainly open fields and common land. Much development took place in the interwar and post-war periods, developing Sunbury Common into a suburb with a predominance of detached and semi-detached homes.

Significant change took place in Sunbury Cross during the 1970s with the construction of the M3 junction, and of several high-rise buildings and the Sunbury Cross shopping centre.



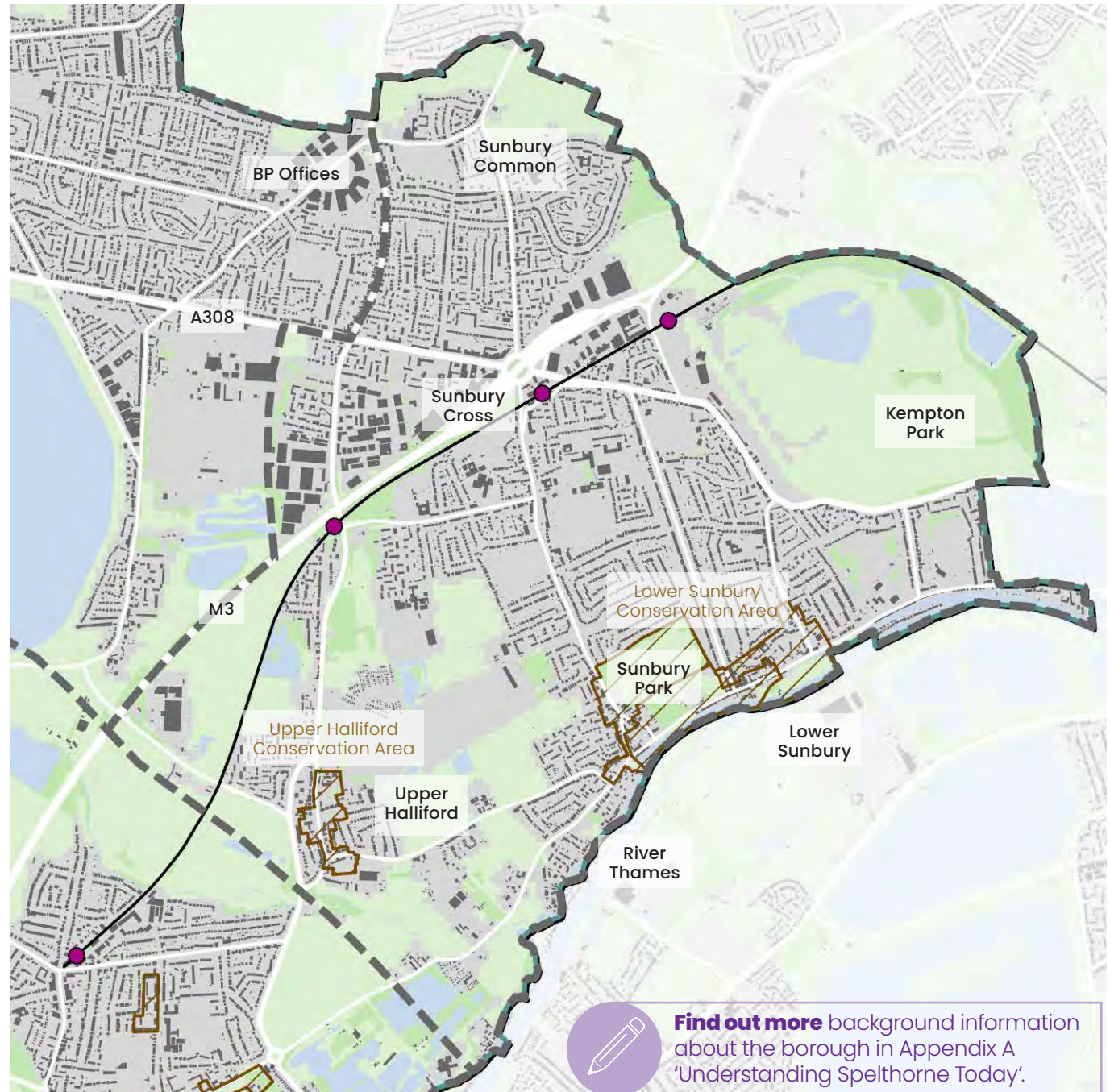
PRESENT

Sunbury's land use is predominantly suburban residential, with some urban areas and industrial areas. To the northwest this includes the British Petroleum (BP) International Centre for Business & Technology, a research and office campus.

Sunbury Cross has a more urban development form with several high-rise buildings and a shopping centre. There are a range of shops, fast food outlets, health & beauty services, convenience stores, supermarkets, and a Premier Inn hotel. Community buildings include a library and church.

There are a range of green spaces across Sunbury including Medhurst Sports Ground, Groveley Road Recreation Ground, Kenyngton Manor Recreation Ground, Cedars Recreational Ground, Sunbury Park, and Lower Hampton Road Park. Sporting venues include the Gaflac Sports Ground, Kempton Cricket Club, Sunbury Cricket Club and Sunbury Sports Bowls Club. Adjacent to the east of Sunbury is also Kempton Park Racecourse, an 85-hectare site with equestrian racecourse involving adjoining inner and outer courses for flat and National Hunt racing.

Lower Sunbury, along the River Thames, has a contrasting 'village' feel compared to the wider area, with a range of historical properties, a finer urban grain, and adjacency to the historic Sunbury Park. Some of this area has Conservation Area status, incorporating much of Thames Street, Church Street, Sunbury Court, and part of French Street. While the manor house of Sunbury Park was demolished in post-war years, the parkland and walled gardens remain and add to the historic character of the area.



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

The Design Vision & Principles for Change

The different areas of **Sunbury-on-Thames** will maintain their distinctive and varied characters and a comfortable, well-designed environment with ample common spaces, reduced congestion and a welcoming atmosphere. Key priorities include improving accessibility for all, particularly those with reduced mobility. **Sunbury Cross** will become a safer, more human-scale place for residents and visitors, with reduced impact from vehicles, and reduced severance caused by infrastructure.

DESIGN PRINCIPLES



Sustainable Urban Design

- Prioritise apartment development close to public transport and main streets
- Built form that creates human-scale environments with improved safety
- Ensure sensitive intensification of existing suburban areas



Commitment to Green Space

- Trees, planting and street greening throughout major roads and all public realm
- Reflect existing 'green' and verdant characters
- New well-maintained green spaces that are designed positively



Connectivity

- Reduce severance caused by infrastructure
- Improve walking and cycling provision in streets and to the rail station
- Reduce the dominance of cars in the streets
- Enhance walking and cycling connections to, from and along the River Thames



Strong, Mixed Communities

- Improve safety in public spaces
- Include a wide mix of homes, supported by community facilities



Climate Change Resilience

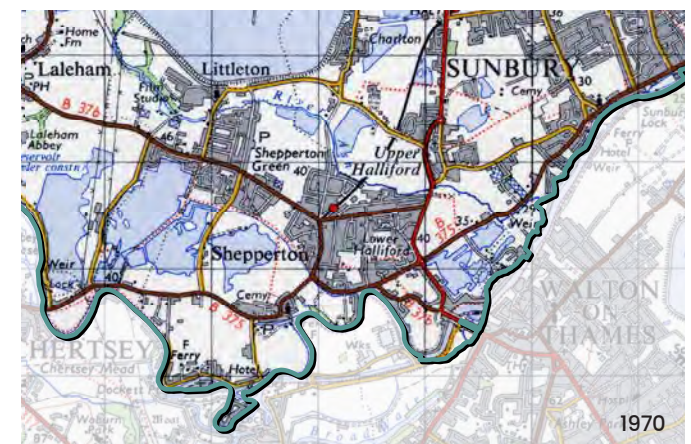
- Improve surface water permeability by converting impermeable hard surfaces to softer, permeable and planted spaces
- Create more shade and cooling in streets and open spaces

WHERE DID THIS COME FROM?

The Vision for the future and Principles for change were developed by the Spelthorne Design Code Citizens Panel and wider community through the engagement process.

Shepperton

The village of Shepperton is located to the south of the borough, characterised by a thriving high street and many attractive tree-lined residential streets. Shepperton can be divided into two distinct areas with the main built-up area to the north, and Old Shepperton to the south. The town includes various shops and cafés, as well as a railway station providing direct trains to London Waterloo.



PAST

There is evidence of human activity in Shepperton since the middle-Neolithic period, from the discovery of a penannular ring ditch in the 1980s. In 1086, the Domesday Book recorded a population of 25 households in Shepperton (then referred to as 'Scepertone').

Shepperton is strategically located nearby the River Thames which has been a vital transport route since the late 13th century. Products including grain, vegetables, and building materials were transported by the river. To aid river navigation, Shepperton Lock and Sunbury Lock were built near Shepperton in the 1810s.

Shepperton originally developed as a settlement on the River Thames; the area known as Old

Shepperton today. Church Square in Old Shepperton served as the original settlement nucleus. The square has a range of historic buildings, most notably the St Nicholas Parish Church, built in 1614. Sir Nikolaus Pevsner described the square, with its glimpse of the River Thames, as "one of the most perfect village pictures that the area has to offer".

The construction of the Shepperton branch line in 1864 led to a new focus of development away from the existing village and 1 mile to the north where Shepperton station had been constructed. This led to the formation of Shepperton town, connecting south to Old Shepperton via the high street and Church Road.

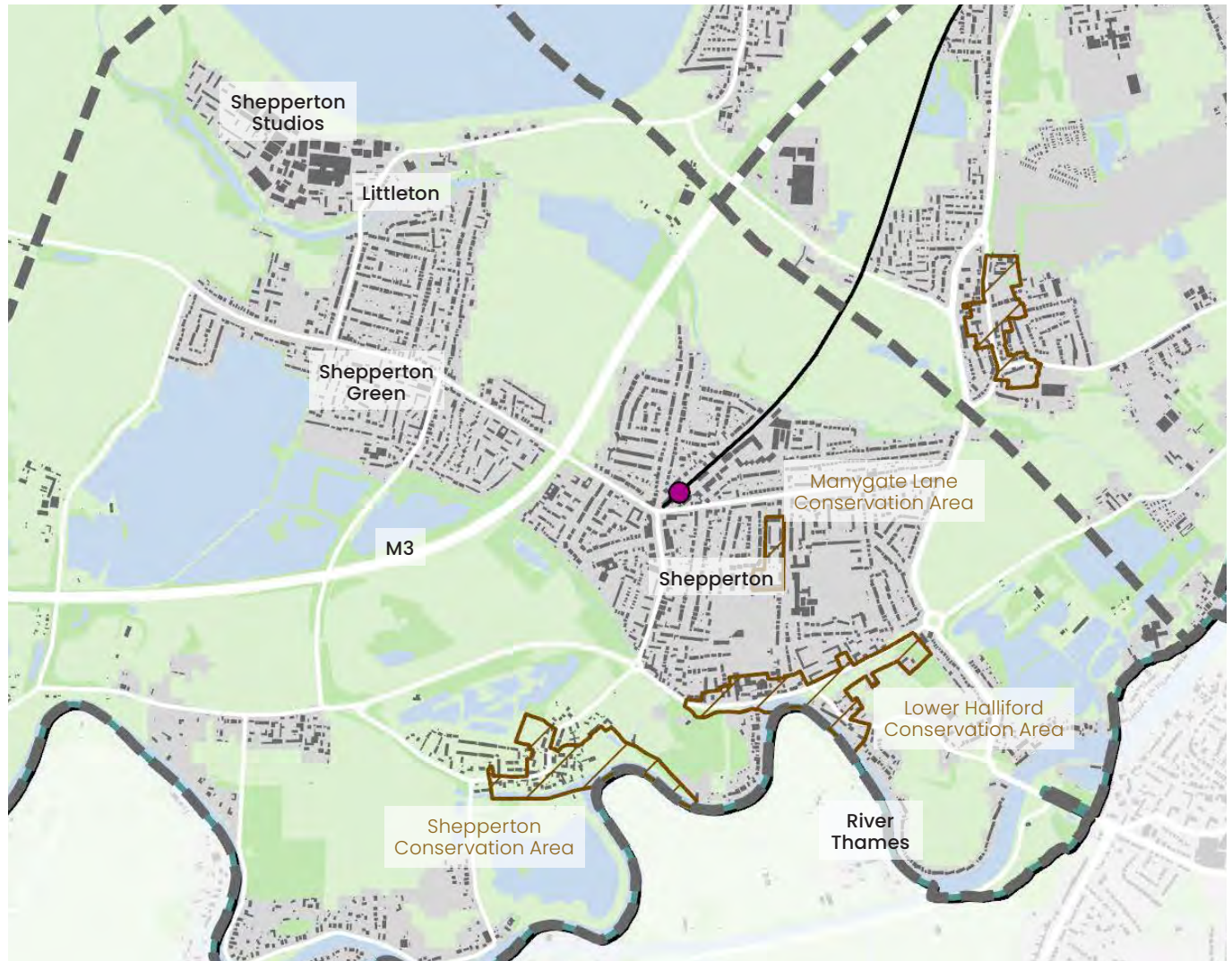
PRESENT

Shepperton's high street is a thriving centre with a wide range of shops and cafés, including independent businesses. The high street is a wide road with parking roads either side. However, there is a good sense of enclosure owing to the mature trees which line the street. There is a large mix of land uses including housing, offices, a library and a church; adding to the vibrancy of the area.

The residential areas in Shepperton are suburban developments mostly constructed in a linear pattern. Houses are mostly detached and semi-detached, along tree-lined streets. Broadlands Avenue is an attractive area with generous plot sizes and large, detached houses.

Shepperton includes three conservation areas: Old Shepperton, Lower Halliford, and the Manygate Lane estate. Old Shepperton includes several historic buildings such as the parish church, two public houses, an 18th century riverside manor, and a Grade II* listed timber framed Old Rectory building built c.1500. Lower Halliford includes several detached classical 18th century riverside houses, and the meadow along Russell Road. The Manygate Lane estate is a contrasting modernist development characterised by modular rectangular, white-painted houses from the mid-20th century.

There are several accessible green spaces in Shepperton, including Shepperton Recreation Ground and Manor Park. Unlike other areas in Spelthorne, Shepperton has close proximity to surrounding fields and rural areas, as well as Public Rights of Way providing a variety of walking routes.



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

The Design Vision & Principles for Change

Shepperton will preserve its village charm while embracing well-designed new development. The community supports a new square in the centre, better cycling infrastructure along the Thames, and a semi-pedestrianised High Street that retains independent shops while supporting sustainable growth and transport.

DESIGN PRINCIPLES



Sustainable Urban Design

- Ensure sensitive intensification of existing suburban areas reflects the existing street scene and architecture



Connectivity

- Improve walking and cycling provision in streets and to the rail station
- Reduce the dominance of cars and highway infrastructure in the streets



Climate Change Resilience

- Improve surface water permeability by converting existing impermeable hard surfaces to softer, permeable and planted spaces



Commitment to Green Space

- Reflect the existing 'green' and verdant character of the place
- Include planting, seating and high quality materials throughout the public realm



Strong, Mixed Communities

- Improve safety in public spaces
- Include a wide mix of homes, supported by community facilities

WHERE DID THIS COME FROM?

The Vision for the future and Principles for change were developed by the Spelthorne Design Code Citizens Panel and wider community through the engagement process.

Stanwell

Stanwell is a predominantly residential suburban area in the north of Spelthorne Borough, located east and northeast of the Staines Reservoirs. It is the northernmost settlement in Surrey. There is a small village centre to the north of Stanwell, with a village green, pub, church, and small range of shops and services. Stanwell is in close proximity to Heathrow Airport to the north.

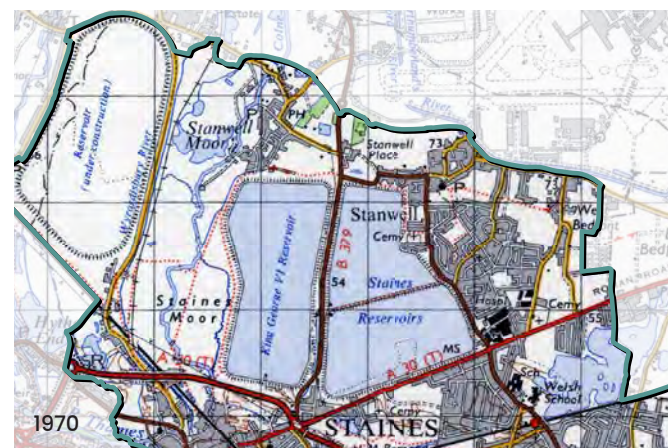
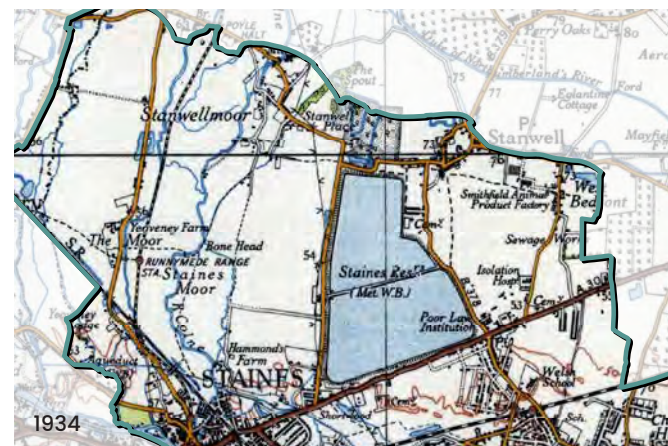
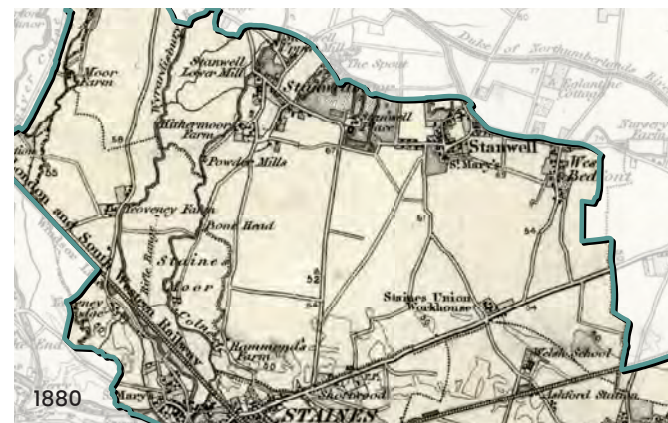


PAST

The Domesday book of 1086 records 'Stanwelle', unusually retained by a man with an Anglo-Saxon name. In 1603, the manor of Stanwell was granted to Thomas Knyvet who helped to foil the attempt of Guy Fawkes to blow up the Houses of Parliament. Up until the 20th century the area was mainly farmland and moor land surrounding the village of Stanwell.

The extent of Stanwell was cut substantially during the 20th century with the construction of the Staines Reservoirs in 1902 and the development of Heathrow Airport (originally Harmondsworth Aerodrome) which became operational in 1930. Additionally, some land was taken west of Stanwell Moor for the construction of the M25 in the 1980s.

Large-scale construction of new homes began following World War II. Over 300 prefabricated houses were built between Town Lane and Long Lane between 1945 and 1948. Several smaller developments of terraced and semi-detached houses, including those either side of Park Road, were built since 1954 by the British Airways Staff Housing Society.



PRESENT

The suburban residential areas today comprise largely of semi-detached and terraced housing built between the 1950s to 1970s, with some early 21st century development. The urban form involves regular perimeter blocks with areas of green space distributed throughout the development.

The historic centre of Stanwell, a Conservation Area, retains a distinctive village feel from the surrounding 20th century suburban development. The urban form is nucleated, with St Mary the Virgin Church and the village serving as focal points. A variety of historic properties from different time periods adds to the village character. The centre benefits from several shops and services including a convenience store, public house, a range of takeaways and a florist.

The wider area of Stanwell also includes Stanwell Moor, a distinct settlement located north of King George VI Reservoir. Residential properties are predominantly from the mid-to-late 20th century. Stanwell Moor offers several facilities including a village hall, parade of shops, and public house.

There is a good provision of green space throughout Stanwell. This includes Village Park, Lauser Road Park, West Bedfont playing fields, Clyde Road Park, and Stanwell Moor playing fields.

While Stanwell is in close proximity to Heathrow Airport, there is limited access between the settlement and the airport due to the perimeter road and adjacent watercourses. In January 2025, the government invited Heathrow Airport to bring forward proposals for a third runway. While details of the proposed airport expansion are not yet known, these plans have the potential to impact the future character of Stanwell.



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

The Design Vision & Principles for Change

Stanwell will develop a clearer place identity and have better integration with the rest of Spelthorne. Development should focus on addressing infrastructure gaps, prioritise healthy placemaking and create more connected spaces, both green and built, to foster community cohesion and opportunity.

DESIGN PRINCIPLES



Sustainable Urban Design

- Ensure that edges between different land uses successfully manage any impacts from one use to another
- Create places that have sufficient density to be vibrant, sustainable and safe



Connectivity

- Enhance walking and cycling connections to existing streets and the wider context, including Heathrow and employment areas
- Improve the safety, security and attractiveness of existing links



Climate Change Resilience

- Improve surface water permeability by converting impermeable hard surfaces to softer, permeable and planted spaces
- Create more shade and cooling in streets and open spaces



Commitment to Green Space

- Extend and enhance existing green spaces, with green corridors into new development
- Create new green spaces that can host community events and become places to meet, socialise and relax



Strong, Mixed Communities

- Prioritise health and wellbeing as a key design driver for new development
- Improve safety in public spaces
- Include a wide mix of homes, supported by community facilities

WHERE DID THIS COME FROM?

The Vision for the future and Principles for change were developed by the Spelthorne Design Code Citizens Panel and wider community through the engagement process.

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Area Type Design Requirements

Spelthorne's Area Types

Spelthorne has a number of different Area Types, which are distinctive from each other in urban design characteristics and their future patterns of development.

Different Area Types have different Design Requirements for future development that are appropriate to the area. Find the Area Type your proposal is in on the Area Types Plan to the right to see which requirements apply.

Designated 'Areas of Change' have more detailed coding requirements in addition to their Area Type Design Requirements. These are found in Chapter 5.

Most proposals in Spelthorne will be covered by the Code. **Other Area Types, and some development types, do not have detailed coding.** These design proposals should be in accordance with:

- Requirements for [Design Process](#) (Chapter 2)
- Design Code Vision and principles for the borough (Chapter 1)
- Design Code Vision and principles for the place (Chapter 3)
- Policy requirements as set out in the [Local Plan](#) and other valid policy or guidance

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CODED AREA TYPES



High Streets



Town Centre N'hoods



Inner Suburban



Suburban

AREA TYPES NOT CODED



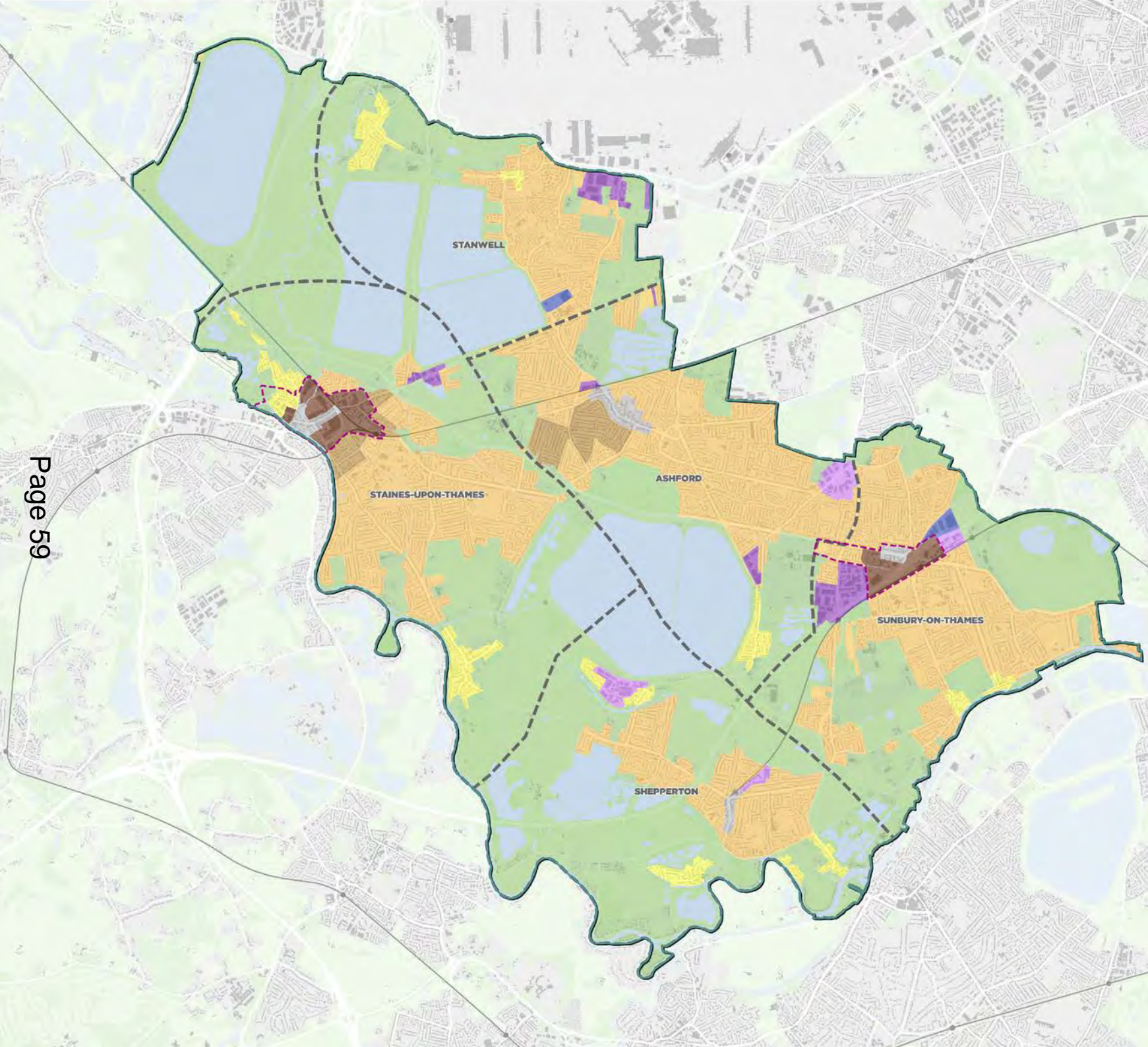
Village





Employment







Retail Park








-  Places
See Chapter 3
-  Areas of Change
See Chapter 5

CODED AREA TYPES

-  High Streets
-  Town Centre Neighbourhoods
-  Inner Suburban
-  Suburban

AREA TYPES NOT CODED

-  Green Belt
-  Village
-  Business Park
-  Light Industrial
-  Retail Park

 Waterbodies

High Streets

OVERVIEW

High Streets are the vibrant heart of Spelthorne, and are both functional places and a core part of the borough's place identity.

There are four identified High Streets within Spelthorne. They are distinct in character from each other but have a number of common features.

- Staines-upon-Thames
- Ashford
- Sunbury Cross
- Shepperton

Staines-upon-Thames has a thriving High Street which is pedestrianised along its core length. Others remain busy streets for vehicles as well as people.

Staines and Ashford are the most historic High Streets, well-developed by the end of the 19th Century. Shepperton and Sunbury Cross develop further in the Inter-War and post-War period.

CODED DEVELOPMENT TYPES

All development along High Streets in Spelthorne is anticipated to be of the form of mixed use buildings, with retail or commercial ground floors and residential dwellings or office space on floors above.

AREAS OF CHANGE

Staines-upon-Thames and Sunbury Cross High Streets are both parts of Areas of Change. As well as the requirements set out in this section, they are subject to further spatial coding requirements set out in Chapter 5.

Development in Ashford and Shepperton High Street is anticipated to be incremental and governed by the design requirements set out in this section.

LOCATIONS

Locations of High Streets in Spelthorne are shown on the following page.

DESIGN AIMS

Development in High Streets **will**:

- Be incremental in form, being guided by existing dimensions of height, width, set back and building line
- Include retail and commercial uses on the ground floor to ensure the continued vibrancy and importance of High Streets as key places in Spelthorne
- Support a transformation in the public realm to prioritise active travel
- Be attractively and thoughtfully detailed and articulated with appropriate materials to integrate visually with the context and surrounding place



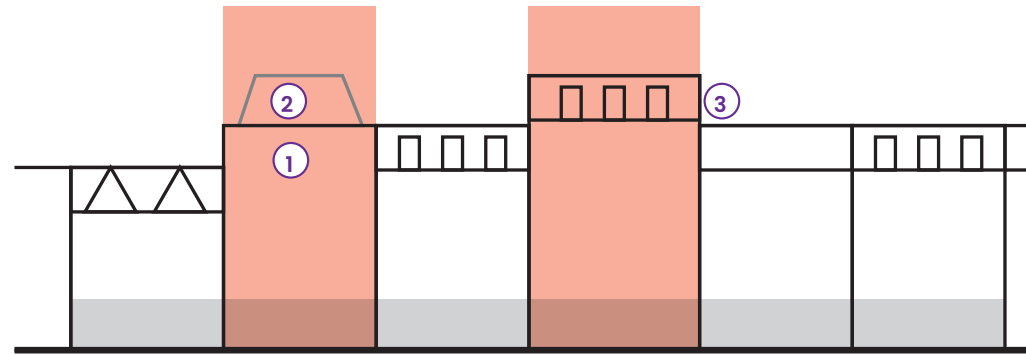
Spelthorne's High Streets are distinctive and important to the community. Development must 'fit in'.



HS-1 BUILDING HEIGHTS

Maximum heights of new development **must** comply with the requirements set out in the diagram to the right, and not exceed the maximum heights specified below.

- Staines-upon-Thames: 6 storeys (approx 18m). Further detail in Chapter 5, Areas of Change.
- Ashford: 5 storeys (approx 15m)
- Shepperton: 5 storeys (approx 15m)
- Sunbury Cross: 5 storeys (north side, approx 15m), 8 storeys (south side, approx 24m). Further detail in Chapter 5, Areas of Change.



Development between different heights may:

1. Have one storey higher than the lower adjacent building, up to the maximum heights specified.
2. Have one storey higher than the taller adjacent building, provided it is set back from the building line and the flank facing the lower adjacent building, and does not exceed the maximum heights specified.

Development between similar heights may:

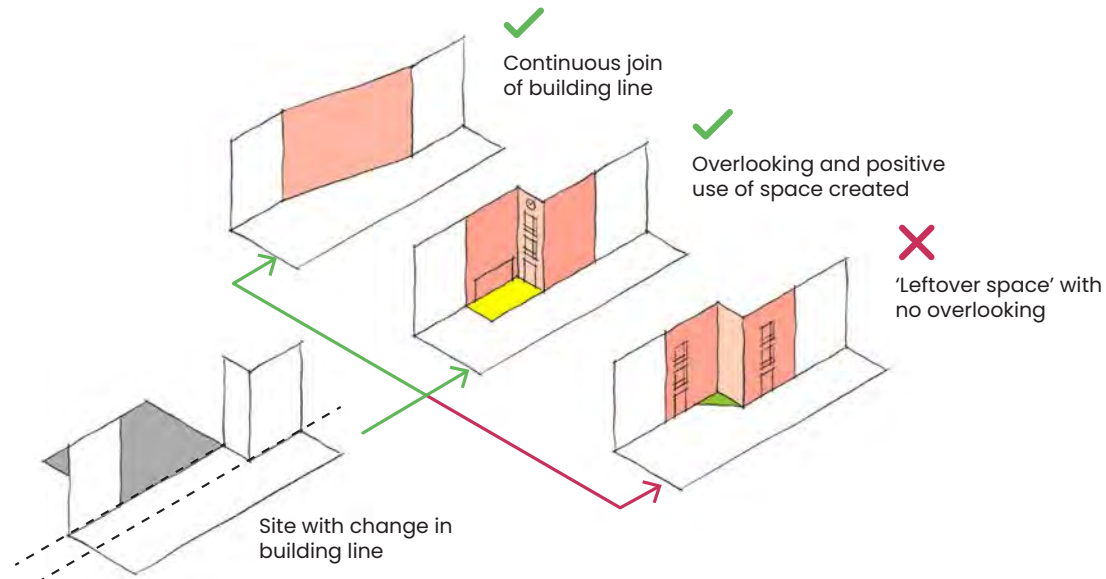
3. Be one storey higher than adjacent buildings, up to the maximum heights specified.

HS-2 BUILDING LINES

Spelthorne's High Streets have a consistent building line, with most buildings built up to the front of the plot and joining adjacent buildings.

New development **must**:

- Match the surrounding building line and build to the front of the plot
- Ensure where possible at least a 2m footway width in front of the building
- Join adjacent buildings with a party wall
- Where there is a change in building line from one side of a plot to another address the change as shown to in the diagram to the right



HS-3 BUILDING GRAIN

The plot structure of Spelthorne’s High Streets typically leads to relatively narrow buildings, referred to as a fine urban grain. It is also common to see buildings that are wider than this typical grain subdividing the frontage so as to match.

Buildings **must** visually match the prevailing building width of:

- Staines-upon-Thames: 6-10m
- Ashford: 5-10m
- Shepperton: 6-20m, with most buildings wider than 10m subdivided visually
- Sunbury Cross: 6-10m, with most buildings wider than 10m subdivided visually



Ashford - plots and building figure ground showing fine grain of built form



Subdividing the frontage of a single building to match the prevailing grain and rhythm of a High Street (Lower Marsh, Waterloo)

HS-4 VERTICAL MIX OF USES

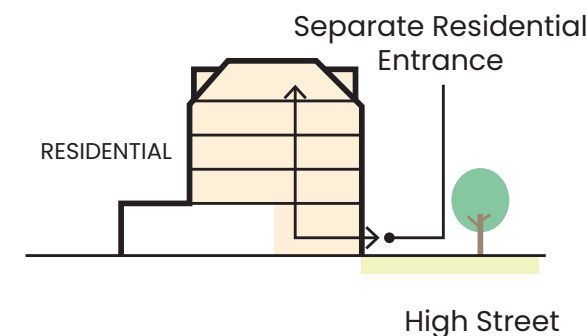
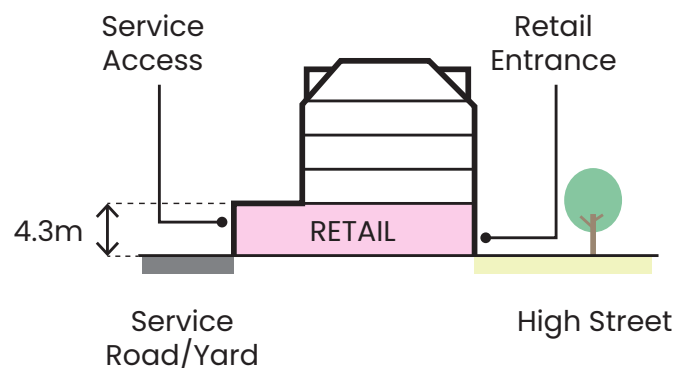
High Streets are defined by their varied ground floor uses. Buildings on High Streets are expected to be mixed-use vertically.

Buildings **must**:

- Have a commercial ground floor suitable for flexible retail use, with a storey height of at least 4.3m to allow for future changes in use
- Have either office or residential dwellings (apartments) on upper floors, with storey heights typically lower, of around 3m
- Have separate entrances for upper floor offices or dwellings, from the High Street

Buildings **should**:

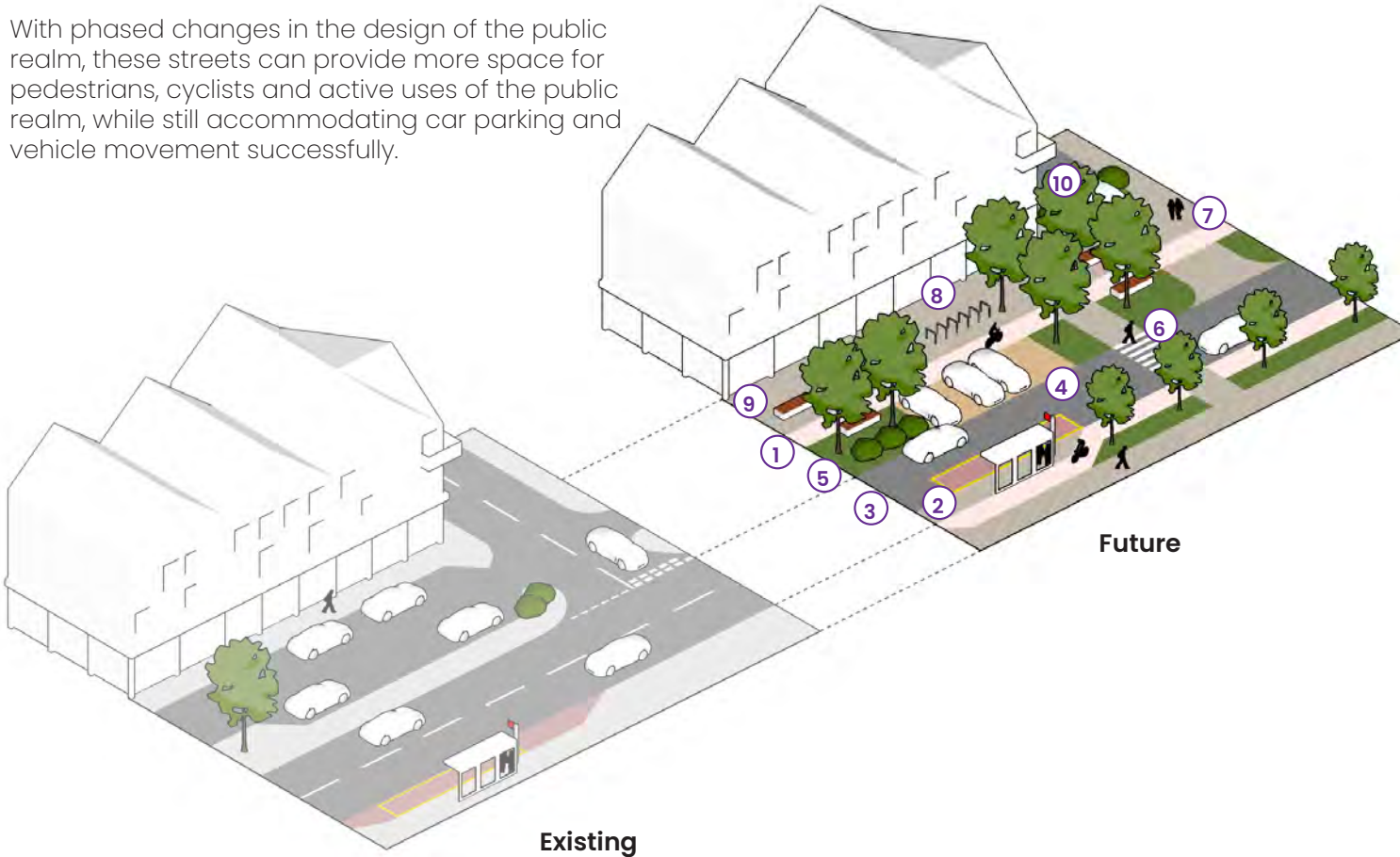
- Locate servicing for retail units to the rear of the building. If servicing is necessary from the street this should be outside of retail hours.



HS-5 HIGH STREET PUBLIC REALM

Ashford, Shepperton and Sunbury Cross have High Streets with through vehicle traffic, service lanes and occasional streets. They are typically between 25-35m in width.

With phased changes in the design of the public realm, these streets can provide more space for pedestrians, cyclists and active uses of the public realm, while still accommodating car parking and vehicle movement successfully.



Public realm changes to High Streets must follow the principles of Surrey's Healthy Streets Design Code.

Spelthorne's High Streets **should**:

1. Include dedicated cycling provision to LTN 1/20 standards
2. Provide dedicated passenger waiting space at bus stops that does not block footways
3. Limit vehicle carriageway widths to the minimum required
4. Provide on-street parking as bay, parallel or angled arrangements off the main carriageway, with differentiated surface treatments and a maximum of six parking spaces in a run
5. Integrate parking bays into a flexible planting and street tree strip, which can also accommodate seating, lighting, cycle parking and wayfinding
6. Provide frequent pedestrian crossings at key desire lines
7. Provide continuous footways at junctions with side roads
8. Include frequent cycle parking at gateways and junctions along the street
9. Include seating at least every 50m
10. Use streets and landscape design to mark key nodes in the street



The quality of the public realm, and poor facilities for walking and cycling, detracts from High Streets today.

HS-6 SHOP FRONTS

The design of shop fronts and building façades will make a strong contribution to the character of the High Street.

Shop fronts **must**:

- Adopt a unified approach to shop front design where buildings are architecturally in the same group within a terrace (e.g. the same building) (diagram centre right)
- Adopt an individual approach to shop front design buildings are individual (diagram far right)
- Reflect the width of historic plot pattern in their design



Unified approach to shop frontages on the same terrace of buildings



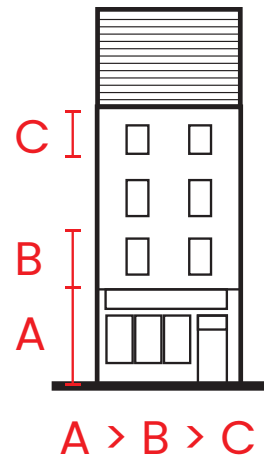
Individual approach to shop frontages on individual buildings

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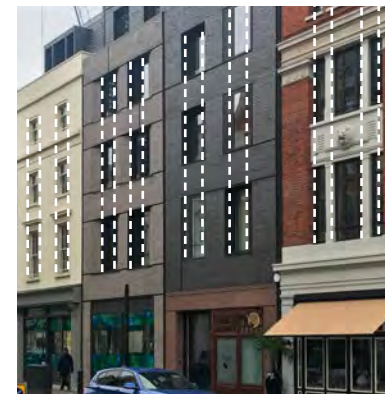
HS-7 FACADES

Above shop fronts, High Street façades **must**:

- Have a roof visible from the street, e.g. a gable end, pitched roof or mansard roof. Flat roofs will not be accepted.
- Have a base of a single storey, used as a shop front
- Be visually proportioned so that floor and window heights decrease vertically
- Match the rhythm of windows along the street
- Use materials with texture or decorative detail visible at close distances, such as brick, to create visual interest



Proportions of base, middle and top floors in relation to each other



Matching the rhythm of windows along a High Street



Example of decorative detail separating shop front from upper floors (Wellington House, MATT Architecture)



Rich, detailed building façades which have parameters in common with adjacent buildings are popular.

Town Centre Neighbourhoods

OVERVIEW

Staines-upon-Thames and Sunbury Cross are town centres where a significant increase in homes is anticipated close to or within the town centre. This development will form new mixed-use neighbourhoods, where facilities and amenities are within walking distance of homes, and other destinations can be accessed by frequent public transport.

Town centre neighbourhoods will be of higher residential density than is typically seen in Spelthorne. They will have residential dwellings and supporting commercial and community facilities, as well as retail space that integrates with the rest of the town centre.

Some parts of town centre neighbourhoods have already been built, for example along London Road in Staines-upon-Thames. As neighbourhoods develop or are regenerated, it will be important to integrate these neighbourhoods into the surrounding town centre, with new streets and open spaces that can bring the existing and new community together.

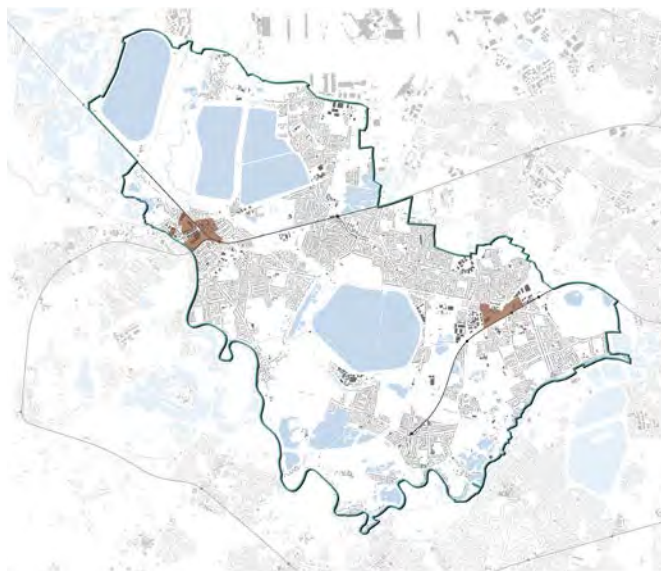
CODED DEVELOPMENT TYPES

All development in Town Centre Neighbourhoods is anticipated to be in the form of medium to high density residential-led mixed use buildings, with some retail or commercial ground floors. This will include a range of densities and development types from townhouses to towers.

AREAS OF CHANGE

All Town Centre Neighbourhoods in Staines-upon-Thames and Sunbury Cross are designated as parts of Areas of Change. As well as the requirements set out in this section, they are subject to further spatial coding requirements set out in Chapter 5.

LOCATIONS



DESIGN AIMS

Due to the importance of design quality in new and emerging Town Centre Neighbourhoods, Design Aims and corresponding Requirements are set out across six themes:

- The Street & Ground Floor
- Scale & Massing
- Open Spaces
- Homes & Practicalities
- Detail & Richness
- Climate Change & Sustainability



New neighbourhoods must be a part of the existing place, helping new residents be part of the community.



High quality open spaces, affordable, attractive new homes, and appropriate development scale are priorities.



Variety of types of home - duplexes, maisonettes, apartments and others

Range of private and shared amenity spaces

Space for nature as well as people

Local facilities and shops

Getting about by walking and cycling is the most attractive option

Safe, attractive and green public open spaces

The Street & Ground Floor

The street and public spaces are how most people will experience Spelthorne’s town centre neighbourhoods, and are of vital importance to the identity of places, and successful integration with their surrounding town centres and neighbourhoods.



Residential active frontage



Spill-out space for cafe seating on walking route

DESIGN AIMS

The Street & Ground Floor of Town Centre neighbourhoods **will**:

- Maximise active frontages at ground level, whether they be commercial or residential
- Connect the indoors with the outdoors, with appropriate ground floor uses aligned to the adjoining public realm or outdoor space
- Use the built form and design of the public realm to ensure all space has a positive purpose
- Provide a network of streets that prioritise people and active uses over cars, designed on ‘superblock’ principles
- Include street trees and planting in the public realm

TC-S1 ACTIVE FRONTAGES

The ground floor connects the street with the activity within the building, and creates safe and secure environments through passive surveillance. Different frontages and design requirements are set out on the next page.

Development **must**:

- Locate frontages with a higher level of activity on busier streets
- Locate **active frontages** to provide passive surveillance of surrounding areas which lack overlooking from other buildings
- Not have more than 10m length of continuous inactive or low activity frontage
- Have ground-floor entrances to homes, retail or commercial space at least once every 10m

TC-S2 SPILL-OUT SPACE

Active ground floor uses such as retail, cafes, restaurants, community spaces and leisure uses can further animate the street by providing ‘spill-out’ public realm space for tables, activities and events.

Development **must**:

- Provide ‘spill-out’ space of at least 2m width on high activity retail and commercial frontages where there is direct sunlight and shelter from winds
- Demarcate spill-out space, e.g. by a change in surface materials
- Development **should**:
- Align internal uses (e.g. cafes) with external spaces (e.g. squares and open spaces)
- Provide shelter of spill-out space through temporary or retractable awnings



A feeling of safety and security in the public realm at all hours of the day is a key community priority.

(TC-S1 / TC-S2) Types Of Frontage and Spill-Out Space

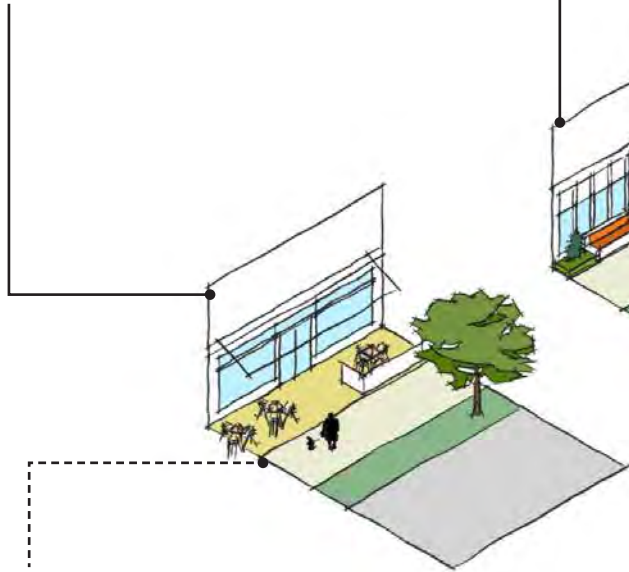
This diagram sets out the different types of frontage in town centre neighbourhoods. Proposed frontages **must** achieve these design requirements.

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Retail Frontages & Commercial Entrances

A source of activity and vibrancy on main streets. Allow indoor uses to 'spill out' onto the street with a demarcated space extending the public realm.

High Activity

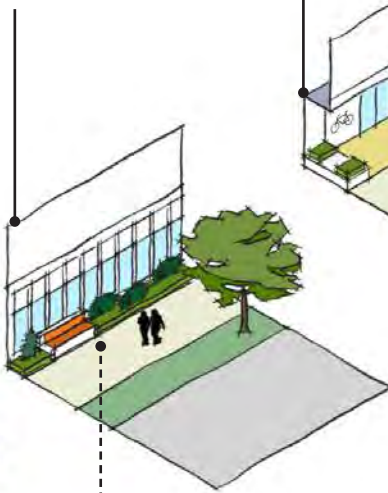


Flexible 'spill-out space' of 2m+ width with differentiated materials
Retractable awnings may be used

Commercial

Provides overlooking from ground floor offices and other commercial uses.

Medium Activity

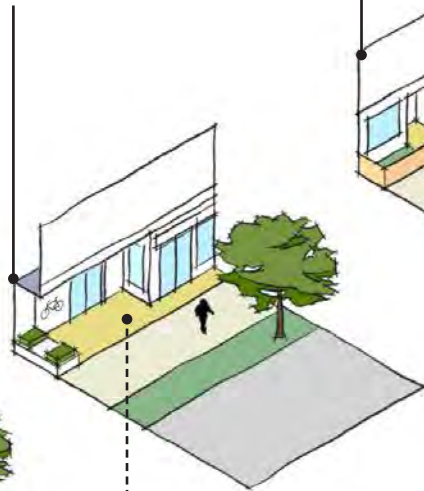


Glazing to provide visibility to public realm
Seating and planting at interface with street

Apartment Entrances

Provide a safe, comfortable and welcoming threshold that feels like home.

Medium Activity

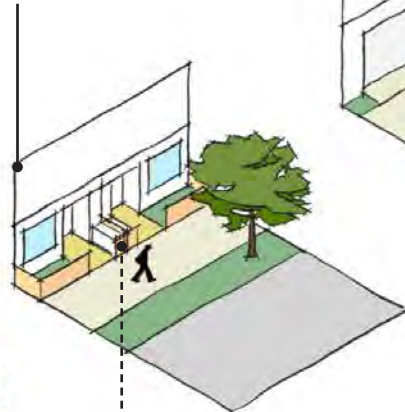


Covered threshold of 1.5m+ depth
Adjacent to retail entrances where possible
Cycle storage at entrance
Planting and seating to enclose threshold space

Homes

Promote interaction between neighbours and a welcoming, safe threshold space.

Medium Activity

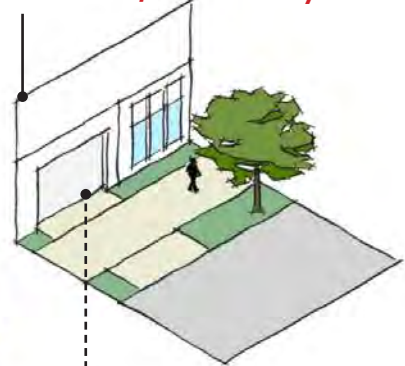


Front gardens of 1m+
Front doors grouped together
Front doors have covered threshold
Bin storage space adjacent to front door

Service / Parking Access

Minimise the visual impact and lack of activity around these frontages

Inactive / Low Activity



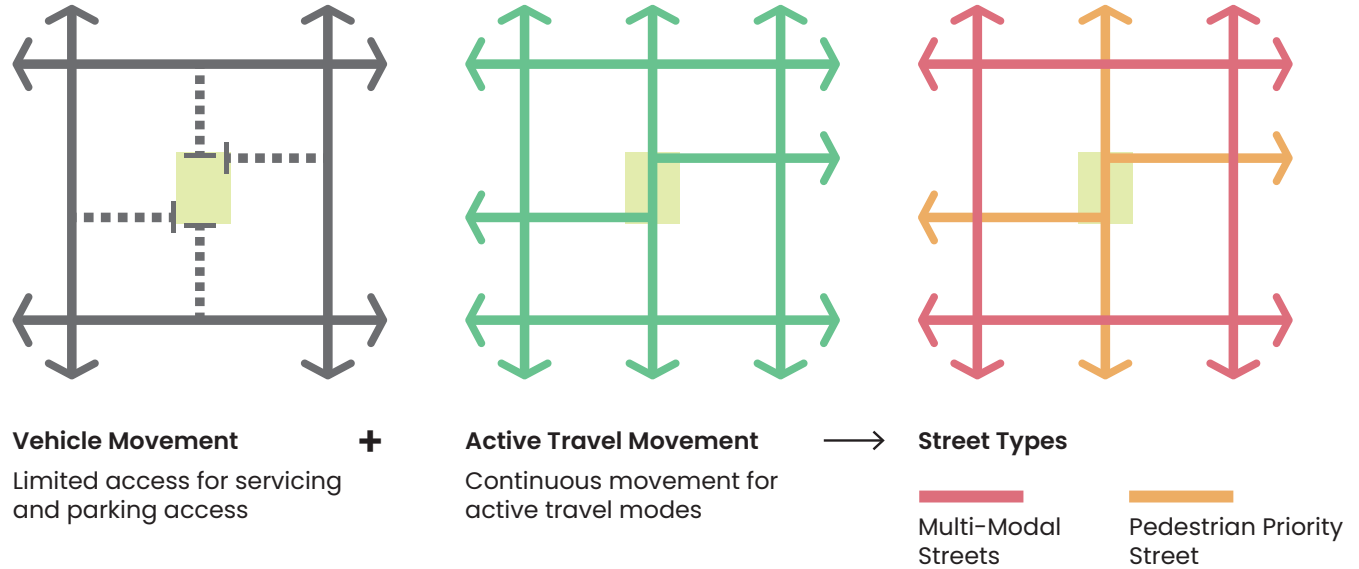
Minimise width of this frontage type, maximum 10m continuous width
Entrances flush with frontage
Continuous footway past entrance

TC-S3 STREET NETWORKS AND DESIGN

New town centre neighbourhoods **must** be designed on the principle of prioritising the movement of people and active travel within and through the neighbourhood, with vehicle traffic directed onto suitable streets away from people-focused hearts of neighbourhoods.

- Streets within town centre neighbourhoods should be designed as Pedestrian Priority Streets, to prioritise active travel, and the use of the street for play, relaxation, socialising and active uses such as cafes or similar.
- Streets at the edge of town centre neighbourhoods, which are today designed as large traffic-dominated roads, should be re-imagined as Multi-Modal Streets.

Design requirements for these two key street types are set out on the following page. These follow the principles of Surrey's Healthy Streets Design Code.



Neighbourhood street network design approach

TC-S4 STREET TREES AND PLANTING

Street trees provide multiple benefits, including shade, shelter, improvements to air quality, water handling, urban habitats and aesthetic contribution to the character of streets. Other planting can make contributions to some of these aspects and is encouraged.

Where development creates new public realm or streets, they **must** be tree-lined and planting should be integrated throughout the public realm.

Further requirements for landscape and street tree selection are found under TC-O5.



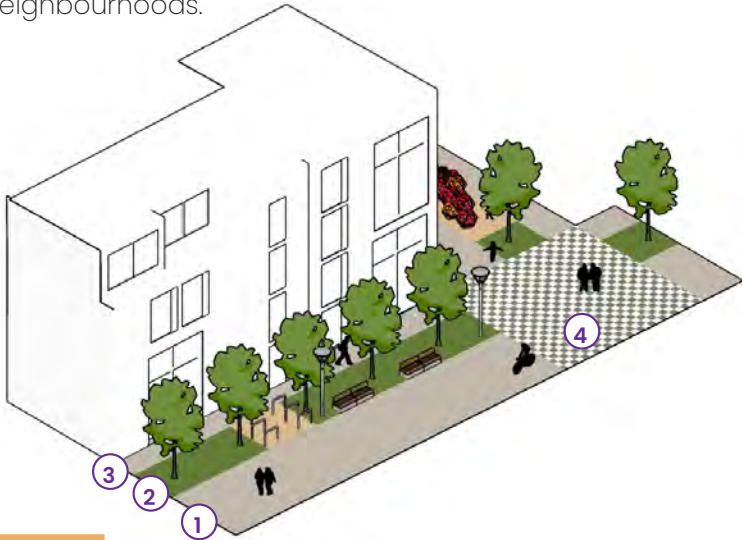
Street trees and planting in a residential street



Trees providing shade in public open space

(TC-S3) Types Of Street

This diagram sets out design requirements for the different street types within town centre neighbourhoods.



Pedestrian Priority Street

TC-S3a Pedestrian Priority Streets will vary in character to reflect the surrounding built form and intended vision of the town centre neighbourhood. At a minimum they **must**:

1. Have a shared surface area of at least 5m wide to provide occasional service access or limited access to car parking
2. Have a planting or landscape strip e.g. of at least 3m wide to be able to accommodate street trees, cycle parking, seating, lighting, planted areas, informal play features and surface water management
3. Have a minimum 2m wide footway between the landscape strip and built form front boundary
4. Use differentiated surface material at junctions between pedestrian priority streets

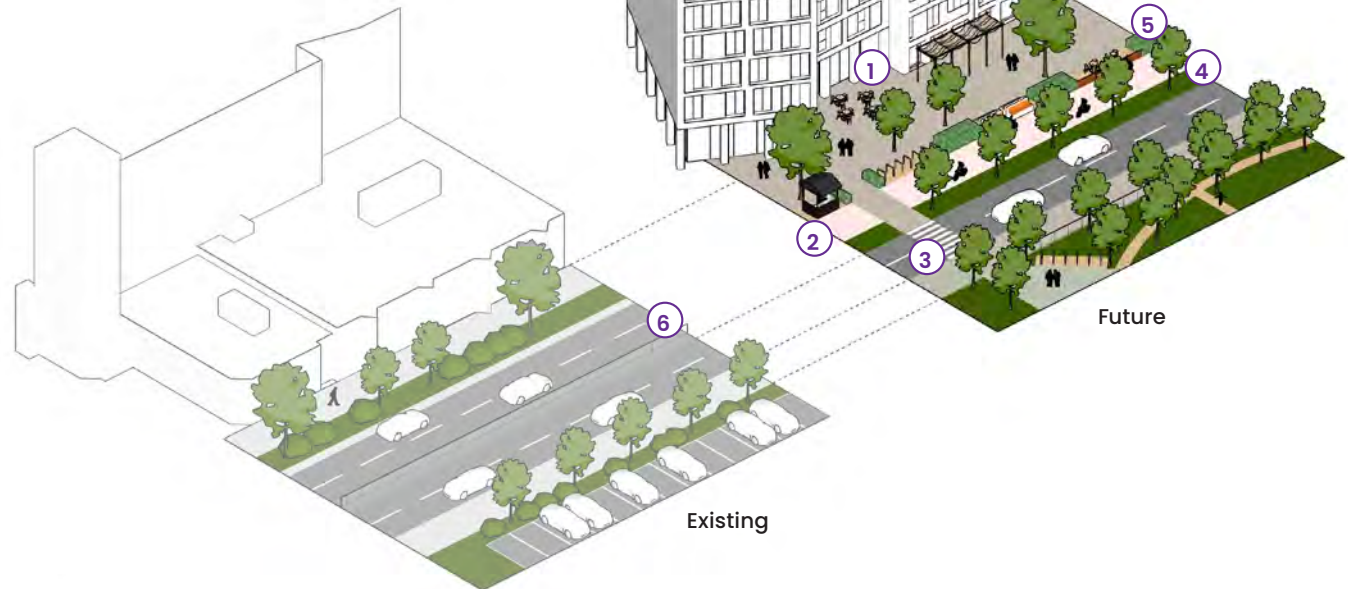
Multi-Modal Streets

Few (if any) schemes will create new multi-modal streets in town centre neighbourhoods. Most new town centre neighbourhoods will redevelop existing sites and be adjacent to existing major streets. These streets can be redesigned to reduce the dominance of vehicle traffic and provide more space for people and other modes, as shown below.

TC-S3b Multi-Modal Streets **must**:

1. Be fronted by built form with active ground floor frontages
2. Include dedicated cycling space to LTN 1/20 standards
3. Have regular pedestrian crossings that connect with desire lines
4. Be tree-lined and include planting areas, retaining existing street trees
5. Include a flexible strip of planting, seating, cycle parking to help delineate movement modes from each other

Reduce the space dedicated to vehicle traffic



Scale and Massing

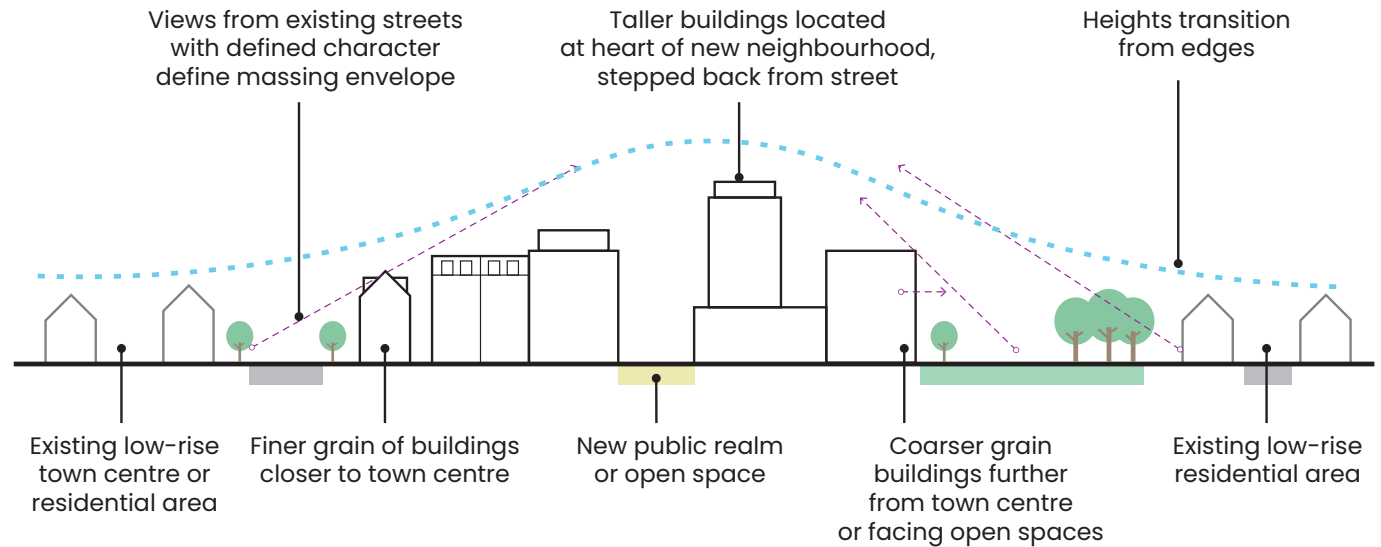
Scale and **massing** must be contextually-sensitive and successfully manage transitions to surrounding areas whilst ensuring an efficient use of land. High density does not need to mean high-rise, and well-designed medium-rise schemes are strongly encouraged in all of Spelthorne's town centre neighbourhoods.

DESIGN AIMS

The scale and massing of Town Centre Neighbourhoods **will**:

- Consider and minimise the impact on how they will be perceived from the street and areas of local distinctiveness and importance
- Make a positive choice of massing typology that balances integrating with the existing context with the need for efficient use of land in accessible, sustainable locations
- Ensure massing, especially of tall buildings:
 - has a varied elevation over their height
 - does not overwhelm the scale of the surrounding street
 - breaks up elevations through use of materials and facade design
 - keeps a street level microclimate, daylight levels and wind effects that is comfortable

TC-MI NEIGHBOURHOOD MASSING APPROACH



An overall approach to **massing** of new town centre neighbourhoods is set out in the diagram above. Scale and **massing** includes both the vertical (height) and horizontal (grain) measurements of buildings.

New neighbourhoods may be delivered through a number of different sites. The overall principles will apply across sites, and are defined in detail in Chapter 5, 'Areas of Change'.

New town centre neighbourhoods **must**:

- Transition in height and urban grain from surrounding areas
- Locate taller buildings away from existing low-rise areas



The effect of change on the skyline and character of Staines-upon-Thames is important to the community.



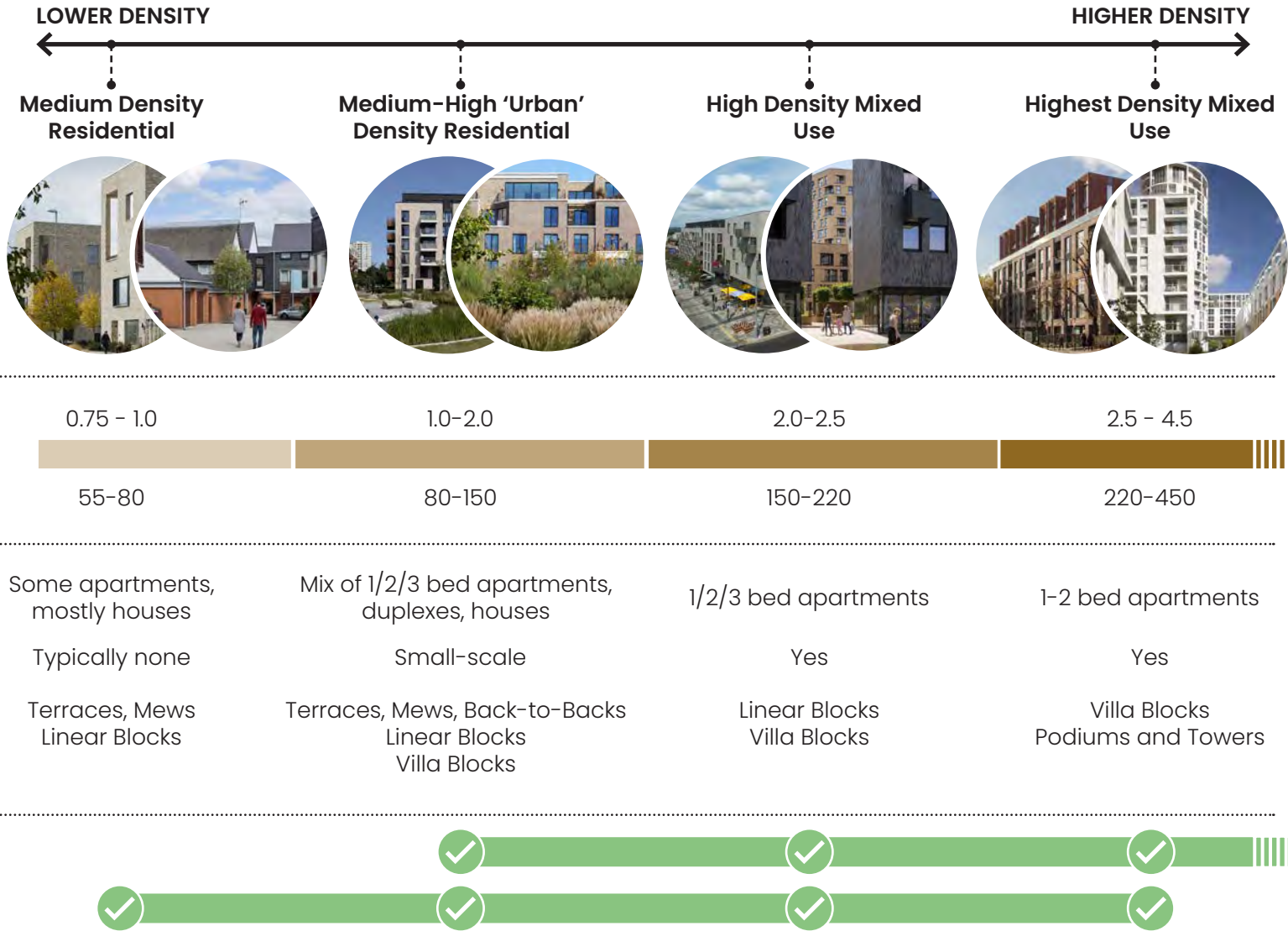
Existing tall buildings in Sunbury Cross create a poor environment which could benefit from mid-rise development.

DENSITY IN SPELTHORNE’S TOWN CENTRE NEIGHBOURHOODS

Spelthorne’s town centre neighbourhoods will vary in prevailing density, measured both in dwellings per hectare and in **floor area ratio**. Anticipated categories of development, their typical density characteristics, and the places in which they are considered appropriate are set out below.

As set out in the ‘Design Process’ chapter, **the appropriate density for a site will be design-led**, responding to constraints, the existing context, and the requirements set out in this Design Code for Areas of Change.

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TC-M2 DEVELOPMENT TYPOLOGIES

Lower or medium-rise development typologies are preferred in Spelthorne's town centres. These typologies:

- More closely reflect prevailing character
- Can integrate a wide variety of dwelling types
- Retain a more human scale to streets and the built environment
- Retain a closer connection between residents in dwellings and the surrounding public realm

In some locations taller buildings might be appropriate. Due to their sensitivity, additional design requirements apply.

Four different development typologies appropriate to development in Spelthorne are presented on the following pages, including:

- Key dimensional requirements
- Design requirements addressing the design themes of the town centre code
- Where they might be considered and are most appropriate

Within larger sites that may have multiple buildings or character areas, a range of development typologies will be needed to provide a mix of housing types, character and appropriate transitions to surrounding places and spaces. Two applied examples of the use of different development typologies across a larger site are set out later in this section.



Design Requirements under **TC-M2a**



Design Requirements under **TC-M2b**



Design Requirements under **TC-M2c**



Design Requirements under **TC-M2d**

Tall Building Design Requirements

TC-M2a Low-Rise: Terraces, Back-To-Backs And Mews Houses

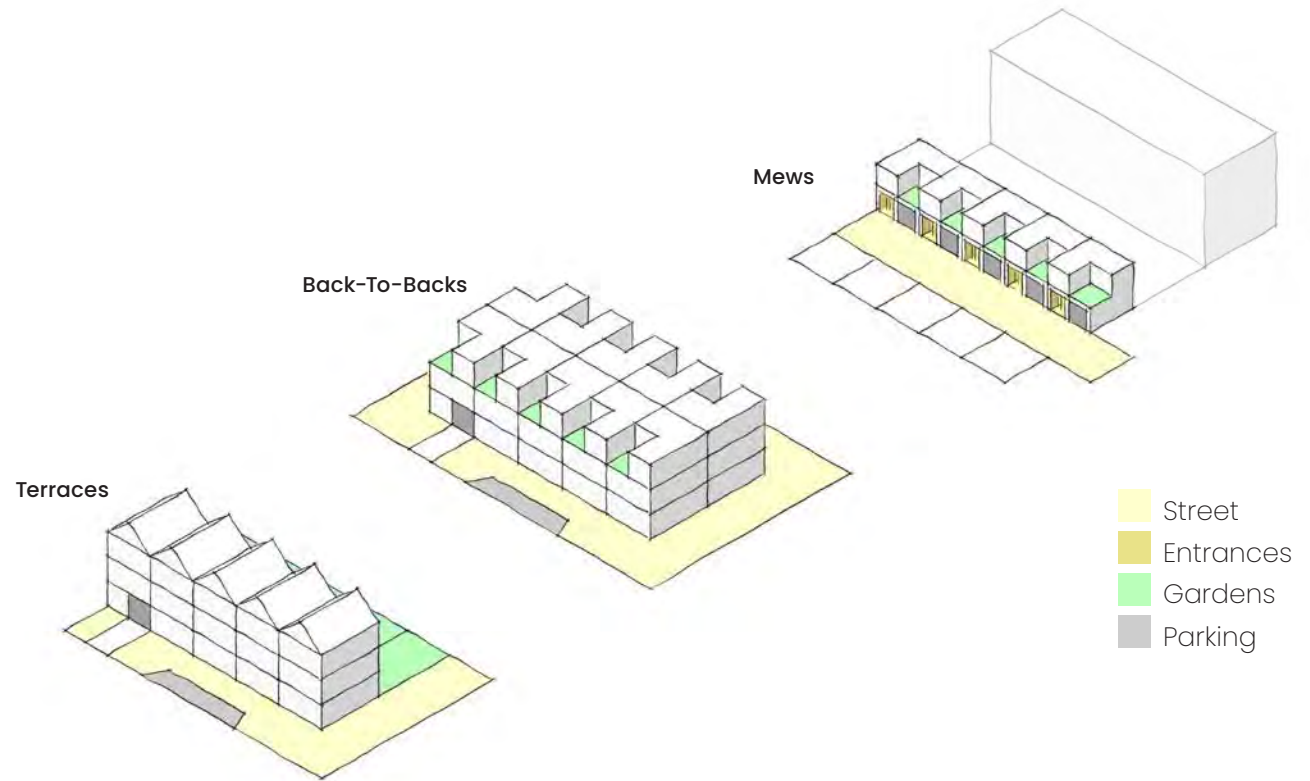
Terraces, back-to-backs and mews houses can provide relatively high densities of houses within low-rise streets that can blend well with the existing character of Spelthorne’s town centres and streets. They can help bridge the transition between lower and higher-density development. Care should be taken to ensure sufficient green space, parking and privacy for residents are maintained.

Dimensions this type **must** observe:

- Height up to 3 storeys (approx 15m)
- Typically 2-4 bed homes
- Building depth 8-10m
- Frontage width 5-8m

Most Suitable Locations where this type **should** be located:

- Edges of higher density sites as part of transition to surroundings
- Quieter side streets
- Near areas with strong existing character to be preserved
- Mews streets inserted into centre of perimeter blocks in new neighbourhoods



DESIGN REQUIREMENTS

Terraces, back-to-backs and mews **must** include:

Street and Public Realm

- Typically no commercial ground-floor frontages or uses
- Shared space or pedestrian-priority streets

Scale and Massing

- Limited variations in height
- Mix of contemporary and traditional pitched roof types

Open Spaces

- Private gardens and terraces, including roof terraces
- Any shared open spaces delivered as part of public realm

Homes and Practicalities

- Front doors on street for all homes
- Car parking on-street, in off-plot parking areas or integral to homes
- Single-aspect types not located facing primarily north or south, to prevent overheating or lack of access to daylight

 Providing family homes within town centre neighbourhoods is strongly supported.

TC-M2b Medium-Rise: Linear Blocks

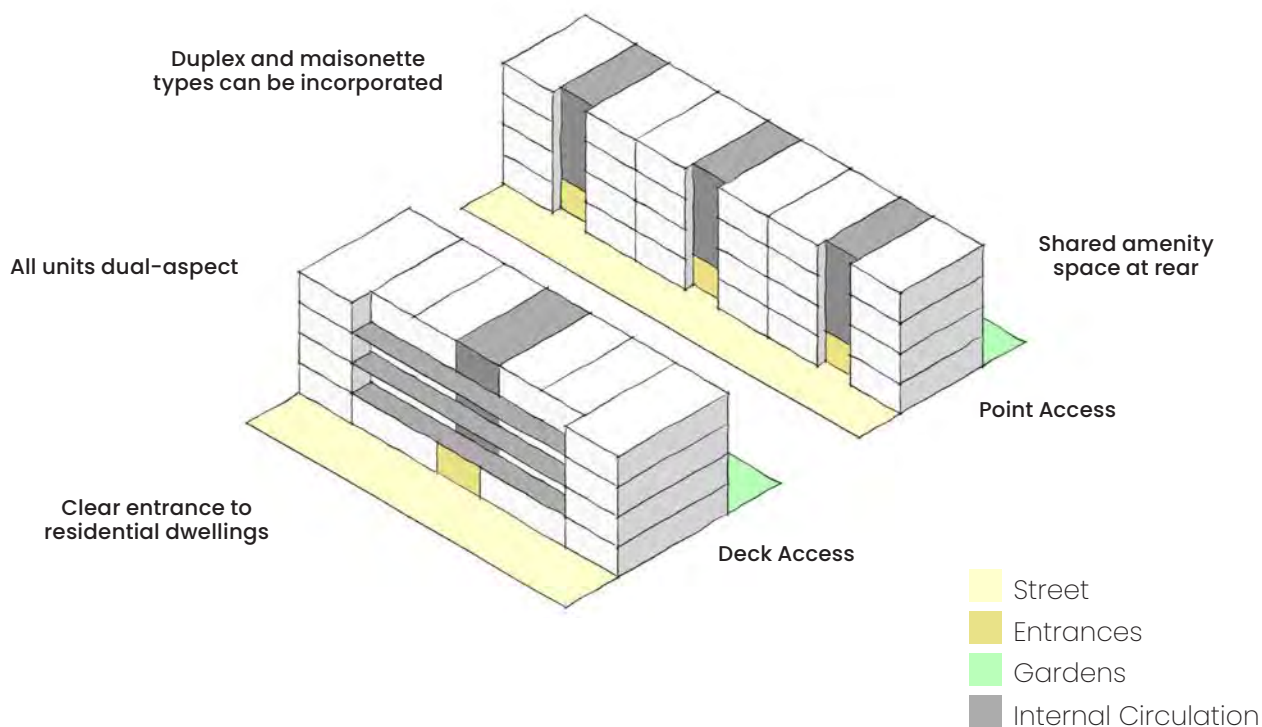
At medium densities and heights, linear blocks can accommodate a range of housing types within a mid-rise town centre neighbourhood. These can often fit into relatively narrow blocks and create a legible urban environment with a mix of quieter and busier frontages and streets.

Dimensions this type **must** observe:

- Height typically 4-6 storeys (approx 18m)
- Deck access heights limited to 5 storeys (approx 15m).
- Mix of duplexes, maisonettes and apartments
- Building depth 8-12m to ensure dual-aspect dwellings throughout
- Frontage widths flexible, typically articulated at 6-10m intervals to align with dwellings
- For point access, a maximum of two dwellings served on each floor per core
- For deck access, a maximum of six dwellings served on each floor per core

Most Suitable Locations where this type **should** be located:

- Edges of higher density sites as part of transition to surroundings
- Larger infill sites on the peripheries of town centres
- Near areas with strong existing character to be preserved
- Sites that have a lower proportion of commercial uses



DESIGN REQUIREMENTS

Linear blocks **must** include:

Street and Public Realm

- Residential active frontages
- Any commercial ground-floor active frontages or uses located only on key corners or facing onto busier streets

Scale and Massing

- Mix of roof types to differentiate buildings
- A minimum of 2 hours direct sunlight on 21st December to all units, ensured by the spacing of buildings

Open Spaces

- Private gardens and terraces, including roof terraces for maisonettes and duplexes
- Shared gardens for duplexes and apartments

Homes and Practicalities

- Both deck access or internal (point/walk-up) access possible.
- Front doors on street for maisonettes ground floor units
- Car parking on-street or integral to homes for maisonettes, shared off-plot provision required for other forms

TC-M2c Medium-Rise: Villa Blocks

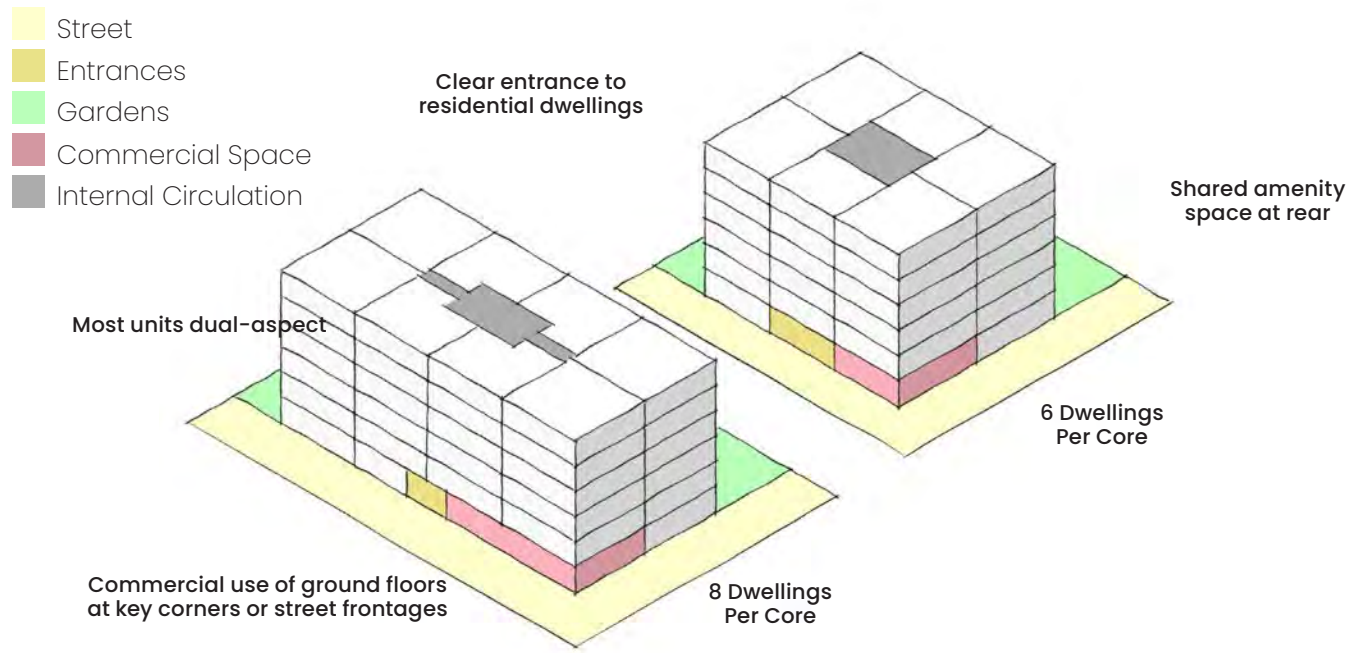
This typology can provide a flexible mix of higher density apartment buildings and ground-floor commercial uses set within a network of open space or as part of other typologies. They are typically double-fronted at ground level enabling them to be flexibly used, but care needs to be taken to ensure frontages are active and servicing is located in the right places.

Dimensions this type **must** observe:

- Height typically 5-10 storeys (approx 15-30m)
- Floors above 8 storeys (approx 24m) should be set back
- Mix of 1, 2 and 3 bed apartments
- Building depth 16-20m
- Building width 20-30m
- Subdivision of frontage to create finer visual grain on larger buildings
- No more than eight dwellings on each floor served by a single core

Most Suitable Locations where this type **should** be located:

- On key corners and busier streets
- Adjacent to green open spaces, ensuring views for residents
- As the main component in many medium-high density developments away from sensitive edges



DESIGN REQUIREMENTS

Villa blocks **must** include:

Street and Public Realm

- Commercial ground-floor active frontages or uses at key nodes

Scale and Massing

- Within larger sites with multiple buildings, lower heights used on southern sides of sites to ensure daylight access to open spaces
- Incorporate plant within the roof design

Open Spaces

- Private balconies and terraces
- Shared amenity open spaces between buildings need to be on a podium or have some change in levels from the public realm to provide separation from the street

Homes and Practicalities

- Shared entrances for apartments can be provided on both sides of building
- At least half of units dual-aspect
- Central core providing access to all upper-floor units
- Shared refuse and cycle storage at ground level
- Individual entrances to units located on the ground floor
- Private gardens for units fronting onto shared amenity spaces
- Car parking either underground or housed off-plot

TC-M2d Medium To High-Rise: Podiums And Towers

Towers with apartments provide the highest-density option for new residential development. They can also be the most impactful on surrounding areas due to their scale, can deliver a large number of high-quality new homes in town centres, and can have impacts on the street due to overshadowing and wind effects. As such they require careful design.

Due to safeguarding restrictions for Heathrow Airport, the maximum height of any development in Spelthorne is 45m (approximately 15 storeys).

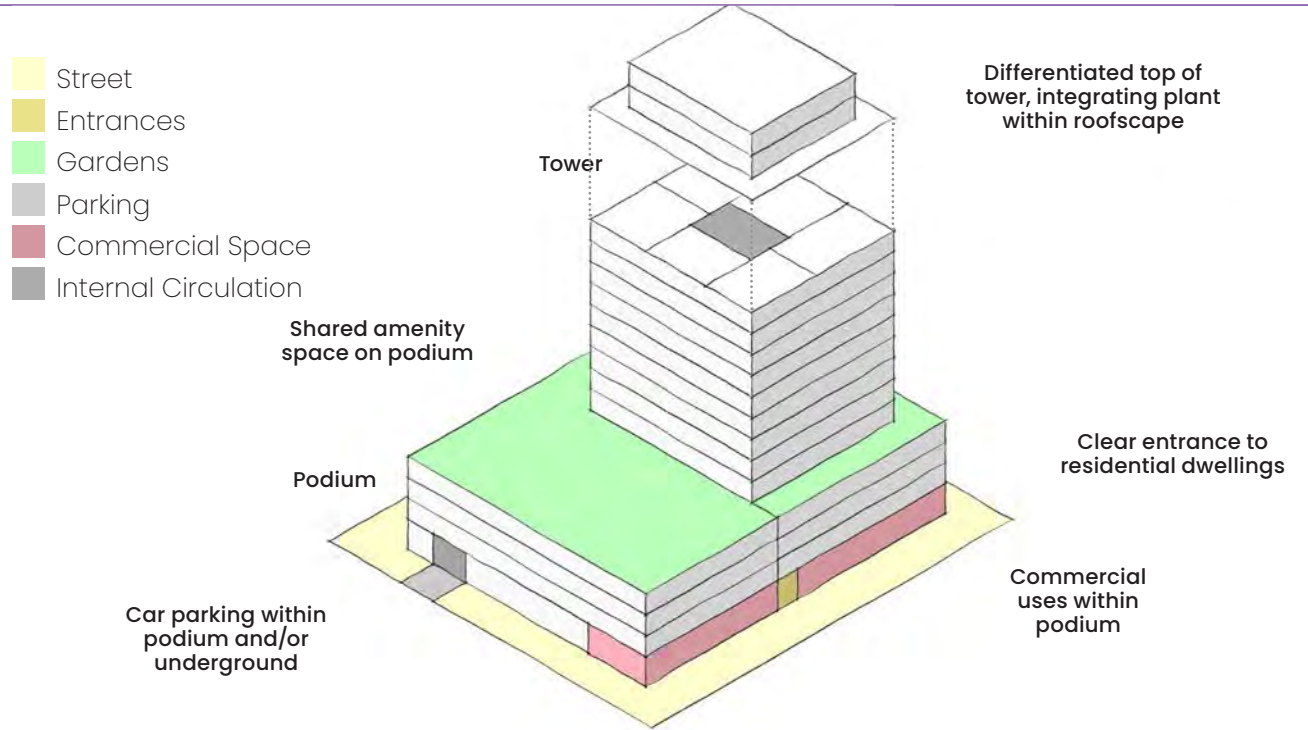
Further requirements for tall buildings are set out under 'Tall Building Design Requirements' later in this section.

Dimensions this type **must** observe:

- Towers sit on and are set back from a podium or base building
- Heights: towers of between 10-15 storeys, lower base/podium up to 6-8 storeys
- 1-2 bed apartments, some 3-bed apartments possible
- Tower width and depth typically 20-30m
- No more than eight dwellings on each floor served by a single core

Most Suitable Locations where this type **should** be located:

- The highest density town centre areas
- As part of town centre neighbourhoods where an appropriate transition has been achieved, in line with the overall approach to **massing** set out earlier in this section



DESIGN REQUIREMENTS

Podiums and towers **must** include:

Street and Public Realm

- Commercial ground-floor uses within podium
- Podium to provide strong edge to street, with no open space without a clear use or ownership (public/private) around the tower base

Scale and Massing

- Towers to comply with the tall building requirements set out on the following pages

Open Spaces

- Private balconies and terraces, including roof terraces
- Balcony types to comply with tall building requirements on following pages
- Shared podium gardens to provide amenity space for residents

Homes and Practicalities

- Shared entrances for apartment blocks located on the street, with a connection through to any shared podium garden
- Car parking underground, within podium, or a combination of both.

Applied Example 1

Approx 200dph, Floor Area Ratio 1.85

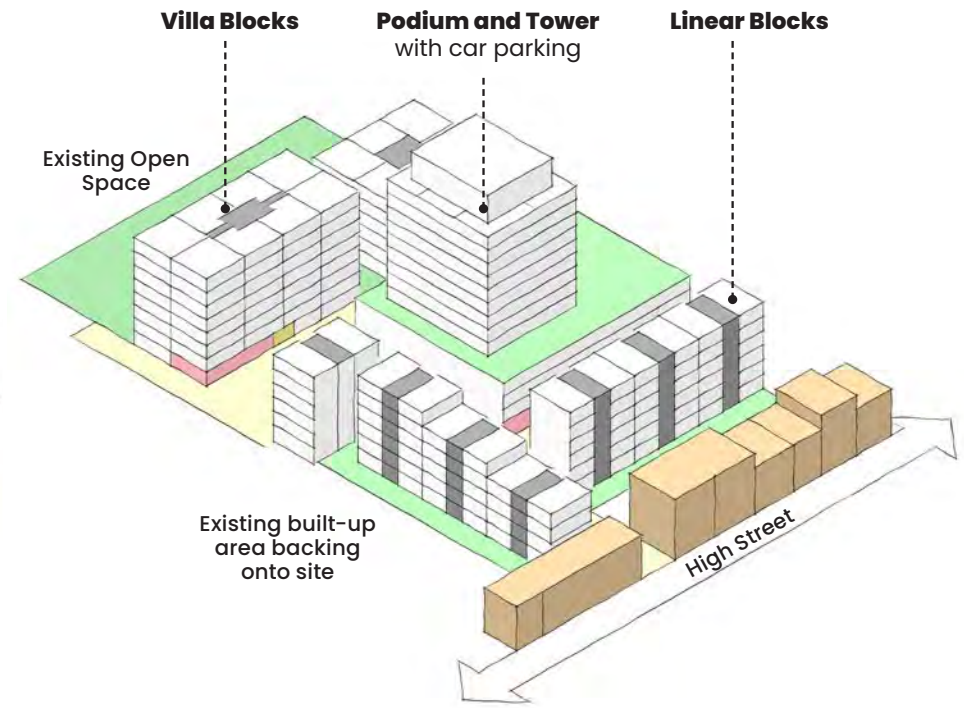
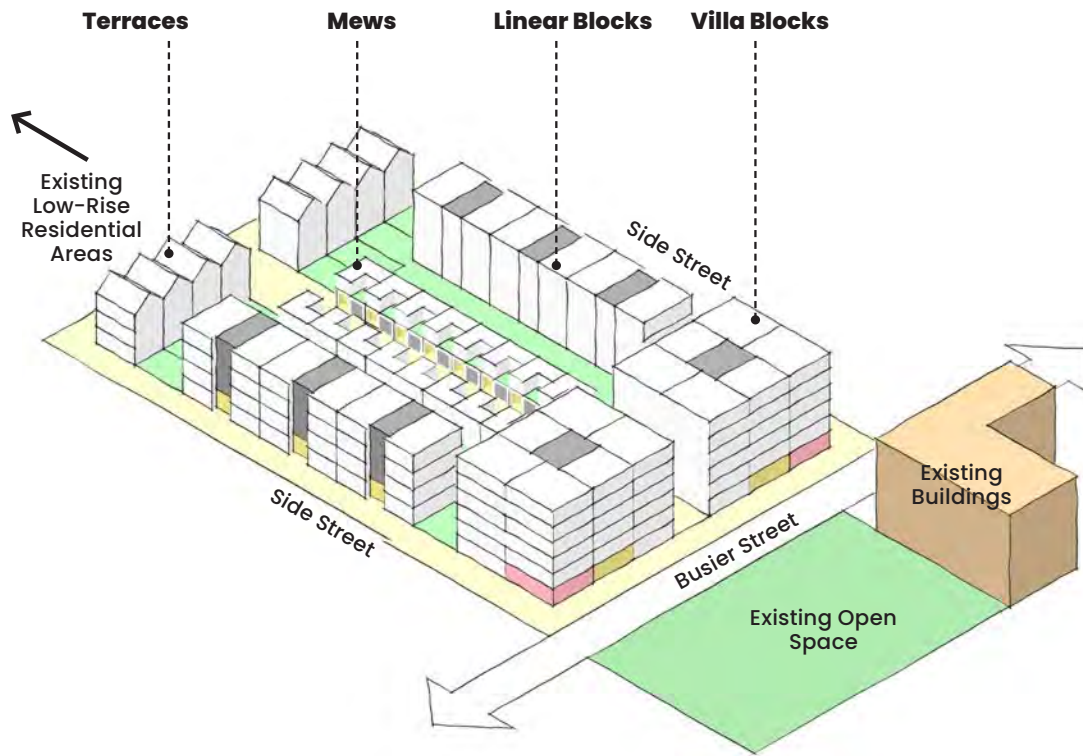
The site below is 100m x 60m, adjacent to a busy commercial street and surrounded by lower-rise side streets, that transition to existing residential areas. The example maximises the potential of the site by selecting typologies on side streets that provide moderate intensification of built form, and locate the densest typologies along the main street. To increase the variety of provision a mews street is inserted into the centre of the block.

Applied Example 2

Approx 330dph, Floor Area Ratio 3.2

The site below is 105 x 80m, adjoining an existing High Street of 3-4 storeys linking through to an existing open space. The example transitions from the existing area by building heights from the High Street with fine-grain buildings into the centre of the new neighbourhood. A tower is located adjacent to new public realm at the centre of the neighbourhood. Coarser grain Villa Blocks overlook the open space.

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- Public Realm
- Gardens
- Commercial Space
- Public Open Space
- Entrances
- Parking
- Internal Circulation
- Existing Built Form

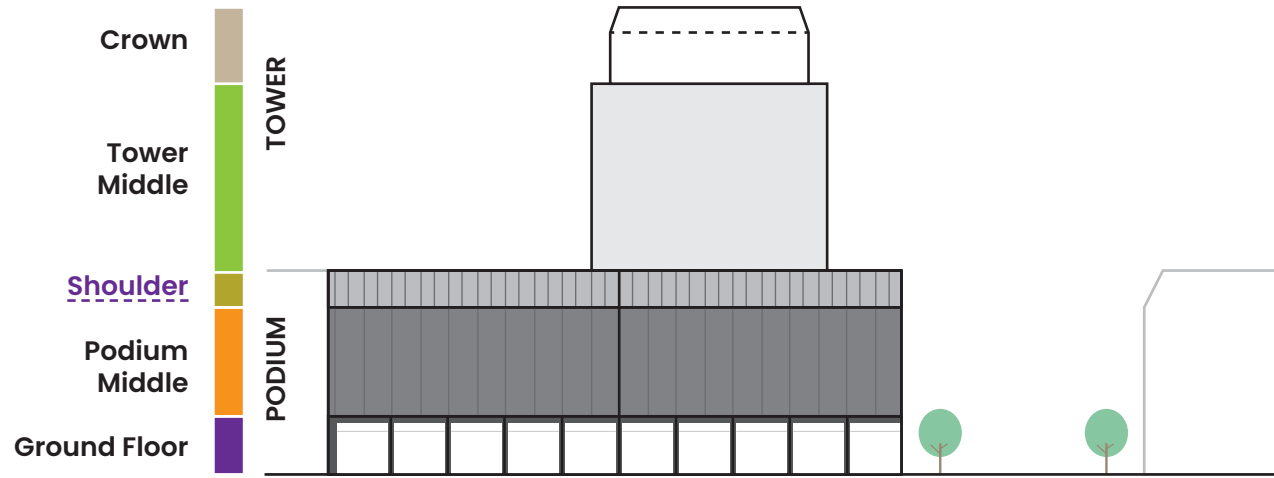
TC-M3 TALL BUILDING DESIGN REQUIREMENTS

When designed well, tall buildings can make valuable contributions to the character of a place, can accommodate significant numbers of new dwellings and can be positive new landmarks.

Tall buildings are defined in Staines-upon-Thames and Sunbury Cross as buildings over 8 storeys (around 24m).

The generally acceptable locations for tall buildings in Staines-upon-Thames and Sunbury Cross are set out in the heights plans in the Areas of Change coding later in this chapter. They are located so as to:

- Respect the scale of existing streets and areas that are valued and form part of the identity of place
- Be within coherent new neighbourhoods, following the overall approach to **massing** set out earlier in this section, creating an overall rhythm of height variation across the town centre, with taller heights grouped together
- Be adjacent to spaces that can ‘absorb’ their scale

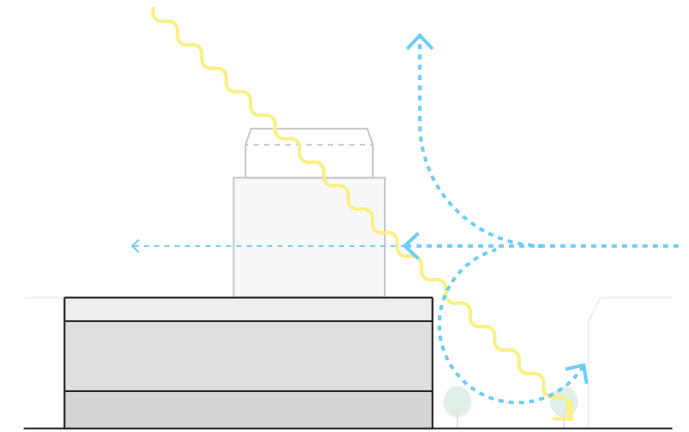
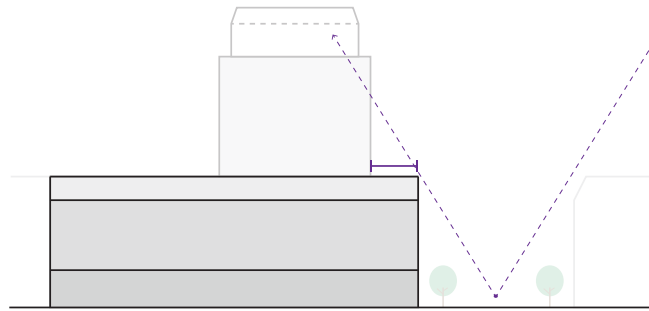
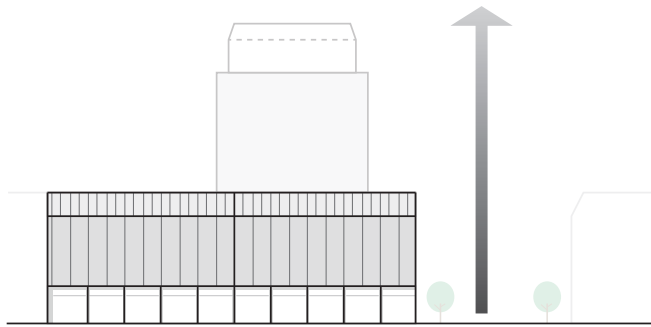


Each of the distinct parts of a tall building **must** be designed as set out below and in the principles set out on the following page..

Ground Floor	Podium Middle	Shoulder	Tower Middle	Crown
Activated ground floor relating strongly to street/ public realm	Main part of street facade elevation	Visibly differentiated top of street facade	Set back mass of tower, arranged to not dominate street	Visibly differentiated top of the building for longer views
Taller heights (typically 4.3m) to provide future flexibility of use	Balconies facing street should be inset or partially inset	Reduced storey height or levels of glazing to ‘cap’ facade	Balconies should be inset	Plant integrated within roof design
High levels of glazing when commercial uses specified	High levels of detailing and articulation to ensure visual interest	Maximum height should ensure visual connection between floor and street (typically 6 storeys, appx 18m)	Set tower back from plot edge	‘Penthouse’ accommodation can be incorporated within crown



Taller buildings have their place but must not overwhelm streets with an existing traditional character.



TC-M3a Breaking Up Massing

Facades for podium/base buildings **must** be broken up through vertical articulation such as pillars, changes in material and other architectural features to match the prevailing grain of the street and area.

Material choices **must** ensure that the tower is visually subservient to the base. This is usually achieved through selecting a paler material that recedes when viewed from the street, and the design of façades to be less visually prominent.

If needed to fit the prevailing urban grain, podium/bases **should** be designed so as to appear to be two or more independent buildings,

TC-M3b Scale Of The Street

The use of a setback and '**shoulder**' for the tower element of a taller building creates a street environment that is not overwhelmed by the **massing** of the tower.

Shoulder heights on existing streets **must** be set at or one storey above the prevailing heights. For new streets, **shoulder** heights are a maximum of 6 storeys (approx 18m).

Setbacks **must** be a minimum of 3m but larger setbacks are encouraged, and the impact of a tower on the existing street scale and townscape will be assessed on a site-by-site basis.

TC-M3c Microclimate

Taller buildings can have significant effects on wind and sunlight at street level and in the surroundings.

Sunlight analysis **must** be undertaken to demonstrate that surrounding public spaces and dwellings retain access to sunlight for at least two hours per day during winter.

With an appropriate setback above a podium, 'wind tunnel' effects on public spaces are likely to be limited. Stepped, rounded or chamfered corners and **massing** are approaches that can be used to further reduce these effects at ground level.

Open Spaces

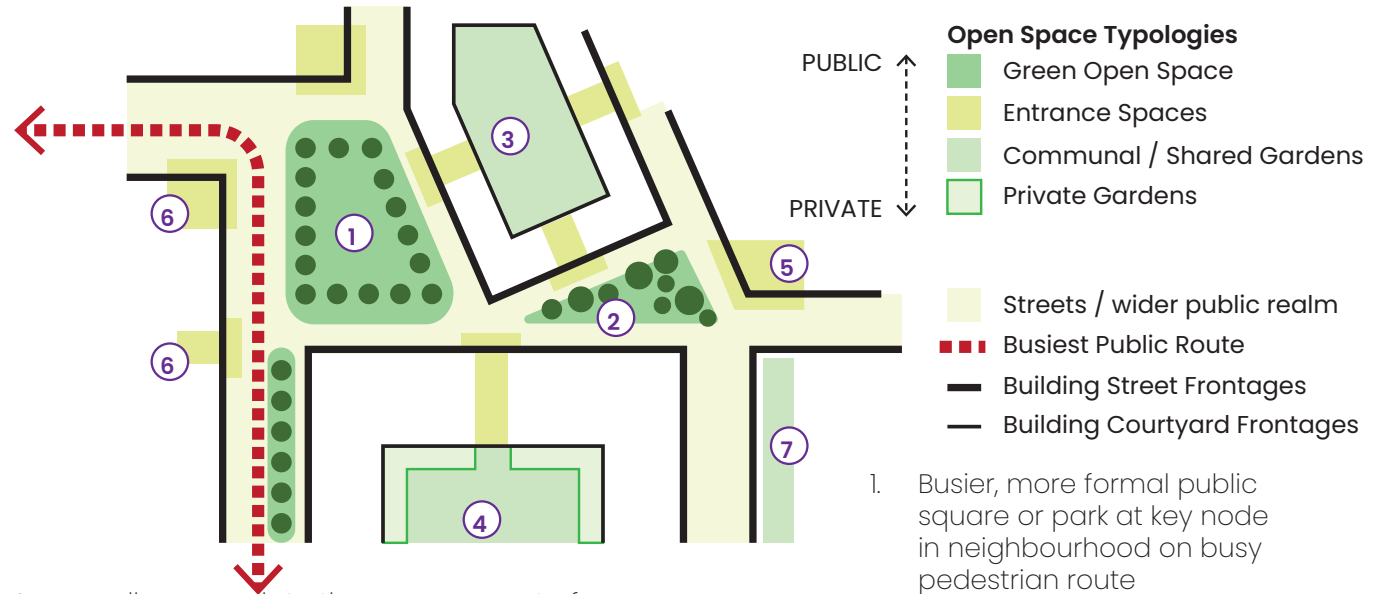
Open spaces in town centre neighbourhoods are vital relief for relaxation, socialising, nature and general health and wellbeing. Spelthorne's town centres generally have few public open spaces, and new development should maximise opportunities to include them, as well as providing space for residents to use.

DESIGN AIMS

Open Spaces in Town Centre Neighbourhoods will:

- Be safe and secure (and perceived to be so) for all user groups at all times of day
- Encourage physical activity, enable social interaction, provide access to nature and be inclusive
- Be of a variety of types appropriate to a town centre context and their intended use
- Include provision of shared amenity space for residents to use regardless of tenure

TC-01 NEIGHBOURHOOD OPEN SPACE APPROACH



An overall approach to the arrangement of open spaces in relation to each other and built form is set out in the diagram above. Each typology has detailed requirements on following pages.

New neighbourhoods may be delivered through a number of different sites. The overall principles will apply across sites, and are defined in detail in Chapter 5, 'Areas of Change'.

New town centre neighbourhoods **must**:

- Clearly define public and private spaces
- Ensure the intended character of open spaces reflects the activity of connecting streets, with busier spaces on busier streets

1. Busier, more formal public square or park at key node in neighbourhood on busy pedestrian route
2. Quieter neighbourhood incidental 'pocket park' away from main routes, with seating, informal play areas and a less formal character
3. Ground-level communal garden
4. Podium-level communal garden with private gardens for dwellings at edges
5. Building entrances at key corners and onto open spaces
6. Regular entrances to activate street
7. Shared roof terrace in setback area above street



Green spaces form a vital part of Spelthorne's identity, but the town centres lack good provision.

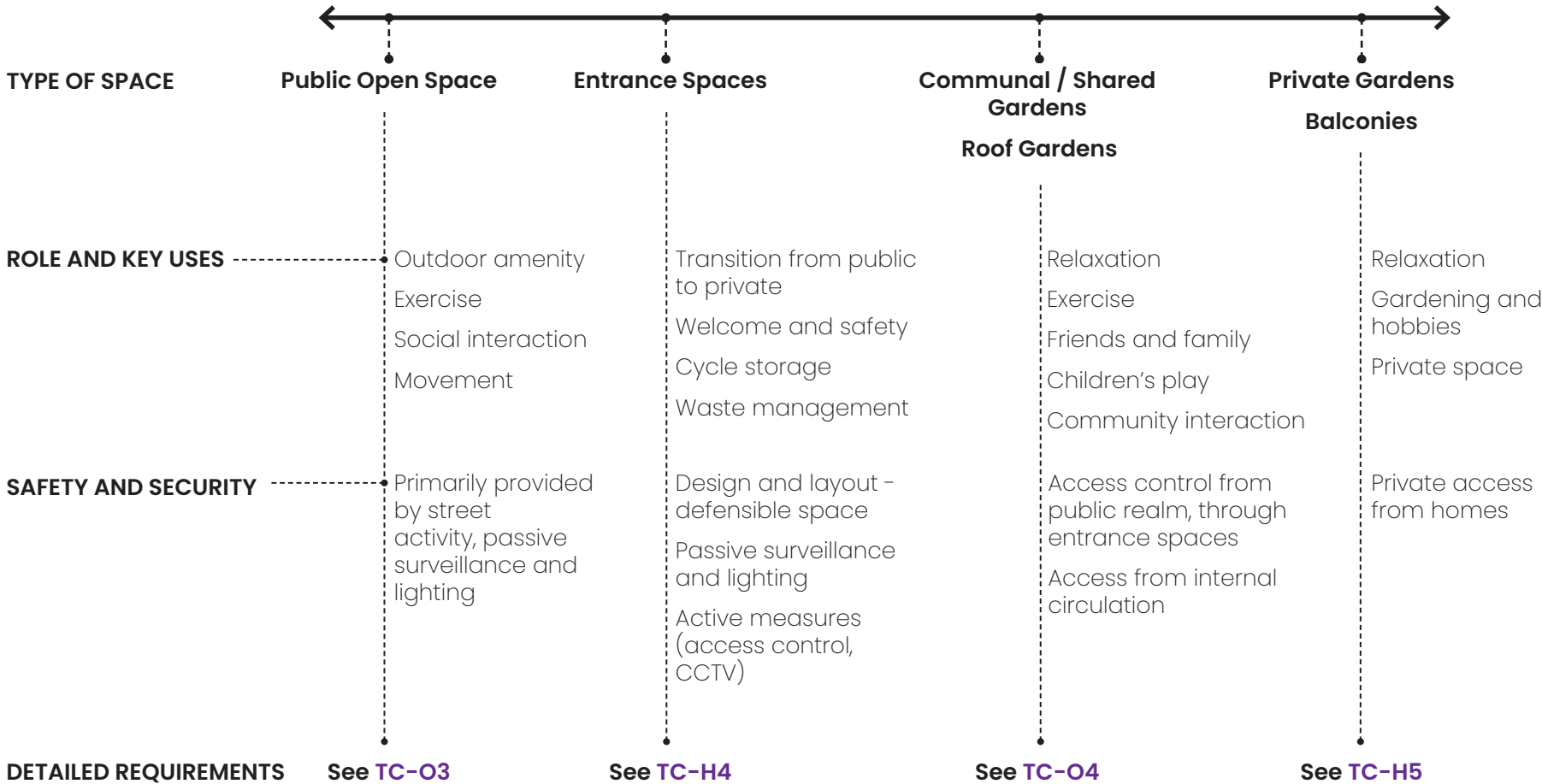
TC-O2 SAFETY AND SECURITY

Open space typologies are defined on a continuum of public to private use, which defines their role and key uses within an open space network.

All open space **must** implement the principles set out in Secured by Design.



PUBLIC PRIVATE



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TC-03 PUBLIC OPEN SPACES

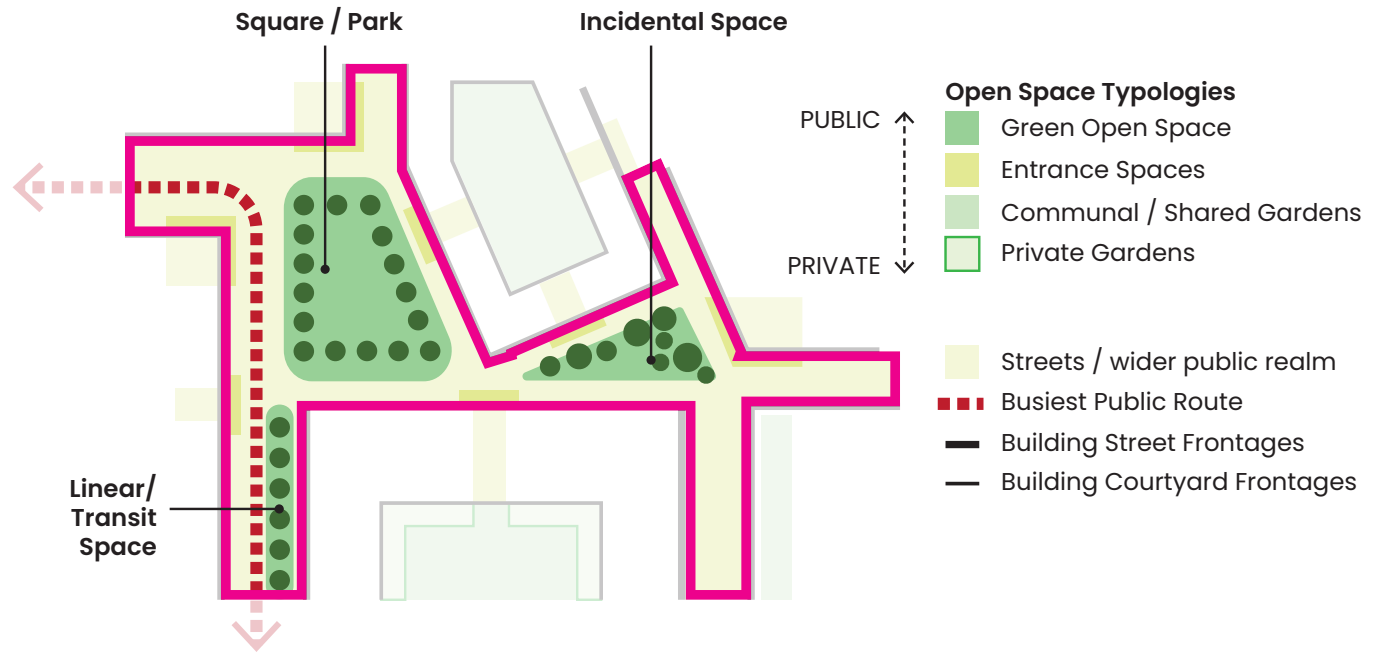
Public open spaces **must**:

- Be overlooked by surrounding built form, with **active frontages** at ground level
- Provide seating at least once every 50m along active travel routes
- Provide visitor cycle parking
- Be universally accessible to all abilities
- Be well-lit with no concealed spaces
- Include planting and trees for shade and shelter
- Include surface water management systems and solutions including permeable paving, permeable planted areas, rills, drains and other water management features
- Connect to and extend active travel routes through the space to LTN 1/20 standards
- Be protected from vehicle traffic through bollards or other boundary treatments

Depending on character and intended use, public open spaces **could** include:

- Events space in larger, busier open spaces
- Gathering and socialising spaces
- Community garden space in quieter, neighbourhood spaces
- Informal and designated play areas, outdoor gyms and trim trails

Suitable public open space typologies and key design requirements within the Town Centre Neighbourhoods area type are set out on the following page.



'Play on the way' in streets



Seating, movement, gathering and relaxation space as an integral part of landscape design



Flexible use of existing open space for events and temporary seating

TC-O3a Squares and Parks



TC-O3b Courtyards, Incidental Spaces and Pocket Parks



TC-O3c Linear and Transit Spaces



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Located at key nodes within the town centre active travel movement network. Squares and parks **must** have:

- High levels of enclosure by surrounding built form, with a width:height aspect ratio of between 1.5:1 and 3:1
- A mix of hard and soft landscaping, seating, trees for shade and a focal point of interest
- Typical maximum dimensions of around 50-70m along the edges

Courtyards, incidental spaces and pocket parks enclosed by built form **must**:

- Be used positively for functions such as cycle parking, surface water management, informal play space and biodiversity enhancement
- Be smaller in size than squares and parks, and typically quieter in feel and character
- Have passive surveillance and good lighting
- Have sufficient daylight to avoid spaces become dark and unpleasant

Linear parks and extended green open spaces can successfully bring together development along key active travel routes. They **must**:

- Have high levels of enclosure by surrounding built form with **active frontages** throughout
- Have a maximum width of around 30-40m
- Be varied in character along their length to ensure legibility
- Clearly delineate through active travel routes

TC-O4 SHARED/COMMUNAL OPEN SPACES

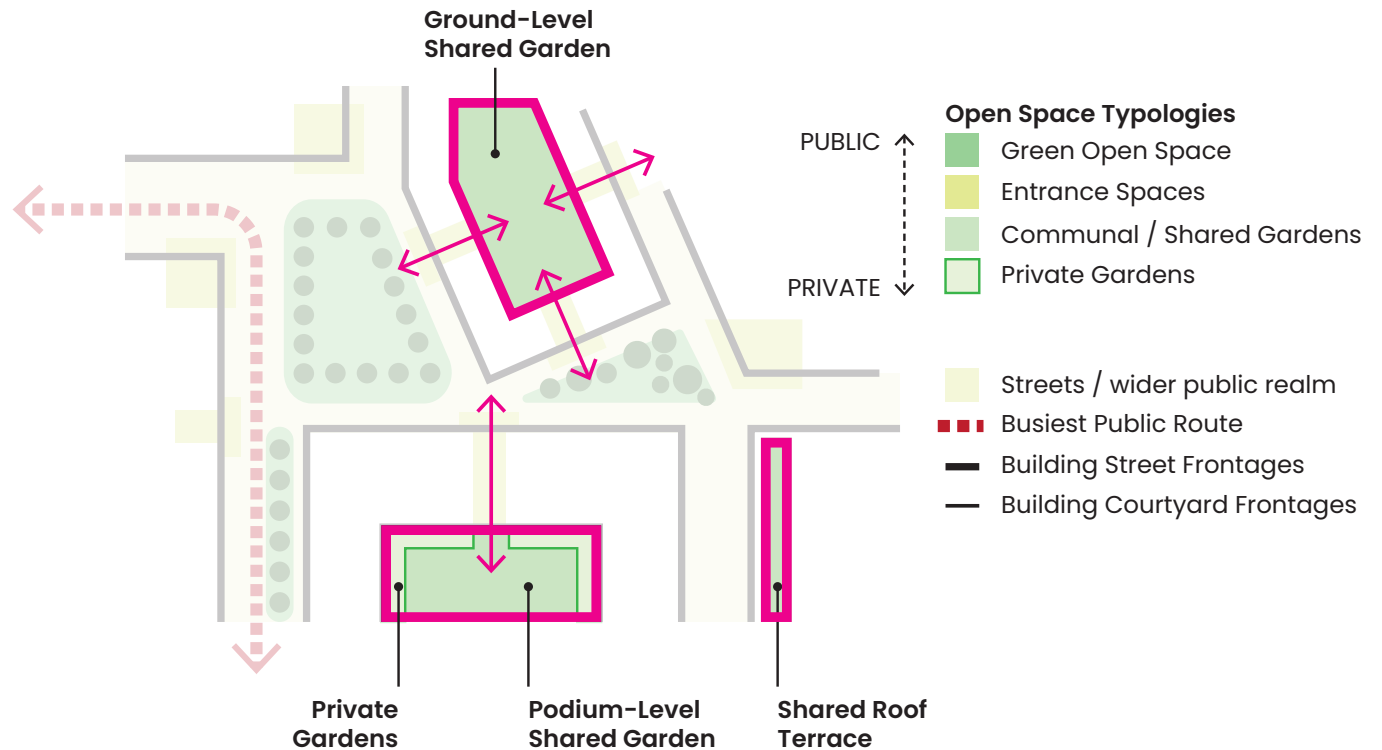
Shared open spaces **must**:

- Be universally accessible to all abilities
- Be overlooked by surrounding dwellings, with levels of lighting so as not to disturb residents
- Be separated from residential units by a minimum of 1.5m of defensible buffer space (e.g. a private garden) or boundary treatment to provide privacy
- Provide regular seating, mixed in groups for socialising and individually for relaxation
- Include planting and trees for shade and shelter, and to provide permeable surfaces
- Achieve a minimum of 2hrs sunlight covering at least 50% of their usable area on March 21st
- Be a minimum of 21m wide to provide privacy between dwellings. Subject to daylight requirements, this may be reduced if windows and built form are arranged in a manner so as to provide privacy between facing dwellings.

Depending on character and intended use, shared open spaces **could** include:

- A mix of different gathering and socialising spaces, and more secluded spaces for relaxation
- Community gardens and food production
- Informal play areas, outdoor gym equipment
- New habitats and natural spaces

Shared open space typologies and requirements within the Town Centre Neighbourhoods area type are set out on the following page.



Private garden space facing shared community garden



Shared roof terrace space sheltered from prevailing winds



Seating arranged in groups to encourage socialising

TC-O4a Ground-Level Gardens



TC-O4b Podium Gardens



TC-O4c Roof Gardens and Terraces



Ground-level gardens can be both communal or provide access to the public with sufficient design consideration. They **must:**

- Be separated from the public realm by built form or other features that provide privacy, access control and visual separation
- Have a clear buffer and boundary treatment of up to 1.2m high to homes fronting or backing onto the space

Communal gardens sat on top of podiums that house parking, servicing or other development are an efficient way of using space. They **must:**

- Be planted with plants with smaller rooting requirements
- Be connected directly to vertical circulation and entrances in surrounding buildings
- Have a clear buffer and boundary treatment of up to 1m high to homes fronting or backing onto the space

Roof gardens and terraces can be both communal or private spaces. They **must:**

- Be sheltered (by surrounding built form or other features in their design) from prevailing and northern winds, and make the most of solar gain through their aspect
- Be planted with species of a lower height that can survive at height and with less soil

TC-O5 LANDSCAPE CHARACTER

Town centre neighbourhoods will typically have a more urban, managed character than suburban areas. Busier areas will have a high proportion of hard landscape. There will be opportunities to incorporate softer landscape and planting throughout, and smaller, incidental spaces should be greener and calmer than busier spaces.

The integration of street furniture so as to avoid clutter and complement the overall landscape scheme is an important component of the landscape character of town centre neighbourhoods.

Material selection in the adopted public realm **must** be in compliance with the Surrey Healthy Streets Design Code.

TC-O5a Hard Landscape

Hard landscape materials **must** be selected to be long-life, attractive and delineate different uses effectively.



Changes in material can help to delineate movement areas from seating, utility, gathering and other spaces.



Patterns within public realm surfacing at key nodes can reinforce importance of location and memorability

TC-O5c Street Furniture



Seating can be integrated with planting beds



Changes in level can be informal seating areas

TC-O5b Soft Landscape

Soft landscape features **must** be incorporated throughout the public realm to provide new habitats, shade, cooling, surface water absorption and to soften the appearance of the built environment.



Planted beds can separate different spaces within the public realm.



Planted strips can provide flexible areas to accommodate uses that activate a street, such as seating or informal play equipment

Species **should** be varied to ensure resilience to climate change and invasive species.

Management and maintenance **should** be minimised where possible.



Low-level bollard lighting performs multiple functions



Ensure street furniture is installed where it does not block movement

TC-O5d Street Trees

All streets **must** be tree-lined. In general trees will be integrated with hard landscape or planted beds and associated street furniture within the street scene. Suitable approaches include:



Trees installed within hard landscape



Trees installed within small planted areas

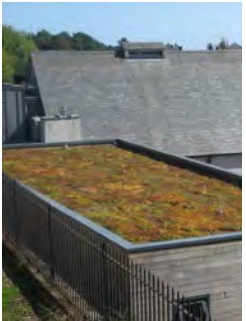


Trees installed within planting beds and street furniture

Trees **must** have sufficient space to grow and thrive, following guidance set out by the Trees Design Action Group (see reference in Chapter 6). Using a variety of street tree species ensures resilience to climate change and invasive species.

TC-O5e Surface Water Drainage Features

All development **must** manage surface water through the use of Sustainable Drainage Systems (SuDS). Suitable design features include:



Source Control / Initial Absorption Features

- Street 'rain gardens'
- Planted verges and general soft landscape cover
- Green roofs and walls
- Permeable surfaces and details



Conveyancing Features

- Rills and other channels
- Planted street swales
- Incorporation into public realm features



Attenuation Features

- Larger rain garden features as part of incidental spaces
- Underground crate storage (where no other options available)

Homes and Practicalities

Town centre dwellings should be welcoming, safe and convenient places to live, with all the pleasures and conveniences of modern urban living to hand. Enough space, a mix of homes and well-designed essentials will make new homes in town centres built to last.

TC-HI SPACE STANDARDS

All homes **must** be at least the sizes specified in the Nationally Described Space Standards ([Local Plan](#) policy HI). The March 2015 standards are set out below for reference.

Dwellings **must** offer a mix of flexible internal storage and secure outdoor areas of storage for items such as pushchairs. In apartment buildings such larger storage areas are best accommodated adjacent to dwelling front doors.

DESIGN AIMS

Homes in Town Centre Neighbourhoods will:

- Be sized to Nationally Described Space Standards and include a flexible mix of storage space
- Be of a mix of dwelling types to create inclusive and balanced new places
- Be mostly dual-aspect dwellings
- Have safe, welcoming entrances from the street with essentials such as waste, recycling and cycle storage close to the front door
- Provide sufficient private outdoor amenity space for all residents
- Accommodate vehicle and cycle parking

Table 1 - Minimum gross internal floor areas and storage (m²)

Number of bedrooms(b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1b	1p	39 (37) *			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	



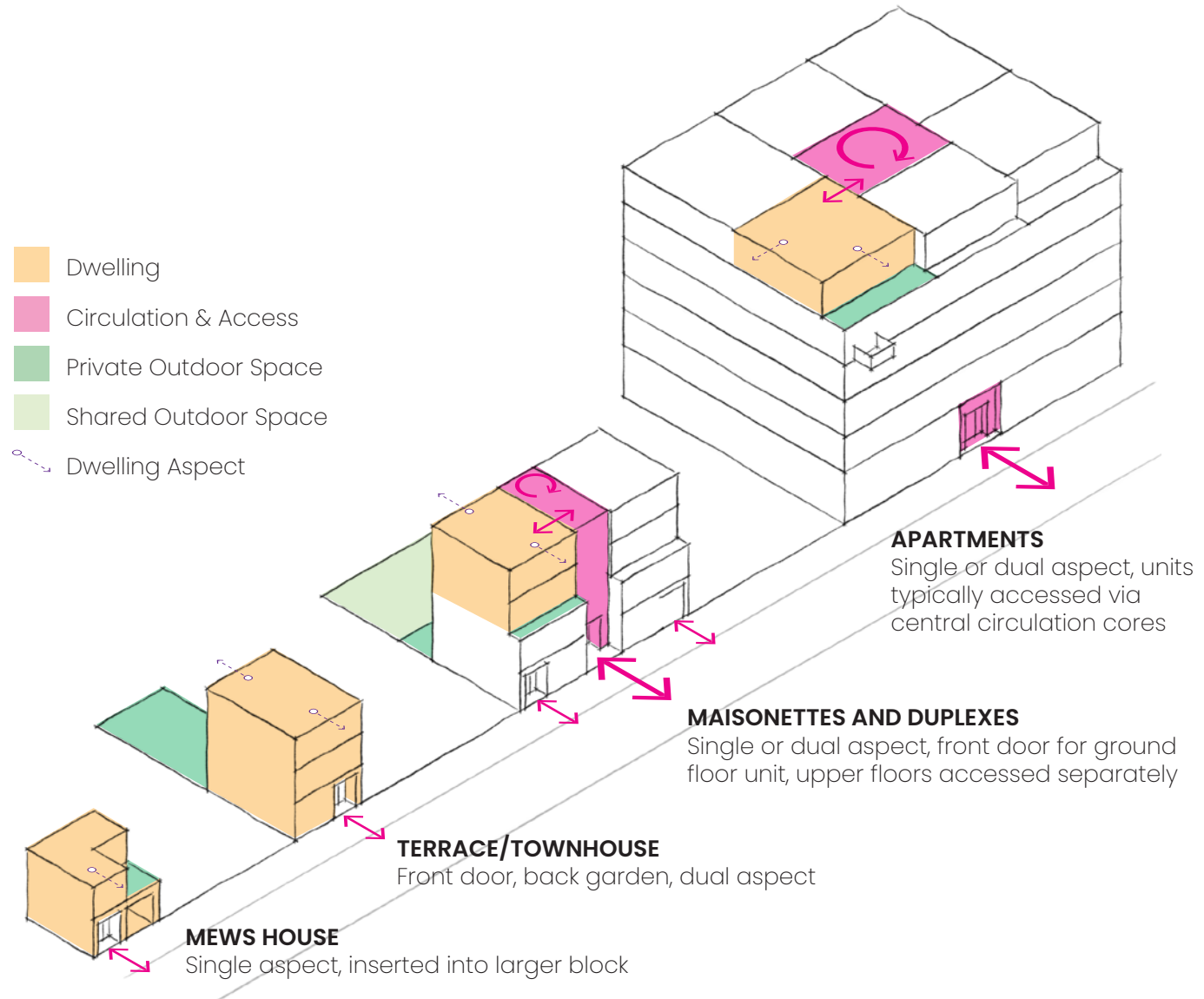
Spelthorne's communities want to see spacious and high quality homes provided for new residents.

TC-H2 MIX OF HOMES

A wide mix of types of dwelling are encouraged in all developments. These are closely related to the Development Typologies in 'Scale and Massing'.

Dwellings **must:**

- Be designed to be tenure-blind with no differentiation between affordable and market tenures.
- Not have 'poor doors' or other selectively gated forms of development.



Types of Dwelling, Aspect, Access and Arrangement

TC-H3 DWELLING ASPECT

Dwellings which have dual aspects have several benefits for residents, including:

- Sunlight at multiple times of day for passive heating and access to natural daylight
- Passive cooling in hotter weather from breezes through the building

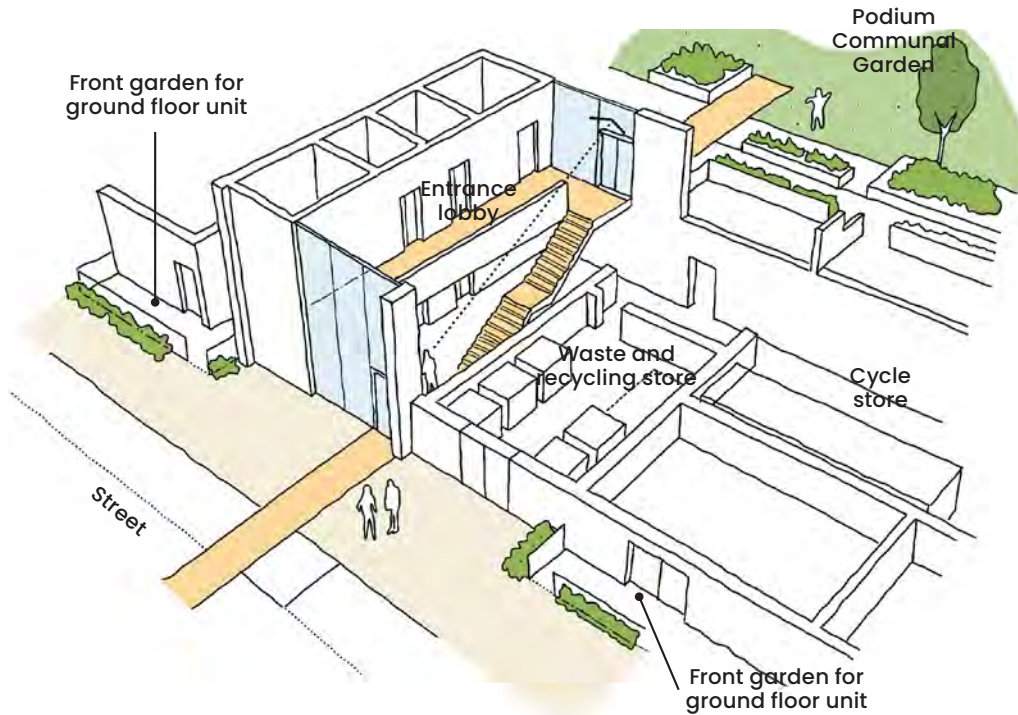
Development **must:**

- Maximise dual aspect dwellings
- Size dwellings with aspects on opposing sides to be no more than 12m deep
- Size dwellings with aspects at right angles to be no more than 8m deep from a window
- Size single-aspect dwellings to be no more than 8m deep
- Orient single-aspect dwellings along an east/west direction to ensure access to daylight without excessive build-up of heat.

TC-H4 RESIDENTIAL ENTRANCES AND CIRCULATION

Entrances to residential buildings are frequently used, functional spaces that also set the tone for a development. They should be safe, welcoming and convenient, with daily uses such as cycle storage and waste disposal close by.

Within fluvial flood risk areas, all entrances, shared or private, **must** have a universally accessible dry pedestrian evacuation route.



Entrance example - Podium Garden



TC-H4a Shared Entrances

Shared residential entrances **must**:

- Be located with a front door onto the street for legibility and to activate the street.
- Have an accessible level access entrance area which is safe, welcoming, durable, well-lit and at least partially glazed onto the street.
- Have lifts and stairs within sight of the entrance area or clearly signposted.
- Have external windows for daylight and ventilation.
- Include facilities for deliveries that does not require giving access to the whole building

Shared entrances **should** locate a range of key uses close by.

- Secure residents' cycle parking, which may be accessed from the communal entrance lobby as long as there is a direct access off the lobby, or from a direct secure link to the street
- Waste and recycling stores should be located as close to residential entrances as possible, with an access to the street to enable possible collection directly from the store, rather than as a managed collection.
- Waste and recycling stores should not connect to the core internally as this poses a security risk and allows smells to enter the building.

TC-H4b Private Entrances

Single-dwelling residential entrances **must**:

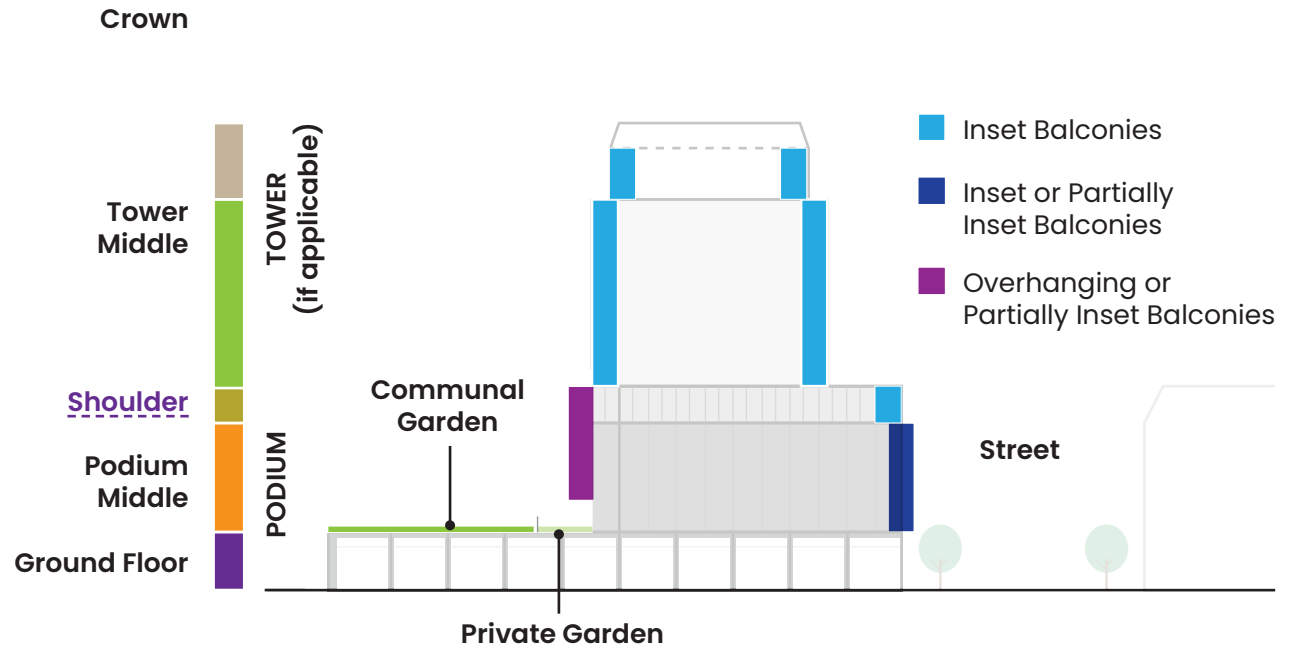
- Face the street or shared courtyard space for legibility and to activate the street/space.
- Be provided for ground-floor apartments and maisonettes from the street.
- Provide a sheltered, inset defensible space adjacent to the front door of at least 1m deep by 1.5m wide
- Include a covered space to store bins
- Include secure space to store cycles
- Be accessible to users of all abilities with a variety of mobility needs

TC-H5 PRIVATE AMENITY SPACES

TC-H5a Balconies

Balconies **must:**

- Be provided for all dwellings that do not have other forms of private outdoor space
- Have a minimum depth of 1500mm
- Have a minimum of 5m² of private outdoor space for all 2 person dwellings and an extra 1m² provided for each additional occupant.
- Have level access from a habitable room, ideally a living room or living area
- Comply with the acceptable locations for different forms of balcony set out on the right
- Where inset, be able to be at least partially closed from wind and rain
- Where overhanging, include a privacy screen between dwellings of 1.8m high



Private amenity space in town centre neighbourhoods may be provided by balconies (or roof terraces), or in private gardens, which may back onto communal gardens.

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TC-H5b Private Garden Space

Private garden spaces **must:**

- Directly adjoin and have level access from the dwelling's living area
- Have a minimum depth of 2m
- Have a minimum of 5m² of private outdoor space for all 2 person dwellings and an extra 1m² provided for each additional occupant.
- Be the same width of the dwelling it serves
- Be clearly identified by boundary treatments, including railings, low wall, a hedge
- Have a privacy screen between dwellings of up to 1.8m



Privacy screens on protruding balconies



Private gardens between dwellings and communal garden

TC-H6 VEHICLE AND CYCLE PARKING

Living close to the town centre offers an opportunity to encourage active travel as a regular choice over frequent use of the car. In town centre neighbourhoods the aim should be to have fewer than one resident parking space per dwelling.

Car parking, where it needs to be provided, needs to be accommodated using an appropriate typology that limits the impact on the surrounding area and street scene.

All town centre development **must**:

- Include visitor cycle parking
- Include convenient and secure cycle parking for residents, at a provision level of 1 space per 1-2 bed dwelling or 2 spaces per 3+ bed dwelling
- Include car parking designed to the requirements for the appropriate typology as set out on the following page
- Provide at least 10% of car parking spaces as disabled spaces of at least 3.6m x 5.0m within 50m of the relevant building entrance
- Provide a fast EV charging point for each dwelling

All town centre development **should**:

- Identify space of at least 2.5m x 6.0m close to shared residential entrances for delivery vans to park and drop off items
- Identify cycle parking space close to retail units that may host cafes, restaurants and food takeaways for delivery cycles to park when picking up items

TC-H6a Visitor Cycle Parking

Visitor cycle parking **must**:

- Be located close to entrances of residential and commercial buildings, or at accessible points within courtyards
- Be overlooked and well-lit
- Be covered when not on the street
- Be of typical Sheffield stand construction



Visitor cycle parking within the public realm



Visitor cycle parking within a residential courtyard

TC-H6B Residents' Cycle Parking

Residents' cycle parking **must**:

- Be located close to entrances of residential and commercial buildings, or at accessible points within courtyards
- Be secure and lockable, with no visibility into the parking area from the street
- Be overlooked and well-lit
- Be enclosed, dry and protected from the weather
- Be more convenient to access for daily journeys than the car park
- Be accessible to users of all abilities with a variety of mobility needs

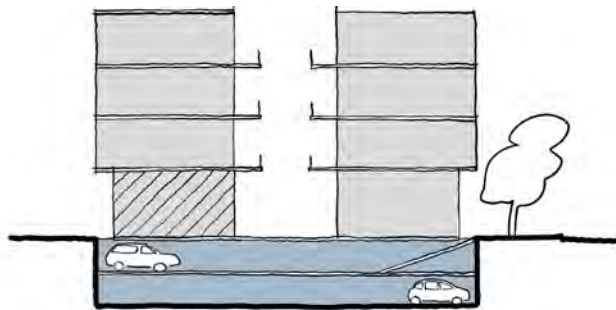


Secure cycle parking garage

TC-H6c Underground Parking

Underground parking offers a space-saving option for town centre car parking. They **must**:

- Be well-lit, ideally with some natural light
- Be well-ventilated
- Not compromise the provision of high-quality trees and planting in communal gardens above them
- Be accessed from an entrance on a side or service street, rather than from a main street
- Have direct, secured access to internal circulation cores
- Have no negative impact on groundwater flows through an evidenced engineering solution, demonstrated as part of the planning application
- Be accessible to users of all abilities with a variety of mobility needs



TC-H6d Podium Parking

Podium parking offers a flexible option for town centre car parking within higher-density developments. They **must**:

- Be well-lit, ideally with some natural light, and secure
- Be well-ventilated
- Not compromise the provision of high-quality trees and planting in communal gardens above them
- Be accessed from an entrance on a side or service street, rather than from a main street
- Have direct, secured access to internal circulation cores
- Have no negative impact on groundwater flows through an evidenced engineering solution, demonstrated as part of the planning application
- Be accessible to users of all abilities with a variety of mobility needs



TC-H6e Integrated Parking



For typologies such as mews or terrace houses, integrated parking within the building can be a good option. Homes with integrated parking **must**:

- have no more than 50% of the frontage used for parking access
- at least one street-facing window on the ground floor to provide passive surveillance

TC-H6f Surface or On-Street Parking

Surface or on-street car parking **must** only be used in very limited circumstances, for example to provide disabled, visitor or accessible parking spaces.

Any surface or on-street parking **must**:

- Incorporate trees or planting at least once every five parking spaces
- Be surfaced with permeable paving



Detail and Richness

Town centre buildings are part of the identity of a place. New buildings can complement their surroundings by being attractive, having visual richness at all scales and fitting with the materiality of the context.

DESIGN AIMS

Town Centre Neighbourhoods **will**:

- Be designed to enhance the townscape of Spelthorne's places, providing interest, legibility and identity
- Have buildings with façades and elevations with richness, depth and detail, adopting an approach appropriate to the chosen architectural language of the building

TC-D1 TOWNSCAPE

'Townscape' is a term that characterises the richness and quality of the built environment, and how it can be successfully tied together.

Town Centre Neighbourhoods will have a rich and attractive townscape. They **should** make use of features either seen in Spelthorne or that would be suitable for the town centre context.

Screened & Terminated Vistas



The end of a view is terminated by a marker building. Using trees to screen the vista increases the sense of distance.

Projection & Recession



A building line with bays, variation and intricacy rather than a single flat frontage.

Enclosure



Spaces which are surrounded by built form, providing a quieter 'escape' from adjacent busier streets that are more open.

Incident & Punctuation



Features breaking up the street view or interrupting the alignment of the street to create interest and separation.

Deflection



Views partially terminated by a building set at an angle, suggesting a further space round the corner.

Narrowing and Views Through



Differentiating between two spaces by emphasising the transition through constricting the width between the two.



Rich, detailed building façades are popular with the community.

TC-D2 DISTINCTIVE BUILDINGS

The street environment **must** be easy to navigate for those who may be less familiar with it, and easy to remember for those who are. The arrangement and prominence of buildings relative to one another make a valuable contribution to the legibility, memorability and cohesiveness of the overall townscape of Spelthorne’s town centres.

‘Legibility’ is the ability of people to ‘read’ a street environment to understand how to navigate a place successfully without resorting to signage or maps.

Two key types of building should be considered to aid legibility and townscape in important locations: **marker buildings** and **landmark buildings**.

Marker and landmark buildings will be important and long-lasting parts of the overall townscape and should be considered with care. The **design process** for such buildings **could** make use of:

- Architectural design competitions
- Design review panels that include community representatives

TC-D2a Marker Buildings

Marker buildings are memorable buildings that stand out from the surrounding built form. They can help people to navigate and make the townscape more distinctive and interesting.

Marker buildings **should** be located:

- To terminate key views along streets
- At nodes, public spaces or meeting points
- To draw attention to key entrances or uses within an arrangement of buildings

Marker buildings **must**:

- Be of similar grain and dimensions to surrounding built form and complement the wider townscape.
- Be differentiated and distinctive from surrounding built form through the use of detailing, materiality, architectural treatment or orientation.



TC-D2b Landmark Buildings

Landmark buildings are prominent buildings that are easily recognisable and have significant cultural or historical value.

Landmark buildings should be used sparingly in development.

Landmark buildings **should** be located:

- At major nodes or public spaces within a town centre
- As an anchoring focal point within new neighbourhoods, housing distinctive uses that define the new neighbourhood

Landmark buildings **must**:

- Include distinctive, town-wide uses of wider importance, not just residential use
- Be of distinctive and exceptional architectural quality, materiality and **massing** approach, differentiated from their surroundings



Landmark building in prominent location

TC-D3 DESIGN OF ELEVATIONS

Buildings need to have variation, depth and texture on their elevations, as well as façades that are proportioned well and reflect features in the local context. This can be accomplished in traditional and contemporary ways.

Key elevation aspects for town centre neighbourhood buildings are:

- Overall facade composition
- Arrangement of windows
- Window detailing and reveal depths
- Treatment of balconies
- Corners of buildings
- Roofs and building tops

Example implementation of design code elevation requirements



- String course detail to separate roof
- Visually subservient top of the building, shorter window heights
- Unified middle of elevation, prominent window surrounds
- Textured and differentiated base
- Boundary treatment matching overall materiality

TC-D3a Bases, Middles and Tops

Buildings **must**:

- Have a base, middle and top floors that are differentiated visually through the use of materials and proportional heights
- Have a base that is traditionally treated with a highly textured materiality, e.g. rough-hewn brick or other visually textured materials, of one or two storeys, with proportionally taller storey heights
- Treat each elevational aspect of the building according to its setting, which may differ across the same building



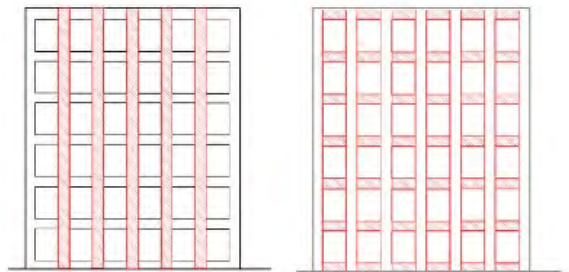
TC-D3b Proportions

The overall composition of an elevation **must**:

- Have proportions informed by the general context of the site and the immediate surrounding environment. For example, buildings in a fine grained immediate context should utilise a tall, narrow, vertically proportion.
- Emphasise horizontal or vertical components of the facade to reflect context and grain of building
- Have component parts (**massing** volumes, doors, windows etc) that clearly relate to each other in terms of size, position and separation



Emphasis on horizontal components of facade, visually widening and shortening building



Emphasis on vertical components of facade, visually narrowing building

TC-D3c Building Tops and Roofs

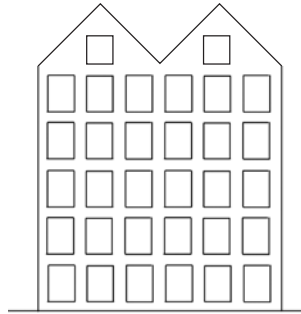
The roofscape has an effect on both long-distance views of the town centre and the perception of buildings from the street. They terminate the elevation vertically and balance the overall composition. They can include dwellings and building plant.

Buildings in town centre neighbourhoods **must:**

- Distinguish the top of the building from the rest of its facade using one of the roof types specified on this page
- Adopt a roof that reflects the grain of the building as specified
- Incorporate any building plant within the design of the roof, so it is hidden from the street and distance views

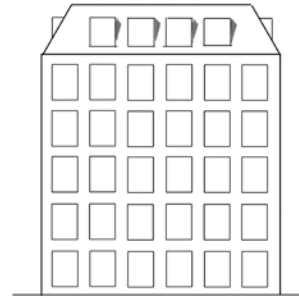
Buildings in town centre neighbourhoods **could:**

- Include roof terraces within setbacks
- Include balconies within gable end roofs



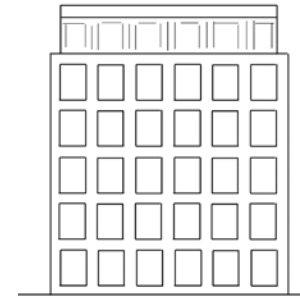
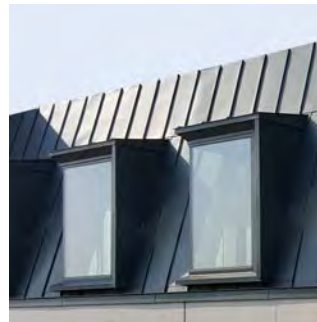
Pitched gable-end roof form potentially incorporating accommodation

Most appropriate for fine-grained buildings <10m wide



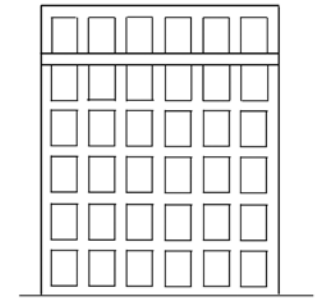
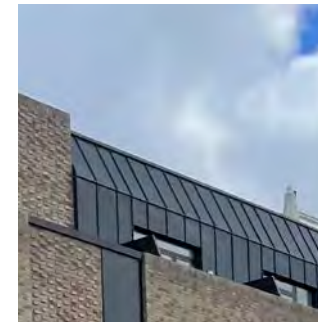
Mansard roof with or without dormers

Most appropriate for medium-grained buildings <20m wide



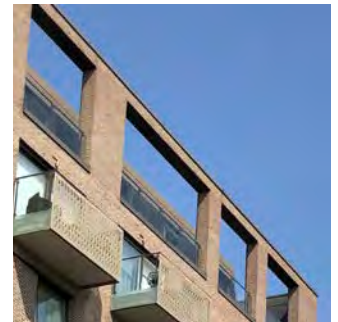
Setting back of upper storeys, with change in materials or window expression

Appropriate for coarser-grained buildings 15m+ wide



Separating horizontal element - cornice, string course, change of material or texture

Appropriate for coarser-grained buildings 15m+ wide



The skyline and tops of buildings are important to the community, especially when viewed from a distance.

TC-D3d Balconies

Balconies for apartments have a significant effect on how the elevation and resulting street scene are perceived.

In addition to the dimensional requirements set out under **TC-H5**, detailed design of balconies **must**:

- Ensure adequate daylight levels within the home when inset or partially inset balconies are used
- Have edge treatments that balance privacy for occupants, views out, and also provide screening of furniture etc when viewed from the public realm.
- Ensure shading to windows below, assisting with the avoidance of overheating issues.
- Be clad to all sides including the underside, to maintain a high quality appearance from all aspects.



Use of rich, complementary materials to unify balconies to facade



Corner inset balconies

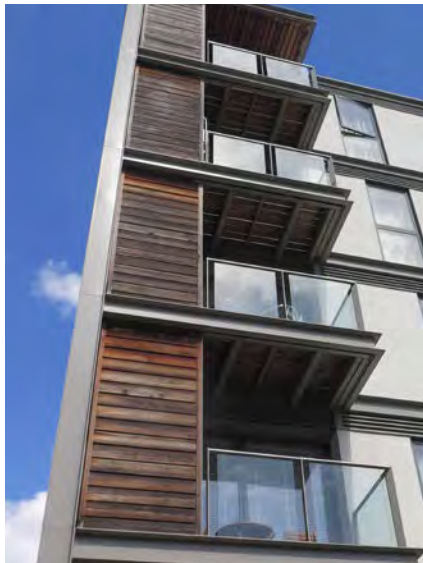
TC-D3e Corners

Buildings addressing street corners **must** have:

- Passive surveillance and **active frontages** facing both elevations

Street corners **could** include:

- Inset balconies
- Shared residential entrances
- Retail corner units
- Different material treatments to surrounding elevations
- A single storey rise in height
- A distinctive roof form



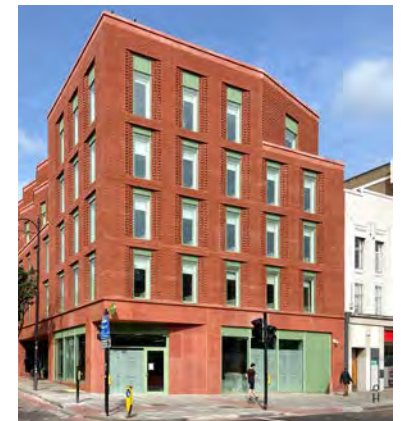
Use of privacy screen that also provides shading to apartment and balcony



Use of inset balconies to break up facade



Differentiated corner



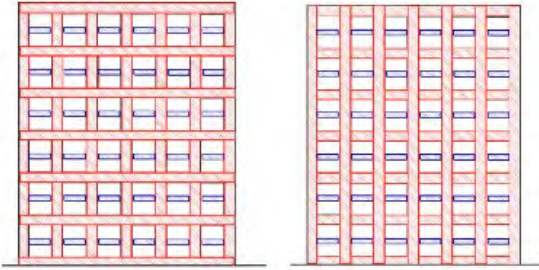
Rise in heights, distinct roof and corner entrance

TC-D3f Windows and Fenestration

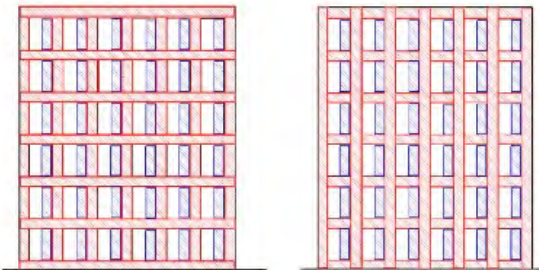
Windows, window surrounds and other fenestration within an elevation **must**:

- Only use flush windows for ground floor retail
- Have other window reveals at least 75mm in depth to provide richness to the elevation, and deeper if the surrounding context has deeper depth of façades
- Balance the need for internal daylight penetration with thermal performance, overheating, privacy and views out.
- Have glazed coverage on façades that complies with the proportions set out in **TC-C1** under Climate Change and Sustainability. To achieve a well-proportioned facade, use of a secondary grid of features within overall window reveals can be used.

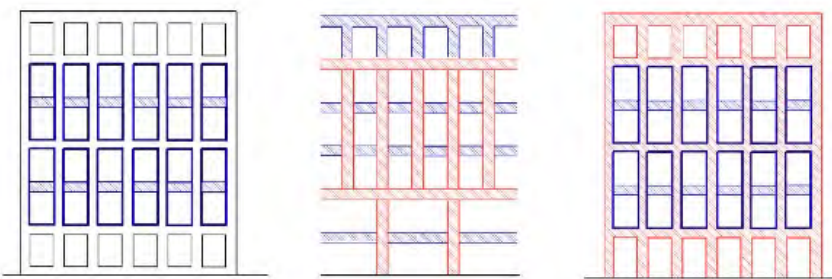
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Secondary grid within window reveal to emphasise horizontal components of facade



Secondary grid within window reveal to emphasise vertical components of facade



Grouping of windows to reduce perceived height of building



Climate Change & Sustainability

Town centre dwellings should be of the highest standards of environmental sustainability, in construction and operation. This includes mitigating their impact on climate change and the local environment, and also adapting to a future with more frequent and more extreme weather events.

Further guidance is set out in Spelthorne's *Climate Change Supplementary Planning Document (SPD)*.

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DESIGN AIMS

Climate Change & Sustainability in Town Centre Neighbourhoods will be ensured through:

- Layout and orientation to minimise energy needs by orienting for solar gain and passive ventilation
- Absorption and slowing of surface water runoff by the use of Sustainable Drainage Systems (SuDS) and achieving a high Urban Greening Factor (UGF)
- Demonstrating no impact to groundwater flows through an appropriate engineering approach



The Climate Emergency will particularly affect Spelthorne and high standards of sustainability are expected.

TC-C1 MITIGATION: REDUCING ENERGY USE

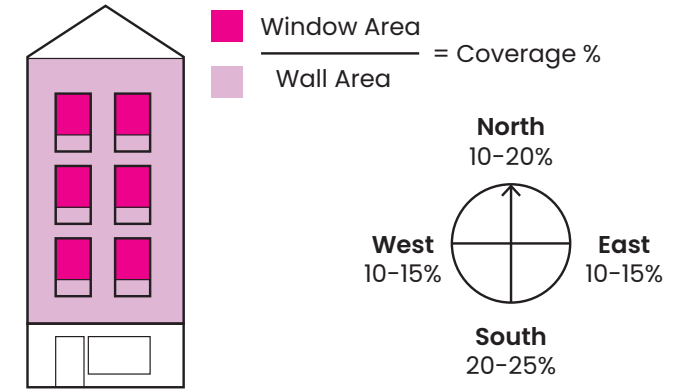
Building energy use is a significant contributor to carbon emissions.

New buildings **must**:

- Be heated by electricity, and not include gas boilers or other carbon-emitting heat sources
- Achieve a 31% reduction on the Dwelling Emission Rate (DER) against the Target Emission Rate (TER) based on the 2013 Edition of the Building Regulations (Part L), as per [Local Plan](#) policy PSI.
- Orientate buildings as much as possible within +/- 30° of a south-facing aspect to maximise solar gain and passive heating
- Include a form of shading on windows, ideally external, and ensure windows can be opened
- Target a window coverage for residential dwellings as set out on the right

New developments **should**:

- Include on-site photovoltaic (PV) energy generation where possible
- Use low-temperature heat networks powered by zero-carbon heat sources such as Air Source Heat Pumps or Ground Source Heat Pumps
- Use heat sources within or adjacent to the development such as supermarket fridges to augment heat network sources
- Locate Air Source Heat Pumps away from areas where the noise could cause nuisance to other users. When located on roofs, they should be enclosed within the roof design.



Flush photovoltaic panels incorporated into a roof



Energy Centre co-located with supermarket fridges and designed as marker building in street

TC-C2 MITIGATION: REDUCING EMBODIED CARBON

Embodied carbon is the emissions generated by the construction of buildings.

New development **should**:

- Prioritise the re-use of existing buildings and parts of buildings, such as foundations, frames and other carbon-intensive components
- Use locally-sourced recycled materials
- Minimise the use of high-carbon materials such as aluminium, steel, glass and concrete
- Maximise the use of low-carbon and reusable materials such as brick, cross-laminated and soft timber



For more detailed technical guidance on reduction of embodied carbon, consult the LETI Climate Emergency Design Guide

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TC-C3 ADAPTATION: PREPARING FOR A CHANGING CLIMATE

Increased frequency of extreme weather events will mean:

- More intense storm events, with associated surface water runoff management requirements
- More intense heat events, which will particularly affect built-up areas

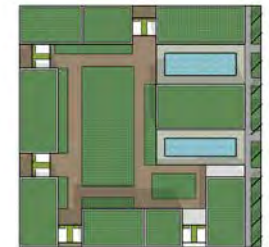
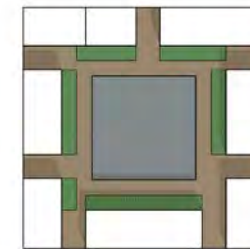
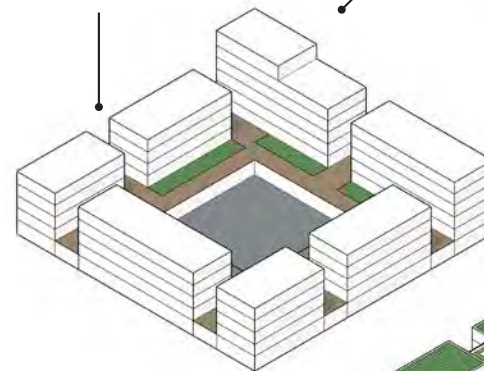
An increase in permeable surfaces, tree cover and planting can make a substantial contribution to mitigating these effects.

New development **must**:

- Achieve an Urban Greening Factor of at least 0.4, calculated using Natural England's Green Infrastructure Framework standards, through the use of green roofs and walls, planting and permeable surfacing, and urban sustainable drainage system features such as swales and rain gardens
- Provide an increase in tree canopy cover within the public realm when compared to the existing situation
- Include a safe pedestrian evacuation route from all circulation cores to a dry gathering area in the event of fluvial flood events
- Demonstrate no harm on groundwater flows from foundations or underground levels through an evidenced engineering solution

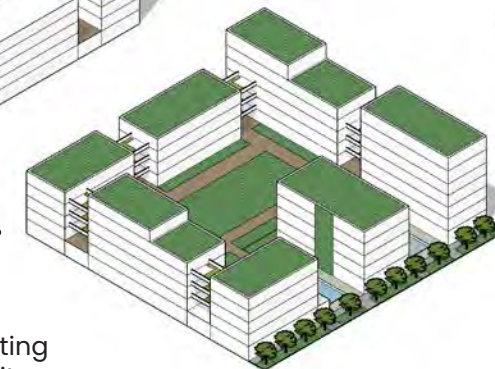
Low Urban Greening Factor

Mostly impermeable surfaces



High Urban Greening Factor

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



Inner Suburban

OVERVIEW

The Inner Suburban areas of Spelthorne were developed predominantly pre-WWI and in the early inter-war period. They have comparatively high densities compared to the rest of the borough, and are closely related to their nearby town centre.

These areas have a distinctive and replicable urban form, with tight gridded streets, mostly semi-detached homes on relatively narrow plots, and a variety of architecture along streets.

Page 104



Intensification in Inner Suburban areas is supported but it must be done carefully, respecting the context.

AREAS OF CHANGE

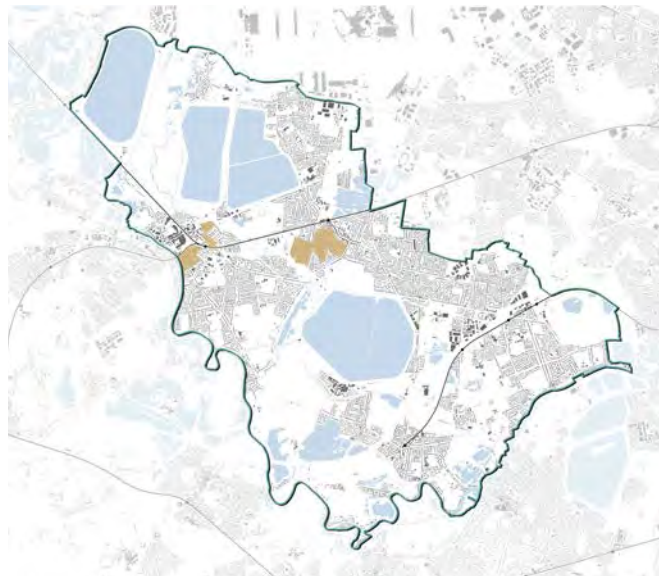
There are no areas of significant planned change in the Inner Suburban area type. Development is expected to be small-scale, incremental change governed by the codes for the Development Types above.

DESIGN AIMS

Development in Inner Suburban areas will:

- Respect the existing street grid
- Reduce the visual and functional impact of car parking on the public realm
- Prioritise the walking and cycling potential of these areas
- Retain the rhythm and key dimensional characteristics of streets and buildings
- Sensitively intensify residential density without compromising the existing character of the area

LOCATIONS



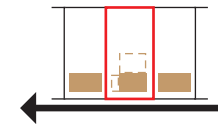
WHAT CODE SHOULD I USE?

The design requirements you need to apply will depend on the type of development you are proposing.



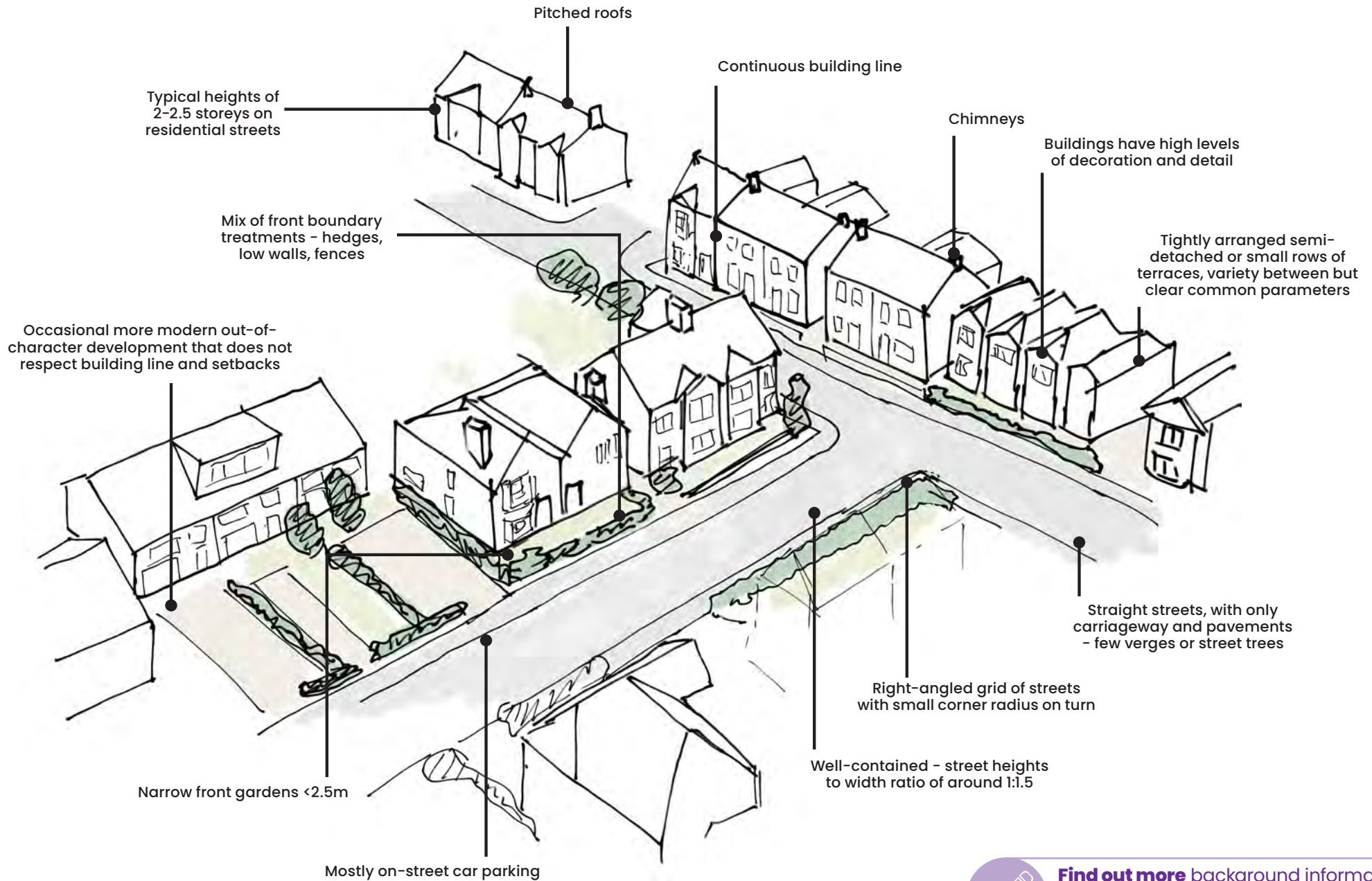
New homes or apartments on existing streets

IS-A1 > IS-A8



Key requirements for **Residential Extensions** are coded, with further guidance contained in Appendix C.

IS-X1 > IS-X5



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

Existing characteristics of inner suburban areas

New Homes or Apartments on Existing Streets

New apartments within existing Inner Suburban residential streets are a common form of development in Spelthorne. When designed well they can complement the existing street scene while delivering high quality new homes in locations close to High Streets and other facilities.

Page 106

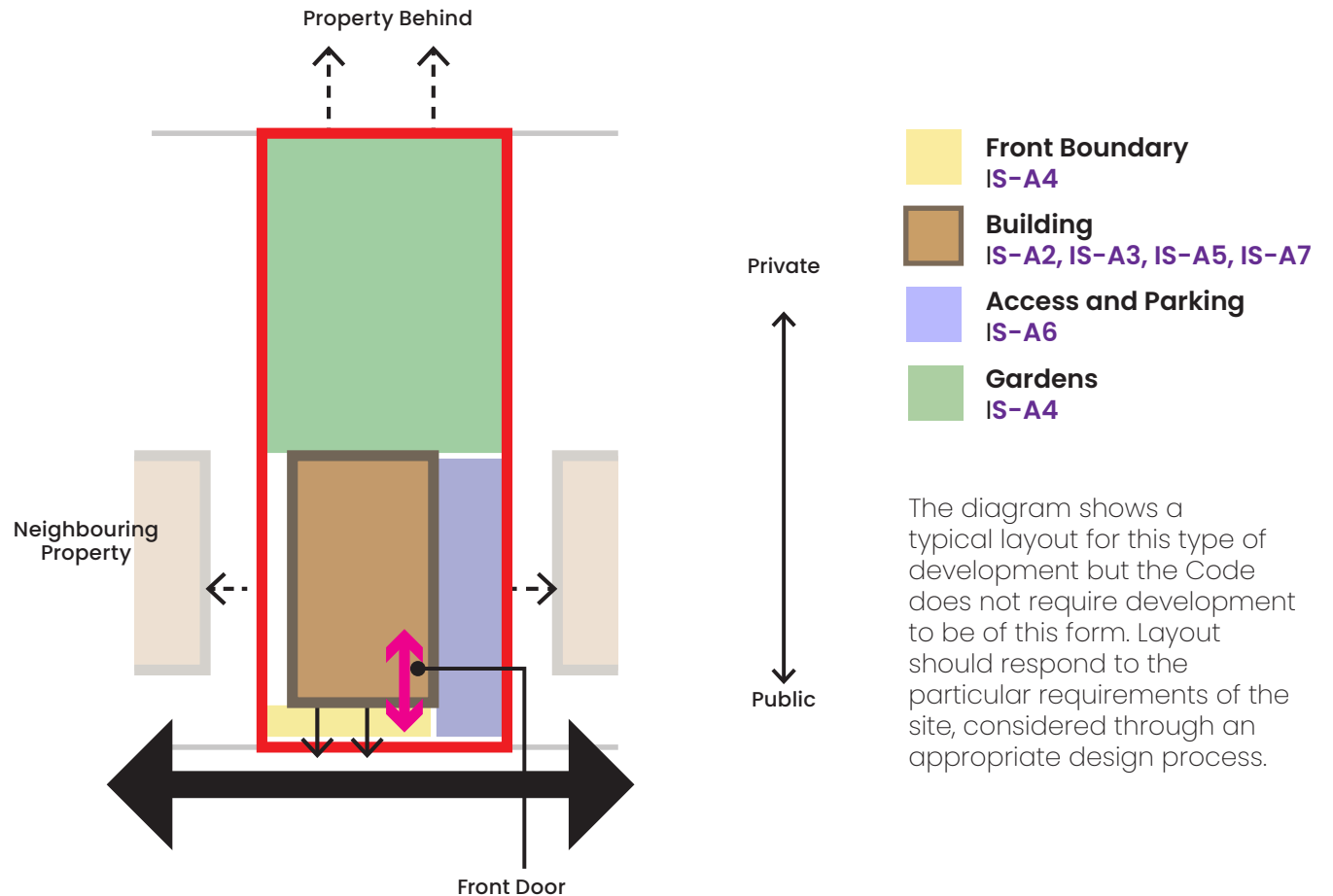
DESIGN AIMS

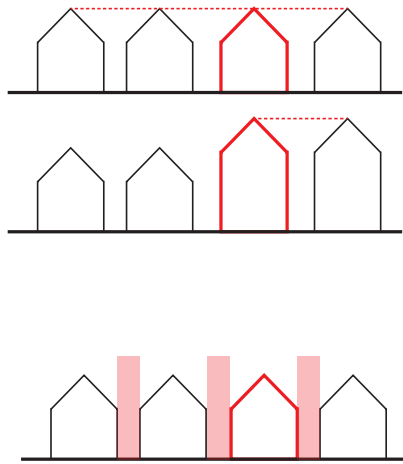
All Inner Suburban apartment development on existing streets **will**:

- Comply with Nationally Described Space Standards
- Address the needs of different design zones for street frontage, access, servicing and gardens
- Respect the existing street scene by observing the key design parameters, including:
 - the existing building line, rhythm of windows and separation distances, and the existing visual grain of the street
 - car parking placed to the rear of the built form, with vehicle access not dominating the frontage
 - adding any additional height sensitively
- Use materials and articulation to provide richness to the street scene

IS-A1 LAYOUT PRINCIPLES

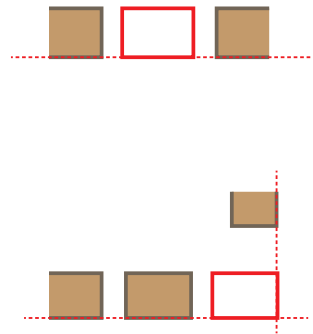
New development on existing streets in Inner Suburban Area Types **should** follow the overall layout principles set out below. Coding requirements for different areas are set out on the following pages.





Building Heights typically up to height of highest adjacent building

Reflect existing street rhythm of gaps and built form



Regular building line along a street

Building lines for corner plots



Front boundary treatments in Inner Suburban areas are typically small front gardens with formal edges, such as railings, low walls or fences. Planting can be used to enhance the street scene and soften built form.



IS-A2 BUILT FORM PARAMETERS

New development on existing streets **must** observe the following key built form parameters:

- Roofline up to height of highest immediately neighbouring building
- **Plot coverage** that is broadly within the range of the existing area, typically 30-50%
- Match neighbouring building line on streets with regular building line
- Sites on street corners to match the building line of both adjoining streets and provide passive surveillance to both aspects
- Reflect the existing street rhythm of gaps and built form



IS-A3 ROOF FORM

New development on existing streets **must**:

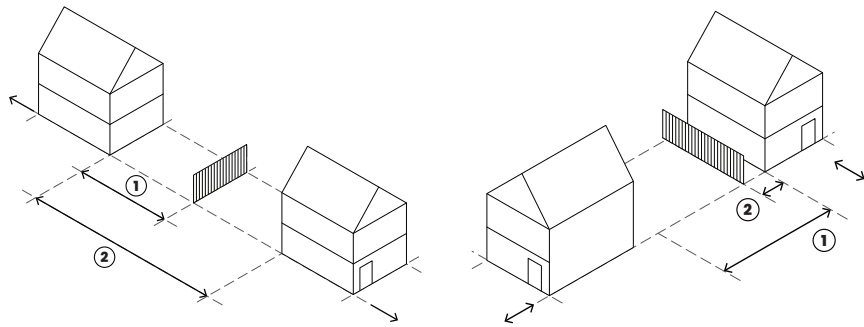
- Have pitched roof forms, reflective of surrounding prevailing form, e.g. gable ends or street-facing pitch
- Avoid flat roof forms facing streets on main roofs
- Ensure dormers are set in a minimum of 1m from the roof edge, down 0.5m from the ridge and up 1m from the eaves, and not be dominant and out of proportion
- Flat-roofed dormers facing the street may be acceptable if the overall architectural design language of the development is **contemporary**, otherwise they must incorporate a roof which is compatible with the main roof



IS-A4 FRONT BOUNDARY TREATMENT

New development on existing streets **must** have:

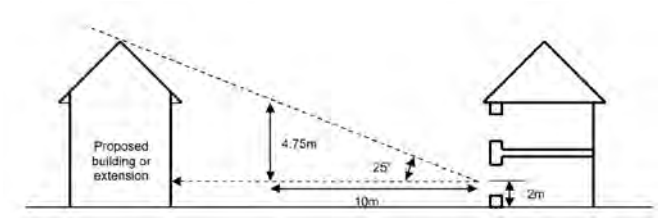
- A defined front boundary that separates public realm from private space
- A clear pedestrian path to the front door
- A boundary treatment such as a low wall or railings, making reference to prevailing styles on the street
- A front door that faces the street
- Sheltered, defensible threshold space at the front door of at least 0.5m x 1m
- An accessible covered space to store waste and recycling
- Accessibility to users of all abilities with a variety of mobility needs



Maintain appropriate distances to existing properties

Left: Back to Back 21m (30m for 3 storey) (distance 2 on left diagram)

Right: Back to Flank 13.5m (21m for 3 storey) (distance 1 on right diagram)



Ensure a 25° vertical line of sight to neighbouring properties to ensure daylight



IS-A5 DAYLIGHT, PRIVACY AND OVERLOOKING

New development on existing streets **must**:

- Have a minimum back to back distance to properties at the rear of 21m (30m for 3 storey buildings)
- Ensure built form of two storeys or above is clear of a 45° line drawn from the centre of a habitable room in neighbouring properties, both horizontally and vertically
- Ensure a 25° vertical line of sight to neighbouring properties to ensure daylight
- Ensure a minimum back to flank distance 13.5m (21m for 3 storeys)
- Ensure a minimum boundary set-in distance 1m (2m for 3 storeys), or more to suit the context and prevailing street scene



IS-A6 ACCESS, CYCLE AND VEHICLE PARKING

New development on existing streets **must** have:

- Secure and integrated cycle parking within building, e.g. for apartments within a circulation core on ground floor
- One of side, rear (shared) or integrated car parking.
- Brick paving or permeable gravel for car parking
- Planting and permeable surfaces within shared car parking areas (for apartments)
- Pedestrian access to rear gardens



IS-A7 APARTMENT DEVELOPMENT

All new apartment development on existing streets **must** ensure:

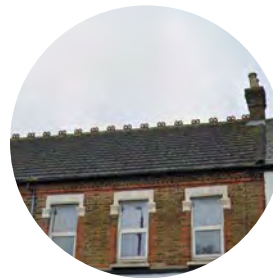
- Dual aspect apartments are maximised
- Single aspect apartments are no deeper than 6m from an external window
- There are no single aspect apartments on north-facing aspects
- Balconies face the street and rear, avoiding balconies facing towards adjacent properties to sides
- That recessed or partially projecting balconies are used

Where no other private outdoor space is provided, balconies **must**:

- Have a minimum depth of 1500mm
- Have a minimum of 5m² of private outdoor space for all 2 person dwellings and an extra 1m² provided for each additional occupant.
- Have level access from a habitable room, ideally a living room or living area

IS-A8 DETAIL, RICHNESS AND MATERIALITY

New buildings on existing streets **should** demonstrate how they have incorporated common features seen in Inner Suburban areas into their detailed design to enhance richness and variety in the street scene.



Roof line features



Bay windows and projections



Roof dormers



Gable ends



Changes in brickwork

To enhance the richness of the street scene, new buildings on existing streets **could** incorporate features such as sheltered seating with a boundary to the street, projecting bay windows (both traditional and contemporary in form), and integrated bin and cycle storage as part of the front garden.



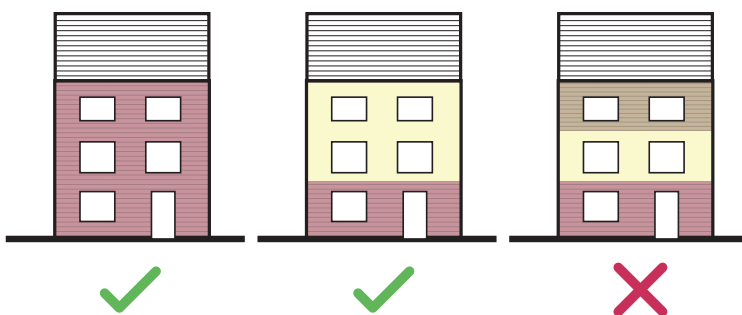
Sheltered seating



Projecting windows



Integrated bin and cycle storage



New development on existing streets **must**:

- Use a single material for the elevation or;
- Have one clear change in materials between the ground floor and upper floors
- Use materials of high quality and long life, ideally with visible texture such as brick

Residential Extensions



OVERVIEW

The key design considerations for residential extensions on existing plots in Inner Suburban areas are set out on this page.

All new residential extensions **must** comply with these requirements.

This section sets out an overview of the key dimensional requirements for residential extensions. More detailed guidance on design for this type of development is contained in Appendix C, drawn from the previously adopted *“Design of Residential Extensions and New Residential Development Supplementary Planning Document (SPD)” (April 2011)*.

IS-X1 CONTEXT & CHARACTER

Designs **should** be mindful of key dimensions of the wider context that will ensure an extension fits within and complements that character of the area. These include:

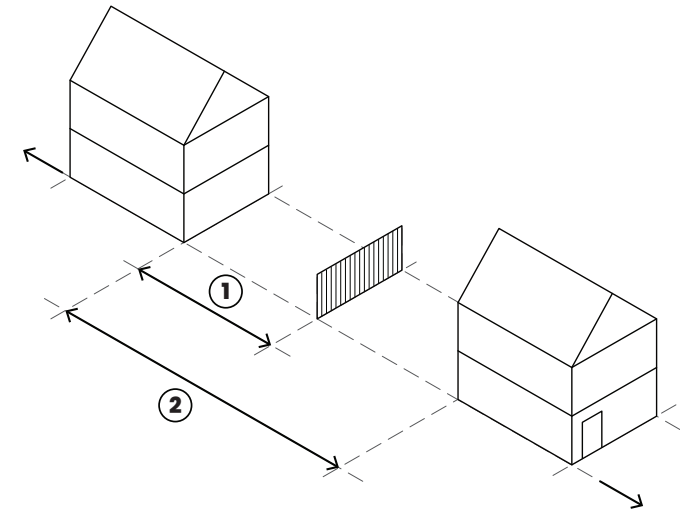
- Set-in distance: the distance from plot edge to the flank side of the building. It defines the characteristic width between properties along a street. Care should be taken to reflect the existing street scene.
- Set-back distance and prevailing building line

Minimum requirements for key dimensions are set out on these pages.

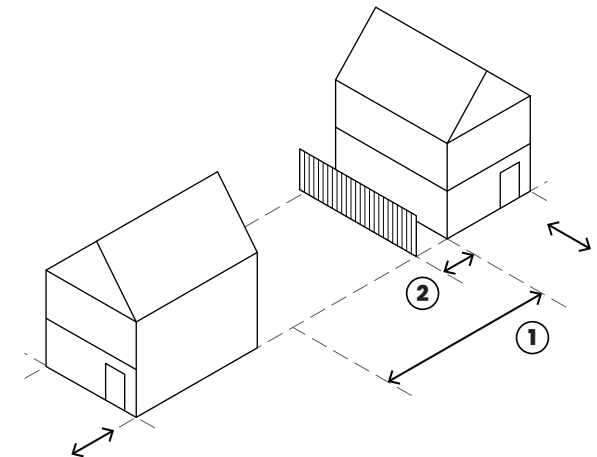
Key characteristics to observe that extensions **should** respond to in architectural design include:

- Prevailing materials of the area
- Prevailing roof forms and features
- Rhythm of windows and location of front doors on façades

IS-X2 PRIVACY & OUTLOOK



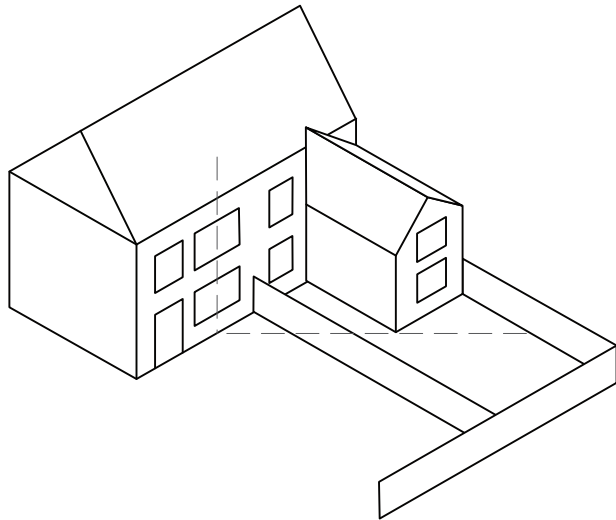
1. Minimum garden length 10.5m (15m for 3 storeys)
2. Minimum back to back distance 21m (30m for 3 storeys)



1. Minimum back to flank distance 13.5m (21m for 3 storeys)
2. Minimum boundary set-in distance 1m (2m for 3 storeys), or more to suit the context

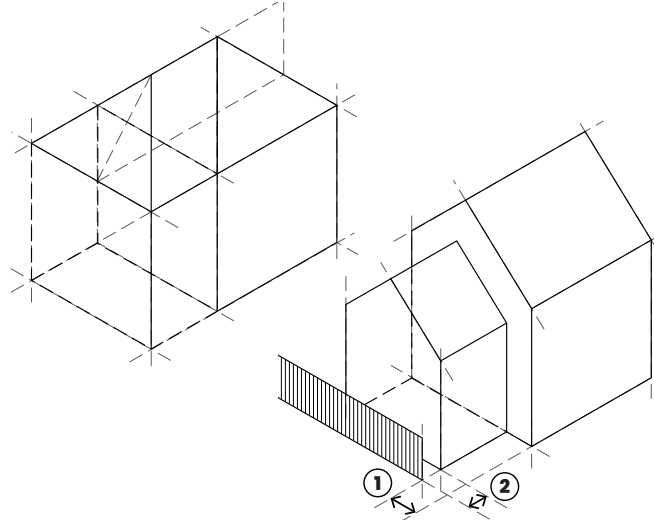
 **Find out more** background information about the borough in Appendix A ‘Understanding Spelthorne Today’.

IS-X3 DAYLIGHT



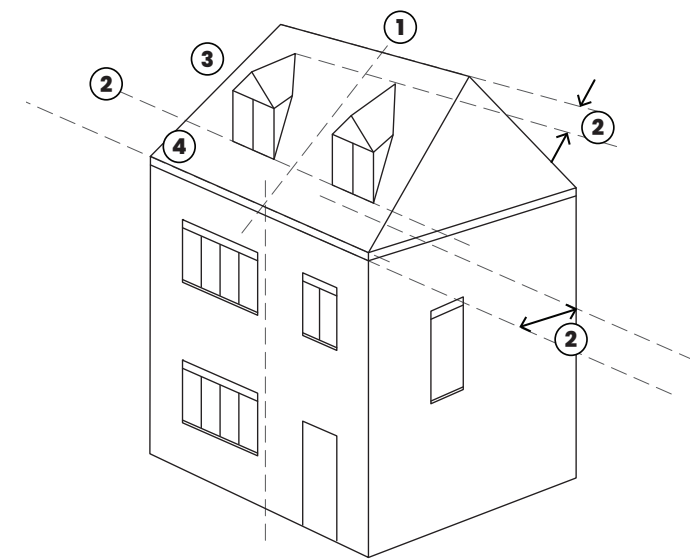
- Two-storey extensions **must** be clear of a 45° line drawn from the centre of a habitable room in neighbouring properties, both horizontally and vertically

IS-X4 SIDE EXTENSIONS



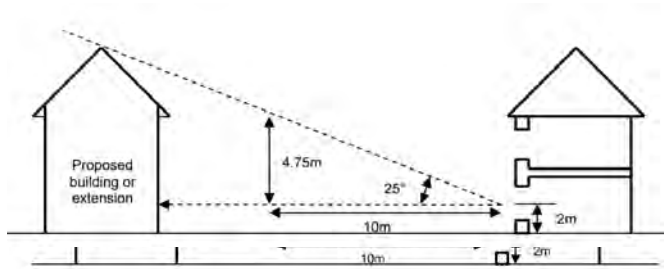
- Inline side extensions are acceptable
- Subordinate multi-storey side extensions **must** be set back by at least 1m (1) and set in from the plot boundary (2)

IS-X5 DORMERS

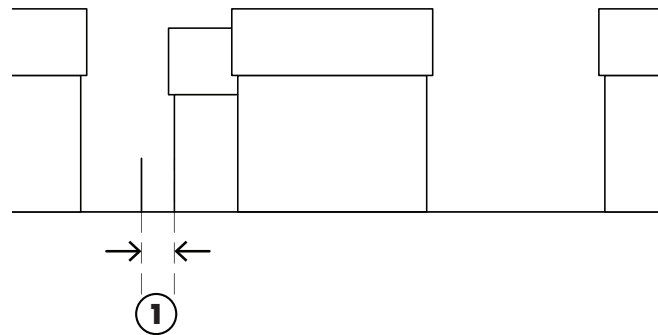


Dormers **must**:

- Be located centrally or symmetrically on a roof
- Be set in a minimum of 1m from the roof edge, down 0.5m from the ridge and up 1m from the eaves
- Incorporate a roof which is compatible with the main roof
- Not be dominant and out of proportion



- Development **must** maintain a 25° vertical line of sight to neighbouring properties to ensure daylight



- Subordinate multi-storey side extensions **must** be set in from the plot boundary by a minimum of 1m (2m for 3 storey development), or more to suit the context

Suburban

OVERVIEW

Spelthorne's post-war suburban areas, typically laid out in the period 1945-1970, are characterised by lower-density housing on a street grid. While semi-detached houses are most common; terraced and detached homes as well as bungalows are found across the borough.

Many of Spelthorne's suburban locations benefit from proximity to green spaces and larger plot sizes. There is often less distinctive identity between the areas. Because they tend to be further from their core town centres, they often host small local parades of shops at key nodes.

At the edge of existing built-up areas or within larger infill sites, new residential neighbourhoods are anticipated of between 15-200 homes at a range of potential densities, with a mix of homes or apartments.

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New residential neighbourhoods must provide well-designed homes that are integrated into their surroundings.

AREAS OF CHANGE

Development in existing suburbs is expected to be small-scale, incremental change governed by the codes for the relevant Development Types.

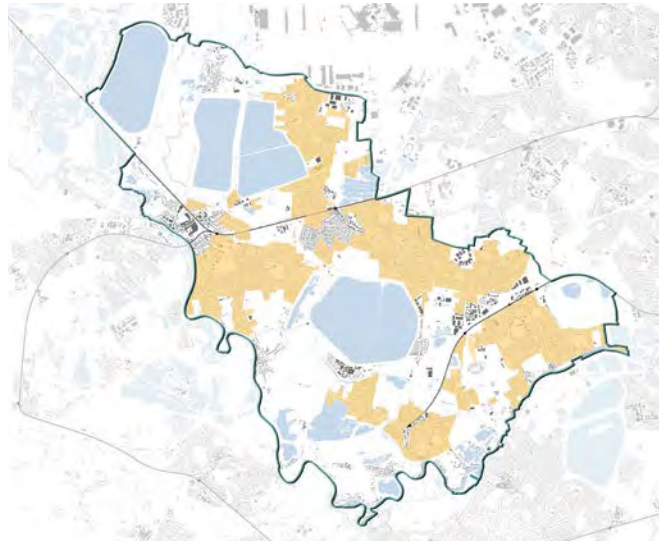
Development of New Residential Neighbourhoods will be a change in character and is governed by the Coding set out in this chapter.

DESIGN AIMS

Development in Suburban Areas will

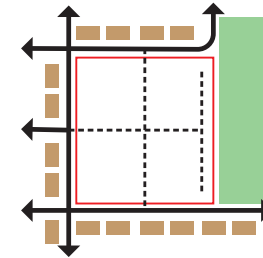
- Integrate new development into existing places positively
- Create new residential neighbourhoods with green spaces and attractive streets
- Maximise opportunities for green infrastructure on street and frontages
- Prioritise walking and cycling potential
- Retain the rhythm and key dimensional characteristics of streets
- Take opportunities to sensitively intensify residential density without compromising the existing character of the area

LOCATIONS



WHAT CODE SHOULD I USE?

The design requirements you need to apply will depend on the type of development you are proposing.



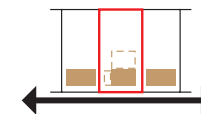
New Residential Neighbourhoods, either on the edge of the existing built up area or as larger sites within the existing built-up area.

S-U1 > S-U6



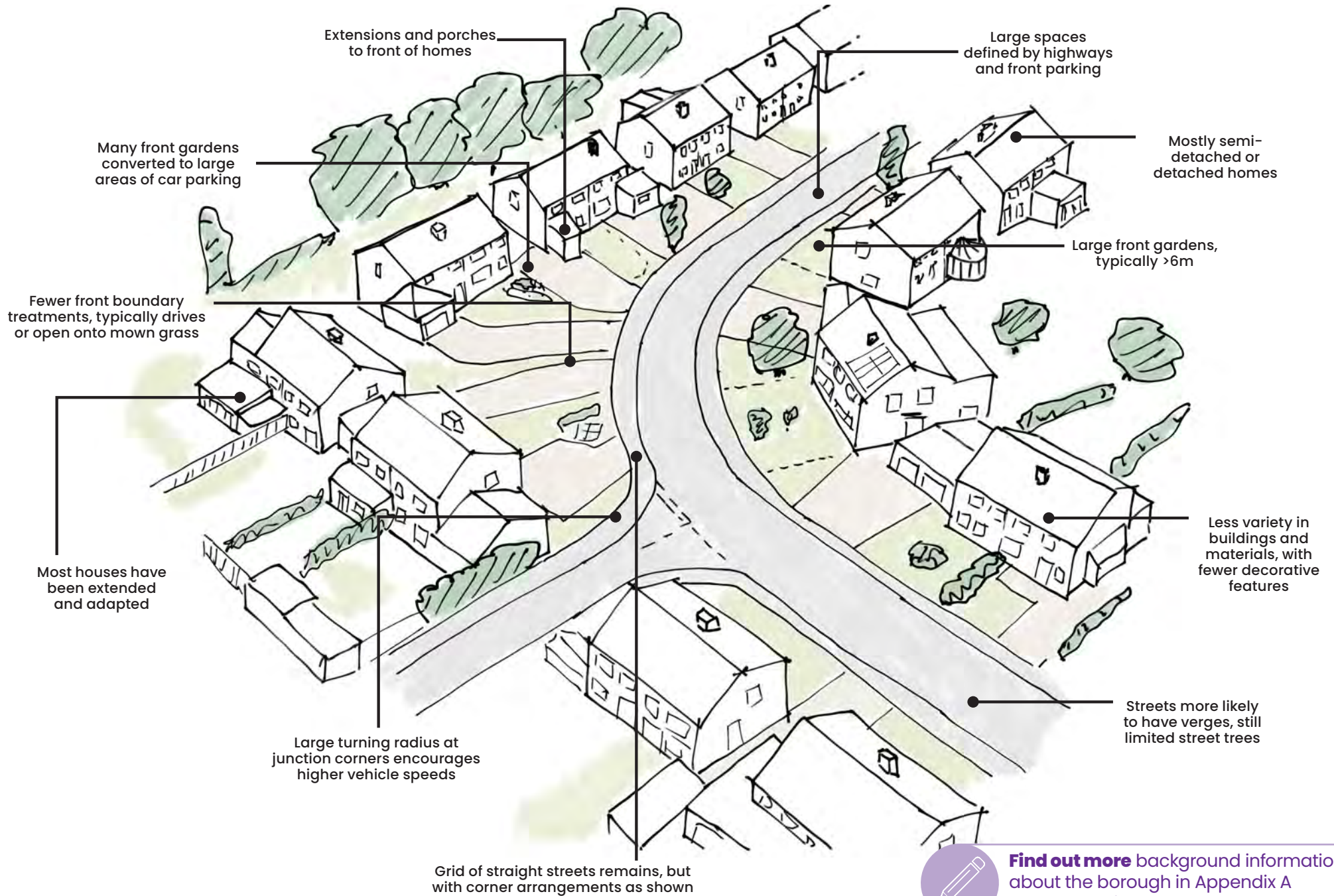
New buildings on existing streets

S-A1 > S-A8



Key requirements for **Residential Extensions** are coded.

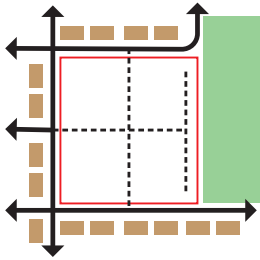
S-X1 > S-X3



Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

Existing characteristics of suburban areas

New Residential Neighbourhoods



Coding for larger areas of residential development in, or on the edge of the existing suburban area, is set out in this section. This may include:

- Allocated small sites that have been released from the Green Belt as part of the **Local Plan**.

- Other sites adjacent to existing built-up area
- Larger infill sites within existing built-up area

It is anticipated this coding is to be applied typically for developments of between around 15-200 homes.

New residential neighbourhood sites that are not allocated in the **Local Plan must** also comply with the requirements set out in this section.

DESIGN AIMS

All new residential neighbourhoods will:

- Be inspired by and reflective of the place
- Integrate with and complement their surrounding areas through the consideration of edges and looking beyond the site boundary
- Have legible, connected streets that prioritise walking and cycling, and with car parking integrated so that cars do not dominate the street scene
- Have public green open spaces that are safe, well-managed, ecologically rich and complementary in scale and design to the surrounding built form

S-U1 ENSURING DISTINCTIVENESS

New residential neighbourhoods will be clearly inspired and influenced by their surroundings.

New residential neighbourhoods **should** demonstrate as part of the **design process** how they have observed, studied and responded to:

- Typical local block structure, dimensions and grain of built form
- Scale, character, use and built form enclosure of local open spaces
- Typical materials and architectural features such as roof forms and elevational treatments used in the local area
- Distinctive local landscape features (e.g. Spelthorne’s distinctive cedar trees)
- Historic uses and users of the site and context
- Absences from the local area that could enhance it (e.g. a need for more play provision, different approaches to housing provision, open space, food production or access to nature)


S-U2 EDGES

On sites extending the existing built up area, how edges are considered will make a significant difference to how the scheme integrates with its surroundings. Addressing edge conditions successfully can:

- Make new developments healthier by enabling new walking and cycling connections
- Integrate the scheme visually and physically so that in future it becomes a coherent part of the surroundings
- Reduce any impacts on surrounding buildings
- Minimise ongoing management issues
- Maximise site capacity by using land at the edges productively



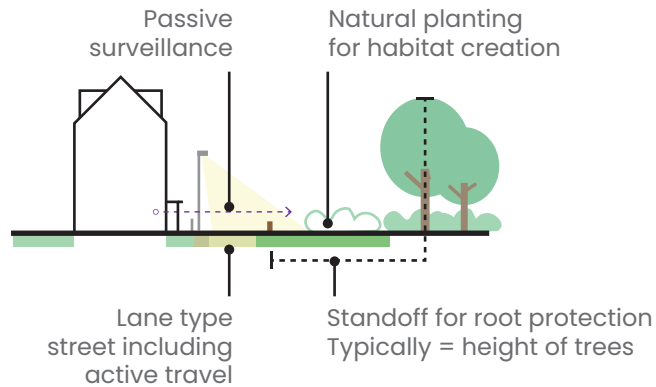
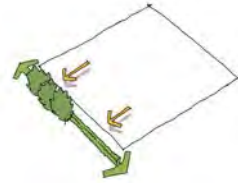
Example green field development site west of Sunbury Cross with edges highlighted

 **Find out more** background information about the borough in Appendix A ‘Understanding Spelthorne Today’.

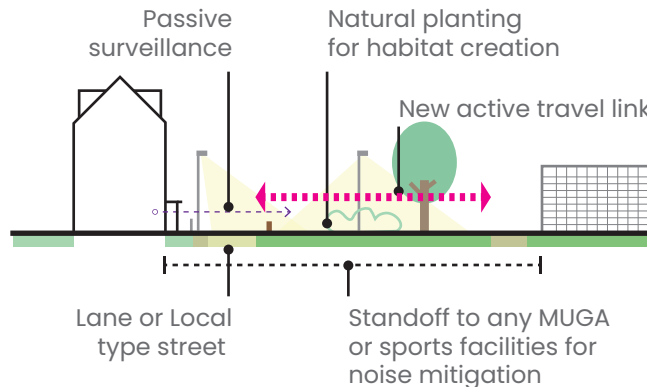
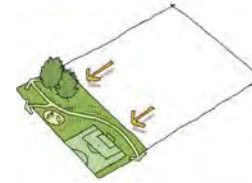
 Safe, well-managed car parking approaches are an important part of what makes places successful.

Edges: Green And Blue

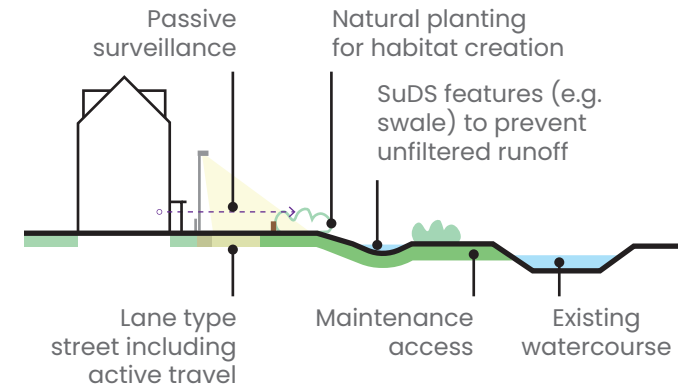
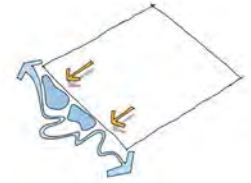
S-U2a
Trees, Woodland and Hedgerows



S-U2b
Open Spaces



S-U2c
Watercourses and Water Bodies



Page 115

Development **must:**

- Retain and protect existing green infrastructure already on site
- Limit removal of existing green infrastructure to enable safe, overlooked access points
- Retain hedgerows and trees within public space, accessible for management
- Enhance existing hedgerows with additional diverse native planting
- Not place existing hedgerows or tree belts at the back of new properties. This will hinder access for future maintenance.

Development **must:**

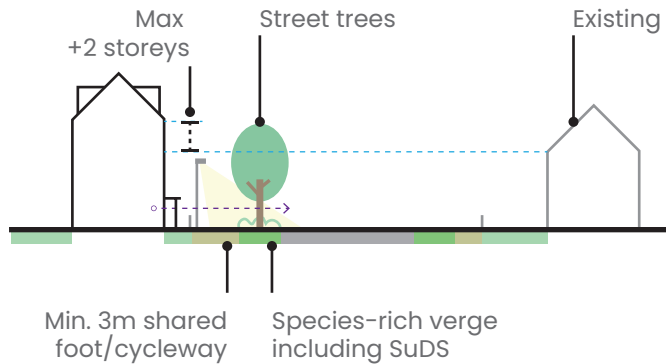
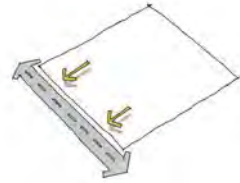
- Front new development to face towards existing open spaces
- Provide views towards existing open spaces from key nodes or spaces
- Connect open spaces to new development through active travel links, and provide new active travel links along the edge of existing open spaces with enough lighting to ensure safe use all year round
- Increase biodiversity by providing planted edges such as wildflower areas.

Development **must:**

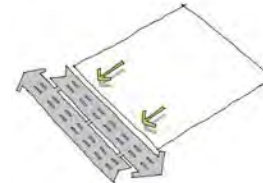
- Provide new active travel links along the edge of existing watercourses with enough lighting to ensure safe use all year round
- Front development towards watercourses or drainage features so they are accessible for management
- Ensure surface water runoff is filtered by at least one stage of SuDS before entering the watercourse
- Increase biodiversity by providing planted edges such as wildflower areas, or integrated with SuDS features

Edges: Transport And Movement

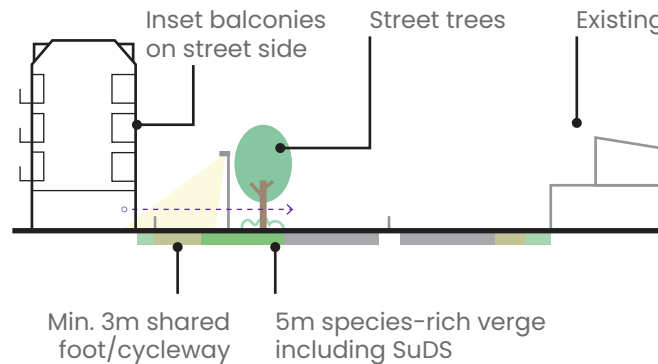
S-U2d Streets and Roads



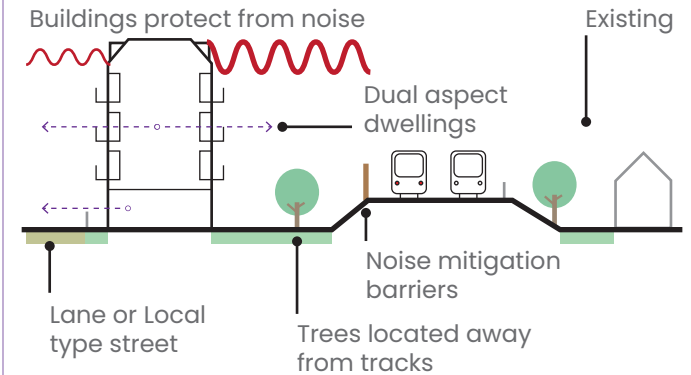
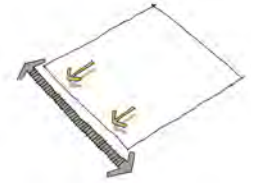
S-U2e Dual Carriageways



Dual carriageways that are also urban roads (e.g. A316 Staines Road West in Sunbury Cross)



S-U2f Railways

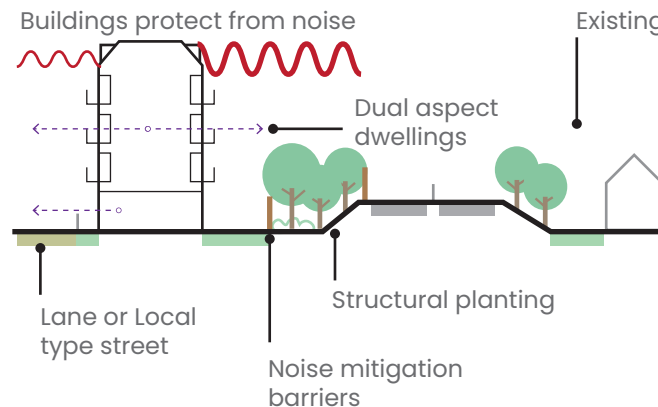


Page 116

Development **must:**

- Front new development towards existing streets and roads
- Set new development back in a way that respects the existing characteristic dimensions of the street or road
- Include street trees and planting along the street edge, and provide linear ecological habitats such as wildflower verges
- Improve pedestrian and cycling provision on existing roads adjacent to the site, potentially providing a new off-road connection through the site

Dual carriageways designed as bypasses (e.g. M3 and Upper Halliford bypass)

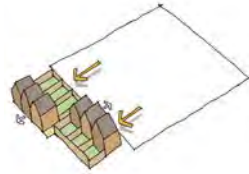


Development **must:**

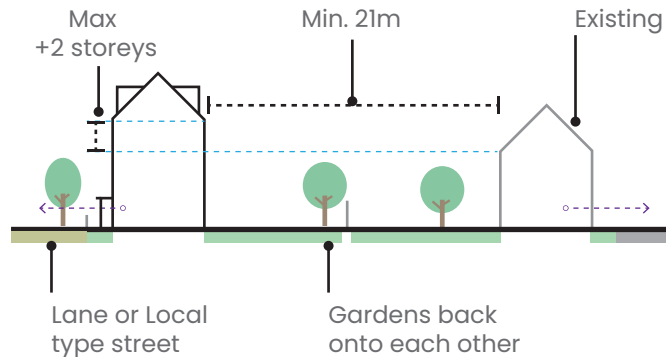
- Concentrate higher density development close to railway stations
- Provide lighting and overlooking towards any pedestrian footbridges or underpasses that enter or are adjacent to the site
- Place new tree planting at a sufficient distance from the railway tracks so as to not create autumnal leaf-fall impacts on the rail network
- Reduce access between development and the railway line, but where this is not possible or appropriate, ensure good lighting and passive surveillance to prevent anti-social behaviour

Edges: Existing Built Form

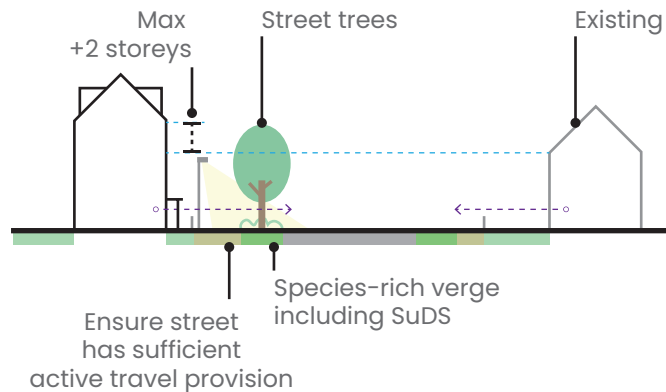
S-U2g
Residential (Backing onto and Facing onto)



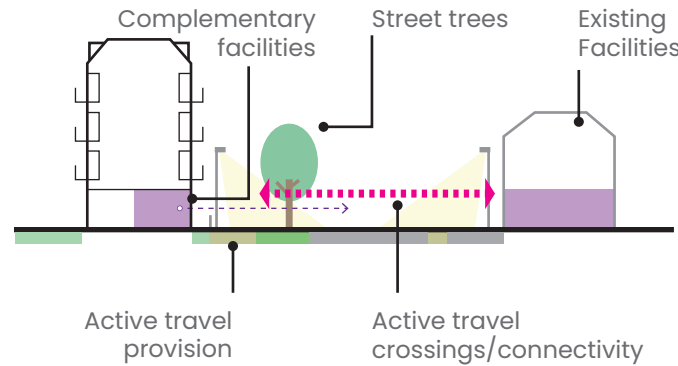
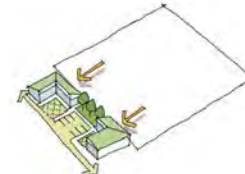
Existing Residential Backing onto the Site



Existing Residential Facing the Site across an Existing Street



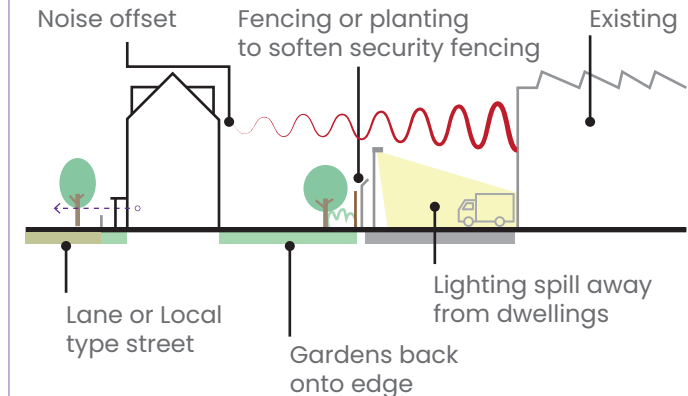
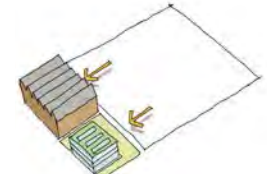
S-U2h
Local Facilities



Development **must:**

- Make walkable connections to nearby local facilities
- Co-locate any new facilities or uses adjacent to existing facilities
- Concentrate development density close to relevant local facilities, e.g. local shopping
- Prevent overspill parking near local facilities through the design of streets or enforced parking restrictions

S-U2i
Industry and Commercial Uses



Development **must:**

- Set new homes a sufficient distance from noise-emitting uses to ensure a maximum outdoor residential noise level of 55dB during the day and 45dB at night
- Provide screen planting to prevent industrial light sources from spilling into homes

S-U3 MOVEMENT: LEGIBLE, CONNECTED STREETS



New streets will be designed in a way that provides a sense of place as well connectivity and accessibility to surrounding areas.

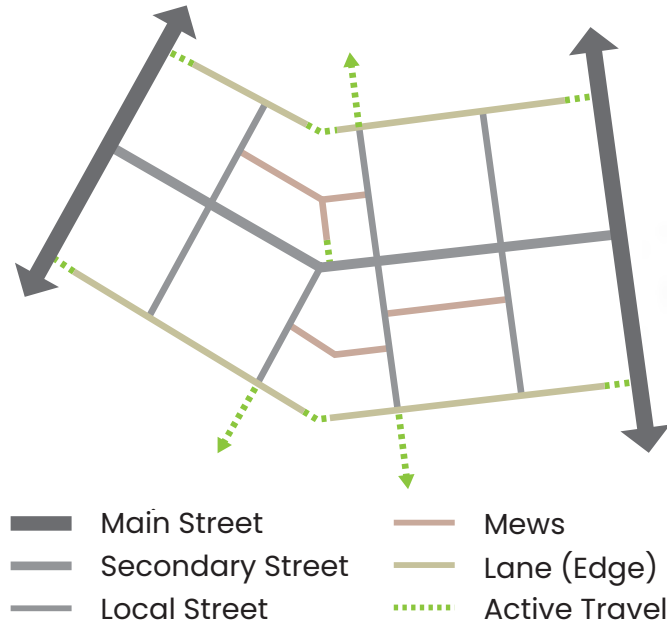
Streets will be designed around people, not vehicles. They should bring communities together and enhance their quality of life. Streets will be designed with flexibility and sustainability in mind, so that they will last for future generations.

Street types are determined by the importance of their place and movement functions, not their desired capacity or design speed. The decision on street typology is a collective decision with designers, planners, transport engineers and the local community. It must not be the sole decision of transport engineers.

Streets should be accessible to all abilities and ages through the use of drop kerbs, tactile paving, regular seating and clear sightlines and sufficient lighting for visibility and safety.

Street layout and design **must** be in compliance with the Surrey Healthy Streets Design Code.

S-U3a Street Layout Approach



Street layouts **must**:

- Have a clear street hierarchy drawing on the types set out in this Code
- Create blocks of between 60-100m, with crossroads arrangements supported to align blocks
- Use filtered permeability, with active travel prioritised and having a continuous grid of routes, and private vehicles required to take more circuitous routes to access homes

S-U3b Main Streets



Main streets **must**:

1. Have a carriageway between 5.5m and 6.5m
2. Have verges at least 2.5m wide, to incorporate street trees, planting and bus stop laybys
3. Have a footway on each side at least 2m wide, and a cycleway on each side at least 2m wide
4. Have continuous footways across junctions with streets lower in the hierarchy
5. Have a width:height enclosure ratio of between 2:1 (more urban) and 4:1 (minimum)

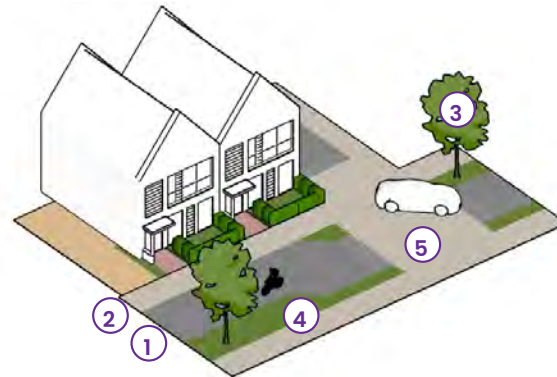
Where development fronts onto existing main streets, it **must**:

6. Safeguard sufficient land for future walking and cycling improvements
7. Align active travel links with existing or planned crossings

S-U3c Secondary Streets



S-U3d Local or Residential Streets



S-U3e Mews and Lanes



Page 119

Secondary streets **must:**

1. Have a carriageway of between 4.8m and 6.0m
2. Have verges of at least 2.5m wide, to incorporate street trees, planting and occasional on-street parking bays
3. Have a footway of at least 2m wide, and a shared footway/cycleway of least 3m wide
4. Include occasional build-outs for pedestrian crossings to slow vehicles
5. Have continuous footways across junctions with streets lower in the hierarchy
6. Have a width:height enclosure ratio of between 1:1 (ideal) and 3:1 (minimum)

Local or Residential streets **must:**

1. Have a carriageway of between 3.5m and 4.8m, with local widening to allow passing of vehicles
2. Have footways at least 2m wide
3. Be lined with street trees
4. Include occasional planting, rain garden and change in direction of the carriageway to slow vehicles
5. Use raised tables with brick paving at junctions with other Local or Mews Streets
6. Have a width:height enclosure ratio of between 1:1 (ideal) and 3:1 (minimum)

Mews and Lanes **must:**

1. Be a minimum of 6m wide
2. Be a shared surface for pedestrians and vehicles, of brick, paved or permeable paving construction
3. Include occasional planting, trees and features to slow vehicles
4. Include in-street drainage features such as rills and rain gardens
5. Have a width:height enclosure ratio of between 1:1 (ideal) and 2:1 (minimum)
6. Provide continuous active travel connectivity between edge lanes, with no gaps created between 'private drive' type arrangements

S-U4 MOVEMENT: CAR PARKING



Developments must be designed around people not the car. When poorly-designed, car parking can have a significantly detrimental effect on the quality of a street and place.

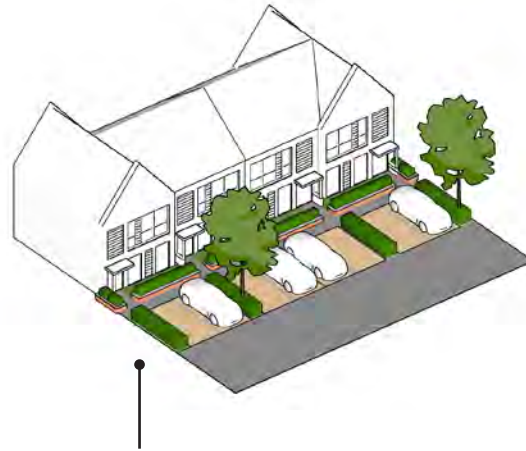
The parking typologies set out on this page are supported in New Residential Neighbourhoods in Spelthorne, provided they are designed in compliance with the Design Requirements.

Vehicle parking **must:**

- Be provided at a level that complies with Surrey County Council’s parking standards
- Have bay parking spaces at least 5.0m x 2.5m
- Have on-street parking spaces of at least 6.0m x 2.5m, with additional space on the ends of runs to allow for a kerb return
- Have at least 10% of parking spaces as disabled spaces, of 3.6m wide, located within 50m of the relevant building entrance
- Provide at least 0.2 visitor spaces per dwelling in on-street or otherwise unallocated spaces

S-U4a On-Plot Parking

On-plot parking **should** be used in lower-density areas of new residential neighbourhoods, typically of 35 dwellings per hectare or lower.



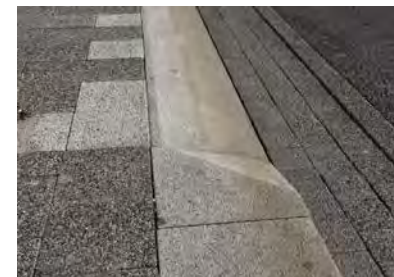
Frontage parking **must:**

- Have planting at least every four spaces in a run
- Include trees to soften views along longer runs of parking
- Be differentiated in surface material from the carriageway
- Retain footway or planted front garden area of least 1.5m behind the parking space



Side parking **must:**

- Be a minimum of 3.3m wide
- Maintain level footways and cycleways when accesses cross, using quadrant kerbs to provide a drop to the carriageway, as shown below



Integral parking **must:**

- Be a minimum of 6.0 x 3.0m internally
- Have a garage opening of at least 2.7m wide
- Have a garage door no more than 50% of the building frontage width
- Ensure a ground floor window is provided in addition to the front door and garage door

S-U4b On-Street and Shared Parking

On-street parking and shared parking approaches **should** be used in higher-density areas of new residential neighbourhoods, typically between 40-75 dwellings per hectare.

Page 121



On-street parking **must**:

- Have runs of no more than four spaces
- Leave no unallocated space to prevent nuisance parking
- Have kerb returns of between 45° or 90°
- Be differentiated in surface material from the carriageway
- Be contained within verge/planted areas at the edge of carriageways, with planting or street trees at the ends of runs



Parking squares **must**:

- Have planting at least every four spaces in a run
- Must not exceed 12 spaces
- Include trees within some planted areas
- Be overlooked from surrounding dwellings
- Be differentiated in surface material from the surrounding streets, with permeable paving recommended



Rear parking courts **must**:

- Be overlooked from dwellings
- Be lit to provide security at all times of day. Lighting spread should be designed so as not to disturb neighbours. Motion-sensitive lighting is supported for its reduced energy use and impact on ecology
- Have planting or trees at least every five spaces in a run
- Be mostly surfaced with permeable paving
- Provide overlooked, safe access to apartment circulation cores via an overlooked route



Safe, well-managed car parking approaches are an important part of what makes places successful.

S-U5 SAFE, ATTRACTIVE AND MULTIFUNCTIONAL OPEN SPACES



All development of New Residential Neighbourhoods in the Suburban area type **must** provide public open space at the levels, standards and accessibility specified in the latest Open Space Assessment, currently:

- Amenity Green Space: 0.6ha / 1000 people, within 480m of all homes
- Parks and Recreation Grounds: 0.8ha / 1000 people, within 400m of all homes
- Provision for Children and Teenagers: 0.1ha / 1000 people, within 400m of all homes
- Natural Green Space: 1.0ha / 1000 people for new development including amenity green space, within 500m of all homes
- Allotments: 0.25ha / 1000 people, within 800m of all homes

Additional Code requirements for two different types of open space are set in this section.

S-U5a Meeting Points: Open Spaces Amongst Homes



Open spaces amongst homes **must**:

- A. Have high levels of enclosure from surrounding built form
- B. Have traffic calmed surrounding streets with a change in carriageway materials
- C. Be overlooked from surrounding homes
- D. Include sufficient lighting for safety
- E. Include cycle parking and seating
- F. Be accessible to and inclusive of all users

Open spaces amongst homes **could** include:

1. Planting and habitat creation
2. Traffic-free active travel links
3. Rain garden and surface water management features
4. Community garden and food production
5. Small events space
6. Childrens play features

S-U5b Getting Outdoors: Open Spaces on the Edge of the Built-up Area

Page 123



Open spaces at the edge of built-up areas **must**:

- A. Be overlooked from surrounding homes
- B. Have a transition in character from managed to natural, with uses such as play areas closer to homes
- C. Include sufficient lighting for safety on any active travel routes that pass through the space
- D. Include features such as bollards that prevent vehicles from entering or parking on the space from surrounding streets
- E. Be accessible to and inclusive of all users

Open spaces at the edge of built-up areas **could** include:

- 1. Natural habitat creation
- 2. Surface water management features that also function as natural habitats
- 3. Traffic-free active travel links and connections to surrounding open spaces and other destinations
- 4. Childrens play areas
- 5. Seating along footpaths
- 6. A distinctive built form edge with views across the open space, with the potential for taller heights to address the space

 Being connected to the outdoors and wider green networks is an important part of living in Spelthorne.

S-U6 LANDSCAPE CHARACTER

New residential neighbourhoods will blend built form with planting, soft landscape and green infrastructure, to create a softer, less formal environment than town centres and inner suburbs. There will be proportionally more soft landscape than hard landscape.

S-U6a Hard Landscape

Hard landscape features will typically be within streets, including footways, cycleways and carriageways. It will also include incidental hard landscape features and squares within open spaces or at key nodes within the street network.



Brick paving can provide a cohesive and traffic-calmed environment on smaller residential streets and key nodes or junctions



Resin-bound gravel can provide an attractive and practical surface for informal leisure paths through open spaces

Material selection in the public realm **must** be in compliance with the Surrey Healthy Streets Design Code.

S-U6b Soft Landscape

Soft landscape features play an important part in the quality of the built environment.

In more formal areas, such as busier streets and areas with more hard landscape, a more ornamental palette is appropriate.



A mix of grasses and low-maintenance evergreen species



Evergreen shrub species planted within verges to prevent verge parking



Including mown amenity grass ensures open spaces can be flexible for different uses

Closer to the edge of the built-up area and larger open spaces, a more informal mix of native species, including trees and hedgerows, **should** be used, maximising habitat creation opportunities.



Wildflower planting within verges or larger areas of open space



'Play on the way' features within retained mature tree corridor

Species selection **should** be varied to ensure resilience to climate change and invasive species.

Management and maintenance **should** be minimised where possible for most areas, saving more maintenance-intensive species for small areas of high impact.

S-U6c Street Trees

All streets **must** be tree-lined. In general trees will be integrated within verges and as part of the street green infrastructure, as set out under S-U3 and S-U4. Suitable approaches include:



Lines of trees within verges



Trees installed to aid traffic calming features



Trees installed to break up frontage parking or parking squares

Trees **must** have sufficient space to grow and thrive, following guidance set out by the Trees Design Action Group (see reference in Chapter 6).

Using a variety of street tree species ensures resilience to climate change and invasive species.

S-U6d Surface Water Drainage Features

All development **must** manage surface water through the use of Sustainable Drainage Systems (SuDS). Suitable design features include:



Source Control / Initial Absorption Features

- Street 'rain gardens'
- Planted verges and general soft landscape cover



Conveyancing Features

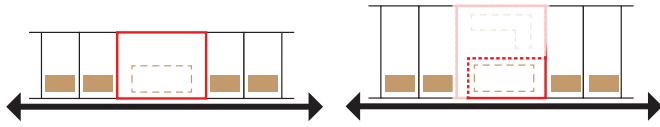
- Planted street swales
- Other overland flow features with minimal culverting or piping



Attenuation Features

- Surface attenuation basins, planted to create new habitats
- Attenuation ponds with permanent water

New Homes or Apartments on Existing Streets

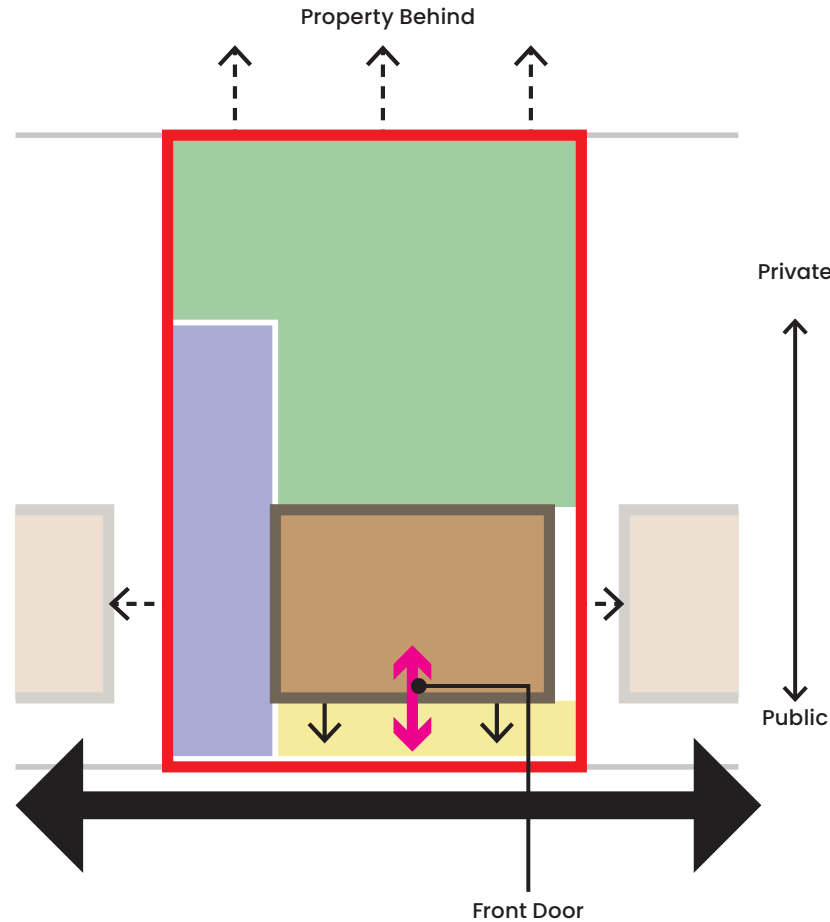


Development of new dwellings or apartments on plots on existing Suburban residential streets will be designed to complement the existing street scene and character of the area, while delivering high quality new homes throughout the borough.

In contrast to Inner Suburban locations, Suburban areas have more space between buildings and typically larger front garden areas, allowing more flexibility for the design of new development.

S-A1 LAYOUT PRINCIPLES

New development on existing streets in Suburban Area Types **should** follow the overall layout principles set out below. Coding requirements for different areas are set out on the following pages.



- Front Boundary**
S-A4
- Building**
S-A2, S-A3, S-A5, S-A7
- Access and Parking**
S-A6
- Gardens**
S-A4

The diagram shows a typical layout for this type of development but the Code does not require development to be of this form. Layout should respond to the particular requirements of the site, considered through an appropriate design process.

DESIGN AIMS

All Suburban development on existing streets will:

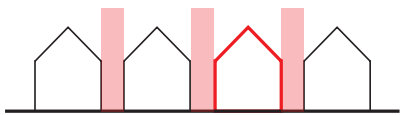
- Comply with Nationally Described Space Standards
- Address the needs of different design zones for street frontage, access, servicing and gardens
- Respect the existing street scene by observing the key design parameters, including:
 - the existing building line, rhythm of windows and separation distances
 - car parking not dominating the frontage
 - respecting heights and scale of streets
- Use materials and articulation to provide richness to the street scene



Building Heights typically up to height of highest adjacent building



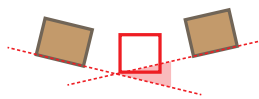
Reflect existing street rhythm of gaps and built form



Regular building line along a street



Building lines for corner plots



Irregular building line establishes zone for new building front



Front boundary treatments in suburban areas typically include planting and landscape to soften the built form and parking arrangements



S-A2 BUILT FORM PARAMETERS

New development on existing streets **must** observe the following key built form parameters:

- Roofline up to height of highest immediately neighbouring building
- **Plot coverage** that is broadly within the range of the existing area, typically 25-40%
- Match neighbouring building line on streets with regular building line
- Where building line is irregular, use neighbouring buildings to establish zone for building line
- Sites on street corners to match the building line of both adjoining streets and provide passive surveillance to both aspects
- Reflect the existing street rhythm of gaps and built form



S-A3 ROOF FORM

New development on existing streets **must**:

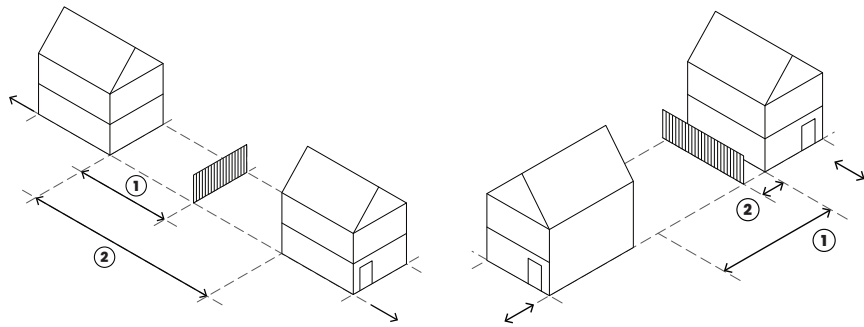
- Have pitched roof forms, reflective of surrounding prevailing form, e.g. gable ends or street-facing pitch
- Avoid flat roof forms facing streets on main roofs.
- Ensure dormers are set in a minimum of 1m from the roof edge, down 0.5m from the ridge and up 1m from the eaves, and not be dominant and out of proportion
- Flat-roofed dormers facing the street may be acceptable if the overall architectural design language of the development is **contemporary**, otherwise they must incorporate a roof which is compatible with the main roof



S-A4 FRONT BOUNDARY TREATMENT

New development on existing streets **must** have:

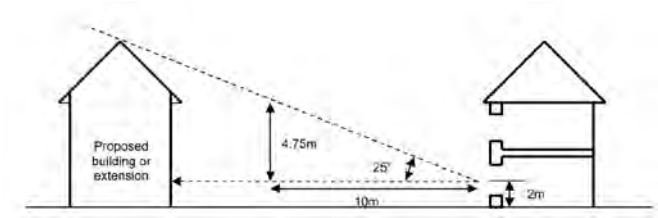
- A defined front boundary that separates public realm from private space
- A clear pedestrian path to the front door, clearly defined from any frontage parking
- A boundary treatment such as a low wall, ornamental hedge or railings, making reference to prevailing styles on the street
- A front door that faces the street
- Sheltered, defensible threshold space at front door of at least 1m depth and 1.5m width
- An accessible covered space to store waste and recycling
- Accessibility to users of all abilities with a variety of mobility needs



Maintain appropriate distances to existing properties

Left: Back to Back 21m (30m for 3 storey) (distance 2 on left diagram)

Right: Back to Flank 13.5m (21m for 3 storey) (distance 1 on right diagram)



Ensure a 25° vertical line of sight to neighbouring properties to ensure daylight



S-A5 DAYLIGHT, PRIVACY AND OVERLOOKING

New development on existing streets **must**:

- Have a minimum back to back distance to properties at the rear of 21m (30m for 3 storey buildings)
- Ensure built form of two storeys or above is clear of a 45° line drawn from the centre of a habitable room in neighbouring properties, both horizontally and vertically
- Ensure a 25° vertical line of sight to neighbouring properties to ensure daylight
- Ensure a minimum back to flank distance 13.5m (21m for 3 storeys)
- Ensure a minimum boundary set-in distance 1m (2m for 3 storeys), or more to suit the context and prevailing street scene



S-A6 ACCESS, CYCLE AND VEHICLE PARKING

New development on existing streets **must** have:

- Secure and integrated cycle parking within building, e.g. for apartments within a circulation core on ground floor
- One of side, rear (shared), integrated or frontage car parking
- Hardstanding for frontage car parking that occupies no more than 50% of frontage
- Brick paving or permeable gravel where car parking is on frontage
- Planting and permeable surfaces within shared car parking areas (for apartments)
- Pedestrian access to rear gardens



S-A7 APARTMENT DEVELOPMENT

All new apartment development on existing streets **must** ensure:

- Dual aspect apartments are maximised
- Single aspect apartments are no deeper than 6m from an external window
- There are no single aspect apartments on north-facing aspects
- Balconies face the street and rear, avoiding balconies facing towards adjacent properties to sides
- That recessed or partially projecting balconies are used

Where no other private outdoor space is provided, balconies **must**:

- Have a minimum depth of 1500mm
- Have a minimum of 5m² of private outdoor space for all 2 person dwellings and an extra 1m² provided for each additional occupant.
- Have level access from a habitable room, ideally a living room or living area

S-A8 DETAIL, RICHNESS AND MATERIALITY

New buildings on existing streets **should** demonstrate how they have incorporated common features seen in Suburban areas into their detailed design to enhance richness and variety in the street scene.



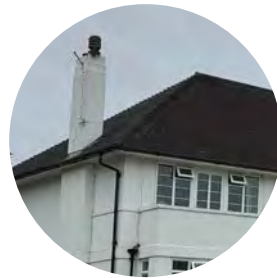
Softening built form with planting



Gable ends



Roof dormers



Hip roofs



Brickwork edge detailing

To enhance the richness of the street scene, new buildings on existing streets **could** incorporate features such as integrated garages and terraces, inset balconies for upper-floor apartments, and a variety of textures within elevation design.



Integrated garages and roof terrace design



Inset balconies on maisonette upper floors



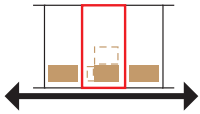
Variety of textures and finishes on facade



New development on existing streets **must**:

- Use a single material for the elevation or;
- Have one clear change in materials between the ground floor and upper floors
- Use materials of high quality and long life, ideally with visible texture such as brick

Residential Extensions



OVERVIEW

The key design considerations for residential extensions on existing plots in Suburban areas are set out on this page.

All new residential extensions **must** comply with these requirements.

This section sets out an overview of the key dimensional requirements for residential extensions. More detailed guidance on design for this type of development is contained in Appendix C, drawn from the previously adopted *“Design of Residential Extensions and New Residential Development Supplementary Planning Document (SPD)” (April 2011)*.

S-X1 CONTEXT & CHARACTER

Designs **should** be mindful of key dimensions of the wider context that will ensure an extension fits within and complements that character of the area. These include:

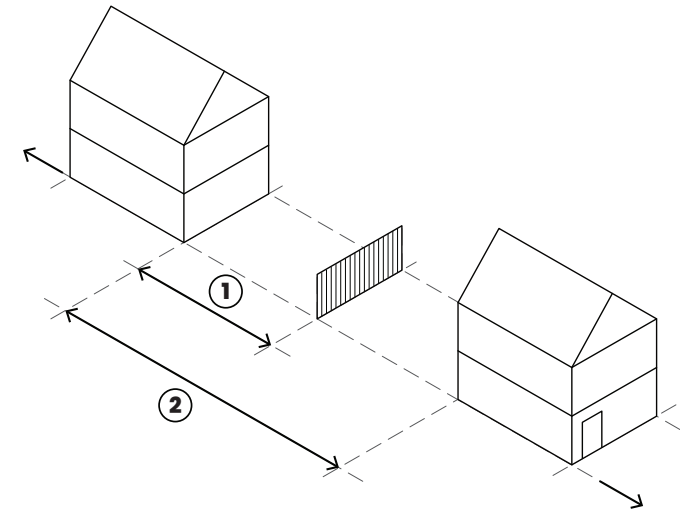
- Set-in distance: the distance from plot edge to the flank side of the building. It defines the characteristic width between properties along a street. Care should be taken to reflect the existing street scene.
- Set-back distance and prevailing building line

Minimum requirements for key dimensions are set out on these pages.

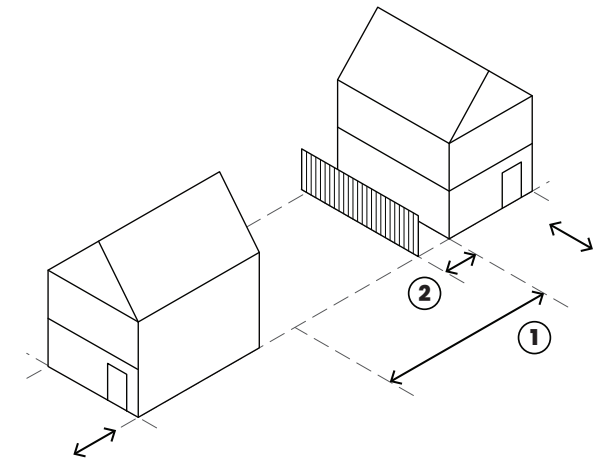
Key characteristics to observe that extensions **should** respond to in architectural design include:

- Prevailing materials of the area
- Prevailing roof forms and features
- Rhythm of windows and location of front doors on façades

S-X2 PRIVACY & OUTLOOK



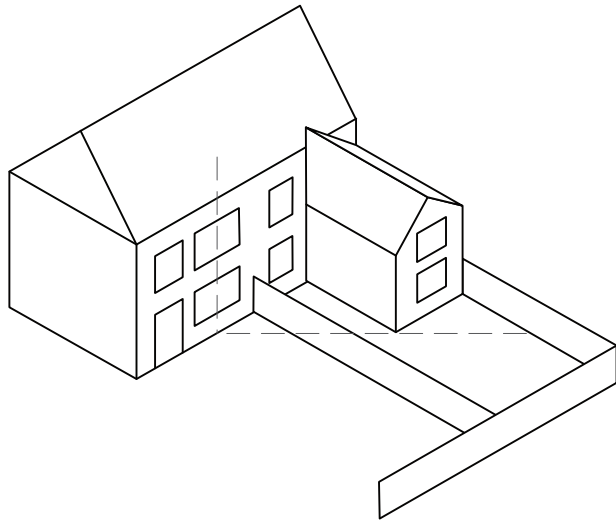
1. Minimum garden length 10.5m (15m for 3 storeys)
2. Minimum back to back distance 21m (30m for 3 storeys)



1. Minimum back to flank distance 13.5m (21m for 3 storeys)
2. Minimum boundary set-in distance 1m (2m for 3 storeys), or more to suit the context

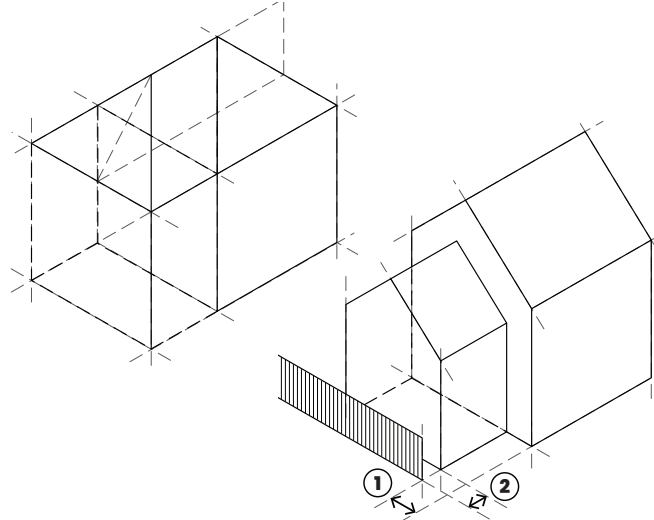
 **Find out more** background information about the borough in Appendix A ‘Understanding Spelthorne Today’.

S-X3 DAYLIGHT



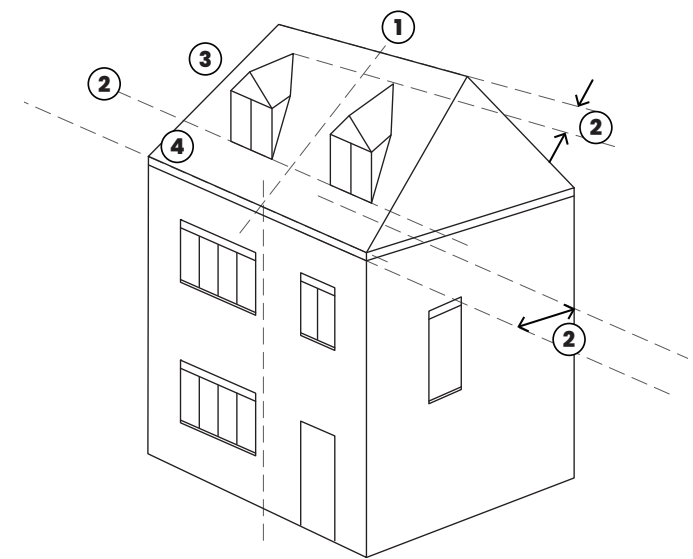
- Two-storey extensions **must** be clear of a 45° line drawn from the centre of a habitable room in neighbouring properties, both horizontally and vertically

S-X4 SIDE EXTENSIONS



- In-line side extensions are acceptable
- Subordinate multi-storey side extensions **must** be set back by at least 1m (1) and set in from the plot boundary (2)

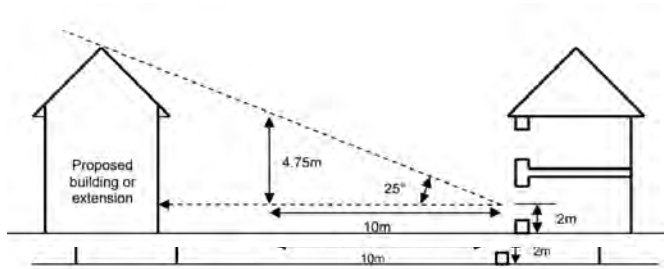
S-X5 DORMERS



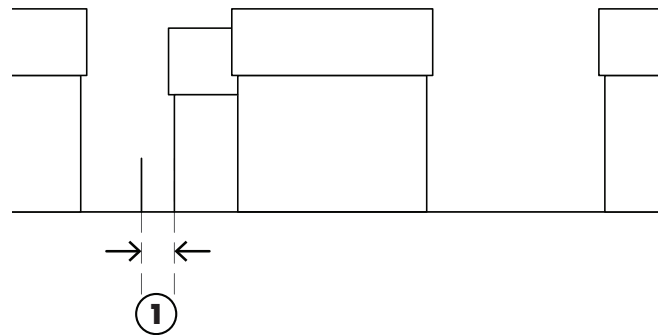
Dormers **must**:

- Be located centrally or symmetrically on a roof
- Be set in a minimum of 1m from the roof edge, down 0.5m from the ridge and up 1m from the eaves
- Incorporate a roof which is compatible with the main roof
- Not be dominant and out of proportion

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- Development **must** maintain a 25° vertical line of sight to neighbouring properties to ensure daylight



- Subordinate multi-storey side extensions **must** be set in from the plot boundary by a minimum of 1m (2m for 3 storey development), or more to suit the context



5

BETFRED
the bonus king

BETFRED
the bonus king

Heart
Foundation

H&M

Poundland

William
HILL

9NC

This shop has closed

This shop has closed

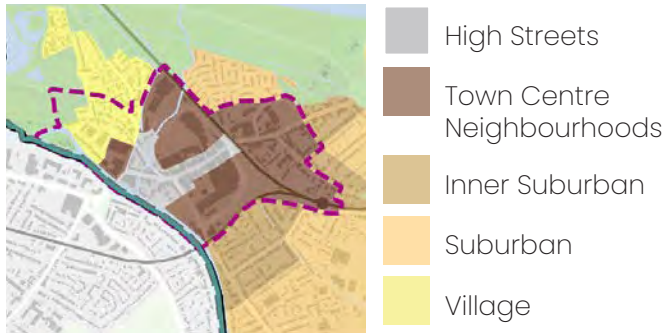
Areas of Change

Staines-upon-Thames Town Centre

OVERVIEW

This section sets out detailed Design Requirements and guidance for development in Staines-upon-Thames town centre.

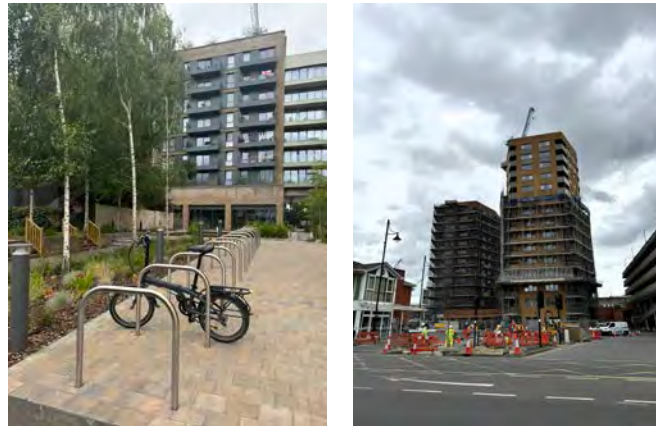
EXTENT AND CONTEXT



Area of Change Boundary

DEVELOPMENT CONTEXT

Staines-upon-Thames town centre will see significant change in coming years. The [Local Plan](#) allocates around 3,500 new homes to be built, mostly at higher densities and resulting [floor area ratios](#) than the prevailing built form. The Design Code sets out the requirements for these to be delivered as part of coherent, well-designed Town Centre Neighbourhoods, that complement and enhance the existing High Street.



Recent development in Staines town centre: London Square (left), River Town (right)

DESIGN AIMS

New development in Staines-upon-Thames town centre **will**:

- When within the 'Historic Core', respect and complement the context of the High Street, Clarence Street, Conservation Area and river frontage
- When within new town centre neighbourhoods, form part of coherent new places for people to live and enjoy that encourage connection, health and sustainable living
- Prioritise the quality, safety and attractiveness of the public realm, open spaces and streets
- Make the most of the river frontage and help to connect the town to the Thames, Colne and Wraysbury
- Be resilient to the anticipated effects of climate change, and ensure that new places do not adversely affect existing places in terms of flooding, microclimate and quality of life

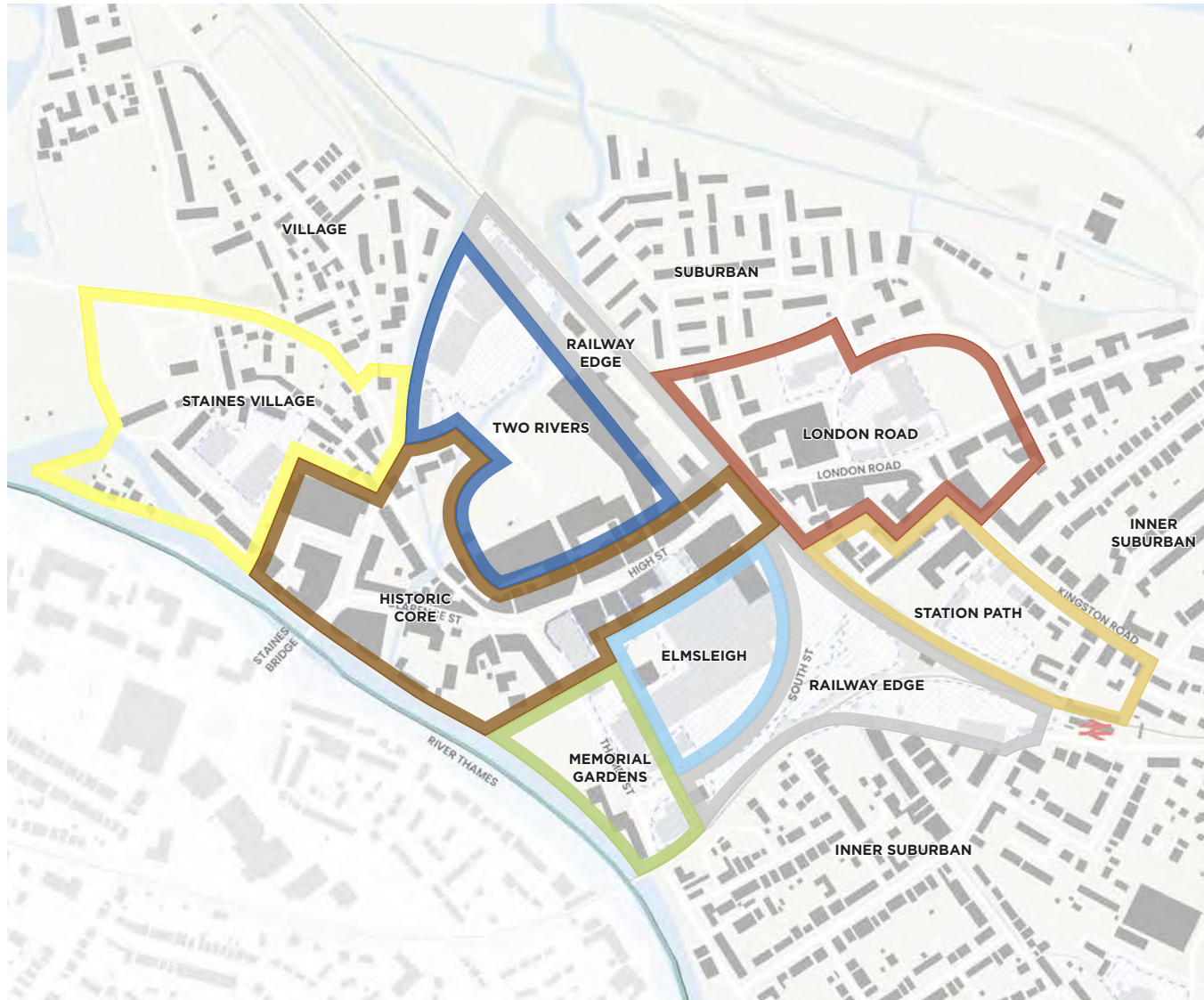
Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.

Find out more about the Conservation Area in the Staines Village Conservation Area Appraisal (2023).

A clear vision for town centre neighbourhoods and the future 'look' of the town centre is a community priority.

Area Types

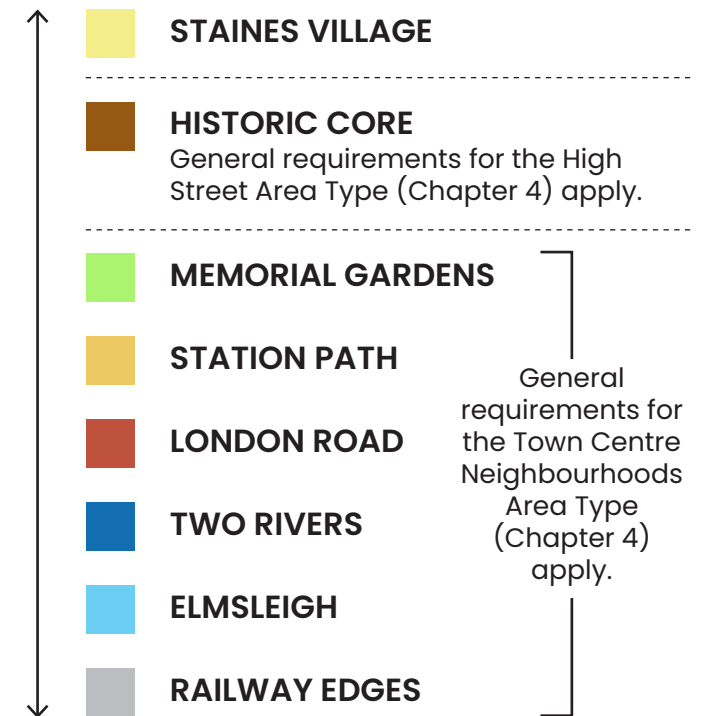
Page 135



Within the Area of Change, more detailed requirements are set out by finer-grain Area Types. Each Area Type in the town centre is considered by whether it will largely retain its existing character and contribution to overall place identity, or whether it is likely to change substantially in character and has the opportunity to newly contribute to the town's identity.

Incremental Change

Retaining existing character and place identity
Design requirements strongly reflect context.



Transformative Change

Defining a new character and place identity.
Design requirements set key parameters only.

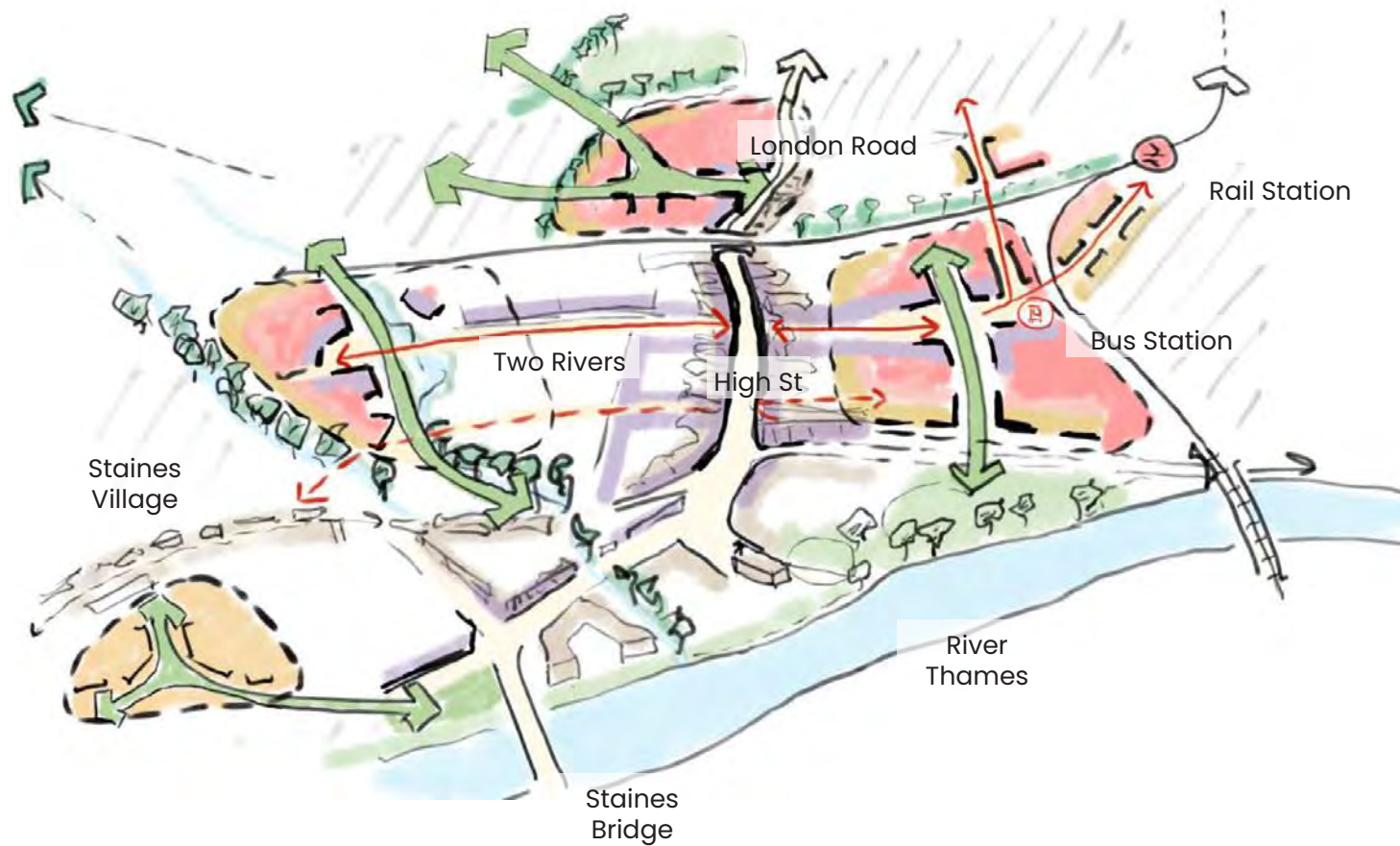
A SPATIAL APPROACH FOR STAINES-UPON-THAMES TOWN CENTRE

It is anticipated that the town centre of Staines-upon-Thames will see substantial new development in the coming years. The spatial approach sets out an overview of how this might be accomplished in line with the vision set out in Chapter 3. Although it is illustrative, it guides the detailed design requirements set out later in the Design Code.

The spatial approach's key aims are:

- To reflect the ambition of the community to preserve what makes the town special and familiar to them by identifying key streets and areas for incremental, small-scale change
- To define connected new town centre neighbourhoods that can accommodate new open spaces, new high-quality homes and new mixed-use facilities
- To enhance the character and future sustainability of the town centre

The spatial approach is a composite of a number of layers and design thinking that work together to guide development in the future in a coherent way. These are explored further on the following page.



Protecting the historic core



Better spaces and connections

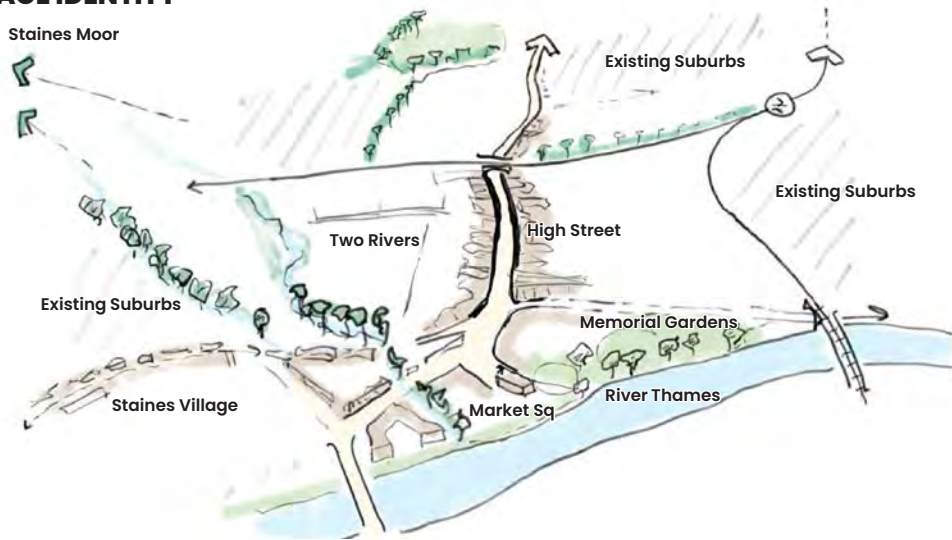


New green and blue spaces



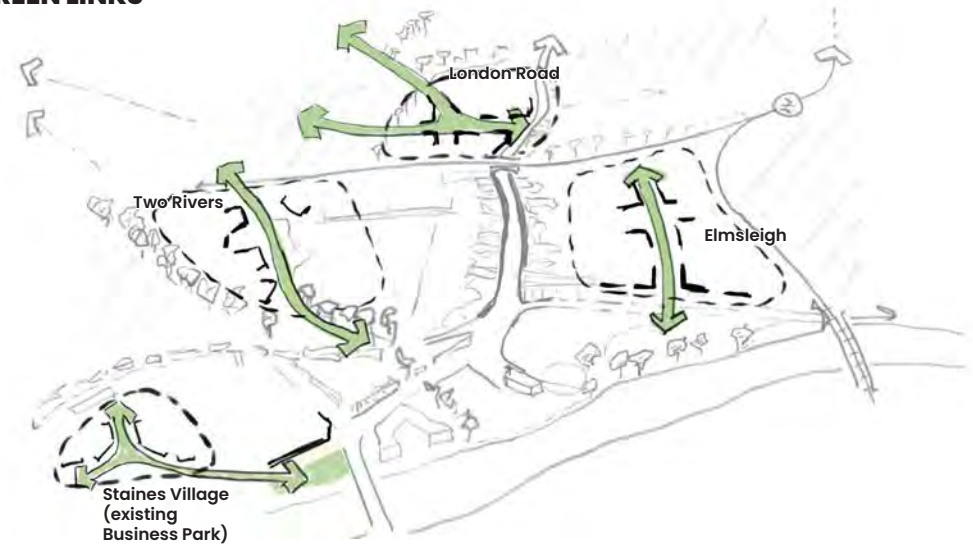
New homes and streets for people

PLACE IDENTITY



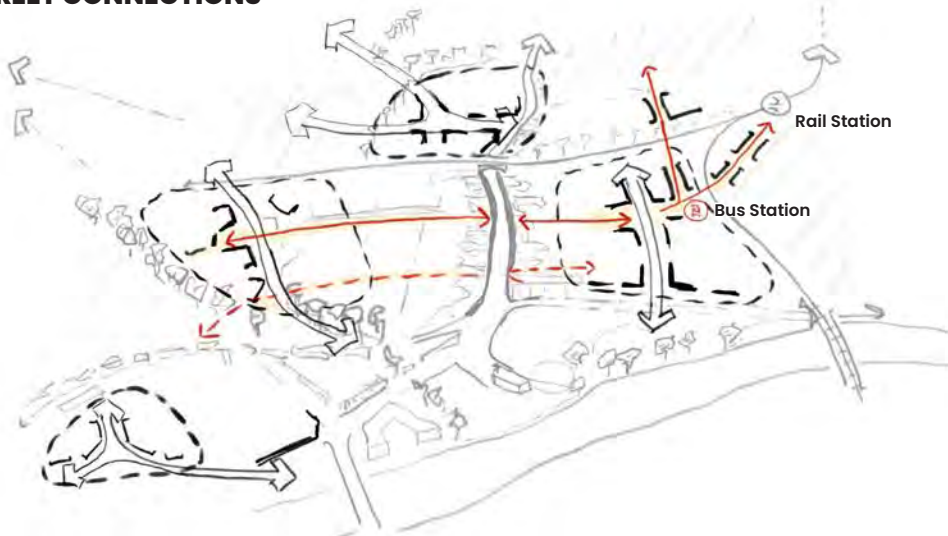
The places that are valued by the community and define the identity of Staines-upon-Thames form the core of the spatial approach.

GREEN LINKS



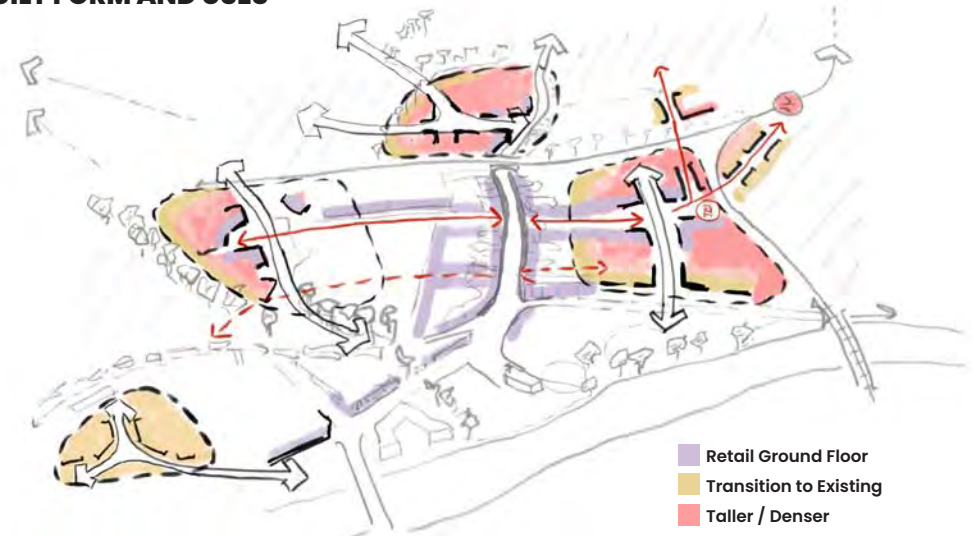
Areas of anticipated growth form new neighbourhoods, linked to their surrounding green open spaces and rivers through new green links.

STREET CONNECTIONS



New neighbourhoods are linked and integrated to the High Street and surroundings through new walking and cycling street connections.

BUILT FORM AND USES

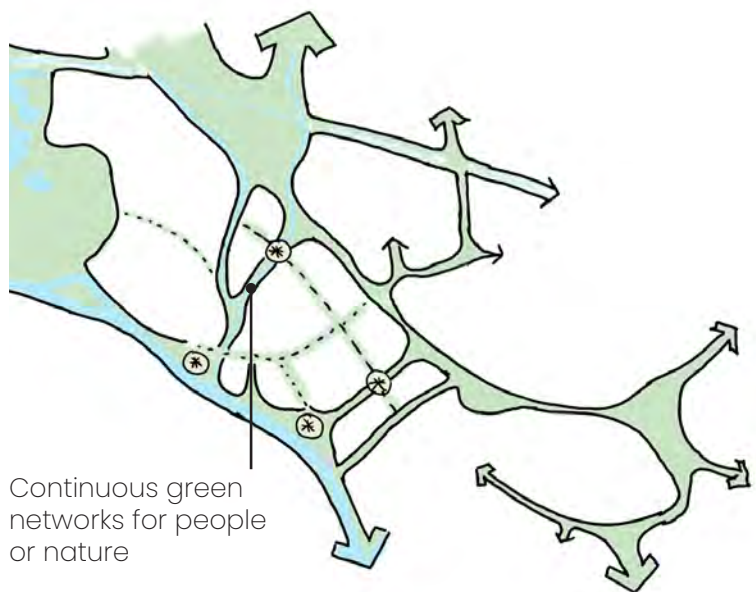


New built form is related to surrounding neighbourhoods by ensuring transitions in height. The existing retail core is strengthened and extended.

OVERALL TOWN CENTRE CODING STRATEGIES

Informed by the spatial approach, a range of strategies guide the detailed coding requirements across the town centre. The minimum requirements for individual schemes to implement these strategies are set out in the detailed Area Type Coding.

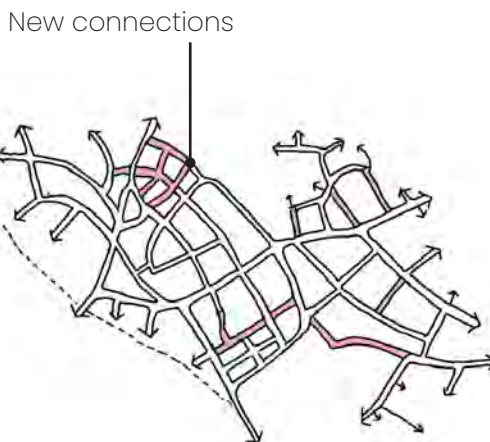
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Green & Blue Networks

The town centre is surrounded by green and blue assets but is poorly connected to them. New development will join up and enhance the existing networks of green and blue infrastructure, for both people and nature to use.

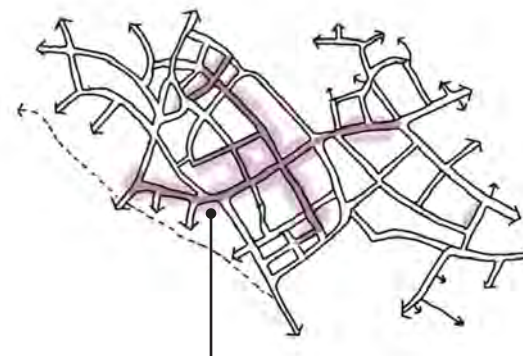
This strategy will be implemented by creating and enhancing open spaces, new green streets, street transformations to include more planting, and enhancements to ecological networks.



Movement

The town centre is broken up by railway lines, major dual carriageway roads and large buildings that prevent movement. New development will enhance the existing street grid so that people can find their way and move around easily, and by more sustainable modes.

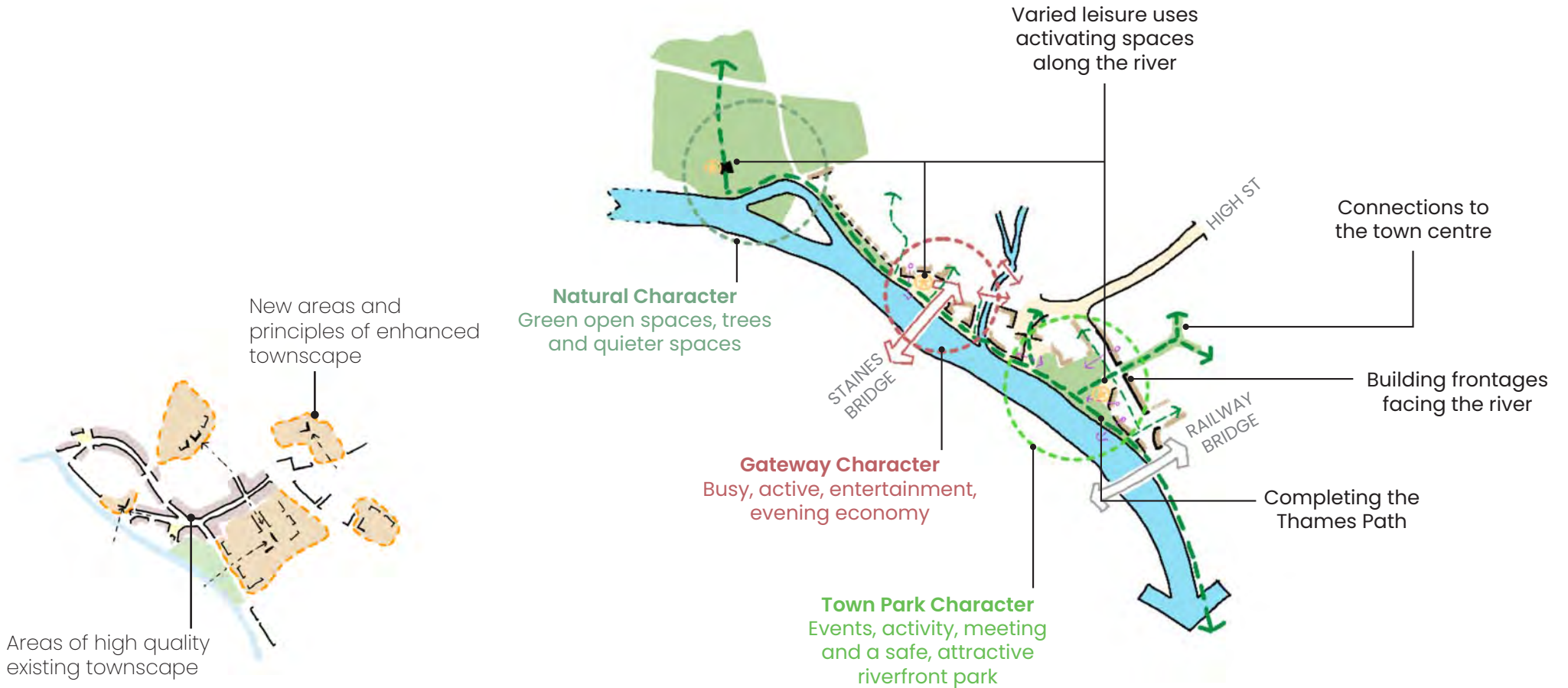
This strategy will be implemented by creating new street connections, enhancing the quality of existing streets and joining up the dots of existing active travel provision.



Uses & Facilities

The town centre has a strong existing High Street and retail offer, and new neighbourhoods will connect to and enhance them. New neighbourhoods will connect to and enhance the existing core of the town centre.

This strategy will be implemented by ensuring new streets and places have active commercial ground floors in the right places.



Townscape

The new town centre neighbourhoods strongly correspond to areas with poor existing townscape, where new development could significantly enhance how the town centre is experienced overall.

This strategy will be implemented by the requirements for the arrangement of new open spaces, streets, heights, **marker** and **landmark buildings**, and the implementation of town centre neighbourhood townscape principles (Chapter 4).

River Frontage

The River Thames that flows past Staines-upon-Thames is a vital part of the identity of the town. The overall strategy will be to establish or reinforce existing zones of activity, with attractive connections to the town centre, and development that fronts onto key spaces with complementary uses.

This strategy will be implemented by requirements for building heights, frontages, locations of open spaces, public realm priorities and key connectivity.

Relevant precedent examples for character of spaces and buildings are set out under 'Historic Core' and 'Memorial Gardens' Area Types.

Staines Village: Conserving a Valued and Attractive Place



AOC-ST1 DESIGN REQUIREMENTS

Staines Village is covered by the Staines Village Conservation Area, and new development must take into account the existing character and context of this area. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

The Conservation Area covers the whole of this Area Type. Development in Staines Village should therefore preserve or enhance the character of the Conservation Area.

The characteristics of the Conservation Area **must** inform the approach to:

- Built Form **Massing**
- Building Line
- Built Form Grain
- Open Space Character
- Street Design and Public Realm
- Materials and Landscape
- Detailing and Architectural Approach

All designs must observe a rigorous **design process** that sets out why and how the above parameters have been arrived at from an appraisal of the existing Conservation Area.

The Area Type coding plan sets out key spatial considerations, particularly for the Staines Business Park allocated site.



Find out more about the Conservation Area in the Staines Village Conservation Area Appraisal (2023).



View west along Church Street showing tight urban grain, curve of street and continuous building line



Church Street curves and opens slightly, to allow for softening from front gardens and a varying width of space.



St Mary's Church anchors the western end of the Village with a generous churchyard and hinted views towards the River Thames.

DESIGN AIMS

New development will protect the existing attractive character of this area, with green space and small-scale urban grain.

Existing Context & Place Identity

Staines Village is a quiet, attractive area centred around St. Mary's Church and Church Street, becoming progressively greener as Church Street approaches the River Thames at its western end. There are many small, domestic, historic houses which are terraced and of red or buff brick or render with slate or tiled roofs. The character is residential and small-scale.

Much of the built form has a tight grain to it, which is set against the green open space around the Church. Towards the eastern end of Church St building heights rise, with a notable landmark at Courage Tower.

AREA TYPE CODING PLAN

This plan sets out where design requirements apply within this Area Type.



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Allocated site in Local Plan

THE STREET & GROUND FLOOR

←● Key View to Retain

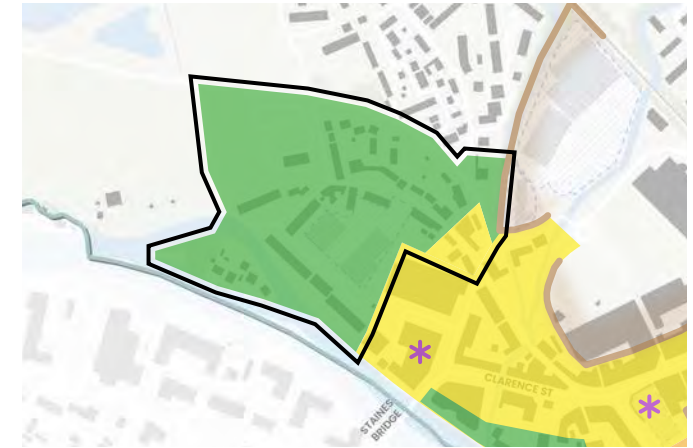
..... Thames Path

--- New active travel street connection

SCALE & MASSING

▼▼ Sensitive Edge

BUILDING HEIGHTS PLAN



Heights typically up to:

■ 3-4 storeys (approx 12m)

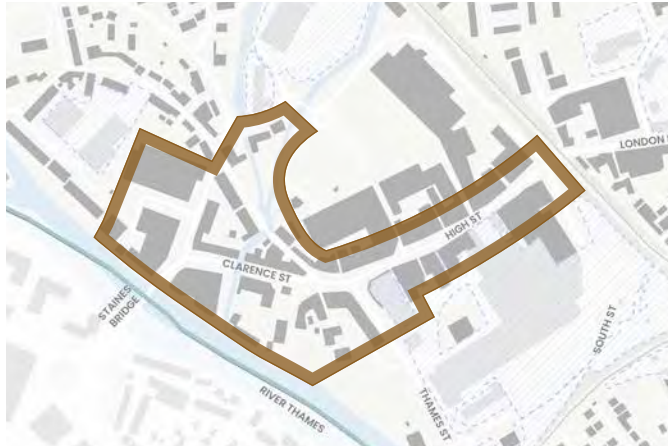
■ 5-6 storeys (approx 18m)

Heights are to be measured from pavement level to the eaves.

Typical storey heights for different uses are:

- Residential: 3m
- Commercial / Office: 4m
- Ground Floor Retail / Commercial: 4.5m

Historic Core: Retaining the Character of the Town's Heart



DESIGN AIMS

New development will strongly reflect the context, respecting its surroundings and retaining, not changing, the existing character.

Existing Context & Place Identity

The heart of Staines-upon-Thames is a vibrant and successful High Street. This grew up on the historic Roman road crossing Staines bridge leading towards London. It is primarily a retailing street, with high activity levels, on-street uses such as the market and local events and is at the heart of the identity of the town. The Conservation Area covers the western half of this Area Type.

The built form throughout this area is primarily 3-4 storeys (approx 12m), with a fine urban grain and attractive townscape. There are some on-street trees and only one major open space in the Market Square.

The public realm is bisected by a major road, and the overall built form historically turns its back on the river.

AOC-ST2 DESIGN REQUIREMENTS

General requirements for the **High Street Area Type** (Chapter 4) apply. Part of the area is covered by the Staines Village Conservation Area, and new development must take into account the existing character and context. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

AOC-ST2a Building Heights

- Heights of between 3-6 storeys (approx 10-18m), to comply with the heights plan on the following page
- Protect the scale of and characteristic aspect ratios of existing streets and spaces with development not dominating the street scene or materially altering its street section (shown in Sections 1, 2, 3).

AOC-ST2b Building Line

- Building line is continuous, with buildings set at the front of the plot

AOC-ST2c Building Grain

- Building widths of between 6-15m
- Building frontage grain of between 6-10m, with wider buildings visually subdivided

AOC-ST2d Vertical Mix of Uses

- Ground floor retail and flexible commercial uses included in designs where this frontage type is specified

AOC-ST2e Public Realm

- Create a river front open space as part of development adjacent to Staines Bridge, requirements set out under 'Key Open Space Requirements' on following page..
- Enhanced planting and trees along river frontage to provide shade and 'soft edge' to town centre
- Improvements to pedestrian crossing point between High Street and Market Square

AOC-ST2f Facades, Detail & Richness

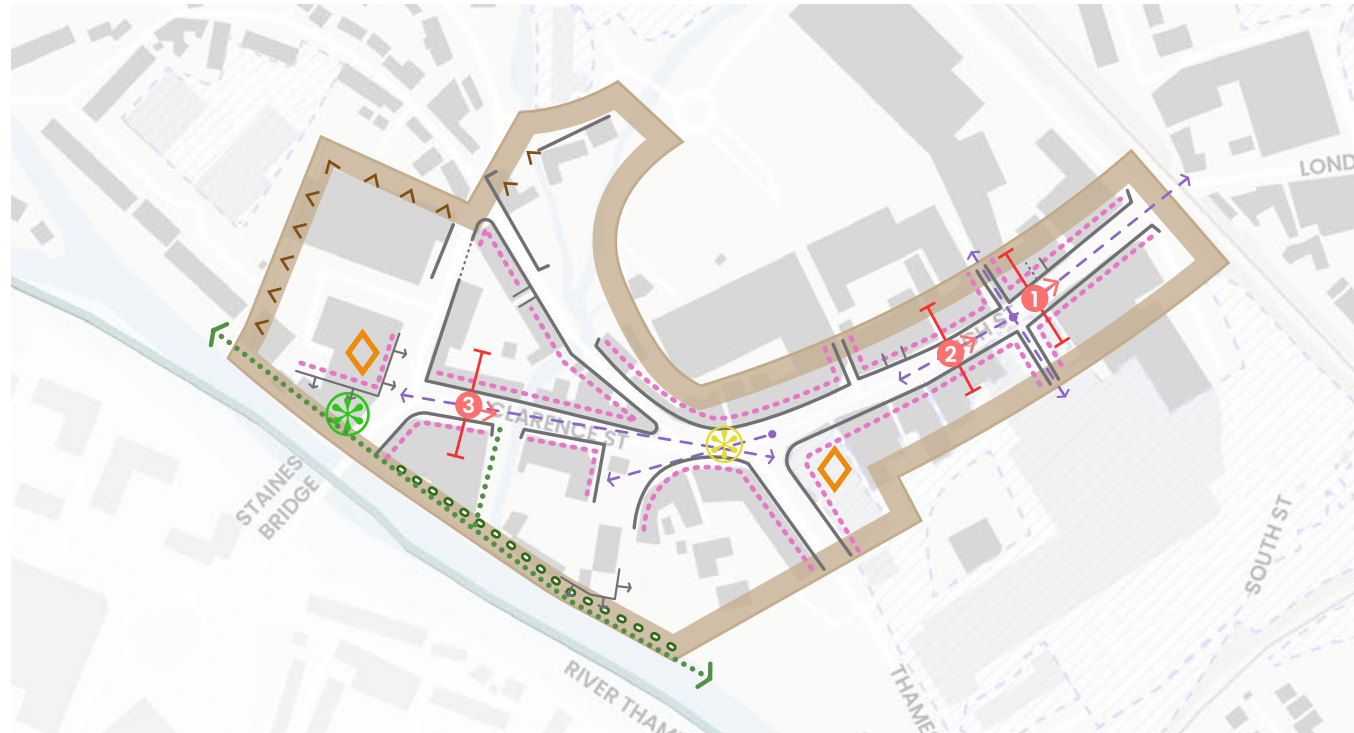
- Retention of existing façades, where they are of historic or local importance, or are of distinctive and attractive architecture, and where this is technically feasible
- Roofs to be pitched, with a variety of forms acceptable (see Chapter 4) and informed by contextual study
- Windows on frontage to match surrounding rhythm and characteristics
- Materials and architectural detailing to respond to prevailing form
- Views along Clarence Street terminated with **marker buildings**



Find out more about the Conservation Area in the Staines Village Conservation Area Appraisal (2023).

AREA TYPE CODING PLAN

This plan sets out where design requirements apply within this Area Type.



Section location

Allocated site in Local Plan

BUILT FORM

- Building Line
- New Active Frontage
- Key View to Retain
- Marker Building
- Sensitive Edge

VERTICAL MIX OF USES

- Retail / Flexible Commercial Ground Floor

PUBLIC REALM

- New green open space
- River frontage planting
- Public realm enhancements
- Thames Path and connecting paths

BUILDING HEIGHTS PLAN



Heights typically up to:

- 3-4 storeys (approx 12m)
- 5-6 storeys (approx 18m)

Locations where additional building height may be accepted, subject to:

- Review by an independent design review panel that includes community representation
- Additional height being set back from the street and sensitive edges
- Additional height complementing the wider townscape

Heights are to be measured from pavement level to the eaves.

Typical storey heights for different uses are:

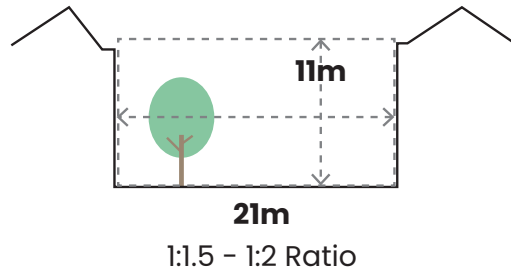
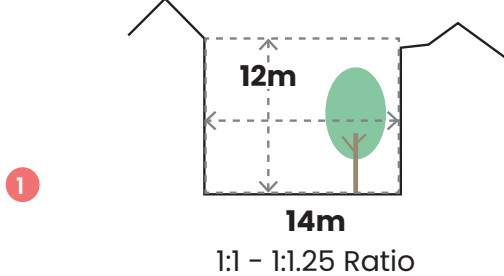
- Residential: 3m
- Commercial / Office: 4m
- Ground Floor Retail / Commercial: 4.5m

EXISTING STREET SECTIONS

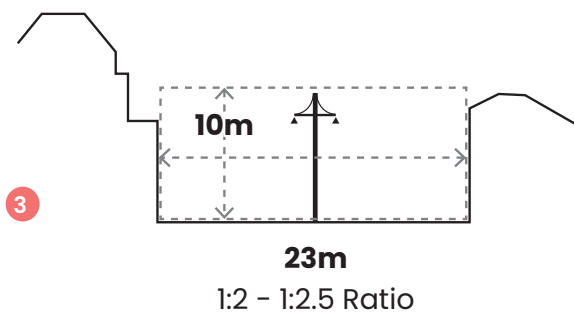
The scale of key streets and spaces will be conserved and protected, with development not dominating the street scene or materially altering its street section

For section locations see Coding Plan.

High Street



Clarence Street



MATERIALITY AND DETAILING

The High Street, Market Square and Clarence Street have a wide range of architectural styles, materials and features, tied together by distinctive dimensions of height, width, and building form.



Gable end roof forms



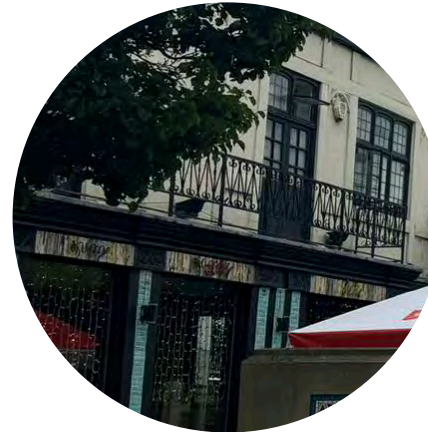
Corner brickwork detailing and brick variation



Market Square - colonnades



Double-height window articulation



Decorative ironwork



Cream and yellow brick



Shades of red brick



White render

AOC-ST2g KEY OPEN SPACE REQUIREMENTS

Proposals for a new open space **must** include:

1. Thames Path running through space
2. Additional tree planting along frontage
3. Accessible connection between Clarence St and River Thames frontage
4. Opportunity for commercial reuse of bridge arches, with associated spill-out public realm
5. **Active frontages** at lower level facing river, with associated spill-out public realm
6. **Active frontage** at street level facing Bridge Street, with associated spill-out public realm
7. Open space with a mix of planted, treed and hard landscape

EXAMPLES AND PRECEDENTS

Development in this area **could** implement the following design features, character and opportunities.



Providing spill-out space in the public realm through materials, planting, surface finishes and retractable canopies.



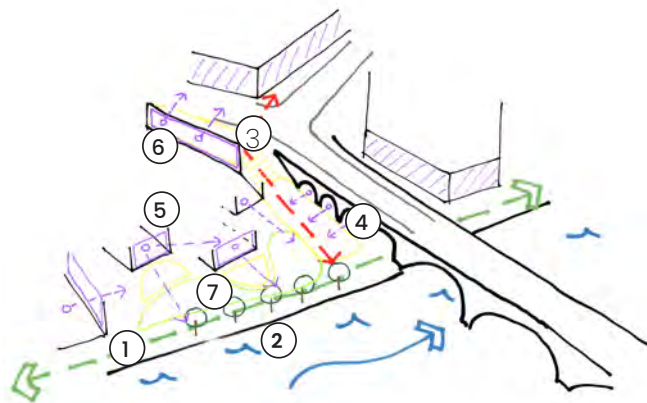
Creative use of existing heritage assets, frontages and spaces to bring back life and activity, such as the arches under Staines Bridge.



Creating new incidental spaces such as courtyards within development off main streets.



Activate the river frontage with planting, accessible landscape and lighting



Illustrative approach to applying the key design requirements

Memorial Gardens: Improving and Respecting the River Thames Frontage



AOC-ST3 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

AOC-ST3a The Street & Ground Floor

- Building line to be continuous along Thames Street. Setback from plot edge of at least 2m to provide additional public realm for use as spill-out space or planting
- Extend the Thames Path along the full extents of river frontage from Memorial Gardens to the railway bridge
- Planting and trees accommodated along Thames St in areas of extended public realm.
- Ground floor retail and flexible commercial uses where this frontage type is specified.
- Frontages to activate Memorial Gardens

AOC-ST3b Scale & Massing

- Heights to comply with the maximum heights plan and key principles in Sections 1 and 2 on the following pages
- Building widths of 10-25m
- Appropriate development typologies include Villas and linear blocks

AOC-ST3c Open Spaces

- Buildings to face Memorial Gardens
- Extend Memorial Gardens onto the existing car park, design requirements set out under 'Key Open Space Requirements' on following page.
- Extend the green open space network from Memorial Gardens towards the northwest

AOC-ST3d Detail & Richness

- Roofs to contribute to townscape with pitched form, and with variation when viewed from a distance.
- Building frontage grain of 10-15m, with wider buildings visually subdivided
- **Marker buildings** at key locations to provide legibility and townscape interest. See coding plan.
- 3-4 storey landmark mixed-use building opportunity adjacent to Memorial Gardens, anchoring the extended space

DESIGN AIMS

New development in this area of the Thames frontage will face the river, relate to and help to animate the green open space, and create new connections to the rest of the town centre. Any development will be of exceptional architectural quality and enhance the existing townscape.

Existing Context & Place Identity

The River Thames, and the bridge across it, is the primary reason for the existence of Staines-upon-Thames, and is a much valued asset.

Historically, the town 'turned its back' on the river, primarily seeing it as a location for industry and other marginal uses, and it has only been in the latter stages of the 20th century that its value as a leisure and recreation asset has been recognised, with the creation of Memorial Gardens and the Thames Path national long-distance footpath running through the town.

AREA TYPE CODING PLAN

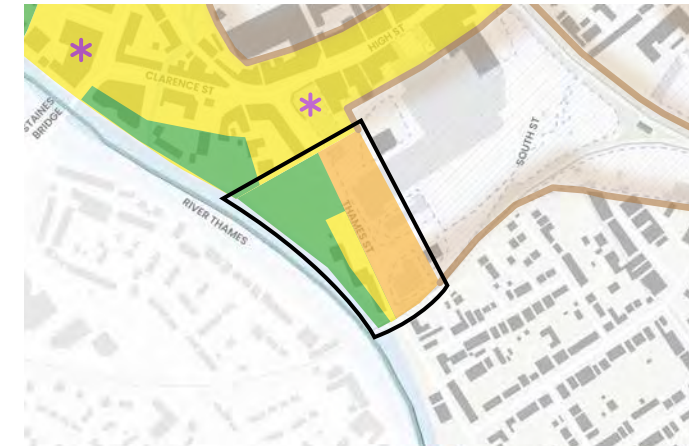
This plan sets out where design requirements apply within this Area Type.

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- Section location
- Allocated site in Local Plan
- THE STREET & GROUND FLOOR**
 - Building Line
 - New Active Frontage
 - Retail / Flexible Commercial Ground Floor
 - Key Overlooking Location
 - Existing path or active travel street to connect to
 - New active travel street connection
- OPEN SPACES**
 - New green open space
 - Extension to public realm
 - Street Planting & Greening
- DETAIL & RICHNESS**
 - Marker Building
 - Landmark Building

BUILDING HEIGHTS PLAN



- Heights typically up to:
- 3-4 storeys (approx 12m)
 - 5-6 storeys (approx 18m)
 - 8 storeys (approx 24m)

See Sections 1 and 2 on following page for explanation and key principles on heights.

Heights are to be measured from pavement level to the eaves.

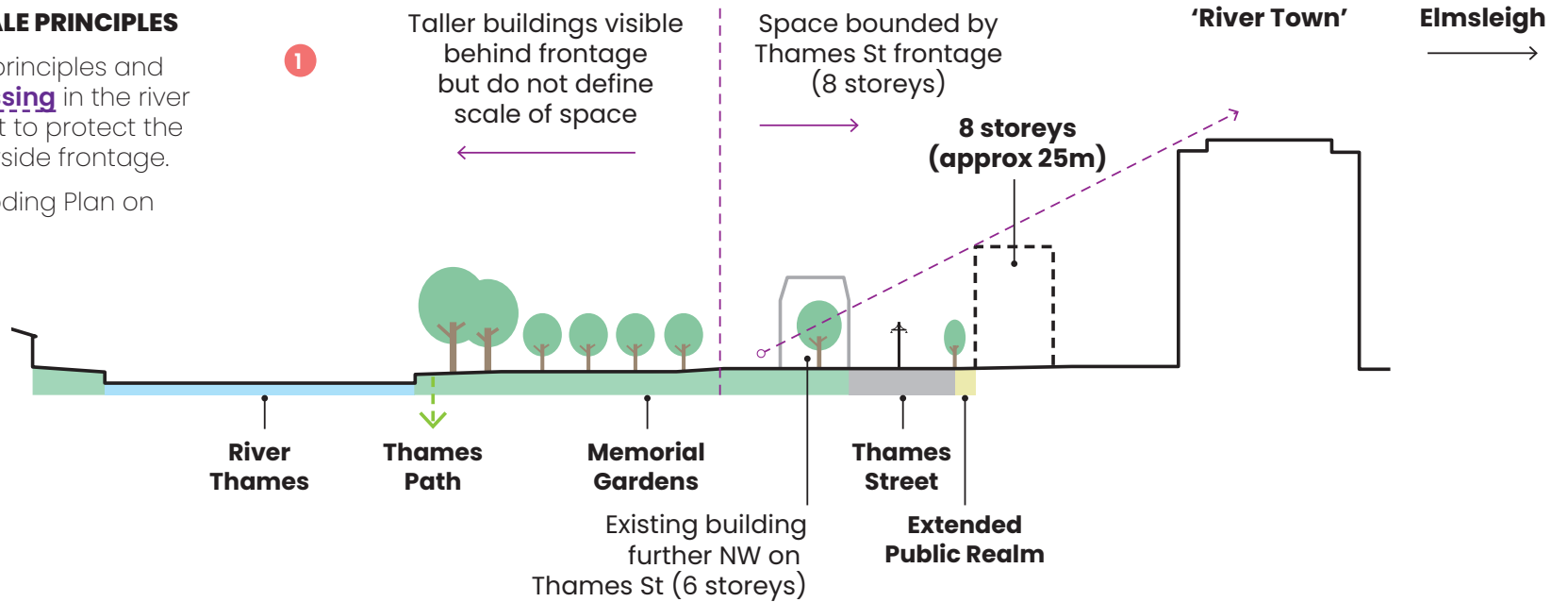
Typical storey heights for different uses are:

- Residential: 3m
- Commercial / Office: 4m
- Ground Floor Retail / Commercial: 4.5m

(AOC-ST3b) HEIGHTS AND SCALE PRINCIPLES

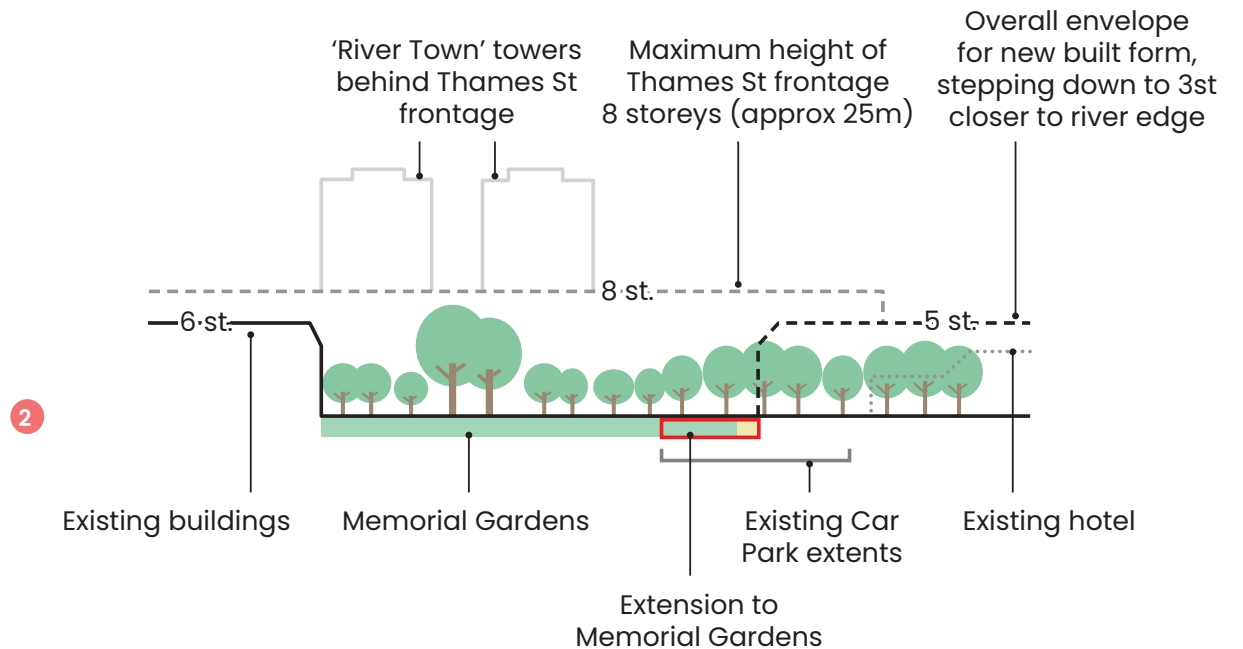
This diagram illustrates overall principles and rationale for the scale and **massing** in the river frontage area. These are set out to protect the scale and character of the riverside frontage.

For locations of sections see Coding Plan on previous page.



Key principles for **massing** are that development **must**:

- Have a frontage along Thames Street should at a maximum of 8 storeys (approx 24m) to retain an appropriate scale to Memorial Gardens, and to reduce the impact of taller buildings set back behind Thames Street
- Have maximum heights on the river side of Thames Street should be similar to those already in existence (up to 6 storeys, approx 18m, immediately adjacent to Thames Street)
- Have maximum heights on the river side of Thames Street should step down towards the river frontage, at a maximum of 3 storeys (approx 10m) if immediately adjacent to the river
- Have building mass that is broken up with variety in heights, roofscape and articulation of façades



AOC-ST3e KEY OPEN SPACE REQUIREMENTS

Proposals for a new open space **must** include:

1. Thames Path running through space, extended along river front with overlooking from built form
2. Accessible connections and improved crossing across Thames St
3. West or Southwest facing **active frontage** facing river and green open space with associated spill-out public realm
4. **Active frontage** on Thames St
5. Extension of existing green open space
6. Additional tree planting

EXAMPLES AND PRECEDENTS

Development in this area **could** implement the following design features, character and opportunities.

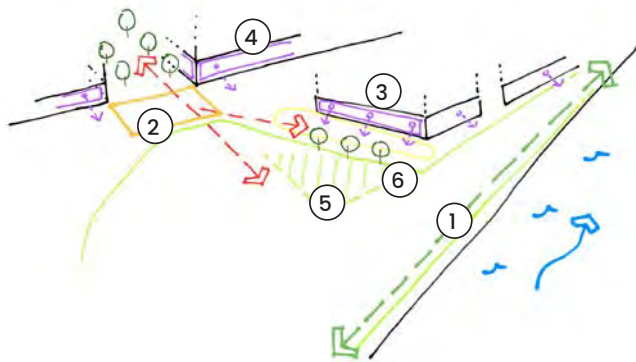


Use of hard landscape public realm to support active ground floor uses on the edge of Memorial Gardens, with trees for shade and to provide a transition to greener open space in Memorial Gardens.



Fine-grained, varied frontages that address the river, open up views and connections, and provide overlooking to Memorial Gardens without overwhelming the scale of the space.

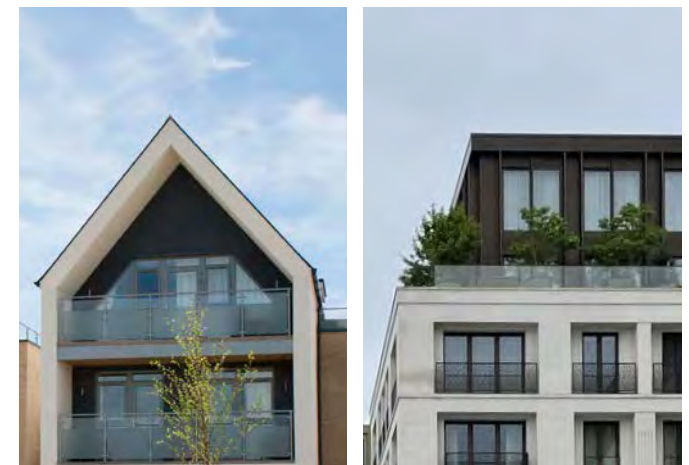
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Illustrative approach to applying the key design requirements



Activating open space with play and landscape features to encourage the use of Memorial Gardens as a destination, with play, seating and other activities available.



Use of gable-end and set back roofs to provide interest and variety to building tops, and usable private outdoor space facing the river.

Station Path: Improving Connections and Integrating Development Sensitive



DESIGN AIMS

New development in this area will realise the potential of the sustainable location close to the railway station. It will benefit the surroundings by enhancing the Station Path, providing safe and attractive links between the path and Kingston Road, and reducing areas of severance and discontinuity. It will relate respectfully in scale and massing to the residential area to the north.

Existing Context & Place Identity

The Station Path is an important gateway to the town and has an attractive green character, but is bordered by car parks and underused spaces that can make it feel unsafe.

Community and commercial uses, along with apartments, are located on Kingston Road. A mix of Victorian and Edwardian homes are interspersed with more modern, less well-integrated development and surface parking.

AOC-ST4 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

AOC-ST4a The Street & Ground Floor

- Match and repair existing building lines.
- Provide a setback along Station Path for seating and planting.
- Provide passive surveillance of Station Path, particularly the railway underpass and surrounding area
- Pedestrian and cycle links between Kingston Road and the Station Path
- Street network to respect and connect to existing street grid and characteristic blocks of 55-75m width

AOC-ST4b Scale & Massing

- Heights to transition to surrounding built form as set out on the transitional edges plan and key principles in Section 1 on following pages
- Building widths or frontage grain of between 7-15m to reflect existing built form
- Appropriate development typologies include terraces, mews, linear blocks, villas and occasional towers on podiums.

AOC-ST4c Open Spaces

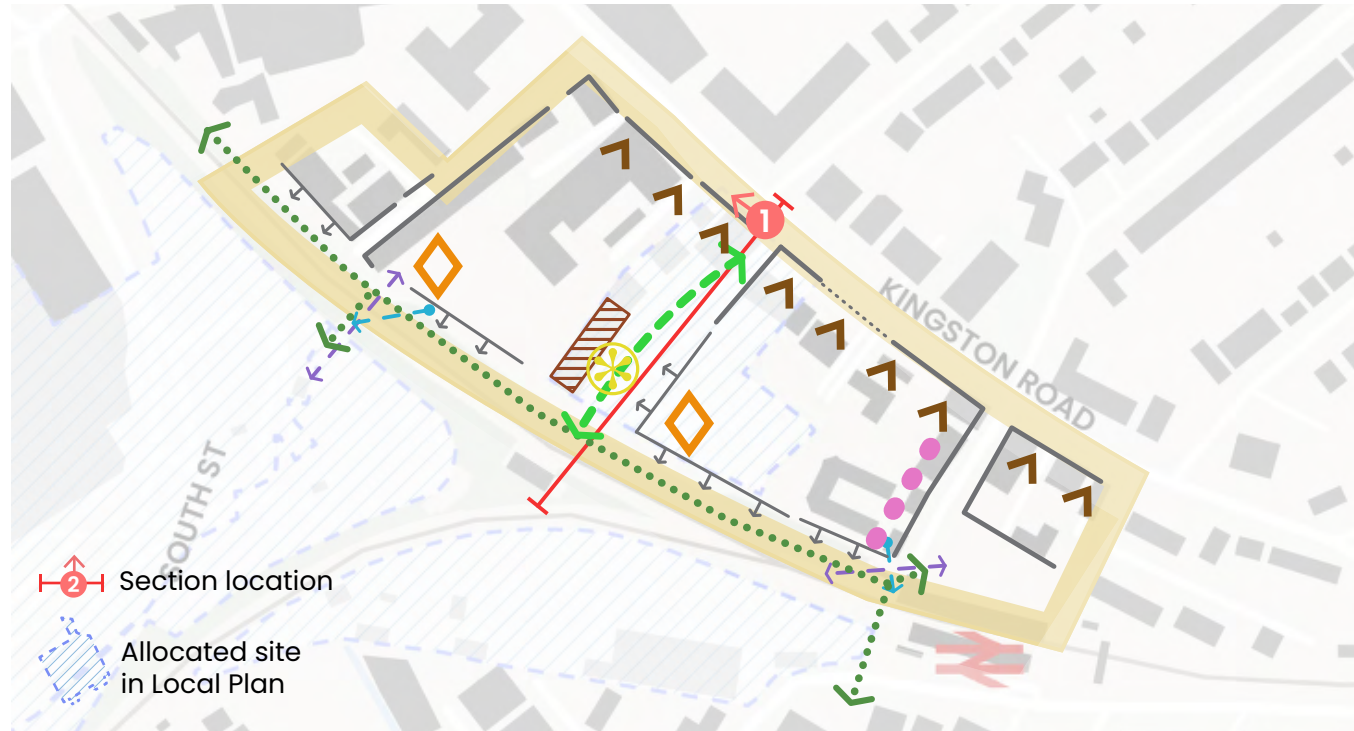
- Create a square in front of the Oast House which provides an appropriately-scaled space for this building. Requirements are set out under 'Key Open Space Requirements' on following page.

AOC-STd Detail & Richness

- Roofs up to 5 storeys (approx 15m) to be pitched with gable ends and dormers acceptable.
- Roofs of taller buildings to provide visual interest with distinctive form, and with variation when viewed from a distance.
- **Marker buildings** at key locations to provide legibility and townscape interest. See coding plan.

AREA TYPE CODING PLAN

This plan sets out where design requirements apply within this Area Type.



THE STREET & GROUND FLOOR

- Building Line
- ⇩ New Active Frontage
- ⇐ Key View to Retain
- Retail / Flexible Commercial Ground Floor
- ⋯ Repaired Building Line

SCALE & MASSING

- ←● Key Overlooking Location
- ⋯ Existing path or active travel street to connect to
- New active travel street connection
- ▽▽ Sensitive Edge

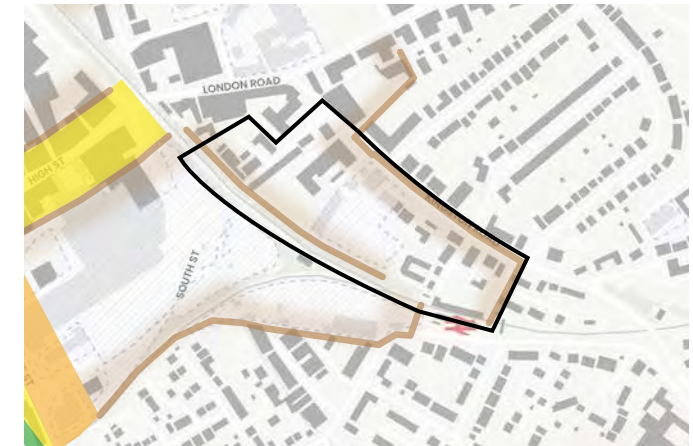
OPEN SPACES

- ☼ Public realm enhancements

DETAIL & RICHNESS

- ◇ Marker Building
- ▨ Heritage Asset to define edge of new public realm

TRANSITIONAL EDGES PLAN



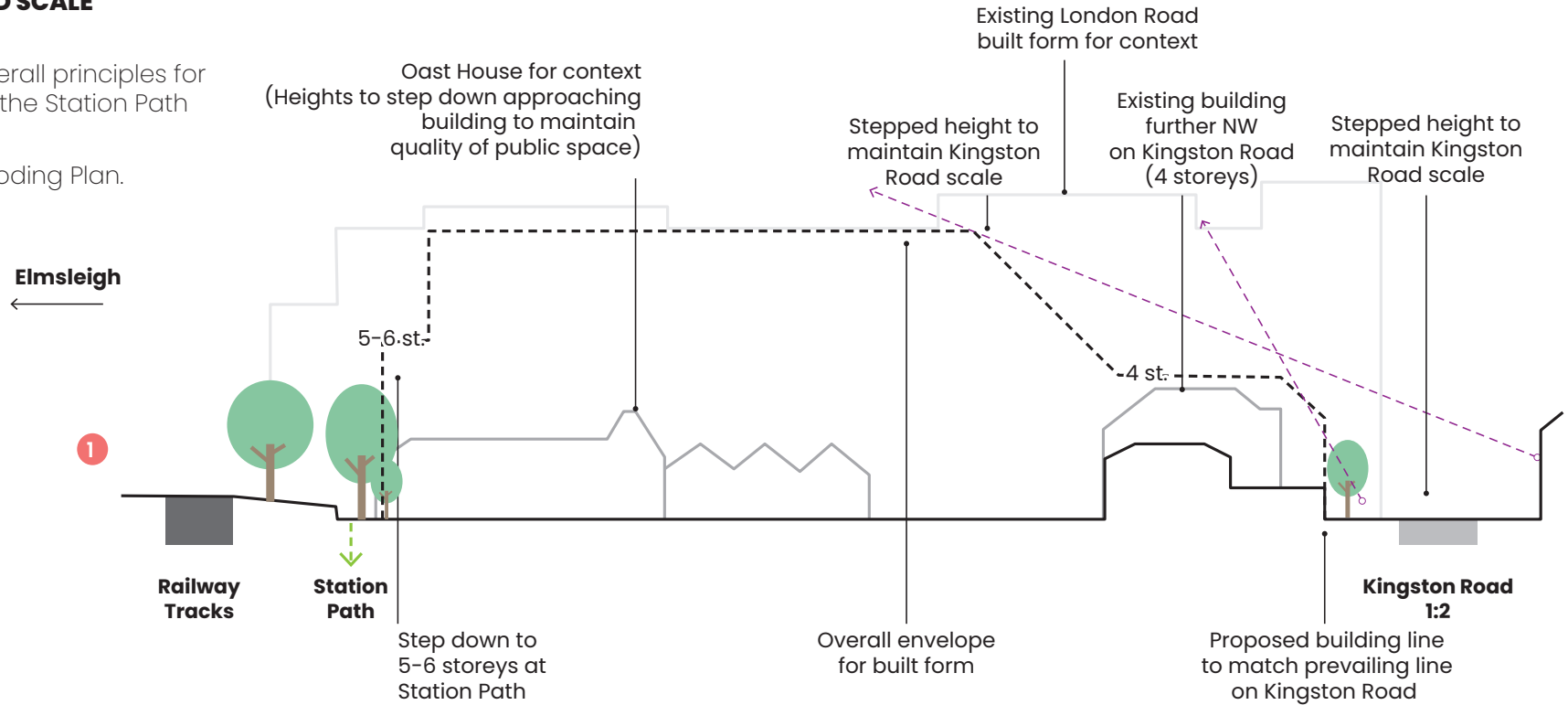
Transitional Edge, where heights step down to blend with prevailing built form and preserve street scale.

See Section 1 on following page for explanation and key principles on transitional edges.

(AOC-ST4b) HEIGHTS AND SCALE PRINCIPLES

This diagram illustrates overall principles for the scale and **massing** in the Station Path area.

For section location see Coding Plan.



Key principles for **massing** are that development **must:**

- Step down to 3-4 storeys (approx 12m) to meet Kingston Road towards the east, preserving its scale and views from the street and buildings to the north
- Step down to 5-6 storeys (approx 18m) to meet Kingston Road towards the west, closer to London Road
- Step down to 5-6 storeys (approx 18m) create a human scale adjacent to Station path
- Step down to meet the public space in front of the Oast House as set out in the Key Open Space Requirements on the following page

AOC-ST4e KEY OPEN SPACE REQUIREMENTS

Proposals for a new open space **must** include:

1. Improved overlooking of Station Path
2. Walking and cycling connection between Kingston Road and Station Path
3. Public space created in front of Oast House with new surrounding built form scaled and set back at taller heights, as shown in section inset.
4. 'Spill-out' public realm immediately in front of Oast House
5. Tree planting within public realm to provide shade and character to space
6. Overlooking and **active frontages** to all spaces from new built form

EXAMPLES AND PRECEDENTS

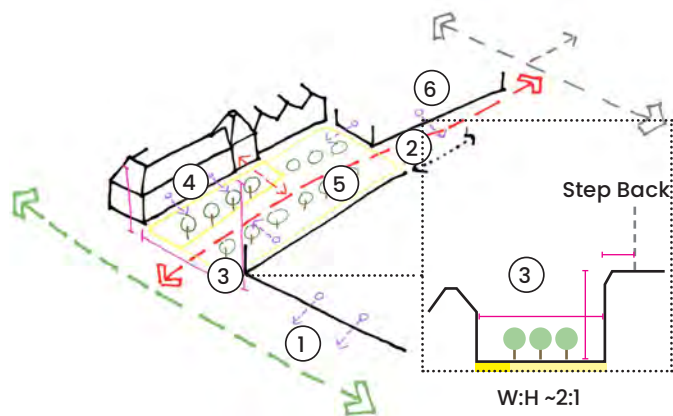
Development in this area **could** implement the following design features, character and opportunities.



Streets that prioritise people and limit vehicle speeds, and reflect the existing structure and key dimensions of blocks and streets in the surrounding context.



Use of artwork in the public realm to provide legibility and a distinctive character to this area, particularly on new pedestrian links past the Oast House.



Illustrative approach to applying the key design requirements



Use of mews streets to ensure high densities within blocks whilst maintaining a mix of house types in developments.

London Road: A New Gateway Neighbourhood for the Town Centre



DESIGN AIMS

New development in this area will create new high-quality green spaces and public realm for residents and the public that provide a setting for higher-density buildings, and maximise connectivity through to the suburbs and green spaces to the north.

Existing Context & Place Identity

On the north-eastern side of the railway tracks, under the Iron Bridge, the London Road area is an extension of the High Street. It has some secondary and local retail and service uses, as well as being a focus for a number of larger high-density residential schemes, with associated ground floor retail uses.

London Road is an important gateway location for the town and is a major new neighbourhood for Staines-upon-Thames.

AOC-ST5 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

AOC-ST5a The Street & Ground Floor

- Building line to be set back from plot edge along London Road to provide additional public realm, planting and spill-out space.
- Retail and commercial ground floor uses to be located along London Road frontage

AOC-ST5b Scale & Massing

- Heights to transition to surrounding built form as set out on the transitional edges plan and key principles in Section 1 on following pages
- General presumption of high residential densities and **Floor Area Ratio** of 3.0 or above.
- Appropriate development typologies include occasional podiums and towers, villas and linear blocks.

AOC-ST5c Open Spaces

- Create a linear green open space from London Road/Kingston Road towards the north. Requirements are set out under 'Key Open Space Requirements' on following page.

AOC-ST5d Detail & Richness

- Roofs of taller buildings should provide visual interest with distinctive form, and with variation when viewed from a distance.
- **Marker buildings** at key locations to provide legibility from London Road towards other developments further north. See coding plan.

AREA TYPE CODING PLAN

This plan sets out where design requirements apply within this Area Type.



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Section location

Allocated site in Local Plan

THE STREET & GROUND FLOOR

- Building Line
- ↕ New Active Frontage
- ←-● Key View to Retain
- Retail / Flexible Commercial Ground Floor

- ←-● Key Overlooking Location
- Existing path or active travel street to connect to
- - - New active travel street connection

- #### SCALE & MASSING
- ∨∨ Sensitive Edge

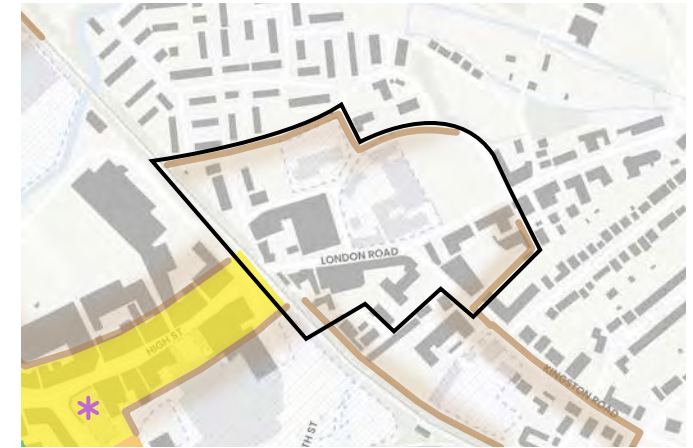
OPEN SPACES

- ⊗ New green open space
- ⊗ Public realm enhancements
- Street Planting & Greening

DETAIL & RICHNESS

- ◇ Marker Building

TRANSITIONAL EDGES PLAN



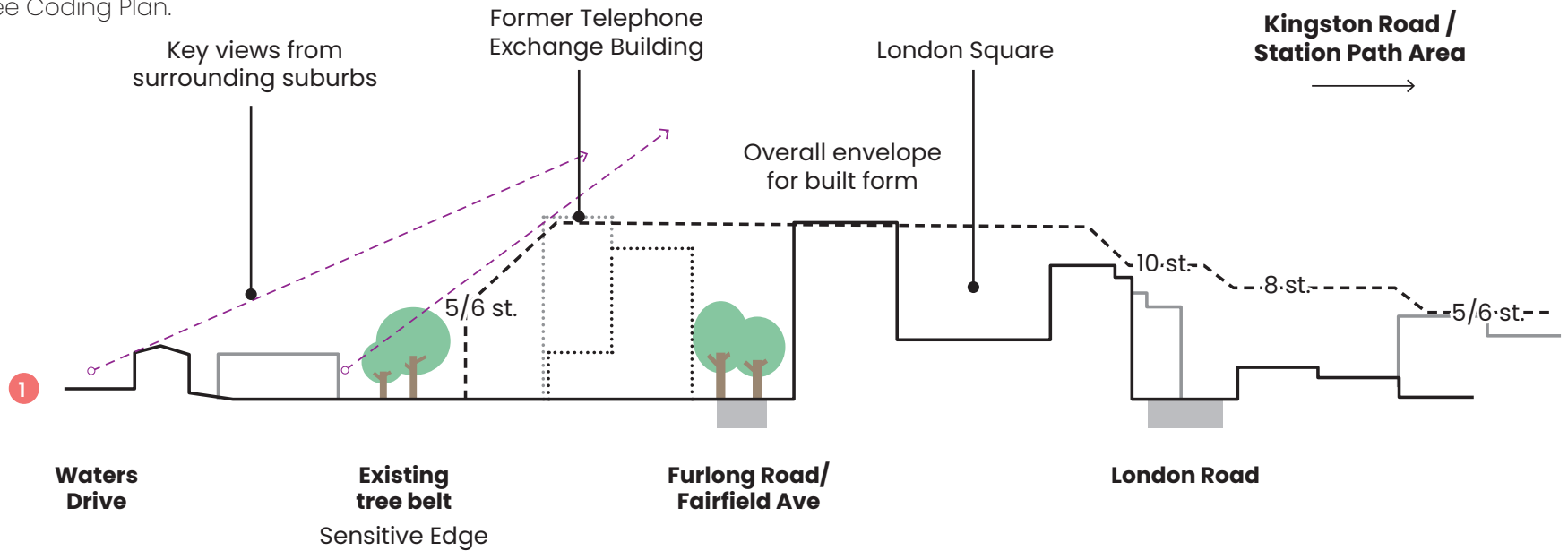
Transitional Edge, where heights step down to blend with prevailing built form and preserve street scale.

See Section 1 on following page for explanation and key principles on transitional edges.

(AOC-ST5b) HEIGHTS AND SCALE PRINCIPLES

This diagram illustrates overall principles for the scale and **massing** in the London Road area.

For section location see Coding Plan.



Key principles for **massing** are that development **must:**

- Step down towards the northern edge bordering Waters Drive to approximately match the heights of the existing tree belt (5/6 storeys, approx 18m)
- Heights to peak in the centre of the neighbourhood at 12 storeys (approx 36-40m)
- Heights on London Road to be no higher than the currently prevailing heights of recent developments (approx 10 storeys / 32m)
- Be generally lower in height on the south-western side of London Road to transition to this lower-rise existing residential area

AOC-ST5e KEY OPEN SPACE REQUIREMENTS

Proposals for a new open space **must** include:

1. Connections to wider open spaces and neighbourhoods to the north
2. Retention of existing trees
3. Overlooked public realm at key node
4. Connection from London Road to former Telephone Exchange site and public realm
5. Overlooked linear green open space
6. Improved pedestrian and cycling connections at London Road / Kingston Road junction
7. Retail frontage and associated 'spill-out' public realm on London Road
8. **Marker building** to terminate views along linear green open space

EXAMPLES AND PRECEDENTS

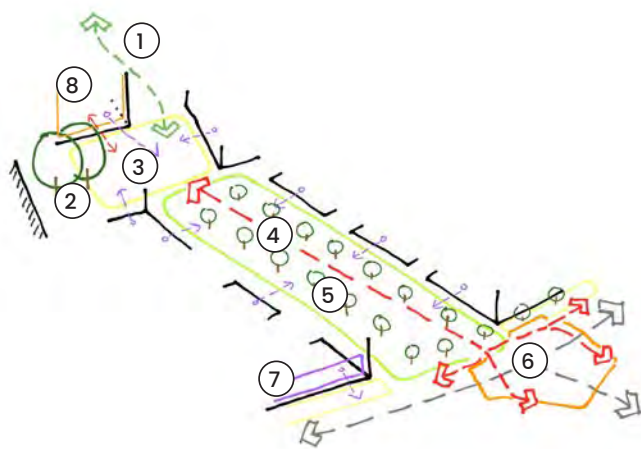
Development in this area **could** implement the following design features, character and opportunities.



Well-overlooked green open spaces with trees, seating and a choice of walking routes.



Active commercial ground floors that have a strong relationship with a pedestrian-friendly public realm.



Illustrative approach to applying the key design requirements



Urban character of public realm with trees, cycle parking and hard landscape at key nodes, such as along London Road or at the public realm square opportunity set out on the coding plan.

Two Rivers: A New Neighbourhood with access to Nature



DESIGN AIMS

New development in the Two Rivers area will create a new, integrated primarily residential neighbourhood strongly related to the watercourses running through it. Opportunities to reflect the grain or character of the historic industrial uses of the site are supported.

Existing Context & Place Identity

To the north-west of the core of the historic town centre sits the Two Rivers Retail Park, which occupies land previously used for the linoleum industry. The area is dominated by a large surface car park and associated highway infrastructure and edged by modern retail and leisure units. The retail park integrates well with the core High Street and strengthens the overall town centre offer.

AOC-ST6 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

AOC-ST6a The Street & Ground Floor

- New street layouts designed on 'superblock' principles to prioritise active travel, with vehicle movement limited to parking and service access to buildings
- New streets to connect to and extend the street grid of the town centre from the southeast
- Enhance the safety of the existing pedestrian bridge towards the west by locating of built form with **active frontages** facing it
- Connect new streets to existing footpaths along River Wraysbury corridor
- Retention and extension of retail, leisure and other commercial uses along key NW-SE axis. See Coding Plan.

AOC-ST6b Scale & Massing

- Heights to transition to surrounding built form as set out on the transitional edges plan and key principles in Section 1 on following pages
- **Massing** led by creating a comfortable street scale with the tightest width:height ratio of around 1:1. Heights that would break this street aspect ratio are permitted through the use of a **'shoulder'** where heights step back from the street edge.

- General presumption of high residential densities and **Floor Area Ratio** of 3.0 or above.
- Terraces and linear blocks to be used close to sensitive edges.
- All development typologies may be appropriate in other locations

AOC-ST6c Open Spaces

- Create a new linear park and public spaces along a restored River Colne. Requirements are set out under 'Key Open Space Requirements' on following page.
- Enhancement of the habitats and watercourses of the Rivers Wraysbury and Colne, including potential for river restoration approaches along the Colne.

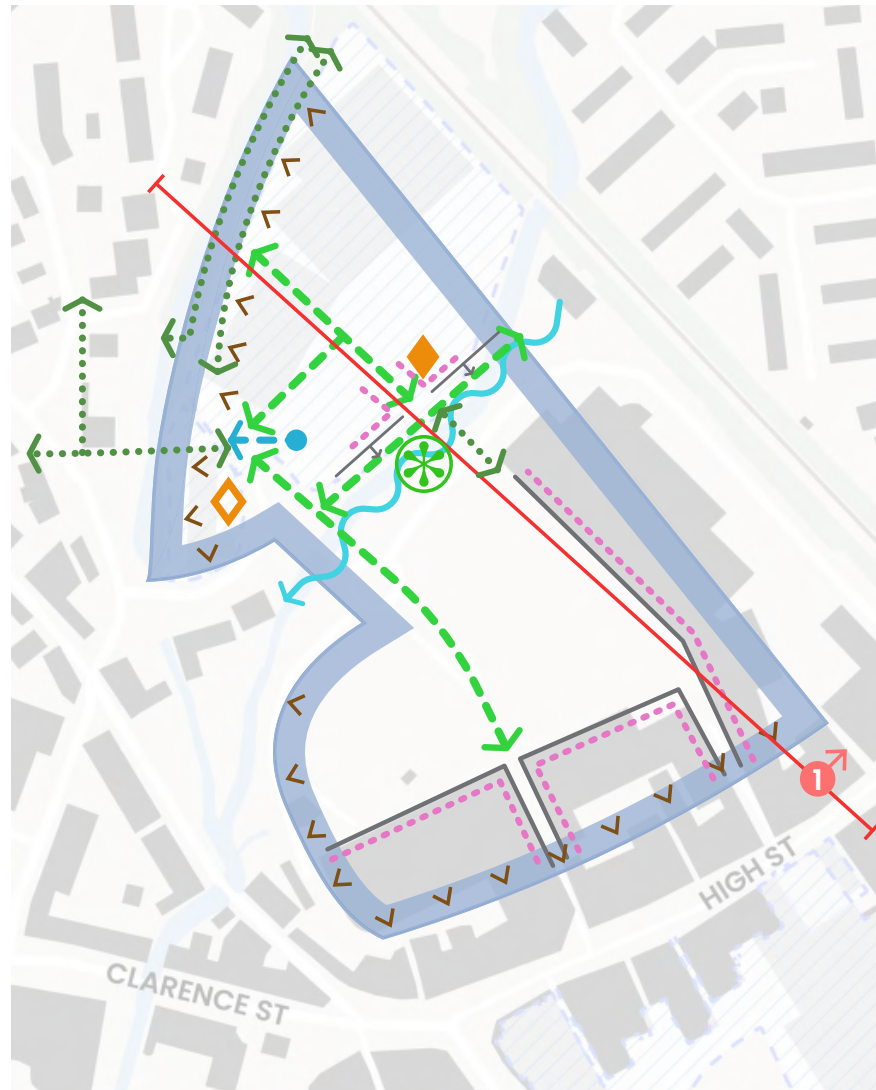
AOC-ST6d Detail & Richness

- Roofs of taller buildings should provide visual interest with distinctive form, and with variation when viewed from a distance.

AREA TYPE CODING PLAN

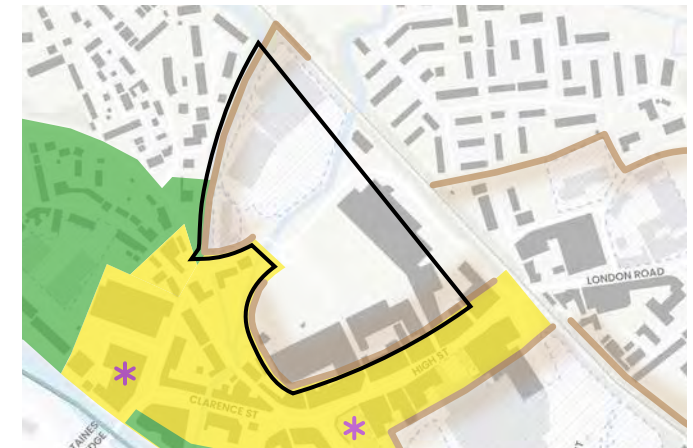
This plan sets out where design requirements apply within this Area Type.

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- Section location
- Allocated site in Local Plan
- THE STREET & GROUND FLOOR**
- Building Line
- New Active Frontage
- Retail / Flexible Commercial Ground Floor
- Key Overlooking Location
- Existing path or active travel street to connect to
- New active travel street connection
- SCALE & MASSING**
- Sensitive Edge
- OPEN SPACES**
- New green open space
- River restoration opportunity
- DETAIL & RICHNESS**
- Marker Building
- Landmark Building

TRANSITIONAL EDGES PLAN

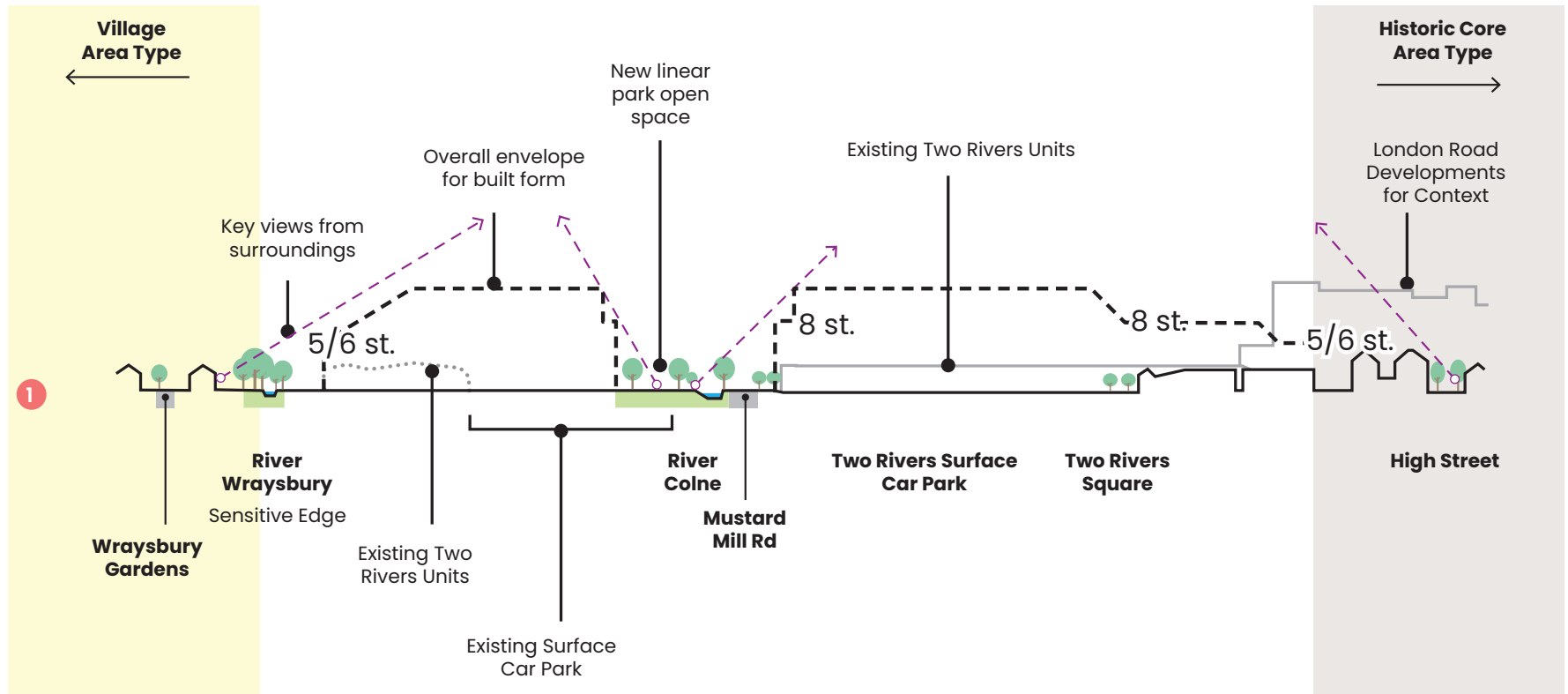


Transitional Edge, where heights step down to blend with prevailing built form and preserve street scale.

See Section 1 on following page for explanation and key principles on transitional edges.

(AOC-ST6b) HEIGHTS AND SCALE PRINCIPLES

This diagram illustrates overall principles for the scale and **massing** in the Two Rivers area. For section location see Coding Plan.



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Key principles for **massing** are that development **must:**

- Step down towards the neighbouring residential area to the northwest, with heights at the edge approximately as high as the existing tree belt on the River Wraysbury (~15-18m, 5-6 storeys)
- Have heights of up to 8 storeys (approx 24m) immediately adjacent to the new linear park, with taller heights set back with a **'shoulder'**

AOC-ST6e KEY OPEN SPACE REQUIREMENTS

Proposals for a new open space **must** include:

1. Connections across existing bridges to town centre streets into open space and towards the north and west
2. Crossing point to provide walking and cycling access to open space
3. Overlooked, activated public realm at node
4. **Marker building** to terminate view from town centre
5. Retail **active frontage** around key node and overlooking of open space from built form
6. Strengthening of existing trees and planting to create varying landscape character
Accessible green open space around river
7. Walking and cycling links through open space

EXAMPLES AND PRECEDENTS

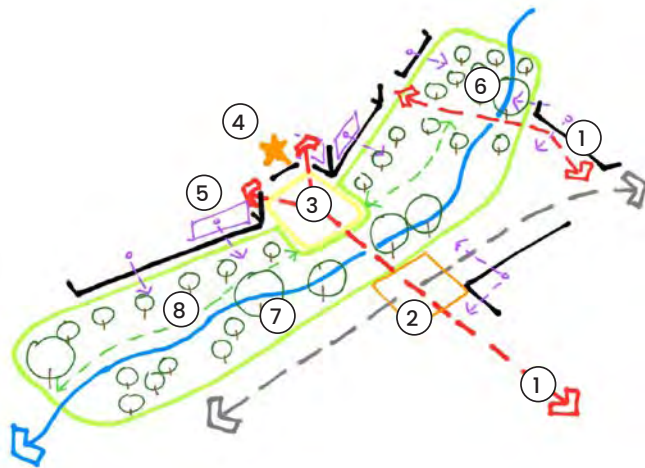
Development in this area **could** implement the following design features, character and opportunities.



Views maintained through development to provide a visual connection to surrounding areas and natural spaces.



Using the design and materiality of bridges as important connection points and features.



Illustrative approach to applying the key design requirements



Use varied and attractive landscape and public realm features to make use of the River Colne as the heart of a new open space, reactivating this area for both nature and people.

Elmsleigh: A Bustling Town Centre Neighbourhood for all



DESIGN AIMS

New development in the Elmsleigh area will create a new, integrated mixed-use town centre neighbourhood, progressively changing the existing monolithic, inward-facing built form to one of streets, open spaces and individual buildings, with much better connections to the river frontage and surrounding neighbourhoods and facilities.

Existing Context & Place Identity

The area to the south-east of the High Street is a covered 1970s shopping centre with a large multi-storey car park and service entrances on main streets. It is a part of the town's retail offer.

This part of the town centre is also an important gateway for public transport users, arriving by rail or bus, and for those walking or cycling, as the majority of homes in Staines-upon-Thames located within walking or cycling distance of the town centre are located to the south-east.

AOC-ST7 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

AOC-ST7a The Street & Ground Floor

- New street layouts designed on 'superblock' principles to prioritise active travel, with vehicle movement limited to parking and service access to buildings. South Street to become a multi-modal street (chapter 4).
- Retain existing NW-SE High St to bus station connection as a pedestrian priority street
- Retention and extension of existing retail, leisure and other commercial uses along key NW-SE axis, connecting to High Street and bus station. See Coding Plan.
- Mix of retail and commercial unit sizes to provide opportunities for smaller and independent businesses
- Create new NE-SW pedestrian priority connection towards river frontage
- **Active frontage** onto South Street and bus station

AOC-ST7b Scale & Massing

- Heights to transition to surrounding built form as set out on the transitional edges plan and key principles in Section 1 on following pages

- **Massing** led by creating a comfortable street scale with the tightest width:height ratio of around 1:1. Heights that would break this street aspect ratio are permitted through the use of a '**shoulder**' where heights step back from the street edge.
- General presumption of high residential densities and high **Floor Area Ratio** of 3.0 and above.
- Appropriate development typologies include podiums and towers, villas and linear blocks closer to edges.

AOC-ST7c Open Spaces

- New green open space at heart of new neighbourhood, where streets cross. Requirements are set out under 'Key Open Space Requirements' on following page.

AOC-ST7d Homes & Practicalities

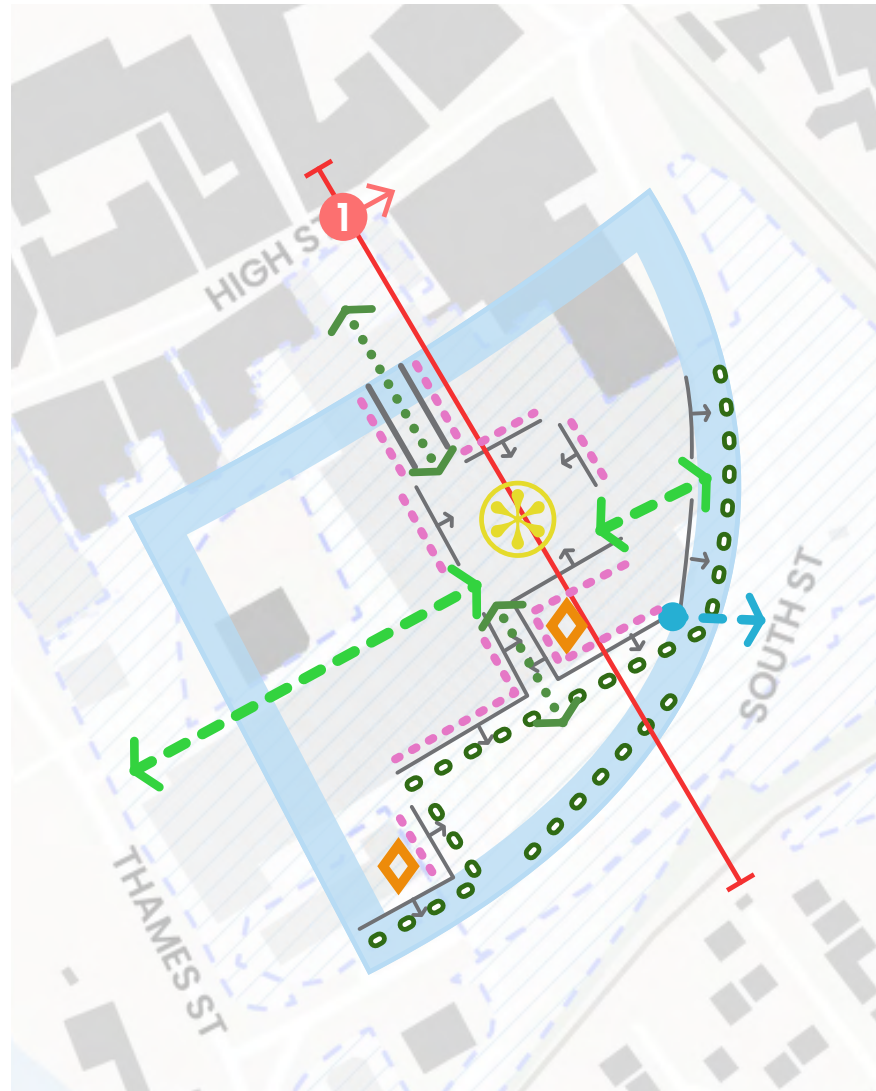
- Retain existing public car parking provision within consolidated deck structures, with attractive façades or sleeved by other development

AOC-ST7e Detail & Richness

- Roofs of taller buildings should provide visual interest with distinctive form, and with variation when viewed from a distance.

AREA TYPE CODING PLAN

This plan sets out where design requirements apply within this Area Type.



1 2 Section location

Allocated site in Local Plan

THE STREET & GROUND FLOOR

Building Line

New Active Frontage

Retail / Flexible Commercial Ground Floor

Key Overlooking Location

Existing path or active travel street to connect to

New active travel street connection

OPEN SPACES

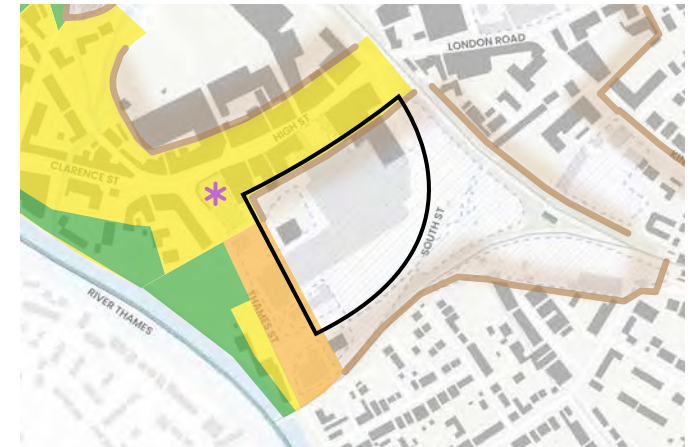
New open space / public realm

Street Planting & Greening

DETAIL & RICHNESS

Marker Building

TRANSITIONAL EDGES PLAN



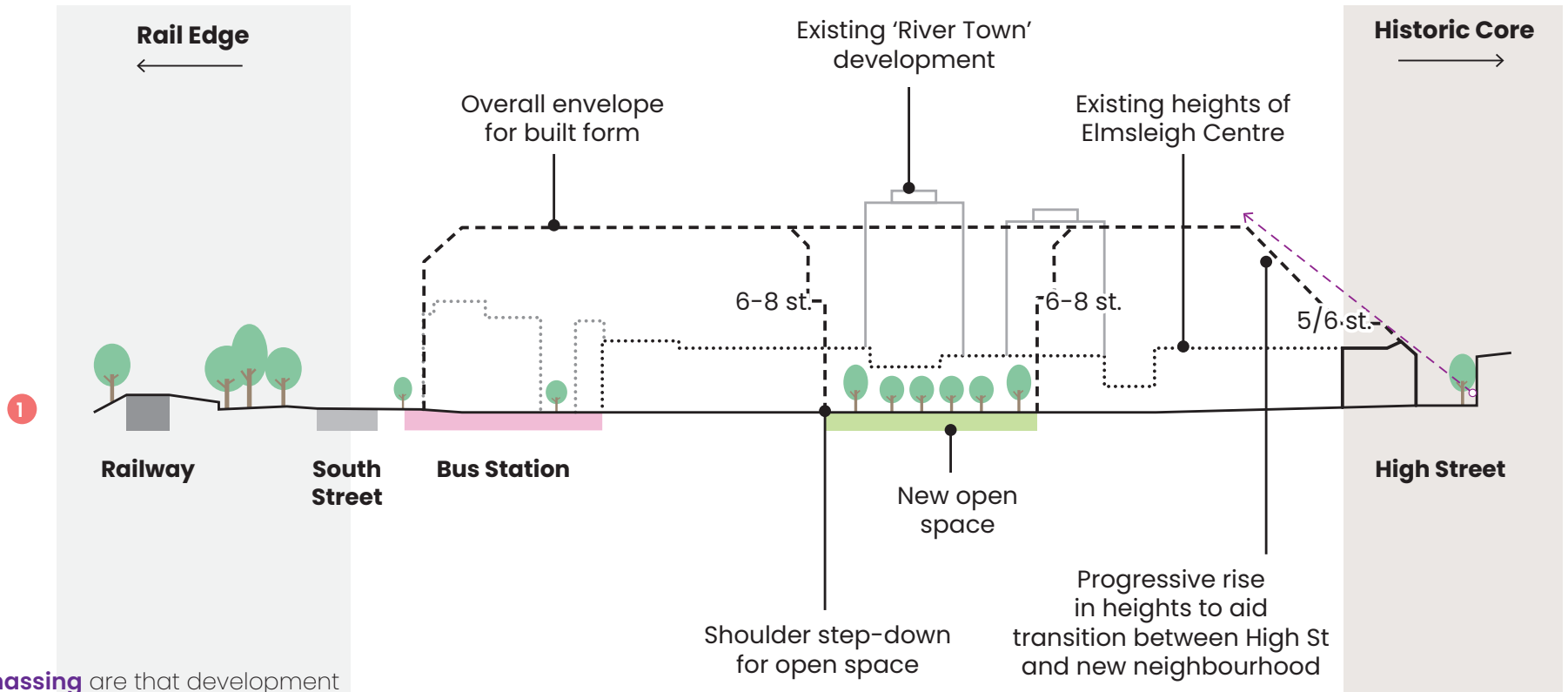
Transitional Edge, where heights step down to blend with prevailing built form and preserve street scale.

See Section 1 on following page for explanation and key principles on transitional edges.

(AOC-ST7b) HEIGHTS AND SCALE PRINCIPLES

This diagram illustrates overall principles for the scale and **massing** in the Elmsleigh area.

For section location see Coding Plan.



Key principles for **massing** are that development **must**:

- Step down towards the permitted heights in the High Street (5-6 storeys, approx 18m)
- Ensure that views from street level in the High Street are not interrupted by new built form in the Elmsleigh Area
- Have a podium or base facade of up to 8 storeys (approx 24m) surrounding any new public open spaces, with taller buildings set back above a **shoulder**

AOC-ST7f KEY OPEN SPACE REQUIREMENTS

Proposals for a new open space **must** include:

1. Key connections to High Street, Bus Station and Memorial Gardens
2. Potential secondary connection to the northeast
3. Green open space or new public realm with trees and planting
4. Retail **active frontages** facing space with associated 'spill-out' public realm
5. Built form to create active edge along southwestern frontage
6. Tree-lined, overlooked connection towards the river and Memorial Gardens

EXAMPLES AND PRECEDENTS

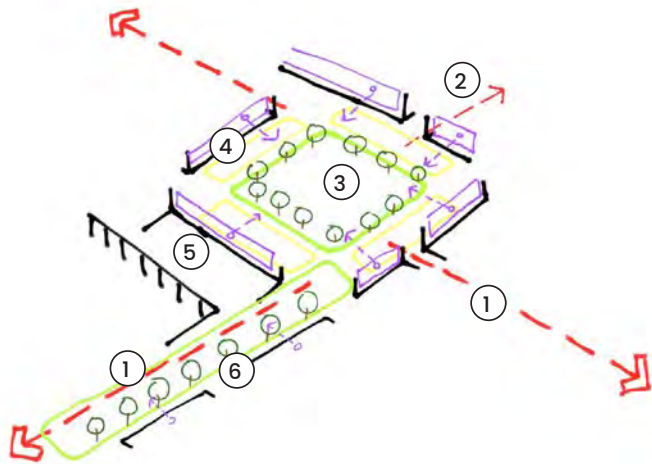
Development in this area **could** implement the following design features, character and opportunities.



Variety in materials, architecture and roof types to provide variation while maintaining fine grain, human-scale streets.



Creation of an open space with a distinct urban character, variety of spaces and uses within.



Illustrative approach to applying the key design requirements



Use of patterns, materials and detailing in the public realm to create attractive pedestrian-priority streets that lead people through the neighbourhood.

Railway Edges: Improving the Quality of Streets and Spaces



AOC-ST8 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

AOC-ST8a The Street & Ground Floor

- Create a strong street edge with a podium or continuous base building to limit impact of railway on wider town centre neighbourhoods. See following pages for principles.
- Safeguard potential new link across Egham railway tracks towards railway station. See Coding Plan.
- Incorporate new street trees and planting along main roads, particular South St to aid transformation to multi-modal street.

AOC-ST8b Scale & Massing

- Heights to transition to surrounding built form as set out on the transitional edges plan
- **Massing** led by creating a comfortable street scale with the tightest width:height ratio of around 1:1. Heights that would break this street aspect ratio are permitted through the use of a **'shoulder'** where heights step back from the street edge.
- General presumption of high residential densities and high **Floor Area Ratio** of 3.0 and above, particular close to major roads such as South St.

AOC-ST8c Open Spaces

- Create a gateway space at edge of Elmsleigh neighbourhood. Requirements are set out under 'Key Open Space Requirements' on following page.

AOC-ST8d Homes & Practicalities

- Retain existing public car parking provision within consolidated deck structures, with attractive façades or sleeved by other development

AOC-ST8e Detail & Richness

- Roofs of taller buildings should provide visual interest with distinctive form, and with variation when viewed from a distance.

DESIGN AIMS

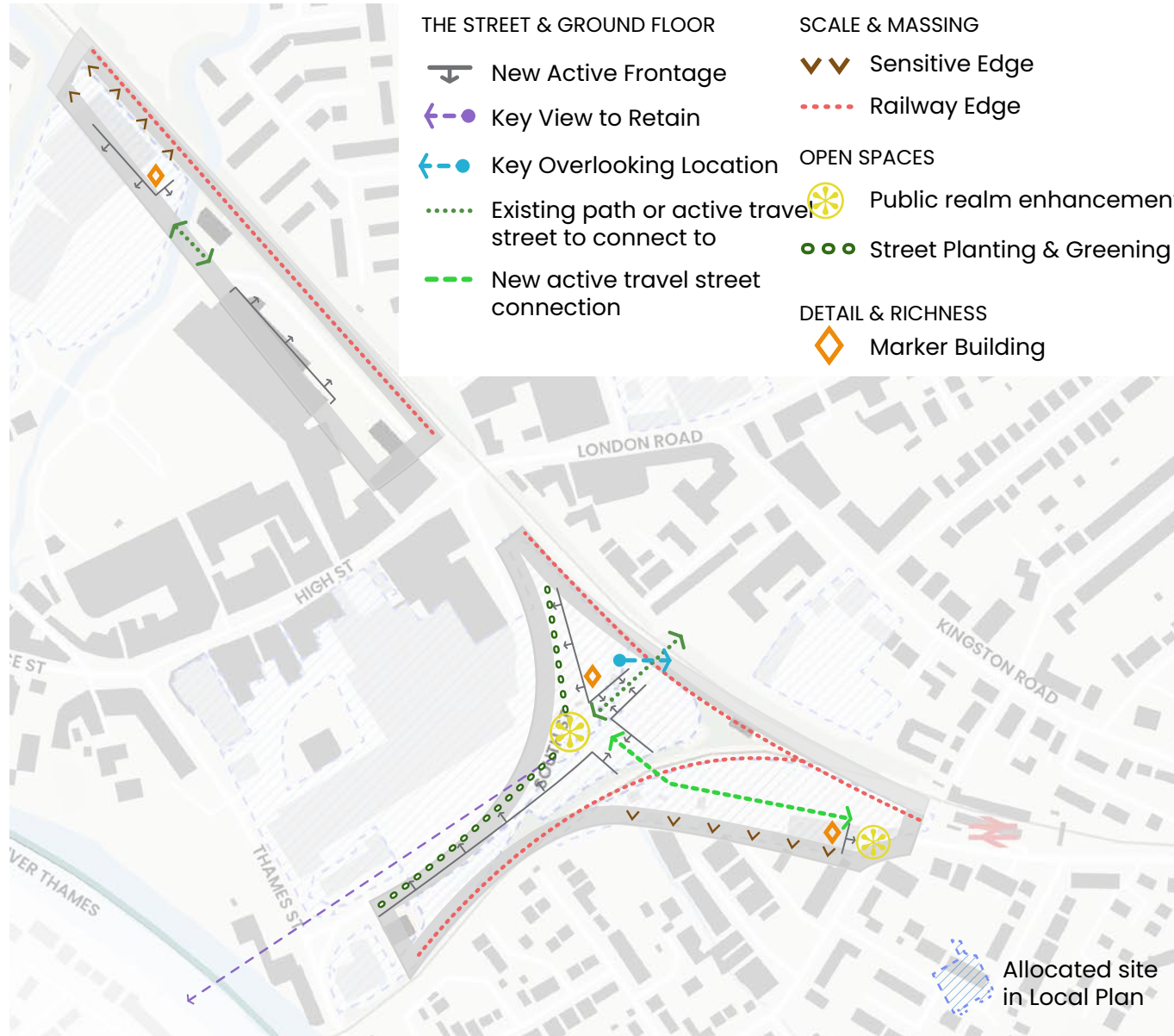
New development in these locations will ensure that noise levels and quality of spaces next to the railway line are acceptable for residents. They should create good quality street environments and ensure that any existing or new connection points across the railways are safe, overlooked and become part of the wider street network.

Existing Context & Place Identity

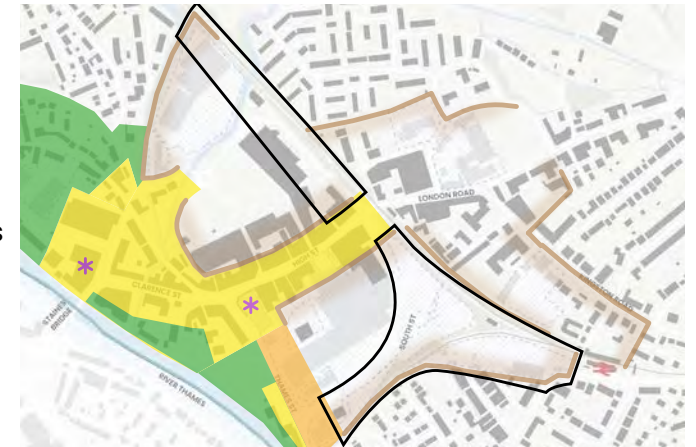
Two busy railway lines divide Staines-upon-Thames town centre from its surrounding suburbs. On the river/town centre side of these lines are a series of car parks and other areas where new development is proposed. There is little existing built form but on the other side of the railway lines are primarily existing suburbs.

AREA TYPE CODING PLAN

This plan sets out where design requirements apply within this Area Type.



TRANSITIONAL EDGES PLAN



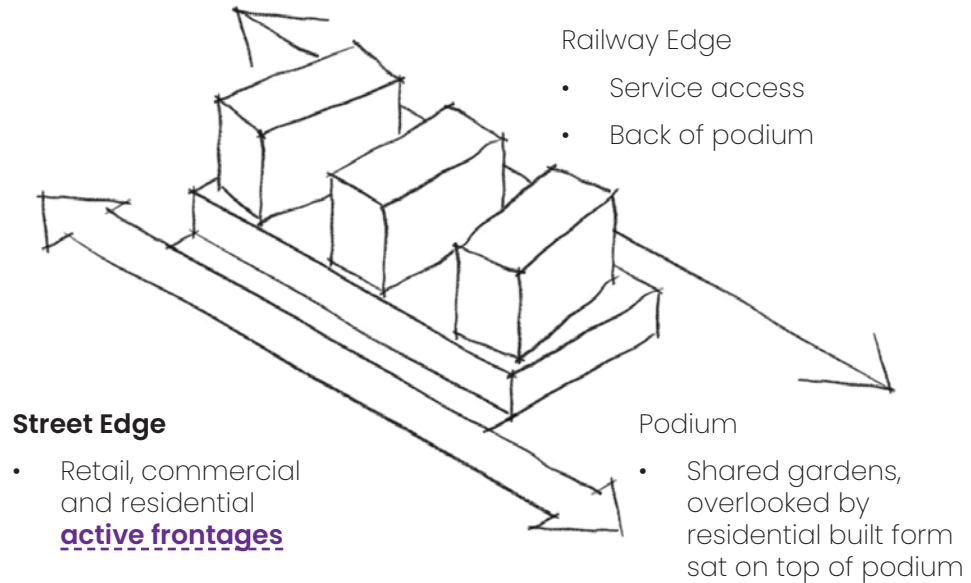
Transitional Edge, where heights step down to blend with prevailing built form and preserve street scale.

AOC-ST8f RESPONDING TO A RAILWAY LINE

This diagram sets out overall principles and an illustrative example for arranging built form along a railway edge.

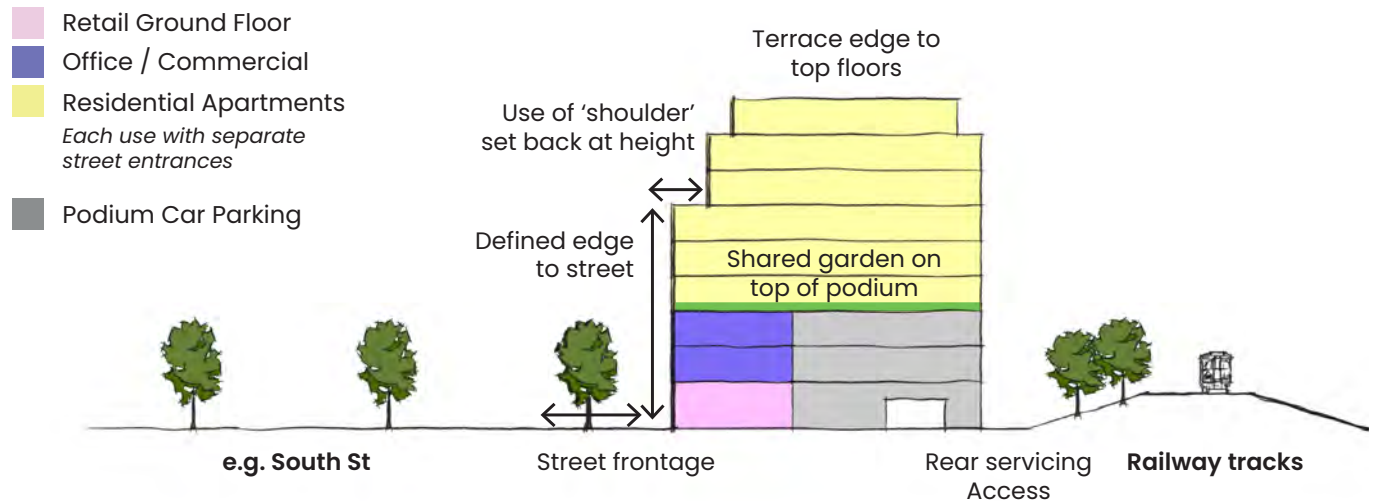
Key principles for massing are that development **must**:

- Have a continuous podium, plinth or base building along the street edge that provides good enclosure and active frontage to the street
- Arrange taller massing above this in a way that provides residents with a variety of views to both town centre and across surrounding areas and the railway lines



CREATING A STREET EDGE

This diagram sets out overall principles for how the use of a base podium with active frontage can create an attractive street environment, vertical integration of different uses, and how massing should relate to the street and the railway lines.



AOC-ST8g KEY OPEN SPACE REQUIREMENTS

Proposals for a new open space **must** include:

1. Connection to Station Path through underpass, with improved overlooking and attractive green space environment
2. Improved crossing point and public realm for walking and cycling
3. Built form to overlook streets and public realm
4. Retail and activated frontage facing towards bus station and railway station connection, with associated 'spill out' public realm
5. Street tree planting and progressive change of South Street to a 'boulevard'
6. Consideration of potential future connection across railway tracks to the southeast

EXAMPLES AND PRECEDENTS

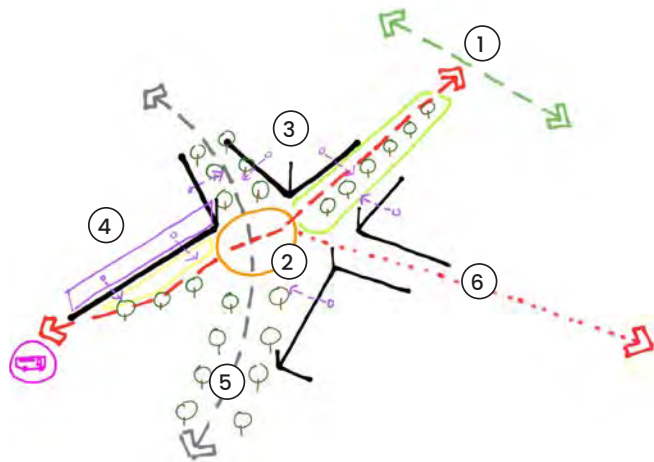
Development in this area **could** implement the following design features, character and opportunities.



Rear/railway side to provide quality amenity space for residents through changes in levels.



Multi-storey car parks with facade treatments, ideally located above active commercial ground floors.



Illustrative approach to applying the key design requirements



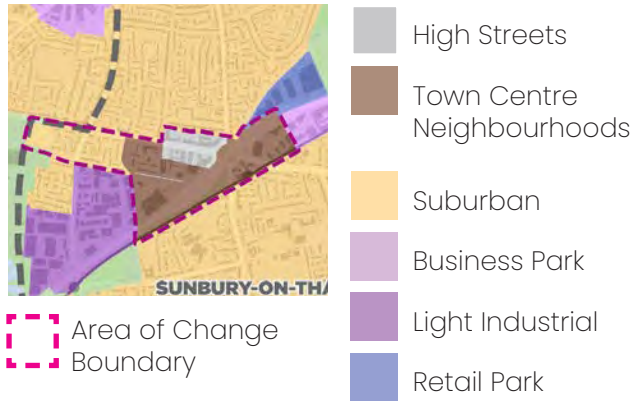
Activated street edge with balconies and more distinctive built form to mark corners.

Sunbury Cross

OVERVIEW

This section sets out further Design Requirements and guidance for development in Sunbury Cross town centre.

EXTENT AND CONTEXT



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DEVELOPMENT CONTEXT

Sunbury Cross could see significant change in coming years. The [Local Plan](#) allocates around 1,000 new homes to be built, mostly at higher densities and resulting [floor area ratios](#) than the prevailing built form, and on sites that are poorly connected within a challenging location.

Some new homes will be on sites that are currently undeveloped and others will be redevelopment sites. The Design Code sets out the requirements for all these areas, and also sets out a vision of how to transform the area over time.



The varied existing context of low and high-rise development in Sunbury Cross

DESIGN AIMS

New development in Sunbury Cross town centre **will**:

- Create connections between areas of new development and the core of Sunbury Cross
- Improve the road safety and personal security of the public realm and streets
- Reduce severance created by infrastructure
- Link the railway station to the main shopping area
- Create a more human-scale place and street environment
- Create much-needed green open spaces for residents and the community



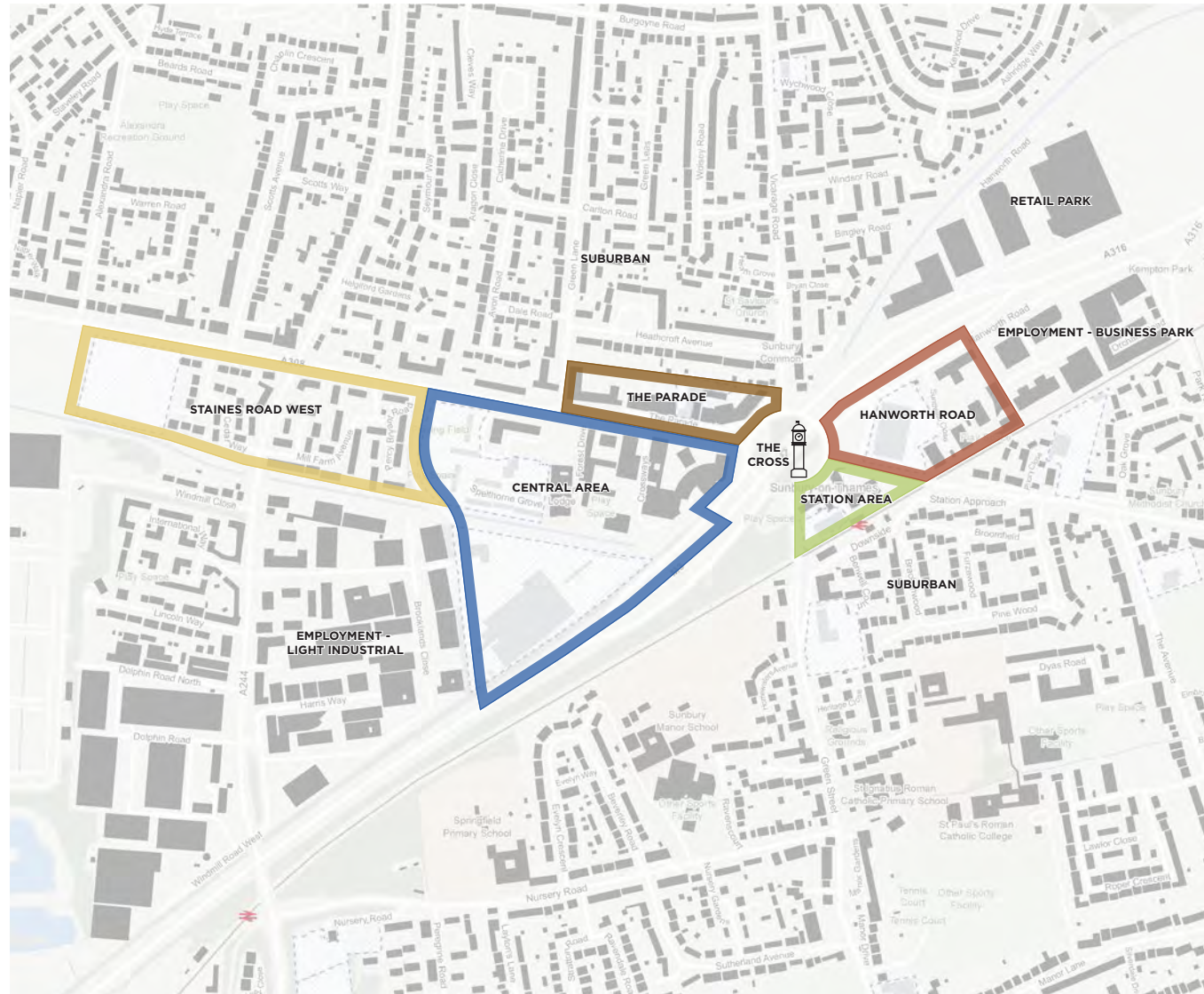
Find out more background information about the borough in Appendix A 'Understanding Spelthorne Today'.



Personal and road safety, noise, air quality and quality of life are priorities for the community in Sunbury Cross.

Area Types

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Within the Area of Change, more detailed requirements are set out by finer-grain Area Types. Each Area Type in the town centre is considered by whether it will largely retain its existing character and contribution to overall place identity, or whether it is likely to change substantially in character.

Incremental Change

Retaining existing character and place identity
Design requirements strongly reflect context.

- THE PARADE**
General requirements for the High Street Area Type (Chapter 4) apply.
- STAINES ROAD WEST**
General requirements for Suburban Area Type (Chapter 4) apply.

- STATION AREA**
 - HANWORTH ROAD**
 - CENTRAL AREA**
- General requirements for the Town Centre Neighbourhoods Area Type (Chapter 4) apply.

Transformative Change

Defining a new character and place identity
Design requirements set key parameters only.



- THE CROSS**
The Cross itself, now the M3 junction, lies mostly outside of the scope of the Design Code. Principles for change are set out in the Spatial Vision on the following pages.

A FUTURE VISION FOR SUNBURY CROSS

Sunbury Cross is a place negatively impacted by a complex mix of major roads, railways and water supply infrastructure. It was transformed in the late 1960s and early 1970s by the M3 motorway and grade-separated junction, which continues to detract from its quality as a place, and causes severance, noise, safety and air quality issues.

Sunbury Cross can be more than a motorway junction with hard edges, railway and road severance, aqueduct edges, wedges of land, a retail mall and section of frontage shops and disconnected residential neighbourhoods. The spatial vision sets out the possibilities that could be pursued through wider work with multiple planning, highway and transport authorities as well as individual schemes.

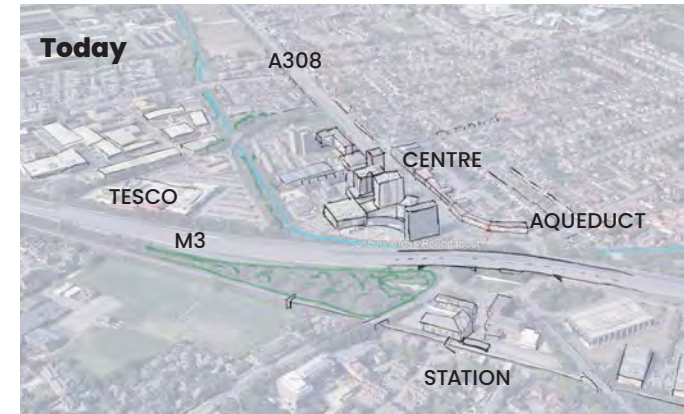
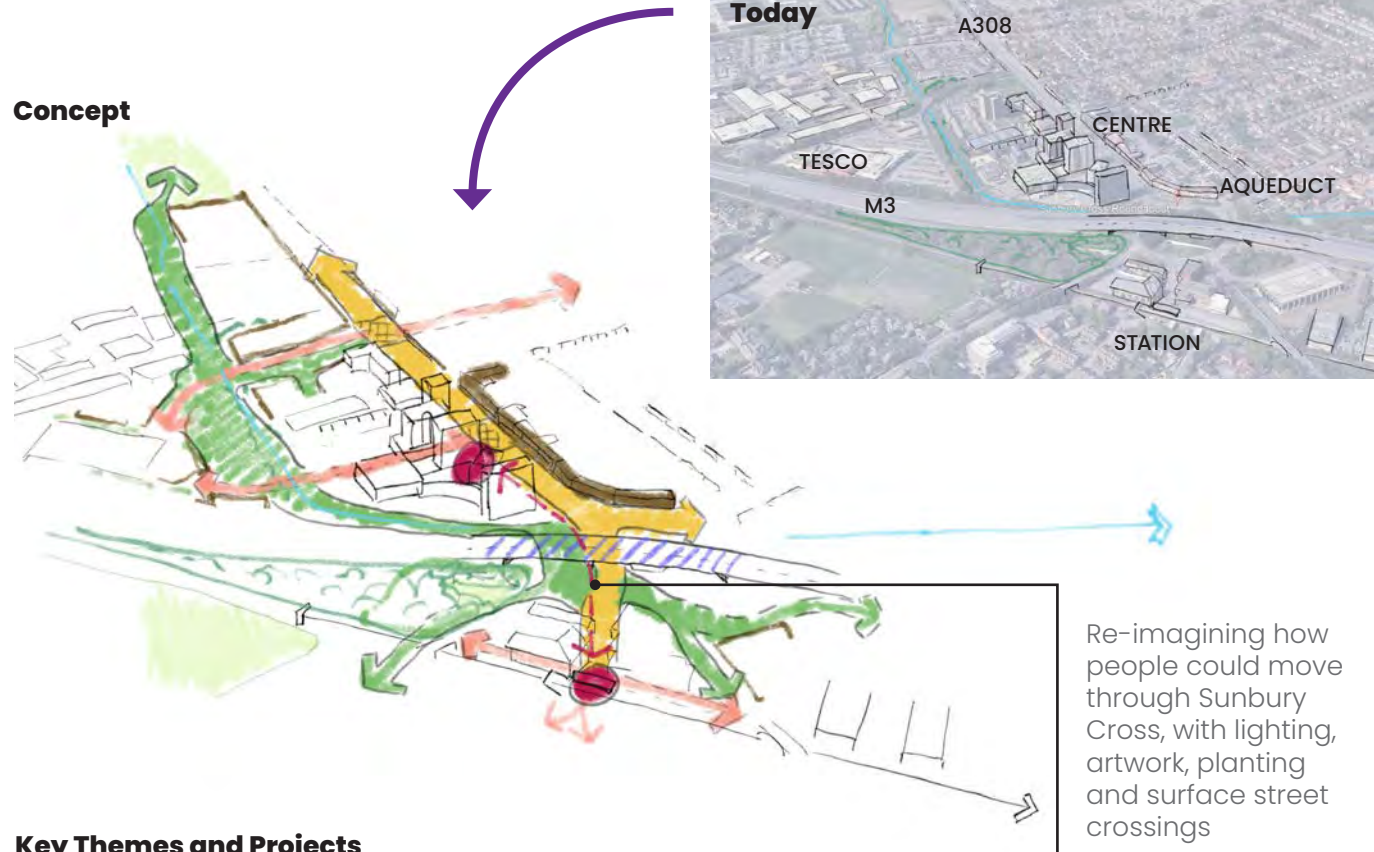
The Design Code explores how new development can help to make this happen through incremental change. Major change at Sunbury Cross requires further work and co-ordination amongst all parties to move towards a transformative masterplan.

The vision's key aims are:

- Connect existing and new neighbourhoods with each other and creating a sense of place
- Reuniting East and West Staines Road
- Connect the centre with the railway station
- Create new green spaces and links

Many of the key changes at Sunbury Cross will be beyond the scope of individual applications, requiring wider co-ordination on changes to infrastructure. Designs **should** respond to the potential for change in the future and make appropriate provision.

Concept



Re-imagining how people could move through Sunbury Cross, with lighting, artwork, planting and surface street crossings



Key Themes and Projects

Short Term

- Linking the centre and the station

Medium Term

- Transforming Staines Road West
- New links between neighbourhoods
- Human-scale built form
- New green spaces and networks

Long Term

- M3 junction reconfiguration

Short Term

■ Linking the centre and the station



Top: Phoenix Flowers, M8, Glasgow (7N Architects)

Bottom: Toronto Gardiner Freeway Park

Providing an attractive, safe and clear surface route through existing space under the M3 would improve the ease of walking and cycling movement for all between Sunbury Common / the centre and Lower Sunbury / the station. This can be accomplished through the use of artwork, improved lighting, activated useful spaces and passive surveillance from surrounding built form.

Medium Term

■ Transforming Staines Road West



Exchange St 'Grey-to-Green' transformation, Sheffield

Staines Road West is currently a major dual carriageway and a barrier for moving between shops and neighbourhoods. New green infrastructure, public realm changes and a transformation to a 'boulevard'-style environment would create a healthier, more attractive street environment.

Medium Term

■ New green spaces and networks



Mayfield Park, Manchester

The Staines Aqueduct is a major piece of infrastructure severing links between neighbourhoods. Although access to the aqueduct may need to remain restricted, it could form the basis of a future green network linking neighbourhoods together and contributing to a greener, healthier Sunbury Cross.

Long Term

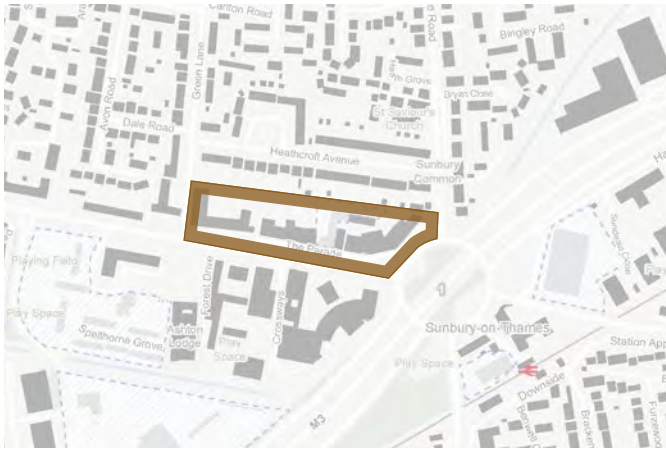
■ M3 junction reconfiguration



Masshouse Circus transformation to Masshouse Plaza, Birmingham

The M3 junction and flyover dominate Sunbury Cross today. Long-term, this should change, following precedent from other cities across the world who have successfully reconsidered the need for urban motorways

The Parade: The Historic Link to the Past in Sunbury Cross



DESIGN AIMS

New development in this area **will** respond to the strong existing building line and low-rise built form, with some intensification along Staines Road West.

Existing Context & Place Identity

The Parade, a row of shops and commercial buildings, is one of the few areas of Sunbury Cross that retains its more traditional built form. To the north it borders a largely post-war suburban area, and it thus forms an important transitional area from the Centre to the south.

AOC-SC1 DESIGN REQUIREMENTS

General requirements for the **High Streets Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

AOC-SC1a Building Heights

- Heights of up to 4 storeys (approx 12m), plus 1 dormer/mansard storey integrated in roof, in compliance with maximum heights plan

AOC-SC1b Building Line

- Match existing building line along Staines Road West

AOC-SC1c Building Grain

- Typical building frontage grain of 6-10m

AOC-SC1d Vertical Mix of Uses

- Ground floor commercial space
- Apartments located above ground floor uses

AOC-SC1e Public Realm

- Incorporate new street trees and planting along Staines Road West
- Future-proof designs for potential removal of frontage service access road
- Rear parking courts overlooked by built form
- Minimise access points to rear parking courts through main frontage
- Entrances to dwellings from the street

AOC-SC1f Facades, Detail & Richness

- Pitched roofs facing the street or gable-end, to reflect adjacent buildings
- Windows on frontage to match surrounding rhythm and characteristics
- Materials and architectural detailing to respond to prevailing form

BUILDING HEIGHTS PLAN



Heights typically up to:

5 storeys (approx 15m)

Heights are to be measured from pavement level to the eaves.

Typical storey heights for different uses are:

- Residential: 3m
- Commercial / Office: 4m
- Ground Floor Retail / Commercial: 4.5m

Staines Road West: Connecting new Development to the Surroundings



DESIGN AIMS

New development in this area will front onto Staines Road West and address the Sports Club fields to the west. Intensification of densities and built form over the prevailing area is supported, provided there is a transition in built form to existing areas within and adjacent to the area.

Existing Context & Place Identity

This area type runs between Staines Road West and the Staines Aqueduct. It contains two low-rise cul-de-sac style developments divided by Windmill Road, and the eastern boundary is an **active frontage** onto Escot Road.

AOC-SC2 DESIGN REQUIREMENTS

General requirements for the **Suburban Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

AOC-SC2a Edges

- **Active frontage** facing onto Staines Road West following 'Dual Carriageways, Urban Road' edge type (Chapter 4)
- **Active frontage** overlooking sports field to the west following 'Open Spaces' edge type (Chapter 4)
- **Active frontage** facing aqueduct to south, following 'Watercourses' edge type (Chapter 4)
- Built form on allocated site backing onto existing residential gardens to the west following 'Residential, Backing Onto' edge type (Chapter 4)

AOC-SC2b Streets

- New streets to comply with street types set out under 'New Residential Neighbourhoods' (Chapter 4)
- Continuous grid of new streets within allocated site, no use of cul-de-sacs
- Connections from new development to existing streets and cul-de-sacs

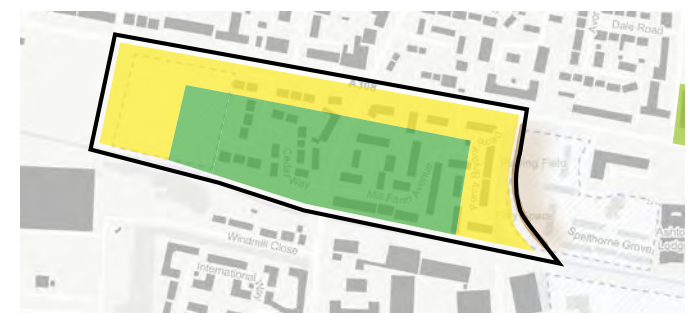
AOC-SC2c Open Spaces

- At least one new open space within allocated site, within homes
- Potential for new open space adjacent to aqueduct at southern edge of allocated site

AOC-SC2d Built Form

- Heights to comply with the maximum heights plan
- Observe building line on Staines Road West
- Pitched roofs on all buildings

BUILDING HEIGHTS PLAN



Heights typically up to:

- 3-4 storeys (approx 12m)
- 6 storeys (approx 18m)

Station Area: Improved links to public transport



DESIGN AIMS
 New development in this area will enable better accessibility of the station for pedestrians and cyclists, provide frontage to surrounding roads, and create a more consistent built form. Significant intensification is possible here in the context of the railway station as an important public transport link.

Existing Context & Place Identity

The area around Sunbury Station is a small pocket of development cut off from its surroundings by the M3, railway line and the feeder roads to Sunbury Cross roundabout. Land uses are largely commercial with no consistent architectural style, building line or grain.

AOC-SC3 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

AOC-SC3a The Street & Ground Floor

- Provide walking and cycling access to the station from Green Street and Staines Road East.
- No on-street and frontage parking on Station Road to make it a safer, more welcoming space for walking and cycling.
- Limit the number of vehicle accesses across footways from Station Road.
- Provide more pedestrian public realm along Station Road
- A consistent building line on Station Road with no 'leftover' spaces
- Incorporate new street trees and planting along Station Road
- Active frontages and passive surveillance facing Green Street and Staines Road East

AOC-SC3b Scale & Massing

- Heights to transition to surrounding built form as set out on the transitional edges plan
- Grain of Station Road frontage 6-10m wide

AOC-SC3c Detail & Richness

- Roofs of taller buildings should provide visual interest with distinctive form, and with variation when viewed from a distance.

TRANSITIONAL EDGES PLAN



Transitional Edge, where heights step down to blend with prevailing built form and preserve street scale.

Gateway Edge, where heights step up to meet The Cross or provide an edge to the M3

Hanworth Road: Changing uses and the quality of spaces around



DESIGN AIMS

New development in this area will improve connections to the rest of Sunbury, and create more attractive and inspiring places for people to live. High-density development fronting onto the roundabout will make efficient use of land in a well-connected location.

Existing Context & Place Identity

The area to the north of Staines Road East is bounded by the railway line and the M3. Early 2000s apartment buildings and other coarse-grain development is changing the use of a former commercial and industrial area, but the area is severed from the surroundings by major infrastructure, and is dominated by surface car parking.

AOC-SC4 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

AOC-SC4a The Street & Ground Floor

- **Active frontage** to face Staines Road East
- **Active frontage** to face Hanworth Road
- Planting and street trees on Staines Road East and Hanworth Road
- Direct pedestrian access from new development to Sunbury Cross roundabout

AOC-SC4b Scale & Massing

- Heights to transition to surrounding built form as set out on the transitional edges plan, with heights greatest near the roundabout
- Building typologies of linear block, villas and podiums with towers

AOC-SC4c Open Spaces

- Open space to be screened from the M3 and Sunbury Cross roundabout by interposed built form

AOC-SC4d Homes & Practicalities

- Podium or shared rear courtyard car parking, accessed from Hanworth Road

AOC-SC4e Detail & Richness

- Roofs of taller buildings should provide visual interest with distinctive form, and with variation when viewed from a distance.

TRANSITIONAL EDGES PLAN



Transitional Edge, where heights step down to blend with prevailing built form and preserve street scale.

Gateway Edge, where heights step up to meet The Cross or provide an edge to the M3

Central Area: New and Renewed Connected Neighbourhoods



DESIGN AIMS

New development in this area will create new connections, improve the quality surveillance and road safety of the public realm. It will create a more human-scale place with fewer opportunities for crime or unused leftover space. New homes will have access to safe green open spaces on their doorsteps.

Existing Context & Place Identity

The Central Area of Sunbury Cross contains a wide mix of uses and built form, with a number of taller towers and a poor, car-dominated and broken-up street environment. To the northeast, the shopping centre is designed for access by car and turns its back on surrounding streets. To the south, a large supermarket sits within surface parking and with poor, pedestrian accessibility that feels unsafe. In the northwest, a number of residential developments are bounded by infrastructure and lack connectivity and quality open space.

AOC-SC5 DESIGN REQUIREMENTS

General requirements for the **Town Centre Neighbourhoods Area Type** (Chapter 4) apply. Development in this area type **must** comply with the following additional design requirements.

Where design requirements have a spatial requirement (e.g. location of key frontages) these are set out on the Area Type coding plan on the following page.

AOC-SC5a The Street & Ground Floor

- Street trees on Staines Road West
- New development to provide **active frontages** and passive surveillance along all streets, particularly at locations highlighted on plan
- Repair building line along Staines Road West (see diagram below)

AOC-SC5b Scale & Massing

- Heights to transition to surrounding built form as set out on the transitional edges plan, with heights greatest near the roundabout and M3
- Building typologies of linear block, villas and podiums with towers

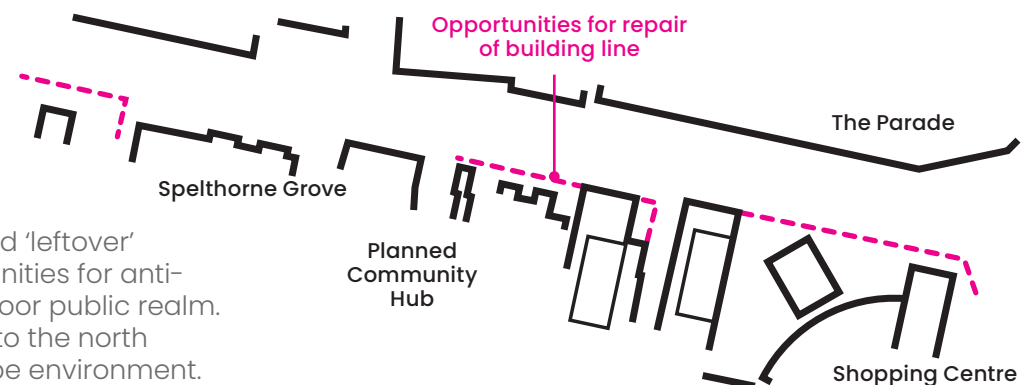
AOC-SC5c Open Spaces

- Relocate existing open space in Spelthorne Grove to be surrounded and overlooked by built form, providing public pedestrian link through to supermarket
- Small overlooked green open space to provide connection from supermarket to shopping centre

AOC-SC5d Detail & Richness

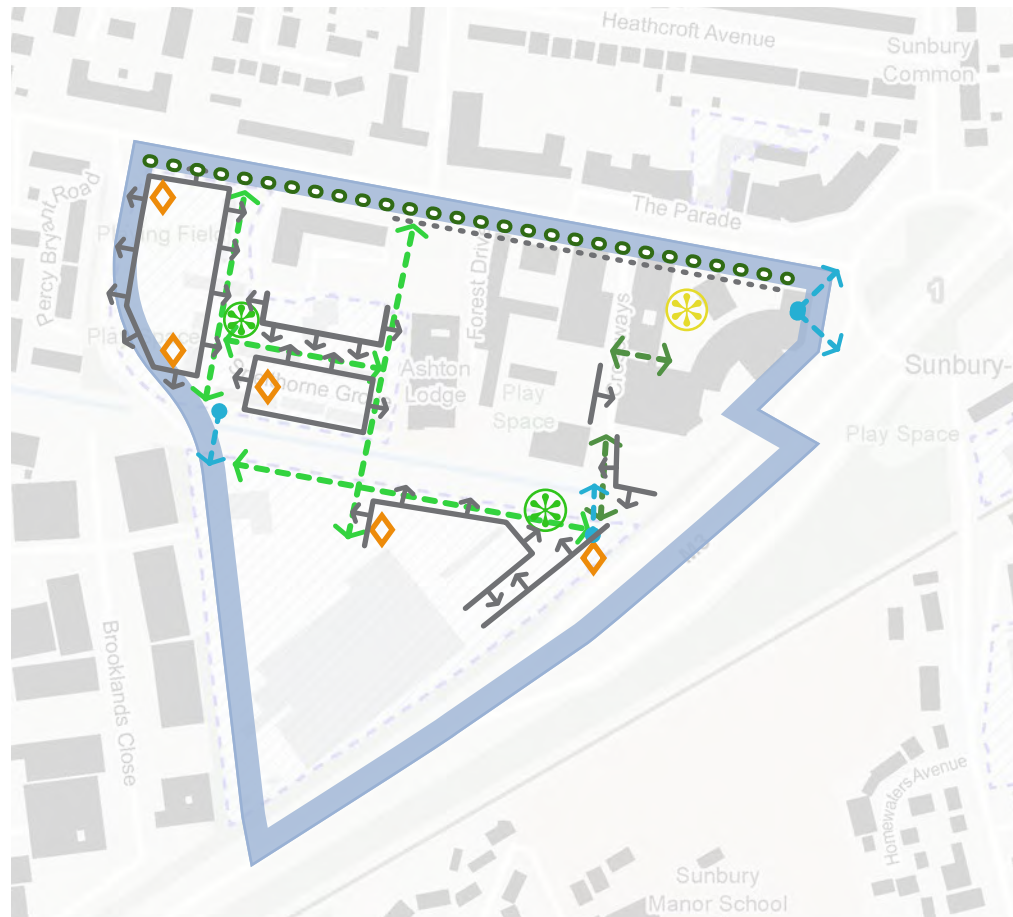
- Use **marker buildings** to terminate views as noted on plan and provide legibility
- Roofs of taller buildings should provide visual interest with distinctive form, and with variation when viewed from a distance.

Comparison of existing building lines on Staines Road West. Broken up building line with tall buildings to the south overlooking creates spaces that lack passive surveillance or are unused 'leftover' spaces, creating opportunities for anti-social behaviour and a poor public realm. Continuous building line to the north creates a 'High Street' type environment.













AREA TYPE CODING PLAN

This plan sets out where design requirements apply within this Area Type.





Page 179

-  Allocated site in Local Plan
- THE STREET & GROUND FLOOR**
-  New Active Frontage
-  Repaired Building Line
-  Key Overlooking Location
-  Existing path or active travel street to connect to
-  New active travel street connection
- OPEN SPACES**
-  New green open space
-  Public realm enhancements
-  Street Planting & Greening
- DETAIL & RICHNESS**
-  Marker Building

TRANSITIONAL EDGES PLAN



-  Transitional Edge, where heights step down to blend with prevailing built form and preserve street scale.
-  Gateway Edge, where heights step up to meet The Cross or provide an edge to the M3



Preparing your Application

What you need to do now

When submitting your planning application, you will need to demonstrate that you have complied with the necessary requirements set out in the Code. You will also need to demonstrate that you have followed an appropriate and comprehensive [design process](#).

To demonstrate compliance, you will need to submit:

- A completed copy of the relevant Design Code checklist for the Area Type your application falls within. These can be found at the end of this chapter.
- For major applications (i.e. 10 dwellings or more, or where the floorspace is 1000 sq. metres or more, or the site is 1ha or more) a Design and Access Statement which sets out the design process undertaken

DESIGN CODE CHECKLISTS

A Design Code Checklist must be completed for all applications, to self-assess compliance with the Code and to clearly signpost where information about compliance is held within the submitted application documents.

You should submit the relevant Area Type checklist with your application (e.g. Town Centre Neighbourhood), based on where your application is. In Inner Suburban or Suburban Area Types, you should submit the relevant checklist for your development type (e.g. Residential Extension or New Residential Neighbourhoods).

All Checklists can be found at the end of this Chapter, and are available for separate download on the Spelthorne Borough Council website.

DESIGN AND ACCESS STATEMENT

Design and Access Statements (DAS) are required for major applications, i.e. 10 dwellings or more, or where the floorspace is 1000 sq. metres or more, or the site is 1ha or more.

Through the Design and Access Statement applicants need to explain and justify the choices made which will achieve high quality outcomes by providing a contextual survey and analysis, showing how this has informed the design proposals.

The Design and Access Statement will vary in its detail and coverage depending on the type and scale of application. It could include the following, aligned to the Design Process set out in Chapter 2:

Step 1: Understanding The Site and Context

Plans and diagrams showing an understanding of the surrounding character, features, movement, planned change and other baseline information set out in Chapter 2. This should inform plans of site constraints and opportunities for the proposal and wider area.

Step 2: The Vision

An overview of what the proposal intends to achieve, with a narrative and key visualisations.

Step 3: Developing and Testing Options

An explanation of the design development taken as part of the proposal's design, including input and changes derived from community and stakeholder engagement.

Step 4: Site Parameters

For larger proposals, the key parameters and strategies for movement, green and blue infrastructure, sustainability, built form and land use that underly the detail proposals, and have been informed by the site analysis.

Step 5: Resolving the Details

Plans, elevations, visualisations, sections and other annotated technical diagrams that show clearly what is being proposed, to an appropriate level of detail.

How to get further help

Spelthorne Borough Council will support developers and applicants to deliver high-quality design and place-making, through a comprehensive design process that aims to deliver the outcomes set out in the Design Code.

The Council offers a number of services to help support the [design process](#) set out in Chapter 2.

PRE-APPLICATION SUPPORT

This is the starting point for all proposals. Come to us at an early stage to discuss your proposal, obtain feedback on your emerging scheme and how best to improve the design. We will be able to ensure that wider council teams are able to feed into early discussions to ensure integrated thinking and better design outcomes.

Although there is a cost to applicants, you will benefit from a better-quality application and a clearer route to the determination of your planning application. The iterative nature of design means that, particularly for larger applications, a number of pre-application reviews are advised as you progress your design proposals.

PLANNING PERFORMANCE AGREEMENTS (PPAS)

These are voluntary agreements between the applicant and the Spelthorne Council that set out the actions, resources and timescales for handling a particular planning application. They can be used to support good design through a continuous and iterative process of officer engagement across the council, and may include dedicated design workshops.

They can be used for any type of planning application but usually for large-scale, complex proposals. They can be used at any stage from early brief development through to conditions and reserved matters. Fees for PPAs depend on the size and complexity of the proposal.

DESIGN REVIEW

Design Review is an independent and impartial evaluation of proposals best undertaken at pre-application stage. It is a collaborative process, where constructive feedback can be given to improve the design quality of proposals.

Local Plan policy PS2 encourages Design Review to be undertaken for proposals that have significant impacts in relation to design or public interest.

FURTHER GUIDANCE

A wide range of further guidance has been published by other organisations addressing in more detail particular aspects of design. They can provide further assistance to applicants.

- Surrey Healthy Streets Design Code
- Manual for Streets
- Trees and Design Action Group – guidance on street trees and green infrastructure
- Secured by Design
- Natural England Green Infrastructure Planning and Design Guide
- Active Design (Sport England)
- Building with Nature
- Building for a Healthy Life
- LTN 1/20 – Cycle Infrastructure Design
- Spelthorne Climate Change SPD
- LETI Climate Emergency Design Guide
- CoMoUK – guidance on Mobility Hub design
- Surrey Sustainable Drainage System Design Guidance
- Ciria UK – The SuDS Manual

Glossary

Above Ordinance Datum (AOD)

Vertical datum used by the Ordinance Survey as the basis for deriving altitude. Building heights and parameter plan height limits are expressed in terms of AOD.

Access

This term has two broad meanings: The route(s) to a site and the route layout within a site, related to different modes of movement (foot, cycle, vehicular), and the inclusive approach to design, which aims to create a built environment which is accessible to everyone, regardless of age or ability.

Active frontage

A building frontage to the public realm which is characterised by entrances and windows (residential, commercial or retail), allowing interaction between the public realm and the use facing the street, as well as passive surveillance of the public realm.

More information on active frontages in town centre neighbourhoods is found under TC-S1.

Area type

Parts of the local area that share common features and characteristics. For example, a suburban area type might bring together a number of different streets with common densities, heights, building line, under the umbrella term “Inner Suburbs”. Common rules and parameters can then be applied to the “Inner Suburbs” area type in the design code. Example area types are provided in the National Model Design Code, but area types should be defined locally.

The borough’s area types are defined at the start of Chapter 4. Staines-upon-Thames and Sunbury Cross Areas of Change have more detailed Area Types defined in Chapter 5.

Boundary treatment

The physical interface that delineates the public realm from a private building, crossing which enters a defensible zone before reaching the building entrance. Treatments can include planting, low fences or walls.

Borough-wide

Relating to the borough of Spelthorne.

Block

A building or set of continuous buildings within a plot.

Building line

The linear definition of a building’s frontage facing the street. Usually shared by different building typologies and sizes to organise the definition between the public street and private internal space of the building and urban block.

Building height

The height of a building measured AOD. For the purposes of determining the prevailing height in the area, the number of storeys can be also used.

Character

The combination of features of a building or a place that give it a distinctive identity compared with other buildings or areas.

Contemporary development

Contemporary development is the architecture of the 21st century. It is characterised by efficient layouts that use a combination of low rise, mid-rise and tall buildings in perimeter blocks to optimise capacity. These tend to be set within gridded street networks that are highly permeable and legible.

Conserve

Enhancing and protecting the existing character.

Context

The surrounding environment of a proposed development, including existing buildings, landscape and consented schemes.

Defensible space

The area occupying space between a building entrance and the boundary treatment. Typically associated with residential buildings, they provide a sense of spatial separation and visual privacy between the public street and private home at ground floor.

Density

In the case of residential development, a measurement of either the number of habitable rooms per hectare or the number of dwellings per hectare.

Design code

A set of illustrated design requirements that provide specific, detailed parameters for the physical development of a site or area. The graphic and written components of the code should build upon a design vision, such as a masterplan or other design and development framework for a site or area.

Design-led approach

Using urban design and architectural processes to prepare proposals that represent the optimum design response to a site, responding to the surrounding context of massing, connections, open spaces and other factors. This process should be evidenced through exploring a range of options.

Design process

The process of developing a proposal for a site. The design process is expected to follow good urban design principles set out in the National Design Guide and the National Model Design Code.

A full explanation of what is expected is contained in Chapter 2.

Dual aspect

A habitable unit with windows on two walls facing different directions.

Elevation

A vertical projection of one side of a building, showing a single façade.

Enclosure

The extent to which streets and open spaces are visually defined by buildings, walls and trees.

Façade

The external faces of a building, characterised by a choice of materials, windows, doors, entrances, and openings.

Fenestration

The arrangement of entrances, windows, balconies, and other openings on a building facade.

Formal / informal

A formal layout of streets and building groups is characterised by symmetrical or geometric plans and elevations. The features of an informal design include layout and elevations which are asymmetrical, winding and which relate to natural site characteristics.

Floor Area Ratio (FAR)

A metric used to calculate the density of developments regardless of building type and use. FAR is expressed as the ratio of a building's total floor area to the size of the plot upon which it is built.

Frontage

The front face of a building articulated with entrances and windows. Well defined frontage enables overlooking from the building out into the street or space, creating a positive relationship between the two.

Gateway

The marking of a point of entry to an area of character or to a specific development through a change built form, landscape materials or a key view to signify and reinforce the transition.

Grain

The general shape and direction of building footprints. Fine grain refers to the higher intensity of smaller plots or streets. Coarse grain refers to larger scale plots with fewer roads.

Green infrastructure

A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Gridded Street Network

A style of street network defined by a repetition of streets and urban blocks intersecting at right angles, comprising an overall grid structure. Regular grid patterns allow for ease of accessibility and legibility.

Hierarchy

A logical sequence of spaces, streets or building forms, increasing or decreasing in size or density throughout a development.

Impermeable

An unconnected street or pedestrian network with a low frequency of routes, inhibiting easy passage of movement. Often associated with coarse urban grain patterns or illegible layouts such as cul-de-sacs or free form block estates.

Innovative development

A departure from both the traditional and modern approaches. Innovation could be technological or design-related.

Landmark building

Landmark buildings are prominent buildings that are easily recognisable and have significant cultural or historical value. Landmark buildings do not have to be tall, and they should be used sparingly in development.

More information on landmark buildings in town centre neighbourhoods is found under TC-D2.

Layout

The layout of a block relates to the arrangement of buildings, open spaces and streets and the relationship between these components in creating an efficient, positive and legible environment.

Legible

The combination of buildings, streets, trees, and open spaces that use visual cues to create an intuitive and easily navigable environment.

Linear block

A building consisting of stacked apartments and maisonettes organised in a linear urban form. Can be stand alone and running parallel with a street to form a contemporary terrace, or form part of a block that forms the perimeter between the public street and private internal space.

More information on linear blocks in town centre neighbourhoods is found under TC-M2.

Listed Building

A building that is included on the List of Buildings of Special Architectural or Historic Interest administered by Historic England on behalf of the Secretary of State for Digital, Culture, Media and Sport. Listed buildings are graded I, II* or II with grade, I being the highest. Buildings within the curtilage of a listed building constructed before 1948 are also protected. The significance of a listed building may be external and/or internal.

Local Plan

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In the context of the Spelthorne Design Code, this refers to the Spelthorne Local Plan 2022-2037.

Low-rise buildings

Low-rise buildings are classified as buildings up to and including 3 storeys e.g. up to 9 metres.

Marker building

Marker buildings are memorable buildings that stand out from the surrounding built form. They can help people to navigate and make the townscape more distinctive and interesting.

More information on marker buildings in town centre neighbourhoods is found under TC-D2.

Massing

The three-dimensional volume and structure of a building's urban form. Massing is expressed through the size, shape and scale of its different components. Commonly understood as the expression of a building without any finer architectural elements and details. Massing can influence the ways in which a building is perceived, particularly in regards to reducing the impact of visual bulk.

Mews

Traditionally a stables at the rear of a building along a back (service street). The term now typically describes quiet streets of smaller homes inserted within a larger block, with an intimate character and semi-private atmosphere.

More information on mews in town centre neighbourhoods is found under TC-M2.

Mid-rise buildings

Mid-rise buildings are classified as buildings between 4 and 6 storeys e.g. between 12 and 18 metres.

Mixed-use / mixed-use development

Provision of a mix of complementary uses, such as residential, community and/or leisure uses, on a site or within a particular area.

National Model Design Code

The National Model Design Code provides detailed guidance on the production of design codes, guides and policies to promote successful design.

Overlooking

A term used to describe the effect when a development or building affords an outlook over adjoining land or property, often causing loss of privacy.

Over shadowing

The effect of a development or building on the amount of sunlight presently enjoyed by a neighbouring property, resulting in a shadow being cast over that neighbouring property.

Parade

A continuous row of shops or commercial units, typically in the town centre. They sometimes have residential accommodation above.

Passive surveillance

Design that increases the occupation and/or visibility of a space to deter crime.

Perimeter block

A perimeter block is an urban form that concentrates the development of a city block along its outermost – or public – edges to strongly define a boundary between public and private or semi-private space. This form is highly efficient by making best use of available land and avoiding surplus spaces that lack clear role of function. The blocks themselves are impermeable but are set within a highly permeable street network.

Permeable

A connected street or pedestrian network with a high frequency of routes that allow easy passage of movement, often associated with fine urban grain patterns.

Place

A space in the built environment that has some meaning for people due to the activities and uses which characterise the space, or the quality of the space itself.

Plot

An area of developable land less public open space, primary road infrastructure, and non-developable areas.

Plot coverage

The proportion of a site that is occupied by a building's footprint. The plot ratio of a development is calculated by dividing the building's footprint by the total area of a site.

Prevailing height

The average or typical building height within an area. Please see Building height above.

Primary Street

The principle route or main access. Dominant to the secondary street network joining it. Often wider and carrying more significant traffic volumes or a route for public transport.

Public realm

The public realm is any part of a site, area, village, town or city that everyone can use and enjoy, including streets, squares and parks. The public realm is very important for pedestrian movement, as it connects various places and buildings.

Rhythm

The repeated pattern of an element such as a building, street or architectural detail.

Roofline

The profile of the top edge of a building.

Roofscape

The appearance of buildings as seen along the skyline, as well as the uses and occupancies as seen from tall buildings.

Roof Form

The type of roof based on its three-dimensional size and shape, often belonging to and characteristic of different typologies. Roof forms can include fat, gabled, hipped, mansard, butterfly, saw-tooth and more.

Scale

Most commonly understood as building height, though scale is relative to another (usually neighbouring) building's height. It can also relate to the size of a building's different elements e.g. massing, fenestration, rather than purely its absolute building height.

Secured by Design

The national police scheme which aims to minimise crime and opportunities to commit crime through better design of buildings and places.

Secondary Street

Subordinate to the primary street. Often more local routes, within residential areas.

Setting

The physical (built and landscape), community and economic surroundings in which the development takes place.

Set back

A step-like recess in massing of upper storeys, used where proposed building heights exceed the shoulder height of street. This strategy can preserve the established street width ratio and allow daylight to reach lower storeys.

Shoulder

The part of a taller building where a set back occurs. It should be treated as a distinct part of an elevation, to crown the lower part of a building visible from the street. See also set back above.

More information on the use of shoulders can be found under TC-M3.

Single aspect

A habitable unit with windows on one walls facing a single direction.

Storey / number of storeys

Number of storeys is described as the number of floors in the building that have all internal perimeter walls of full floor height. If there is additional accommodation in the roofspace that is created within a pitched or similar style roof, where all perimeter walls are not of full floor height, this would not count as a full storey.

A building containing X number of full storeys with additional accommodation in the roofspace would be called 'X storeys with rooms in the roofspace'. If there are multiple (Y) floors within the roofspace this would be described as 'X storeys with rooms in the roofspace contained in Y floors'.

Street hierarchy

A system of classifying different routes within a movement network. This is principally based on the type and volume of movements a route supports, as well as its characteristics in terms of neighbouring building scale, use and enclosure. The character of a route can change along its length e.g. High Street along an arterial route.

Suburban

An area on the edge of a large town or city, typically residential in character. Suburbs became common in the UK during the 19th and 20th centuries when the development of rail and road transport made commuting viable.

Taller building

Building that exceeds prevailing height of the surrounding area (please see chapter 6.3).

Traditional development

Directly reflects the local vernacular and historic architectural styles, materials and features.

Townscape

The urban equivalent of landscape: the overall effect of the combination of buildings, changes of level, green spaces, boundary walls, colours and textures, street surfaces, street furniture, uses, scale, enclosure, views etc.

More information on townscape in town centre neighbourhoods is found under TC-D1.

Typology

The classification of buildings into typical and easily recognisable types, based on shared characteristics such as scale, massing, layout, architectural style and period. This organisational device can also apply to urban blocks e.g. Perimeter Block, Free Form Block.

Urban Greening Factor (UGF)

A tool used to evaluate the quality and quantity of natural features proposed as part of a development, such as planting, waterbodies and green roofs, collectively referred to as urban greening.

More information on calculating the Urban Greening Factor is found in Chapter 6.

Villa blocks

A building consisting of stacked apartments. A villa block is characterised by a central core and efficient circulation arrangement, typically with three to five dwellings per floor, per core. This enables habitable rooms to have views in multiple directions.

More information on villa blocks in town centre neighbourhoods is found under TC-M2.

Wayfinding

The process of navigating through and around the development, using spatial and visual clues and/or markers.

High Streets

Design Code Checklist

Development proposed within High Street Area Types **must** complete this checklist to self-assess compliance with the Spelthorne Design Code. Submit the completed checklist with your planning application.

REF	PG.	REQUIREMENT	DOES YOUR PROPOSAL COMPLY?				JUSTIFICATION
			Fully	Partially	No	N/A	If Partially or No , provide a reference to where in your planning application you have provided an evidenced justification If N/A please state why.
HS-1	44	Building Heights	Fully	Partially	No	N/A	
HS-2	44	Building Lines	Fully	Partially	No	N/A	
HS-3	45	Building Grain	Fully	Partially	No	N/A	
HS-4	45	Vertical Mix of Uses	Fully	Partially	No	N/A	
HS-5	46	High Street Public Realm	Fully	Partially	No	N/A	
HS-6	47	Shop Fronts	Fully	Partially	No	N/A	
HS-7	47	Facades	Fully	Partially	No	N/A	

Town Centre Neighbourhoods

Design Code Checklist

Development proposed within Town Centre Neighbourhoods **must** complete this checklist to self-assess compliance with the Spelthorne Design Code. Submit the completed checklist with your planning application.

REF	PG.	REQUIREMENT	DOES YOUR PROPOSAL COMPLY?				JUSTIFICATION
			Fully	Partially	No	N/A	If Partially or No , provide a reference to where in your planning application you have provided an evidenced justification. If N/A please state why.
THE STREET AND GROUND FLOOR							
TC-S1	50	Active Frontages	Fully	Partially	No	N/A	
TC-S2	51	Spill-Out Space	Fully	Partially	No	N/A	
TC-S3	52	Street Networks and Design	Fully	Partially	No	N/A	
TC-S3a		Pedestrian Priority Streets	Fully	Partially	No	N/A	
TC-S3b		Multi-Modal Streets	Fully	Partially	No	N/A	
TC-S4	52	Street Trees and Planting	Fully	Partially	No	N/A	
SCALE AND MASSING							
TC-M1	54	Neighbourhood Massing Approach	Fully	Partially	No	N/A	
TC-M2	56	Development Typologies	Fully	Partially	No	N/A	
TC-M2a		Terraces, Back-to-Backs, Mews	Fully	Partially	No	N/A	

TC-M2b		Linear Blocks	Fully	Partially	No	N/A	
TC-M2c		Villa Blocks	Fully	Partially	No	N/A	
TC-M2d		Podiums and Towers	Fully	Partially	No	N/A	
TC-M3	62	Tall Building Design	Fully	Partially	No	N/A	
TC-M3a		Breaking Up Massing	Fully	Partially	No	N/A	
TC-M3b		Scale of the Street	Fully	Partially	No	N/A	
TC-M3c		Microclimate	Fully	Partially	No	N/A	
OPEN SPACES							
TC-O1	64	Neighbourhood Open Space Approach	Fully	Partially	No	N/A	
TC-O2	65	Safety and Security	Fully	Partially	No	N/A	
TC-O3	66	Public Open Spaces	Fully	Partially	No	N/A	
TC-O3a		Squares and Parks	Fully	Partially	No	N/A	
TC-O3b		Courtyards, Pocket Parks	Fully	Partially	No	N/A	
TC-O3c		Linear and Transit Spaces	Fully	Partially	No	N/A	
TC-O4	68	Shared / Communal Open Spaces	Fully	Partially	No	N/A	
TC-O4a		Ground-Level Gardens	Fully	Partially	No	N/A	
TC-O4b		Podium Gardens	Fully	Partially	No	N/A	

TC-04c		Roof Gardens and Terraces	Fully	Partially	No	N/A	
TC-05	70	Landscape Character	Fully	Partially	No	N/A	
TC-05a		Hard Landscape	Fully	Partially	No	N/A	
TC-05b		Soft Landscape	Fully	Partially	No	N/A	
TC-05c		Street Furniture	Fully	Partially	No	N/A	
TC-05d		Street Trees	Fully	Partially	No	N/A	
TC-05e		Surface Water Drainage Features	Fully	Partially	No	N/A	
HOMES AND PRACTICALITIES							
TC-H1	72	Space Standards	Fully	Partially	No	N/A	
TC-H2	73	Mix of Homes	Fully	Partially	No	N/A	
TC-H3	73	Dwelling Aspect	Fully	Partially	No	N/A	
TC-H4	74	Residential Entrances and Circulation	Fully	Partially	No	N/A	
TC-H4a		Shared Entrances	Fully	Partially	No	N/A	
TC-H4b		Private Entrances	Fully	Partially	No	N/A	
TC-H5	75	Private Amenity Spaces	Fully	Partially	No	N/A	
TC-H5a		Balconies	Fully	Partially	No	N/A	
TC-H5b		Private Garden Space	Fully	Partially	No	N/A	

TC-H6	76	Vehicle and Cycle Parking	Fully	Partially	No	N/A	
TC-H6a		Visitor Cycle Parking	Fully	Partially	No	N/A	
TC-H6b		Residents' Cycle Parknig	Fully	Partially	No	N/A	
TC-H6c		Underground Parking	Fully	Partially	No	N/A	
TC-H6d		Podium Parking	Fully	Partially	No	N/A	
TC-H6e		Integrated Parking	Fully	Partially	No	N/A	
TC-H6f		Surface or On-Street Parking	Fully	Partially	No	N/A	
DETAIL AND RICHNESS							
TC-D1	78	Townscape	Fully	Partially	No	N/A	
TC-D2	79	Distinctive Buildings	Fully	Partially	No	N/A	
TC-D2a		Marker Buildings	Fully	Partially	No	N/A	
TC-D2b		Landmark Buildings	Fully	Partially	No	N/A	
TC-D3	80	Design of Elevations	Fully	Partially	No	N/A	
TC-D3a		Bases, Middles and Tops	Fully	Partially	No	N/A	
TC-D3b		Proportions	Fully	Partially	No	N/A	
TC-D3c		Building Tops and Roofs	Fully	Partially	No	N/A	
TC-D3d		Balconies	Fully	Partially	No	N/A	

TC-D3e		Corners	Fully	Partially	No	N/A	
TC-D3f		Windows and Fenestration	Fully	Partially	No	N/A	
CLIMATE CHANGE AND SUSTAINABILITY							
TC-C1	84	Mitigation: Reducing Energy Use	Fully	Partially	No	N/A	
TC-C2	85	Mitigation: Reducing Embodied Carbon	Yes	Partially	No	N/A	
TC-C3	86	Adaptation: Preparing for a Changing Climate	Yes	Partially	No	N/A	

Areas of Change

All Town Centre Neighbourhoods are within defined Areas of Change. Proposals must comply with the spatial coding requirements for the detailed Area Type that they fall within.

What Area of Change Area Type is your application within? (tick multiple if across boundaries)

STAINES-UPON-THAMES TOWN CENTRE

AOC-ST3 Memorial Gardens p128

AOC-ST4 Station Path p132

AOC-ST5 London Road p136

AOC-ST6 Two Rivers p140

AOC-ST7 Elmsleigh p144

AOC-ST8 Railway Edges p148

Historic Core is part of the High Streets area type. Please complete the High Streets checklist.

Staines Village is part of the Villages area type. Please set out the detailed Design Process in your Design & Access Statement.

SUNBURY CROSS

AOC-SC3 Station Area p158

AOC-SC4 Hanworth Road p159

AOC-SC5 Central Area p160

The Parade is part of the High Streets area type. Please complete the High Streets checklist.

Staines Road West is part of the High Streets area type. Please complete the relevant Suburban checklist.

DOES YOUR PROPOSAL COMPLY?

Does your proposal comply with the specific Area Type Design Requirements set out under the below categories, including spatial requirements on Area Type Coding Plan?

The Street & Ground Floor

Fully	Partially	No	N/A
-------	-----------	----	-----

Scale & Massing

Fully	Partially	No	N/A
-------	-----------	----	-----

Open Spaces

Fully	Partially	No	N/A
-------	-----------	----	-----

Homes & Practicalities

Fully	Partially	No	N/A
-------	-----------	----	-----

Detail & Richness

Fully	Partially	No	N/A
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If No (or partially no), please provide a reference to where in your planning application you have provided an evidenced justification

If N/A please state why.

Inner Suburban

Design Code Checklist: New Homes Or Apartments on Existing Streets

Development of new homes or apartments on existing streets proposed within Inner Suburban Area Types **must** complete this checklist to self-assess compliance with the Spelthorne Design Code. Submit the completed checklist with your planning application.

REF	PG.	REQUIREMENT	DOES YOUR PROPOSAL COMPLY?				JUSTIFICATION If Partially or No , provide a reference to where in your planning application you have provided an evidenced justification If N/A please state why.
DEVELOPMENT TYPE: NEW HOMES OR APARTMENTS ON EXISTING STREETS							
IS-A1	88	Layout Principles	Fully	Partially	No	N/A	
IS-A2	89	Built Form Parameters	Fully	Partially	No	N/A	
IS-A3	89	Roof Form	Fully	Partially	No	N/A	
IS-A4	89	Front Boundary Treatment	Fully	Partially	No	N/A	
IS-A5	90	Daylight, Privacy and Overlooking	Fully	Partially	No	N/A	
IS-A6	90	Access, Cycle and Vehicle Parking	Fully	Partially	No	N/A	
IS-A7	90	Apartment Development	Fully	Partially	No	N/A	
IS-A8	91	Detail, Richness and Materiality	Fully	Partially	No	N/A	

Inner Suburban

Design Code Checklist: Residential Extensions

Development of residential extensions proposed within Inner Suburban Area Types **must** complete this checklist to self-assess compliance with the Spelthorne Design Code. Submit the completed checklist with your planning application.

REF	PG.	REQUIREMENT	DOES YOUR PROPOSAL COMPLY?				JUSTIFICATION If Partially or No , provide a reference to where in your planning application you have provided an evidenced justification If N/A please state why.
DEVELOPMENT TYPE: RESIDENTIAL EXTENSIONS							
IS-X1	92	Context & Character	Fully	Partially	No	N/A	
IS-X2	92	Privacy & Outlook	Fully	Partially	No	N/A	
IS-X3	93	Daylight	Fully	Partially	No	N/A	
IS-X4	93	Side Extensions	Fully	Partially	No	N/A	
IS-X5	93	Dormers	Fully	Partially	No	N/A	

Suburban

Design Code Checklist: New Residential Neighbourhoods

Development of new residential neighbourhoods proposed within Suburban Area Types **must** complete this checklist to self-assess compliance with the Spelthorne Design Code. Submit the completed checklist with your planning application.

REF	PG.	REQUIREMENT	DOES YOUR PROPOSAL COMPLY?				JUSTIFICATION If Partially or No , provide a reference to where in your planning application you have provided an evidenced justification If N/A please state why.
DEVELOPMENT TYPE: NEW RESIDENTIAL NEIGHBOURHOODS							
S-U1	96	Ensuring Distinctiveness	Fully	Partially	No	N/A	
S-U2	96	Edges	Fully	Partially	No	N/A	
S-U2a		Trees, Woodland and Hedgerows	Fully	Partially	No	N/A	
S-U2b		Open Spaces	Fully	Partially	No	N/A	
S-U2c		Watercourses and Water Bodies	Fully	Partially	No	N/A	
S-U2d		Streets and Roads	Fully	Partially	No	N/A	
S-U2e		Dual Carriageways	Fully	Partially	No	N/A	
S-U2f		Railways	Fully	Partially	No	N/A	
S-U2g		Residential	Fully	Partially	No	N/A	
S-U2h		Local Facilities	Fully	Partially	No	N/A	
S-U2i		Industry and Commercial Uses	Fully	Partially	No	N/A	

S-U3	100	Movement: Streets	Fully	Partially	No	N/A	
S-U3a		Street Layout Approach	Fully	Partially	No	N/A	
S-U3b		Main Streets	Fully	Partially	No	N/A	
S-U3c		Secondary Streets	Fully	Partially	No	N/A	
S-U3d		Local or Residential Streets	Fully	Partially	No	N/A	
S-U3e		Mews or Edge Lanes	Fully	Partially	No	N/A	
S-U4	102	Movement: Car Parking	Fully	Partially	No	N/A	
S-U4a		On-Plot Parking	Fully	Partially	No	N/A	
S-U4b		On-Street and Shared Parking	Fully	Partially	No	N/A	
S-U5	104	Open Spaces	Fully	Partially	No	N/A	
S-U5a		Open Spaces Amongst Homes	Fully	Partially	No	N/A	
S-U5b		Open Spaces on Edge of Built-up Area	Fully	Partially	No	N/A	
S-U6	106	Landscape Character	Fully	Partially	No	N/A	
S-U6a		Hard Landscape	Fully	Partially	No	N/A	
S-U6b		Soft Landscape	Fully	Partially	No	N/A	
S-U6c		Street Trees	Fully	Partially	No	N/A	
S-U6d		Surface Water Drainage Features	Fully	Partially	No	N/A	

Suburban

Design Code Checklist: New Homes Or Apartments on Existing Streets

Development of new homes or apartments on existing streets proposed within Suburban Area Types **must** complete this checklist to self-assess compliance with the Spelthorne Design Code. Submit the completed checklist with your planning application.

REF	PG.	REQUIREMENT	DOES YOUR PROPOSAL COMPLY?				JUSTIFICATION
							If Partially or No , provide a reference to where in your planning application you have provided an evidenced justification If N/A please state why.
DEVELOPMENT TYPE: NEW HOMES OR APARTMENTS ON EXISTING STREETS							
S-A1	108	Layout Principles	Fully	Partially	No	N/A	
S-A2	109	Built Form Parameters	Fully	Partially	No	N/A	
S-A3	109	Roof Form	Fully	Partially	No	N/A	
S-A4	109	Front Boundary Treatment	Fully	Partially	No	N/A	
S-A5	110	Daylight, Privacy and Overlooking	Fully	Partially	No	N/A	
S-A6	110	Access, Cycle and Vehicle Parking	Fully	Partially	No	N/A	
S-A7	110	Apartment Development	Fully	Partially	No	N/A	
S-A8	111	Detail, Richness and Materiality	Fully	Partially	No	N/A	

Suburban

Design Code Checklist: Residential Extensions

Development of residential extensions proposed within Suburban Area Types **must** complete this checklist to self-assess compliance with the Spelthorne Design Code. Submit the completed checklist with your planning application.

REF	PG.	REQUIREMENT	DOES YOUR PROPOSAL COMPLY?				JUSTIFICATION If Partially or No , provide a reference to where in your planning application you have provided an evidenced justification If N/A please state why.
DEVELOPMENT TYPE: RESIDENTIAL EXTENSIONS							
S-X1	112	Context & Character	Fully	Partially	No	N/A	
S-X2	112	Privacy & Outlook	Fully	Partially	No	N/A	
S-X3	113	Daylight	Fully	Partially	No	N/A	
S-X4	113	Side Extensions	Fully	Partially	No	N/A	
S-X5	113	Dormers	Fully	Partially	No	N/A	

Prepared for Spelthorne Borough Council by



Fathom Architects



Spelthorne Design Code Statutory Consultation Strategy

Overview

Proposed statutory consultation dates: 23rd June 2025- 3rd August 2025
(23.06.25- 03.08.25)

Duration: 6 weeks

Consultation platform: Commonplace

Document locations: Available to view online on the Design Code Commonplace and the Council website will also signpost that they will be available for the public to view in public libraries and at the civic centre during office hours.

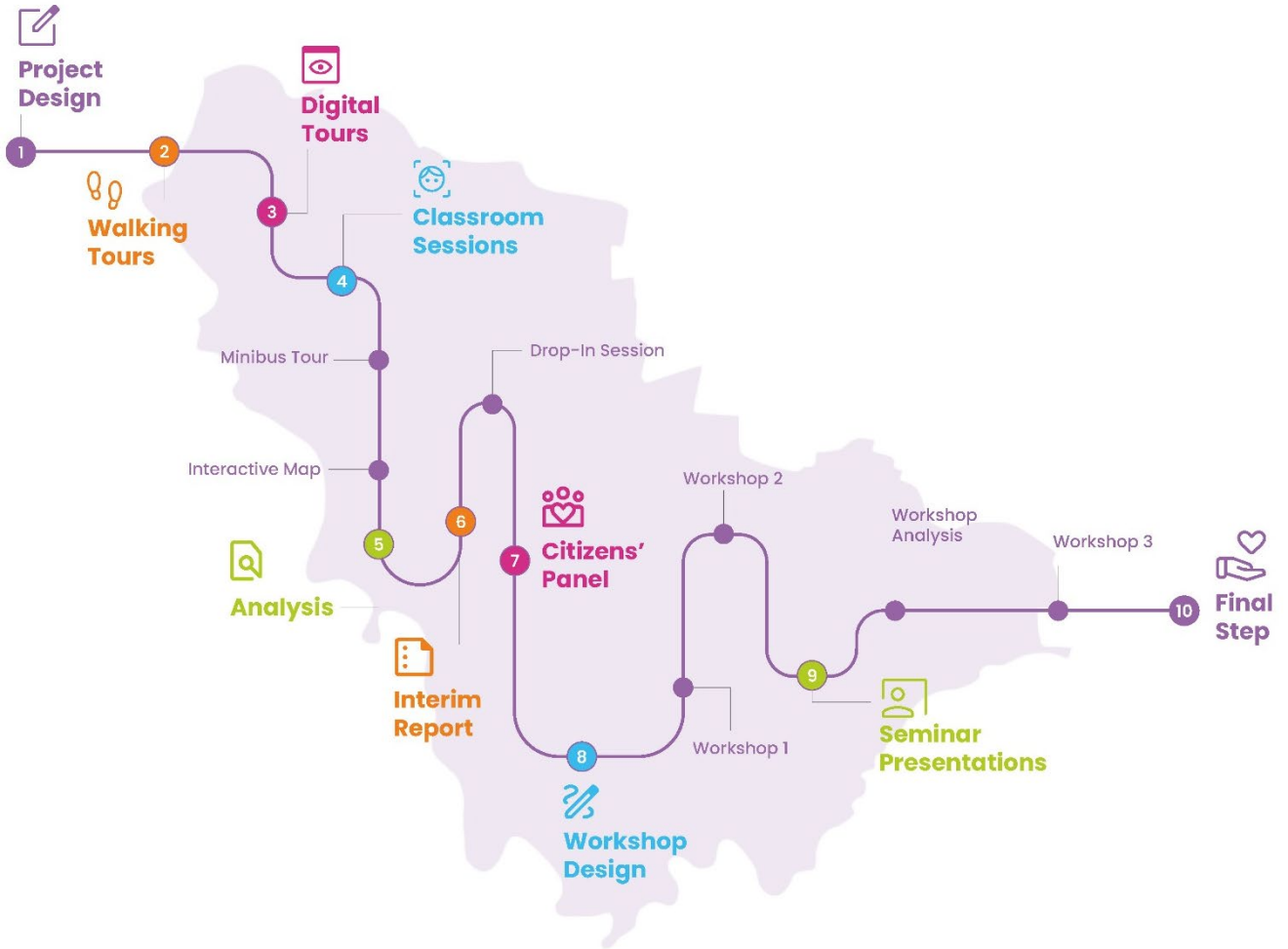
Promotion of the statutory consultation will take the following forms:

- **Promotion on SBC website**
 - Homepage
 - Design Code page
 - News items/ e-news
 - Press release
 - Also to be sent on to the BBC
- **Promotion on Commonplace**
 - Regular news stories at least once a week before and during consultation
- **Promotion on SBC social media steams**
 - Social Media Posts (Instagram, Facebook, X, LinkedIn etc.)
 - Regular posts at least once a week
 - Countdown posts published to highlight consultation closing soon
 - Pinned posts to top of social media pages
 - Social Media Stories (Instagram, Facebook)
 - Regular stories along with posts at least once a week
 - Social Media Advert
 - Ad to run for duration of whole consultation
 - Targeted at whole borough area
 - More concise strapline and indication to go to Commonplace
 - Link straight to consultation survey
 - YouTube video
 - A 'how-to' video so people can visually understand how they can respond
- **Promotions at key location around Borough**
 - Posters
 - Borough-wide key locations includes noticeboards across the Borough, council offices, libraries, community centres and others
 - Digital Screens
 - In Elmsleigh and Staines High Street

- Summer Bulletin
 - To go out w/c 30.06.25 during proposed consultation dates and delivered across the Borough
- **Emails to Councillors, local Residents Associations/community groups and neighbouring authorities**
 - Emails to Residents' Associations
 - Regular emails before and during consultation with a call to action and salient points covered
 - Emails to Councillors
 - Regular emails before and during with a call to action and salient points covered
 - Emails to schools and youth groups
 - Emails to other community groups (housing associations, Citizens' Panel etc.)
 - Emails to statutory consultees
- **Promotion to staff**
 - Spelnet news
 - Presentation at all staff meeting
- **Further promotions to Members**
 - Presentation at All Member meeting
 - Member Briefing Note
- **Other promotions**
 - Email footers on Council emails
 - Spelthorne Business Forum news article

APPENDIX

The Engagement Process



Infographic – The Spelthorne Engagement Process

Context

Design codes are a critical mechanism for guiding urban development and ensuring the visual and functional integrity of places where people live, work and play. The preparation of design codes requires the involvement of local people to ensure that the resultant design code is what is referred to as “provably popular”.

The concept of "provably popular" design codes is embedded in several key national policies and guidance documents and the project team in Spelthorne were mindful of these documents when designing the engagement process. The main sections that address this requirement are:

- **National Model Design Code (NMDC):** The NMDC emphasises the importance of community engagement in the creation of design codes. It outlines that design codes should be developed in collaboration with local communities to ensure they reflect local preferences and needs. The NMDC states that design codes must be "provably popular," meaning they should have demonstrable support from the community. This is to be achieved through extensive public consultation and engagement processes, ensuring that the design codes are not only technically sound but also resonate with the local population.
- **National Planning Policy Framework (NPPF):** The NPPF highlights the significance of involving local communities in the planning process. It encourages local authorities to produce design codes that are informed by public opinion and have broad community support. The NPPF underscores the need for design codes to be "provably popular" by demonstrating that they have been shaped by the views and preferences of local residents. This approach aims to create a sense of ownership and acceptance among the community, leading to more successful and sustainable developments.
- **Department for Levelling Up, Housing and Communities (DLUHC):** The DLUHC has commissioned research to define "provably popular" design and provide guidance on how local authorities can measure and demonstrate popular design in their areas. This research is part of the government's broader efforts to improve design quality across England and ensure that new developments are well-received by the community. The findings from this research will inform future policy and guidance, helping local authorities create design codes that are both effective and widely supported.

By incorporating these principles into national policy and guidance, the UK government aims to ensure that design codes are not only technically robust but also aligned with the preferences and aspirations of local communities. This approach fosters greater community involvement, enhances the quality of new developments, and promotes a more inclusive and democratic planning process. The project team has endorsed this approach and designed a locally responsive version for Spelthorne.

To achieve a “provably popular” outcome for Spelthorne, it has been essential to integrate the views and inputs of local people into the process of code preparation. Local community involvement has been vital in capturing the unique preferences, needs, and aspirations of residents of the borough, which in turn ensures that the resultant Spelthorne Design Code resonate with the majority of the population. By engaging local stakeholders through walking tours, conversations, and participatory workshops, the project team has gathered valuable insights and feedback, enabling the creation of a code that will be widely accepted and

supported. This inclusive approach not only enhances the legitimacy and acceptance of the Spelthorne Design Code but also advances a sense of ownership and pride among residents, contributing to the overall success and sustainability of future development projects.



1. Project Design

The success of any project lies in thorough planning and execution. For the preparation of the Spelthorne Design Code, the project team embarked on an extensive mapping of a series of interlinked and coordinated tasks. This systematic approach was essential to gather the best possible evidence to support the design code's development. This preparation phase took place in May and early June 2024.

Our strategic task mapping began with a thorough analysis of the project's objectives, aligning them with the community's unique characteristics and needs. We ensured that each task was designed to contribute valuable insights and data, ultimately supporting a cohesive and comprehensive design code.

Once the project design was finalised, the project team sought approval from the client (Spelthorne Borough Council) to ensure all stakeholders were on the same page. This approval marked the transition from planning to the logistics, planning, and delivery phase. The project team took charge of coordinating the various tasks, ensuring that each activity was executed efficiently and effectively. This included scheduling community engagement sessions, arranging resources, and managing timelines.

Throughout the project's duration, our team maintained close communication with the Council, providing regular updates and addressing any emerging challenges. This collaborative and structured approach laid a solid foundation for creating Design Codes that genuinely reflect the aspirations and needs of the local community.



2. Walking Tours

Walking Tours were a cornerstone of the community engagement strategy, designed to gather firsthand insights from local residents about the areas they cherished and those they felt needed improvement. These self-guided tours were conducted during both daytime and evening hours, each lasting approximately two hours. Three walks were held across each of the agreed days at 10am, 2pm and 6pm. Offering different timeslots across each day was designed to attract different demographic groups e.g. retired, working age etc. In total, there were 18 in-person walks arranged from late June through until mid-July 2024.

Local residents played a crucial role in shaping these tours, as they led members of the project team to locations that held significant meaning to them, both positive and negative.

The essence of these tours lay in their informal and conversational nature. As we walked through the neighbourhoods, residents freely shared their thoughts, experiences, and concerns. This open dialogue allowed us to gain a deep understanding of the community's perspectives on various urban elements, such as public spaces, infrastructure, and aesthetics. The routes for these tours were not predetermined; instead, they were decided by the local residents on the day of the tour. Our team followed their lead, taking notes and listening attentively to their stories and feedback.

To ensure that residents could speak candidly, local politicians were politely barred from participating in these tours. This decision was made to create a safe and open environment for genuine conversations. To balance this exclusion, we introduced a minibus tour for local politicians (see later) where they could learn about the issues highlighted by residents during the Walking Tours. Through this approach, we ensured that the voices of local people were heard and respected, forming the basis for a design code that truly reflects the community's desires and needs.

The following quotes are taken from the project team's written notes and provide an insight into the key messages received during this research phase:

- *“Staines, Shepperton, Ashford, Stanwell, and Sunbury all have different personalities, and we have to keep that”*
- *“It's been fascinating to explore the different neighbourhoods in this way”*
- *“This is a welcome process, fantastic to be listened to like this”*
- *“Ashford has a village feel in certain areas, an arts and crafts approach to its design. We want to keep this theme today, if we can”*
- *“We want a design code that doesn't compromise the needs of residents or businesses”*
- *“We need to design for now and for the future”*
- *“This process has left us optimistic about the architecture that we have, and have been able to build in the past and this design code will help us create good places in future too”*
- *“I'm really proud of our area, I want to show it off more”*

- *“I love the trees because it means you can hear bird song” (youth group)*
- *“I love walking along the moor every day, this is the best part about this borough”*
- *“We can easily get to London and enjoy lots of green space at the same time”*
- *“Unfortunately we ignore our river”*
- *“I love how Debenhams building curves round, like the flow of the river”*
- *“Let’s rejuvenate, not redo!”*
- *“Two worlds of river and land are not connecting”*
- *“The river front is the most beautiful part of what we have left”*
- *“It’s so green here, let’s keep it that way”*

Comments from those that took part in the Walking Tours



3. Digital Tours

In addition to the conventional Walking Tours, we recognised the need to engage with community members who might be unable to participate in person due to various constraints, such as limited mobility or scheduling conflicts. To address this, we introduced Digital Tours, leveraging modern technology to extend our reach and inclusivity. These Digital Tours were essentially virtual versions of the physical Walking Tours, conducted through the Zoom platform and using Google Maps.

Local residents were invited to sign up for these Digital Tours, which typically took place in the evenings and lasted approximately 90 minutes. These events all took place in July 2024. The format allowed participants to explore their neighbourhoods virtually, sharing their thoughts and opinions just as they would during an in-person tour. The digital format offered several advantages, including the ability to cover a much larger area within the given time frame, as we could quickly navigate across different locations on the map.

Participants in the Digital Tours provided valuable insights into the areas they liked and disliked, discussing various urban elements and their impact on the community. The flexibility of the digital format made it accessible to a broader audience, ensuring that even those with limited mobility or tight schedules could contribute their perspectives. By combining technology with community engagement, we were able to gather comprehensive input from a diverse range of residents, enriching the evidence base for the design code.

For both digital and in-person walks, 68 people signed up in advance via the Eventbrite system and a total of 58 people took part across all events,



4. Classroom Sessions

In July 2024, the project team engaged with Ashford Youth Club, Sunbury Manor School and Matthew Arnold School. In total, around 80+ young people between the ages of 12 and 17 have been involved in the project, sharing with us their ideas and aspirations. The project team worked closely with students aged 12-16 in school classrooms, engaging them through thoughtfully designed workshops sessions, including bespoke worksheets. These worksheets consisted of a series of specific questions, which served as prompts to delve into their memories, recent experiences, and aspirations for the future. The goal was to create an environment where students could freely express themselves, reflecting on their personal journeys and envisioning their future goals. Additionally, to cater to different modes of expression, we invited students to draw their ideas, providing a visual representation of their thoughts. This approach allowed us to gather both written and drawn outputs, capturing a holistic view of their perspectives. Through these sessions, students were not only able to articulate their thoughts but also to see their ideas take form, fostering a sense of ownership and engagement in the process.

Key outcomes were:

- Leisure, food and drink activities make an area attractive, more so than a retail offer
- They often seek out quieter, more peaceful areas, away from busy high streets. This was especially true of teenage girls that like to find a “hangout” of their own
- As a demographic that cannot drive, access to safe, convenient walking and cycling routes gives them independence and autonomy over the way they live and move across the borough
- They often use different neighbourhoods in different ways e.g. visit Staines on a Saturday for food and browse the shops but go to Ashford on the bus during the week for five-a-side football and a haircut
- Drawings from young people included reference to having enough space to play and decoration, colour and design details on walls and shopfronts

Minibus Tour

To bridge the gap between local residents and policymakers, the project team organised a minibus tour for local politicians around the borough. This tour took place on Friday 19th July 2024 and included stops at locations that had been highlighted by local people during our Walking Tours and through our Digital Tours. The objective was to provide politicians with a firsthand experience of the areas and issues that were important to the community. Along the way, insights and ideas that students from the classroom sessions had contributed were shared. This direct interaction helped to convey the community's concerns and aspirations in a tangible manner, facilitating a more informed and empathetic dialogue between policymakers and residents. The minibus tour not only raised awareness but also fostered a collaborative spirit, encouraging politicians to take proactive steps towards addressing local issues.

Interactive Map

To further engage the community, an interactive map was established using the Commonplace Platform. This map allowed local people to place a pin on a map to identify buildings, streets, or spaces that they liked or disliked. Green pins indicated places they liked, while red pins marked areas they disliked. Accompanying each pin, individuals could provide explanations for their preferences, offering valuable insights into the factors influencing their opinions. This interactive map served as a powerful tool for visualising community sentiments, highlighting areas of concern, and identifying potential opportunities for improvement. By enabling residents to share their thoughts in this way, the project team were able to gather a wealth of information that reflected the diverse perspectives within the community.

By the time the interactive map was closed to contributions in December 2024, 346 comments, and a further 278 reactions to these comments.



5. Analysis

We now began a process of analysing and interpreting the results from all the events and activities conducted up until this point. This comprehensive analysis allowed a synthesis of the data collected from the Walking Tours, the Digital Tours, the classroom sessions, the minibus tour, and interactive map, transforming it into actionable insights. By identifying common themes, patterns, and unique viewpoints, we gained a deeper understanding of the community's needs, aspirations, and challenges. This analysis not only informed the recommendations for future development of the code but also provided a robust foundation for ongoing community engagement and development efforts.



6. Interim Report

Based on the data gathered up until this report from the various techniques, and its analysis, an Interim Report was issued in early August 2024. This captured the main themes and emerging concepts. This report was a crucial milestone in the project, serving as a foundation for the development of the design code. The Interim Report's primary aim was to ensure that the public opinion that was likely to inform the design code was communicated to the project board at the Council. The report highlighted the common themes, and notable insights drawn from the diverse range of inputs collected during the initial phase of the project. The data included examples of the students' written and drawn outputs from the classroom sessions, and

feedback from the Walking Tours and the interactive map. Each of these sources provided a unique perspective on the community's needs, preferences, and aspirations. By collating and analysing this information, we were able to identify the main priorities and concerns of the residents. There were 5 x key areas of consensus across all age groups:

1. Details, decoration and attention to the eye-level experience makes a big difference with the public. Plain buildings are seen as boring or unattractive. We have found it to be less of a “modern vs. old” debate, more a “visual interest vs. plain” debate
2. Everyone loves nature, and wants access to green space and areas of tranquillity
3. Colour matters, and younger people in particular want to see more of this
4. The uniqueness of places is important, as represented in the buildings e.g. one house being different to its neighbours, but also between neighbourhoods e.g. Ashford is different to Staines. The design code should encourage and enhance this positive differentiation
5. The public are keen to see the reuse and refurbishment of empty properties. They are annoyed when they see a good building left empty and neglected

The Spelthorne Design Code was always going to be covering a series of “core topics” that will be common to all borough-wide design codes across the country. However, to ensure a responsiveness to local public opinion as expressed in Spelthorne, the following 5 x priority topics are deserving of specific attention to address local on-the-ground issues, as identified through the research:

Neighbourhood Vision

- To maintain and enhance the distinctiveness between different parts of the borough
- Code to provide a contextual overview of each area to set the scene

Green Space

- A popular public issue
- Code to encourage integration of green space in all developments
- To provide examples at all scales e.g. micro spaces, such as window boxes and roof gardens through to neighbourhood greens

Connections & Layout

- Ensure safe connections within the area and to nearby areas
- Design for age and gender differences
- Layouts that offer choice are preferred

Reuse & Refurb

- More a policy issue than a code issue but vital for public support
- Code to provide good example of refurb and reuse and to encourage conversions before new builds

Decoration & Detail

- Code to identify architectural elements that lend themselves best to such decorative treatment
- To avoid superficial treatment but to integrate into the whole

Each of these 5 x priority topics can be tracked back to the first phase engagement results. The Interim Report's findings have been instrumental in shaping the design code by ensuring it was grounded in real community sentiment. The outcomes of the design code needed to be provably popular, emphasising the importance of public buy-in and support for the project.

Drop-In Session

A drop-in session was held in early November 2024, to allow residents of Staines-upon-Thames (and any other residents of the borough) an opportunity to comment on the future of the town. While the design code will be a borough-wide code, addressing issues across all settlements, this event was arranged because Staines is the principal town in the borough, and the one most likely to undergo the greatest change.

Held in the indoor Elmsleigh Shopping centre in Staines-upon-Thames, this location was chosen due to its high foot traffic and all-weather accessibility, ensuring maximum engagement from the community. The afternoon session was designed to be informal and open, allowing residents to drop by at their convenience, making it easy for a diverse range of individuals to participate. A series of informational displays and interactive stations were set up, including a large-scale map of the town, as well early ideas from the emerging code. These displays included historic maps and diagrams offering a visual representation of areas of character.

Residents were encouraged to provide feedback through various means, including written comments and one-on-one discussions with project team members. To facilitate meaningful conversations, several facilitators were present (both from the project team and the council) equipped with knowledge about the project and ready to answer questions, address concerns, and gather suggestions. This face-to-face interaction was invaluable in understanding the community's sentiments and priorities.

Overall, the Drop-In Session fostered a sense of community involvement and ownership, ensuring that the public's voice was central to the planning process.



7. Citizens' Panel

In October and November 2024, a Citizens' Panel was established, consisting of fifty residents who were representative of the community's diverse demographics, including age, gender, and geographic location within the borough. The selection process was inclusive, inviting all participants from previous events to apply, as well as issuing a public advertisement to reach a broader audience. This approach ensured that the panel was truly reflective of the community it aimed to represent. Once finalised, the panel was invited to participate in three interactive workshops designed to gather deeper insights and foster active engagement. The first two of these workshops were held in November 2024.

These workshops provided a platform for residents to get involved in the detail of design coding, share their experiences, and contribute to the ongoing development of the project. The diverse composition of the panel ensured that a wide range of perspectives were considered, enriching the discussions and outcomes. The commitment by the Council to establishing a panel underscored its promise to a participatory and democratic process. The insights gained from the Citizens' Panel were invaluable in informing the next stages of the project, ensuring that the community's voice remained central to the decision-making process. This initiative not only empowered residents but also strengthened the relationship between the community and the Council.



8. Workshop Design

Using the findings from the Interim Report, the project team designed two half-day workshops that aimed to address the fundamental issues identified during the early research phase. Each workshop was structured to include three tasks, carefully crafted to respond to the key themes and concerns highlighted by the community. The tasks were diverse in nature, ensuring that various aspects of the project were covered comprehensively. They included activities such as group discussions, and hands-on exercises, all designed to encourage active participation and collaboration among the panel members.

The interactive format of the workshops allowed participants to engage deeply with the topics, share their ideas, and co-create solutions. By directly responding to the issues raised in the initial research phase, the workshops ensured that the community's input was not only heard but actively incorporated into the project.

This iterative process of feedback and refinement was crucial in developing a design code that was both relevant and responsive to the community's needs. The workshops also provided an

opportunity to test and validate the emerging concepts, gathering real-time feedback from the panel members. This dynamic approach ensured that the project remained adaptive and aligned with the evolving priorities of the community. The outcomes of the workshops were documented and integrated into the final stages of the project, ensuring a cohesive and well-informed approach to the design code development.

Workshop One – Saturday 16th November 2024

1. The first task in this workshop was to develop a written vision statement for the entire borough. Participants were encouraged to think broadly about the future of their community, considering aspects such as quality of life, infrastructure, and cultural identity. This vision statement would serve as a guiding framework for future development and planning, in respect of the code.
2. The second task was an interactive activity inspired by the results from the interactive map. Participants were presented with a series of 50 photographs, divided into two categories: 25 'red' photographs representing areas or features that needed change, and 25 'green' photographs showcasing elements that should be conserved or enhanced. This visual exercise helped participants identify specific design features and prioritise actions.
3. Finally, the workshop focused on creating written vision statements for each of the five neighbourhoods that comprise the borough. These neighbourhood-specific statements allowed for a more localised approach, addressing unique characteristics and needs while contributing to the overall vision for the borough.

Throughout the workshop, participants engaged in group discussions, shared personal experiences, and collaborated on crafting the vision statements. This inclusive and participatory process ensured that diverse perspectives were considered.

Workshop Two – Saturday 23rd November 2024

The following Saturday afternoon, the panel reconvened for Workshop Two, which built upon the foundation laid in the first session. This workshop delved into three critical topics: gender-inclusive design, neighbourhood expansion, and high-quality tall building design.

4. The first task at the second event explored gender-inclusive design, aiming to create spaces that were welcoming and accessible to everyone, regardless of gender or age. Participants discussed strategies to ensure public spaces were safe, comfortable, and accommodating for all community members.
5. The next task focused on expanding existing neighbourhoods into currently undeveloped areas. This exercise required participants to consider factors such as edge conditions, the local context while considering sustainable and cohesive expansion plans.

6. The final task tackled the design of high-quality tall buildings, encouraging participants to think creatively about aesthetics, functionality, and integration with the surrounding environment.

Throughout this second workshop, participants engaged in lively discussions and collaborative problem-solving activities. The interactive nature of the workshop fostered a sense of camaraderie and shared purpose, as participants worked together to address complex urban planning challenges.

→ *“We have worked with photographs, we have worked with discussions, we’ve done written stuff. I think it’s good because it just sort of creates a focus for the way that different brains work as well actually. We are not just sitting and talking or sitting and watching, it’s been a good mix, I think.”*

Diane Ludlow, Citizens’ Panel Member

→ *“This, from what I hear, is very innovative. Only a handful of councils in the country are doing this kind of thing where they’re engaging with residents to understand what design should look like. I think the country would benefit from more discussion like this. Spelthorne is pioneering something really good here.”*

Alex Balkan, Citizens’ Panel Member



9. Seminar Presentations

During both half-day events, the professional team delivered several short slideshow presentations on key topics related to urban planning and design. These presentations covered a range of subjects, including street design, green spaces, sustainability, and inclusive design.

The purpose of these presentations was to provide participants with background information and context, helping them better understand the issues at hand and informing their contributions to the workshop tasks. The presentations were strategically scheduled throughout the afternoon to structure and break up the agenda, ensuring that participants remained engaged and focused.

Each presentation was followed by a brief Q&A session, allowing participants to ask questions, seek clarification, and share their perspectives. This interactive format encouraged active learning and dialogue, encouraging a deeper understanding of the topics discussed. The professional team's expertise and insights were instrumental in guiding the workshop discussions and ensuring that participants had the knowledge and tools needed to contribute effectively. By blending informative presentations with hands-on activities, the workshops created a dynamic and enriching experience for all involved.

Workshop Analysis

Following the completion of both half-day workshops, the results were processed, analysed, and interpreted to extract valuable insights and inform the next steps of the project. This comprehensive analysis involved synthesising the data collected from various activities, including vision statements, photograph evaluations, and design exercises.

By identifying common themes, patterns, and unique perspectives, the analysis provided a holistic understanding of the community's priorities, concerns, and aspirations. The findings from the analysis were used to refine and validate the initial code concepts, ensuring that they aligned with the community's needs and preferences.

The analysis also highlighted areas of consensus and divergence, offering a nuanced view of the diverse viewpoints within the community. This in-depth understanding was crucial in shaping the final design code and ensuring that it was grounded in real community sentiment. The results of the analysis were shared with stakeholders, including local policymakers, educators, and community leaders, fostering transparency and collaboration.

This rigorous and participatory approach ensured that the project remained adaptive and responsive to the evolving priorities of the community.

Workshop Three – Saturday 1st March 2025

The third workshop represented a crucial opportunity for the Citizens' Panel to test the draft design code to ensure it best responded to local opinion. As before, held on a Saturday afternoon, this workshop was planned to build on the previous two workshops, incorporating the insights and feedback gathered thus far. The main focus of this session was to critically examine the draft design code. Participants were provided with detailed copies of the draft code, along with explanatory notes and contextual information to guide their review.

The workshop was structured around a series of interactive tasks and discussions. Participants worked in small groups, each focusing on a specific aspect of the design code, such as public spaces, building aesthetics, sustainability, and accessibility. These groups were tasked with identifying strengths and weaknesses, proposing modifications, and prioritising key elements. This collaborative approach ensured that diverse perspectives were considered.

Throughout the session, facilitators and project team members circulated among the groups, providing support, answering questions, and recording feedback. This dynamic interaction helped to clarify misunderstandings, address concerns, and refine ideas. Additionally, there were plenary sessions where groups presented their findings and recommendations to the entire panel, encouraging cross-group dialogue and consensus-building.

The workshop concluded with a synthesis of the feedback, highlighting the key themes and actionable suggestions.



10. Spelthorne Design Code

The results of the analysis directly informed the final Spelthorne Design Code, ensuring that it was rooted in the community's needs, preferences, and aspirations. The final code used the insights and recommendations derived from this engagement process creating a comprehensive and actionable document.

The final design code includes this community engagement appendix, detailing the participatory processes and methods used throughout the project. This appendix provided a transparent account of the community's involvement, highlighting the importance of inclusive and collaborative approaches in urban planning.

By capturing the collective vision and priorities of the community, the final report laid the groundwork for a sustainable and inclusive future for the borough.



Citizens' Panel Workshop Results

Task 1: Borough-Wide Vision

The Citizens' Panel explored multiple vision drafts for Spelthorne in 2035. The proposed statements emphasised themes of heritage, sustainability, and cohesive urban design, while addressing the borough's unique challenges. Feedback from the group shaped the following priorities:

Key Vision Highlights

- **Sustainable Urban Design:** Spelthorne aspires to blend modern infrastructure with heritage through sustainable, high-quality architecture that supports vibrant, interconnected communities.
- **Commitment to Green Spaces:** Maintaining and rejuvenating green spaces was a major theme. Participants highlighted the importance of integrating natural areas into urban environments for residents' well-being.
- **Social and Physical Connectivity:** Better public transport, accessible infrastructure, and enhanced pedestrian and cycling pathways were frequently mentioned to improve overall connectivity and accessibility.
- **Community-Centric Development:** Incorporating community hubs, affordable housing, and outdoor recreational spaces to meet the diverse needs of Spelthorne's residents.
- **Flood Resilience:** Mitigating flood risks through thoughtful planning was a clear priority.

Key Themes the Panel Wanted to Include

- **Heritage:** Celebrate and preserve the borough's historical identity while adapting it for modern use.
- **Green:** Protect green spaces, promote biodiversity, and ensure natural landscapes are accessible.
- **Connectivity:** Enhance transport links, particularly to major hubs like Heathrow, and improve pathways for pedestrians and cyclists.
- **Community:** Foster inclusivity by designing spaces that cater to all ages, cultures, and abilities.
- **Timeless Design:** Focus on cohesive, durable architectural styles that avoid dated aesthetics.

Key Themes the Panel Opposed or Criticised

- **Mismatch:** Participants were critical of inconsistent architectural styles that clash rather than complement each other.
- **Concrete:** Avoid overly industrial or bland designs that lack character and greenery.
- **Overdevelopment:** The group expressed concern about overly dense developments, especially those that fail to include sufficient social and physical infrastructure.

Task 2: Summary of Areas to Conserve and Change

The Citizens' Panel identified specific areas, themes, and features that should be either preserved or improved to align with the vision for Spelthorne in 2035. Feedback focused on heritage, green spaces, community facilities, and the borough's riverside and urban character.

Areas to Conserve

Green Spaces: Participants consistently emphasised the importance of preserving well-maintained green spaces for recreation and biodiversity.

- Staines Moor: Valued for its beauty and role as a Site of Special Scientific Interest (SSI)
- Riverside Parks: Iconic and essential for community wellbeing.
- Walled Garden in Sunbury: An award-winning example of successful land repurposing.

Heritage and Landmarks: Protect and enhance historic buildings and conservation areas, ensuring they remain visually attractive and accessible e.g. historic villages like Stanwell Moor and Sunbury's period houses.

Riverside Character: Maintain and improve the aesthetic and recreational use of riverside areas, including the River Thames and Colne. Encourage walking and cycling along the riverside while keeping architectural additions sympathetic to the environment.

Community Spaces: Retain local hangout spots and green areas used by families and young people. Plus calls for better maintenance to sustain their appeal.

Key Words for Conservation

- Heritage
- Green Spaces
- Riverside
- Community Facilities

Areas to Change

Neglected and Poorly Maintained Spaces: Participants flagged neglected buildings and infrastructure that detract from the borough's aesthetic e.g. derelict sites like car parks near Bridge Close (Staines) and abandoned buildings on Church Road (Ashford). Public spaces with limited upkeep, such as parts of the riverside and poorly maintained pathways.

Accessibility and Infrastructure: Improve pathways, lighting, and overall safety in key areas e.g. riverside pathways in Staines: Often unsafe or poorly lit.

- Linear Park in Sunbury: Needs better lighting and access.
- Shepperton High Street: Requires better crossings and improved pedestrian infrastructure.

Modernising Outdated Architecture: Participants criticised bland, mismatched, and concrete-heavy structures that fail to integrate with the borough's character e.g. brutalist developments, particularly in Sunbury and Roman Court in Staines was highlighted as a poorly executed example of greenery integration.

Underutilised Spaces: Suggestions to repurpose derelict or functional-only spaces into vibrant community hubs or recreational areas e.g. Shepperton Library: Proposed as a site for market stalls and public events and The Swan Sanctuary: Calls for improved public access.

Green Space Integration: Encourage better placement of greenery in urban developments to create inviting environments e.g. Riverside spaces: Emphasise biodiversity and community use.

Key Words for Change

- Neglect
- Lighting
- Accessibility
- Repurposing
- Mismatch

Task 3: Neighbourhood Visions

This task focused on the panel's vision for the future of each neighbourhood in Spelthorne, exploring key aspirations for development, connectivity, and community integration by 2035.

Staines

By 2035, Staines aims to be a vibrant, well-connected urban centre with improved riverside access, better design, and flood mitigation. Key priorities include balancing heritage, enhancing connectivity, and transforming the area into a modern, safe town with green spaces and a public riverfront.

Key Words: Gentrification, Riverfront, Connectivity

Sunbury

By 2035, Sunbury aims to maintain its low-rise character, with no developments exceeding eight floors and ensuring that higher-density projects meet design standards for safety. Key priorities include improving accessibility for all, particularly those with reduced mobility, and enhancing vehicle access. The community seeks a comfortable, well-designed environment with ample

common areas and parking spaces, reducing congestion and creating a welcoming, less pressured atmosphere. Improvements to pedestrian crossings and road access are also essential, with a preference for manageable, human-scale development.

Key Words: Accessibility, Low-Rise, Parking, Mobility

Ashford

By 2035, Ashford envisions a safe, community-focused area with plenty of green spaces. Key features include a revitalised town square, local parks, cafes, restaurants, and minimal high-rise development. Priorities are supporting local shops, providing green spaces, and creating a hub for youth activities. Community feedback emphasises keeping Ashford family-friendly with a focus on youth and vibrant public spaces.

Key Words: Community, Green Spaces, Youth Activities

Shepperton

By 2035, Shepperton aims to preserve its village charm while embracing thoughtful development. Key features include sympathetic developments (max 2 storeys), a new town square, better cycling infrastructure along the Thames, and a semi-pedestrianised High Street. Priorities focus on balancing growth with Shepperton's character, preserving the high street and green spaces, and improving access for cyclists and pedestrians. Community feedback highlights the desire to keep independent shops while supporting sustainable growth and transport.

Key Words: High Street, Conservation, Cycling

Stanwell

No direct feedback was provided from Stanwell, but general comments highlight a need for stronger identity and cohesion. Key features include developing a clearer identity, cohesive planning, and better integration with the rest of Spelthorne. Priorities focus on addressing infrastructure gaps and creating more connected spaces to foster community. Community feedback expresses concerns about Stanwell being too sprawled, rundown, and disconnected from the rest of the borough.

Key Words: Identity, Cohesion, Infrastructure

Task 4: Safety and Accessibility & Mobility Across the Borough

Most Pinch and Pain Points Identified: Unsurprisingly, Staines had the highest number of issues, particularly around connectivity, lighting, and accessibility. The second place with the most issues, following Staines, was Stanwell.

Commonalities Across Borough (in order of number of mentions):

1. **Poor Lighting:** The most frequently mentioned issue, affecting safety in residential areas, parks, pathways, and underpasses.
2. **Narrow/Uneven Pavements:** Widespread concerns about walkability and accessibility, particularly for vulnerable users like wheelchair or pram users.
3. **Anti-Social Behaviour (ASB):** Recurring issue in neglected or poorly maintained public spaces, including parks and car parks.
4. **Unsafe Crossings:** Significant safety risks highlighted, particularly near schools and high-traffic areas.
5. **Traffic and Parking Issues:** Speeding and poorly managed parking were raised frequently but slightly less than other issues.

Commonalities per Area:

Stanwell

- **Pinch Points (Orange Stickers):** Narrow roads, uneven walkways (e.g., Clare Road, Oaks Road), poor lighting on streets like Hadrian Way and Cordella Road, and inadequate frequency of bus routes.
- **Pain Points (Red Stickers):** Anti-social behaviour (ASB) near derelict buildings and public spaces, drug dealing, intimidating youth gatherings, dark or unsafe streets (e.g., Riverside Road), and poor road conditions hindering parking or walking.

Staines

- **Pinch Points (Orange Stickers):** Lack of connectivity between areas like the bus station and Riverside, inadequate cycle paths, poor lighting (e.g., South Street, Coopers Lane), and obstructed pavements affecting accessibility for wheelchairs or buggies.
- **Pain Points (Red Stickers):** Unsafe car parks and walkways (e.g., Bridge Close, Staines Park), ASB (e.g., Thames Street), poorly lit areas, narrow and uneven pavements (e.g., Kingston Road, A308), and a lack of public toilet signage.

Sunbury

- **Pinch Points (Orange Stickers):** Poorly maintained roads (e.g., Green Street), lack of wheelchair-friendly park gates, and limited pedestrian and cycling infrastructure.
- **Pain Points (Red Stickers):** High-speed traffic on Thames Street and narrow pavements, drug-related activities in public car parks, poor lighting, dangerous pedestrian crossings, and conflicts between vehicles and pedestrians.

Ashford

- **Pinch Points (Orange Stickers):** Poor road conditions (e.g., Knapp Road), insufficient lighting, and limited social hubs or community activities.
- **Pain Points (Red Stickers):** Dangerous crossings near schools (e.g., School Road), ASB near fast-food outlets, narrow pavements, and dimly lit or unsafe walkways like the Elephant Path.

Shepperton

- **Pinch Points (Orange Stickers):** Narrow, uneven pavements (e.g., Govett Avenue), poor crossing design (e.g., Green Lane), and lack of traffic calming measures on busy roads.
- **Pain Points (Red Stickers):** Dangerous pedestrian areas due to fast-moving traffic (e.g., Russell Road, B375), poor lighting, unsafe crossings near schools, and ASB in poorly lit public spaces.

Task 5: Edge Conditions

In this task, the Citizen's Panel looked at how new developments will fit with their surroundings, focusing on making spaces safer, more accessible, visually appealing, and better for the environment, with attention to reducing noise, adding greenery, and improving connections for the community.

Type 1 – Trees and Hedgerows

Challenges

- Promised tree planting often fails, e.g., Watersplash Farm and Charlton Village Incinerator, with dead saplings and poorly enforced plans.
- Removal of hedgerows (e.g., Shepperton Studios) and lack of replacements reduce biodiversity.
- Biodiversity net gains (BNG) and Local Nature Recovery Networks (LNRNs) are ineffective, with nature still being depleted.

Community Values

- Hedgerows and trees enhance privacy, seclusion, and aesthetics (e.g., Wraysbury's Garden, Rosefield in Staines).
- Residents appreciate well-maintained greenery as habitats and buffers for noise and pollution.

Recommendations for Design Code

- **Protect:** Preserve existing hedgerows and enforce Tree Preservation Orders (TPOs).
- **Sustain:** Promote native and diverse planting, avoid non-native species, and use rainwater for maintenance.
- **Enhance:** Use hedgerows as natural barriers instead of walls or fences and integrate greenery into development designs.

- **Maintain:** Ensure regular upkeep, including clearing debris and replacing removed trees.

Key Words: Preservation, Biodiversity, Buffers, Sustainability.

Type 2 – Open Spaces

Challenges

- Poor maintenance and safety issues (e.g., Riverside at Staines, Ashford Park).
- Limited connectivity between developments and open spaces (e.g., Bungle Nursery Proposal, Moormead Estate).
- Lack of smooth integration with residential areas.

Community Values

- **Accessibility:** Clear pathways and safe links for pedestrians and cyclists (e.g., Linear Park in Sunbury).
- **Privacy:** Green spaces backing onto homes for quiet and pleasant views.
- **Biodiversity:** Diverse planting and wildlife support (e.g., Sunbury Tree Wardens' wildflowers).
- **Community Use:** Spaces enhanced with amenities like gardens or small cafes.

Recommendations for Design Code

- **Ensure Connectivity:** Link open spaces to residential areas with walkways and cycle paths.
- **Focus on Safety:** Improve lighting and reduce ASB.
- **Enhance Biodiversity:** Use native trees and wildlife-friendly features.
- **Integrate with Communities:** Design transitions that blend developments with green spaces.

Key Words: Connectivity, Privacy, Biodiversity, Safety.

Type 3 – Watercourses, Ponds, and Rivers Summary

Challenges

- Poor maintenance (e.g., rubbish, unadvertised spaces like River Colne).
- Limited public access (e.g., missing walkways near Staines Church Street).
- Flood risks and inadequate infrastructure (e.g., Shepperton flood zone 3).

Community Values

- **Access:** Walkways, leisure spaces, and safe edges for activities.
- **Aesthetics:** Low-rise, well-designed riverfront properties.
- **Flood Resilience:** Raised properties, waterproof paths, and sustainable drainage.
- **Biodiversity:** Natural water features supporting wildlife.

Recommendations for Design Code

- Ensure continuous public access to riverfronts with amenities.
- Promote biodiversity through natural landscaping and drainage systems.
- Preserve low-rise, proportional developments.
- Plan for flooding with raised structures and proper drainage.
- Improve maintenance via regular cleaning and dredging.

Key Words: Access, Flood Resilience, Biodiversity, Maintenance, Aesthetics.

Type 4 – Streets and Roads

Challenges

- **Narrow pavements:** Insufficient for safe pedestrian use (e.g., Halliford Road).
- **Speeding and HGV traffic:** Problematic in residential areas (e.g., Halliford Road, A Roads).
- **Cycling infrastructure:** Often an afterthought, with unsafe or poorly designed cycle lanes.
- **Aesthetic issues:** Developments like Eden Grove feel too close to roads and lack visual appeal.

Community Values

- **Safety:** Wider pavements (minimum 2m), speed control measures, and proper crossings (e.g. pedestrian or Pegasus).
- **Green Buffers:** Trees and hedges to reduce noise, enhance biodiversity, and improve aesthetics.
- **Accessibility:** Properly designed pavements, bike lanes, and off-road parking for better flow and usability.

Recommendations for Design Code

- Widen pavements to 2m minimum where possible; enforce this standard.
- Integrate green barriers like trees and hedges between roads and developments.
- Add safe cycling lanes, separated from street parking, and improve crossings.
- Design buildings set back from roads with varied facades to avoid blocky appearances.
- Implement traffic calming and enforce HGV bans on non-A roads.

Key Words: Safety, Accessibility, Green Buffers, Cycling Infrastructure, Aesthetic Design.

Type 5 – Dual Carriageway and/or Motorway

Challenges

- **Noise and Pollution:** Dual carriageways like Halliford Bypass and Staines Bypass create noise pollution and unsafe environments for pedestrians.
- **Unsightly Areas:** Roads like Sunbury to Staines dual carriageway and A316/M3 have neglected areas, poor habitats, and safety issues.

- **Safety Concerns:** HGV parking, debris, and dangerous pedestrian crossings (e.g., Crooked Billet roundabout, Sunbury Cross Roundabout).

Community Values

- **Noise Mitigation:** Residents value natural sound barriers, such as noise bunds and trees, to reduce traffic noise.
- **Connectivity:** Safe pedestrian and cycling routes are essential for accessibility across busy roads.
- **Aesthetic Improvements:** Green buffers and well-designed bridges are preferred over underpasses for better integration with the environment.

Recommendations for Design Code

- **Noise Barriers:** Use natural materials (e.g., trees, vegetation) for noise bunds to absorb traffic sound.
- **Safety:** Improve pedestrian and cycling access with designated routes and crossings, including wildlife corridors (e.g., hedgehog paths).
- **Aesthetic Integration:** Incorporate green buffers and well-designed bridges to enhance the visual appeal and connectivity between roads and residential areas.
- **Maintenance and Management:** Keep verges and green spaces well-maintained for safety and visibility, particularly on key roads like Halliford Bypass.

Key Words: Noise Mitigation, Connectivity, Safety, Aesthetic Integration, Maintenance.

Type 6 – Railway

Challenges

- **Noise & Aesthetics:** Residents near railways (e.g., Staines to Reading) face noise and unattractive views.
- **Safety:** Walkways like Staines Station to High Street are dark, neglected, and unsafe.
- **Proximity to Homes:** Areas like Sunbury Station are impacted by noise from both railways and nearby roads.

Community Values

- **Noise Barriers:** Trees and embankments are valued for reducing noise and blocking views.
- **Safety:** Well-lit, active routes around stations enhance safety.
- **Separation:** Prefer railways to be setback from residential areas with noise-reducing barriers.

Recommendations for Design Code

- Use natural barriers (trees, embankments) to reduce railway noise.
- Improve lighting and activity along pathways to reduce ASB.
- Buffer residential areas from railways with barriers or light industry.
- Collaborate with Network Rail to enhance aesthetics and safety.

- Ensure easy, safe access to stations while reducing noise impact.

Key Words: Noise Barriers, Safety, Separation, Aesthetics, Access.

Type 7 – Residential

Challenges

- **Privacy:** Lack of privacy in dense terraced streets despite trees (e.g., Sunbury Avenue).
- **Overcrowding:** New housing is often too cramped (e.g., London Road in Staines, Ashford Town Centre).
- **Access:** Poor connections between new and existing developments.

Community Values

- **Privacy:** Trees and gardens are essential for privacy and community feel.
- **Community:** Easy access to amenities and green spaces fosters engagement.
- **Design:** Developments should blend with existing homes and nature.

Recommendations for Design Code

- **Privacy:** Use trees and buffers for privacy without blocking sunlight.
- **Access:** Ensure pedestrian and cycling routes between developments and amenities.
- **Density:** Avoid overcrowded developments; ensure design harmony with existing homes.
- **Green Spaces:** Retain and create communal green areas.
- **Infrastructure:** Provide adequate parking and consider the impact on local amenities.

Key Words: Privacy, Access, Density, Green Spaces, Parking.

Type 8 – Local Centres and Facilities

Challenges

- **Lack of Amenities:** Staines Bus Station lacks public toilets.
- **Access Issues:** Facilities like Ashford Hospital and Fordbridge Centre are hard to access, with insufficient parking.
- **Underutilised Spaces:** Some centres, like Hythe Centre, don't fully use outdoor spaces for activities.
- **Limited Cultural Venues:** Few cultural spaces and limited access to some facilities.

Community Values

- **Easy Access:** Pedestrian and cycling routes to facilities are key (e.g., Eden Grove, Staines).
- **Community Engagement:** Facilities should foster community use, like gardens and activity hubs.
- **Health & Wellbeing:** Centres should support physical activity and sustainability (e.g., Sunbury Gymnastics, Hythe Centre).

Recommendations for Design Code

- Ensure easy pedestrian and cycling access to all facilities.
- Design spaces for community engagement and multi-use.
- Integrate sustainability, like green spaces and solar panels.
- Ensure facilities blend with their surroundings and support local needs.

Key Words: Accessibility, Community, Sustainability, Health & Well-being, Multi-use.

Type 9 – Industry and Commercial Uses

Challenges

- **Lack of Greenery:** Many industrial sites are grey and lack landscaping (e.g., Lower Sunbury, A30 near Enterprise Rent-a-Car).
- **Noise and Pollution:** Proximity of industrial sites to residential areas causes disturbances.
- **Parking:** Insufficient parking at commercial sites leads to residential driveway blockages (e.g., New Street, Staines).
- **Underuse:** Some industrial areas are empty or lack amenities.

Community Values

- **Green Buffers:** Trees and hedges improve the appearance and reduce noise.
- **Vibrancy:** Adding open spaces and facilities can make industrial areas more engaging.
- **Access:** Multi-use paths are needed for pedestrians and cyclists.

Recommendations for Design Code

- Add trees and landscaping to buffer industrial sites.
- Use noise barriers and tree buffers to reduce disturbance.
- Provide adequate parking to prevent overflow into residential areas.
- Create open spaces and facilities for community use.
- Ensure proper separation between industrial and residential zones.

Key Words: Landscaping, Noise Control, Parking, Vibrancy, Buffer Zones.

Task 6: High Quality Taller Buildings

Participants were invited to evaluate four distinct higher density development types:

1. Back-to-Back Mews
2. Garden Villas
3. Maisonettes
4. Podium & Towers

The panel was tasked with providing feedback on the suitability of these development types for different areas of Spelthorne. They explored aspects such as design considerations, materials, height, sustainability, amenities, and how each type could complement specific locations within the borough.

Through discussions, the panel shared insights into what works well for these developments, identified key design features and considerations, and suggested areas where each type might be most appropriate. Their feedback is summarised below and forms the basis for guiding future design codes in Spelthorne.

Type 1 – Back-to-Back Mews

The panel suggested that the Back-to-Back Mews concept could be well-suited to specific locations within Spelthorne, such as Shepperton or riverside areas. They provided the following feedback:

- **Height & Parking:** Developments should be limited in height and include underground parking where possible to maximise space. Ground-level parking may be considered if practical.
- **Design Considerations:** The panel recommended incorporating roof gardens and individual gardens where feasible, ensuring spaces feel open and are not overly shaded. Balconies should allow light and outdoor access.
- **Accessibility:** It was highlighted that wheelchair accessibility to upper floors is essential to promote inclusivity for all residents.
- **Aesthetic & Functionality:** To avoid a sense of overcrowding, the panel advised against overly long corridors, suggesting varied, regular patterns such as inset balconies and terraces. Materials and styles should harmonise with surrounding developments.
- **Amenities & Sustainability:** The inclusion of secure bike storage, solar panels, rainwater collection systems, planting, and shared play areas was proposed to enhance community and environmental benefits.
- **Location Suitability:** The panel felt these developments would be appropriate for green spaces or riverside locations but less suitable for town centres due to their scale and parking requirements.

Type 2 – Garden Villas

The panel identified Garden Villas as being best suited to green-edge locations in Staines, Stanwell, or areas near parks. Key points raised include:

- **Green Space:** The panel emphasised the importance of central green spaces open to the public, featuring a variety of greenery, including trees and bushes, to create usable and welcoming areas.
- **Family Focus:** Larger homes (3-4 bedrooms) designed for families were considered important, with a focus on natural light and outdoor access.
- **Parking & Sustainability:** Underground parking was recommended in areas not prone to flooding, along with sustainability measures such as solar panels, water recycling systems, and bike storage.
- **Community Features:** Family-friendly spaces such as playgrounds, splash parks, outdoor gym equipment, seating, and water features were suggested to create a vibrant environment.
- **Mixed Use:** Ground floors could house public amenities like cafes, libraries, or small retail units to foster community engagement.
- **Height & Materials:** The panel suggested developments could be up to 8 stories tall, with additional height justified by added amenities. Materials should complement local architectural styles.

Type 3 – Maisonettes

The panel saw Maisonettes as an urban development option that could emphasise community and design innovation. Their feedback included:

- **Green Space:** Open internal green areas to public view, creating inviting shared gardens designed for functionality and safety.
- **Design Features:** The panel suggested including varied roof styles (e.g., pitched or green) and light wells for ventilation. Balconies and dual-aspect windows should maximise natural light and outdoor access.
- **Height & Layout:** They felt heights could increase to include more facilities but should remain sympathetic to local surroundings. Ground floors could include public amenities such as gyms or cafes.
- **Parking & Security:** Underground parking was considered essential, along with secure bike storage. The panel also noted that ground-floor flats should address security and privacy concerns.
- **Amenities:** Suggestions included play areas, allotments, rainwater collection systems, and solar panels. Ground-floor retail units should prioritise independent businesses.

Type 4 – Podium & Towers

The panel indicated that Podium and Tower developments are most suitable for urban areas like Staines Town Centre or Sunbury Cross. Key considerations from their feedback include:

- **Location & Height:** Developments should not exceed 15 stories and must be located near transport hubs. Towers should taper in height when transitioning to suburban or rural areas.
- **Design & Materials:** The panel prioritised elegant, non-brutal designs with curved structures, recessed balconies, and high-quality materials like brick and green walls. They recommended avoiding flat frontages and including communal gardens between towers.
- **Sustainability:** Solar panels, rainwater collection systems, and green roofs were seen as important features. Public rooftop spaces could include gardens or recreational facilities.
- **Community Focus:** Ground floors should host shops, cafes, or community spaces, with designs reflecting local character. Public gardens and accessible amenities were considered essential for inclusivity.
- **Transport & Parking:** The panel stressed the need for excellent public transport links and reduced reliance on cars. Underground parking should prioritise residents, with secure bike storage provided.

Staines-Specific Feedback from the Citizens' Panel

The panel shared several ideas and preferences for developments in Staines, reflecting a desire for thoughtful design that enhances liveability and community wellbeing. Key points included:

- **Rethinking Transport and Roads:** The panel proposed removing cars from the streets in Staines, relying instead on taxi or ride-sharing services such as Uber to reduce congestion and improve air quality.
- **Design and Aesthetics:** Larger windows were highlighted as essential for allowing natural light to promote health and wellbeing. The panel expressed a strong preference for moving away from building square blocks, suggesting stepped-back floors at higher levels to create a less imposing visual impact.
- **Architectural Style:** Regency-style designs, as exemplified in one of the images presented, were favoured for their elegance and timelessness. The panel noted that shorter or staggered buildings, if designed with sophistication, would mitigate concerns about height.
- **Creating Harmony:** Overall, the panel emphasised that well-considered, elegant architecture, combined with functional design, could transform Staines into a more appealing and harmonious urban environment.

Conclusion

The Citizens Panel provided valuable feedback that will inform Spelthorne's Design Code, ensuring future developments align with the community's vision. They emphasised preserving green spaces, integrating sustainable practices, and fostering inclusivity across all neighbourhoods.

Specific priorities included protecting heritage sites, improving public transport links, and addressing challenges like poor lighting and underutilised spaces. For new developments, the panel encouraged thoughtful designs that blend functionality with aesthetic appeal, such as incorporating natural light, accessible green spaces, and community facilities.

These guiding principles reflect the feedback and suggestions provided by the panel, aiming to create vibrant, sustainable, and inclusive developments that serve Spelthorne's diverse communities.

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Draft Code Public Engagement Report

May 2025



Report purpose

The purpose of this report is to provide a comprehensive summary of the key outcomes from the public and stakeholder engagement regarding the Spelthorne Design Code. This includes the main areas of feedback received during the public engagement, which took place from 18 March to 8 April 2025, and subsequent proposed changes to the draft Design Code.

Reason for consultation

The Spelthorne Design Code (SDC) is being produced to support the delivery of high quality design of new development in the borough, that is reflective of local character and design preferences. It will set out the design requirements for proposed new development to ensure that it is locally supported, sustainable and functions well for all. The Design Code team wanted to hear community views about the draft Design Code, that had been developed following previous community input, to check if we had addressed the key priorities and if it could be improved. This consultation also formed a part of stage 3 (Test phase) of the project, enabling the public and other key stakeholders to test the draft Code.

Approach

The draft Design Code engagement opportunity was accessible via the SDC Commonplace, an online engagement hub. The consultation was spread over the following three pages for people to read through, understand the draft Code and share their opinions and improvement recommendations on it:

- **What is in the draft Code:** a page for people to find out what is in the Design Code, understand the key elements of the Code and download a copy to read it in full
- **How the Design Code has responded to the community:** a page for people to find out how the Design Code has reflected the views of Spelthorne's communities on key design priorities
- **Survey to get feedback on the draft Code:** a page where local people could tell us what they thought about the draft Design Code and play their part in its creation. While the survey to get feedback on the draft Code has closed, members of the public can still view all of the comments submitted [here](#).

In order to generate public interest and feedback and to enable and encourage local people to have a say at this stage, before a more technical statutory consultation, the draft Code engagement opportunity was extensively communicated.

Stakeholders

The draft Code engagement opportunity was communicated to the following stakeholders, which you can see in the diagram below.

Local Community

- Any interested local resident and regular visitor
- Citizens' Panel- a demographically representative panel of Spelthorne Residents
- Local community centres, libraries and other local groups

Staff Members/ Internal Teams

- Development Management Team
- Assets Team
- Economic Development Team
- All staff

Local Businesses

Elected Members

- Design Code Task Group
- All Councillors

Housing Associations

Resident Associations

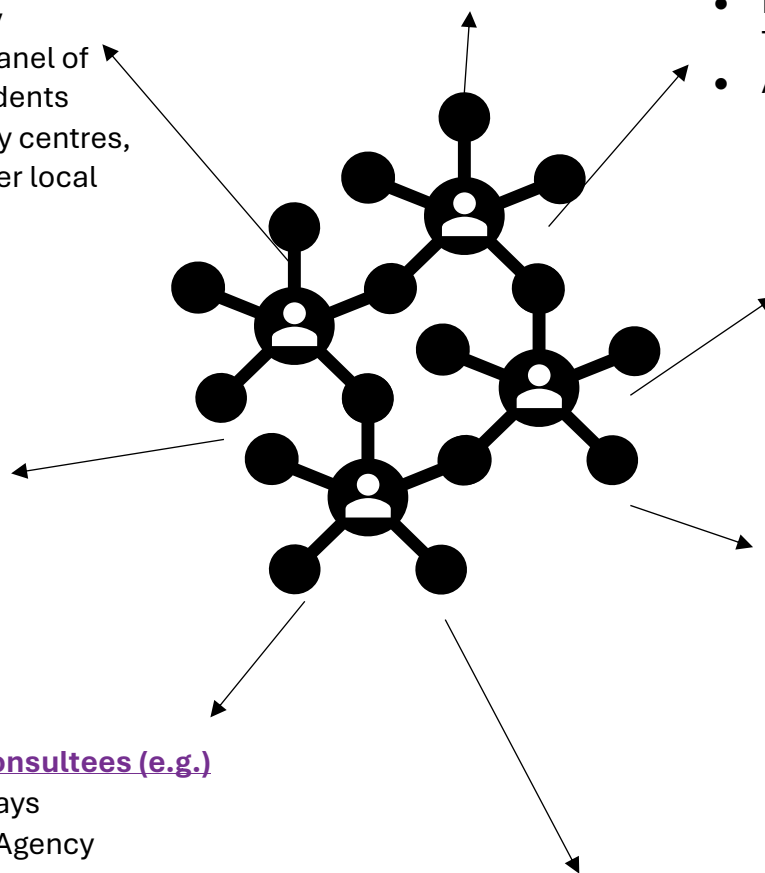
- 60+ Resident Associations and local community groups
- Spelthorne Partnership Assembly

Key Statutory Consultees (e.g.)

- Surrey Highways
- Environment Agency
- Sport England and local Active Partnership
- Surrey Flooding
- Active Travel England
- Surrey Police
- Staines Business Improvement District
- Surrey Developer Forum

Young People

- Schools- Bishop Wand School, The Matthew Arnold School, Thamesmead School, Thomas Knyvett School, St Paul's Catholic College Sunbury Manor School
- Youth Groups- Ashford Youth Club, scout groups
- Citizens' Panel- applicants and Panel members from 13 years old



Communications and promotions

Many communication channels were used, both online and in-person to promote the draft Code engagement opportunity and gather feedback on the draft Code.



SBC social media

What: **Social Media Posts** (Instagram, Facebook, X, LinkedIn etc.)

- Regular posts throughout consultation
- Countdown posts published to highlight opportunity closing soon

Social Media Stories (Instagram, Facebook)

Social Media Advert

- Ran from 21/03/25- 8/04/25 targeted at whole borough area

YouTube video

Result: lots of people aware and directed to the consultation. Posts, videos and advert generated 130,000+ views, reached almost 300,000 people and had 1000+ local people engage and visit the consultation

Physical display promotion

What: **Posters**

- On noticeboards, in council offices, libraries, community centres and other key locations



Digital Screens

- In Elmsleigh and Staines High Street

Result: Directed people to the consultation. Over 40 people scanned QR Code and followed through to the Commonplace.



News articles

What: **Press release**

Spelnet news

Commonplace news stories

- 8 news stories published on engagement

Council e-news

Spring Bulletin

Result: More people aware of the consultation and receiving updates about the progress of the project. Over 300+ people receiving Commonplace news about the engagement opportunity, which translates to more people following along and engaging in the Design Code.

Councillor communication



What: **Emails to Councillors**

- Regular prior to, and throughout, consultation

Presentation at All Member meeting

Member Briefing Note

Result: Regular Councillor contact and communication, enabling them to understand the progress of the project, engagement opportunities for residents and be able to communicate these opportunities.



In-person communication and engagement

What: **Citizens' Panel session**

- Input from the Spelthorne Design Code Citizens' Panel, which was a randomly selected group of 40+ local that is demographically representative of the borough, has been instrumental in developing the draft Code through two in-person sessions held in November 2024.
- A third and final in-person session with the Spelthorne Design Code Citizens' Panel took place in March 2025, where participants collaboratively reviewed and tested the draft Code.
- Activities/ parts of the session included:



1. Explanation from the project team about the content of the draft Design Code, its development and role in planning, how public feedback (including Citizens' Panel input) shaped it and who will use it.
2. Applying the draft Design Code to real-world scenarios by using past developments within the Borough as case studies.
3. Sketching out design principles that could be used to positively influence future developments in Suburban, Town Centre Neighbourhood and New Residential Neighbourhood.

Result: An engaged local resident group could further understand the Code, raise questions, provide feedback and suggest improvements from a diverse range of perspectives. The Panel could also see how their input so far had helped co-produce the Code and that their views were being directly translated into the Code to make it reflective of the Borough's needs and aspirations. Some Panel members expressed in a survey following the last session that:

- “[It’s] good to see ideas from the Panel sessions included in the Code”
- “I learnt a lot and felt that my thoughts and opinions influenced the final product of the code.”
- “I am hopeful that it will result in real urban design change.”
- “I believe all ideas and comments have been considered and implemented where appropriate.”

Key findings:

1. General Agreement: The Design Code is effective for both large and small sites.
2. Smaller Sites: Particularly valuable for guiding development on smaller infill sites, which, though individually minor, collectively shape much of the built environment.
3. Clarity Needed: The Code would benefit from a clearer introductory section outlining how it relates to the wider planning system.
4. Heritage Considerations: The treatment of heritage buildings remains unclear, especially given existing protections like Conservation Areas and Listed Building status.
5. Larger Sites: Ensuring strong foundational principles for larger sites is viewed as essential, especially as a final task.

Feedback: Overall, the Spelthorne Design Code Citizens’ Panel received positive feedback from Panel members, with **95%** of those who answered the survey selecting the **‘3-5’ range** when asked on a scale of 1-5 how they felt the Panel was representative of the wider community. Panel members also appreciated the opportunity for different voices in the community to be heard, with one Panel member saying: *“It has been an engaging experience, very interesting to hear various perspectives from other members”*. Many Panel members also indicated they would endorse this experience, with **79%** saying they would recommend other residents to become a member of a Spelthorne Citizens’ Panel. This demonstrates the high levels of engagement and invaluable diverse local participation, as



well as indicating that different local community members were reached and feel heard.

Other stakeholder communication



What: **Emails to Residents' Associations**

- Regular, prior to, and throughout consultation

Emails to schools

Emails to other community groups (housing associations etc.)

- 15 QR code scans

Presentation at Spelthorne Partnership Assembly

Result: Other people and community members are more aware of the draft consultation and so it was shared with a wider group and range of local people.

Draft consultation survey response overview

- **45 responses**
- Most responses were from the **wider community user group**
- Most common impression of the Code was **neutral** (on a scale of very negative to very positive)
- **80%** respondents felt a neutral to very positive impression of the draft Code
- The most common area for improvement indicated was **scale, massing and density**
- For the design vision and principles (borough-wide and for specific places in Spelthorne), the most common responses were **support**
- The most common rating for how people felt the Code had responded to community priorities was **3** (on a scale of 1-5)
- The community priority people found the Code had responded to the **best** was **Community Priority 1: Importance of green open spaces**
- The community priority people found the Code had responded to the **least** was **Community Priority 5: Climate change and flood resilience**
- Some concerns were: **flood risk, infrastructure provision, green space provision and preservation, height and density, design quality, housing type and affordability, Code weighting, Staines focus, and enforcement**

The next section of this document will further address the key themes and feedback received from the survey on the draft Code, Citizens' Panel and key stakeholders.

In addition, a further section has been included to consider other issues and concerns raised during the engagement that do not directly relate to the Design Code. This section will guide you on the relevant planning policies, guidance or documents associated with those matter, ensuring transparency and clarity.

Key themes and feedback from the public and stakeholders

Heights and marker buildings

You told us...



Confusion was noted around the role and status of 'Marker Buildings' and their potential for additional height.

Clarity needed around height of different types of storeys

Community feedback indicated concerns about height increases, particularly in the Bridge Street Car Park, Debenhams site and Staines Conservation Area

Some feedback suggested a need for clearer definition and distinction between marker buildings and potential height extensions.

The proposed changes include...

- Marker building definition made clearer.
- Marker Buildings will be differentiated from height extensions and will only be designated in areas where a distinctive structure would enhance townscape legibility. Additional height will be visually set back from the street.
- Extend the heights plan to cover the Staines Village Conservation Area, to provide further reassurance of protection.
- Avoid ambiguity in storey heights by including heights diagram and approximate heights throughout text to supplement storey heights.

Information accuracy, presentation and document navigation

You told us...



Feedback from the DM Team and community indicated that some sections of the Design Code were difficult to navigate and understand.

Diagrams could be more clearly presented and labelled in places.

Information needing to be updated in the section about the history and background of Spelthorne's places



The proposed changes include...

- The document will be reformatted to include:
 - graphical highlights
 - cross-referenced definitions
 - specific checklists at the end for clarity.
- Clearer diagrams throughout and labelling improved
- Factual updates to 'Places Past, Present and Future' section for accuracy

Residential extensions and backland development

You told us...



The DM Team emphasised the need to include more comprehensive guidance for suburban infill, apartment, and backland development.

The proposed changes include...

- A specific section on residential extensions will be reinstated, consolidating guidance previously in a separate SPD and ensuring continuity of guidance.
- Removal of 'backland plots' in this area type due to the geometry of plots.

Landscape character and river frontage

You told us...



From Task Group and community feedback, more reference to planting, trees and materiality of the landscape required

More emphasis and design consideration needs to be placed on the river frontage area

The proposed changes include...

- Additional content will be added to emphasise planting, landscape materiality, and river frontage design.
- A new town centre strategy has been created for the river frontage, setting out the character that is intended within different parts of the frontage and potential strategic interventions.

Conservation areas

You told us...



Increased references to Conservation Areas were requested to ensure that the Design Code effectively protects heritage areas.

The proposed changes include...

- Additional clarity will be provided regarding design considerations in Conservation Areas, particularly for Staines village.

Groundwater and flooding

You told us...



Concerns were raised regarding references to groundwater flooding.

The proposed changes include...

- Highlight references to flood risk and emphasise the need to demonstrate that the scheme does not negatively impact groundwater flows through evidence of an engineering solution as part of the planning application.

Other concerns raised outside the scope of the Design Code

<u>General key concern</u>	<u>Where it is dealt with</u>
<p>Infrastructure provision</p> <ul style="list-style-type: none"> - Police - Doctors - Schools - Public transport 	<p>The delivery of supporting infrastructure is covered by the emerging Local Plan. Healthy Streets for Surrey also covers design principles in relation to road design, integrating public transport and pedestrian and pavement design.</p>
<p>Access and congestion in roads</p>	<p>Surrey County Council’s Local Transport Plan and the emerging Local Plan cover transport policies, schemes and other transport matters. Healthy Streets for Surrey also covers accessibility and traffic design principles.</p>
<p>Current buildings and development</p>	<p>The Code will come into play in terms of the design of all future development coming forward.</p>
<p>Scope of the Code</p>	<p>The Spelthorne Design Code will set out the design requirements for proposed new development in the borough. It will ensure that new development is locally supported, sustainable and functions well for all its users. The Design Code will be used to determine whether planning applications are acceptable in design terms, and will support the emerging Spelthorne Local Plan. It will contain simple, concise, illustrated design requirements for streets, open spaces and buildings. It will also set out expectations for the process to be followed when proposals are designed. It will be based on wide-ranging input including that from the local community, other stakeholders and wider understanding of the places within the borough, to ensure it is locally-supported, robust and can be used in practice.</p> <p>The Spelthorne Design Code includes:</p>



- A vision for future development in the Borough and its key places
- Design principles across a range of topics
- Expectations for a comprehensive and considered approach to the design process
- Tailored design requirements for different area types within the Borough, covering buildings, open spaces, streets and public Realm, Landscape and other physical aspects of the design of proposals.

As mentioned in this section, there are many other documents, policies and guidance that deal with other issues.

What built form envelopes are



The built form envelope is the outward-facing built-up area. The Design Code sets out design requirements for future development in response to current and future built form.

Amount of new homes and allocations



The number of new homes are allocated in the [emerging Local Plan](#) (Site Allocations).

Flooding



Flooding is covered in the current [Development Plan 2009](#) (Policy LO1), [emerging Local Plan](#) 2024-2039 (Policy E3), [Climate Change SPD](#), [Flooding SPD](#), [Healthy Streets for Surrey](#) (SuDS).

How residents' views are being heard and how they are heard in planning applications



The Design Code is based on wide-ranging inputs including that from the Spelthorne community, other stakeholders and a wider understanding of the places within the Borough, to ensure it is locally-supported, robust and can be used in practice. The process has prioritised and been based around local engagement at every stage, including the use of an innovative Citizens Panel (a demographically representative group of Spelthorne residents), to ensure that the Code reflects and responds to community views and visions for the Borough.



Additional statutory public consultation will take place before the final version of the Design Code is officially adopted. In terms of engagement during the planning application process, the Council has produced a Statement of Community Involvement (SCI) that set out how and when the community can be involved in the preparation of the planning policy documents and the determination of planning applications. Residents and stakeholders can get involved in the planning application process by viewing and commenting on proposals. The Council encourages applicants to seek pre-application advice and guidance on a development proposal before submitting a planning application.

Next Steps

The revised draft Design Code incorporating the proposed changes based on the above feedback from diverse stakeholders will be presented to the public for a statutory consultation.

Implementation

Design requirements are arranged as follows:

- **Must:** to comply with the Design Code, all proposals must adhere to these requirements
- **Should:** all proposals should comply with these requirements unless non-compliance can be justified, and demonstrating compliance will add supporting weight to the design element of the planning application decision

Some parts of the Code sets out guidance, best practice or design inspiration from elsewhere that could provide the basis for the development of design proposals. These are design ideas that development **could** implement, and are highlighted as such.

The Design Code is to be used following a principle of ‘Comply or Justify’. Deviation from requirements set out will only be permitted with robust and evidence-based justification that any proposed design solutions still achieve the underlying Aim of the requirement. Deviation from ‘must’ requirements will require a very high level of justification.

Proposals that do not comply with these principles and fail to provide compelling justification are likely to be refused.

Conclusion

The engagement process has provided valuable insights into community and stakeholder priorities, leading to substantive changes to the Spelthorne Design Code. These changes aim to enhance clarity, address specific concerns around height, conservation, and residential extensions, and ensure the document is accessible and informative for all users.

Environment and Sustainability Committee



17 June 2025

Title	Housing Delivery Test Action Plan 2024
Purpose of the report	To make a decision
Report Author	Esme Spinks, Planning Development Manager Jane Robinson, Interim Strategic Planning Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	No
Corporate Priority	Addressing Housing Need
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Approve the Housing Delivery Test Action Plan 2024. 2. Agree publication of the Housing Delivery Test Action Plan 2024 on the Council's website.
Reason for Recommendation	<p>The completion of the Plan is a requirement because only 61% of the housing needs have been delivered over the last three years. This is the planning <u>quantitative</u> measurement of housing need. However, the affordable rented housing need is not being met as in the last five years, only three years had affordable rented new build completions (65 units). The Plan identifies actions to address under delivery against the housing requirement in the area. The Plan looks at the reasons for under delivery and the steps to be taken to drive up housing delivery in the area.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • Only 61% of the borough's housing needs have been delivered over the last three years. This is the planning <u>quantitative</u> measurement of housing need. However, the affordable rented housing need is not being met as in the last five years, only three years had affordable rented new build completions (65 units). 	<ul style="list-style-type: none"> • The completion of the Housing Delivery Test Action Plan is a Government requirement (we are under-delivering).

This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> The plan looks at the reasons for under delivery and the steps to be taken to drive up housing delivery in the area. 	<ul style="list-style-type: none"> Adopt the Action Plan and deliver the actions to increase delivery.

- 1.1 This report seeks to outline the content of the Housing Delivery Test Action Plan 2024. The Action Plan is a requirement because only 61% of the housing needs have been delivered over the last three years.
- 1.2 The Housing Delivery Test Action Plan 2024 identifies actions to address under delivery against the housing requirement in the area. The Plan looks at the reasons for under delivery and the steps to be taken to drive up housing delivery in the area.
- 1.3 The Plan's year is 2024 rather than 2025 as the data is calculated to 31/03/24.

2. Key issues

- 2.1 The Housing Delivery Test (HDT) has been introduced by the Government as a monitoring tool to demonstrate whether local areas are building enough homes to meet their housing need. The HDT, which was published in December 2024, updates the previous results in 2018 - 2023. The test compares the number of new homes delivered over the previous three years with the authority's housing requirement. In the case of Spelthorne, the housing requirement is the minimum annual local housing need figure (631per annum as of April 2024).
- 2.2 The calculation for Spelthorne is given as:

$$992(\text{homes delivered}) / 1632 (\text{homes required}) = 61\%.$$

It should be noted that the Government's housing delivery test only considers the **quantum** of dwellings which have been delivered, it does not reflect the acute affordable housing need which remains grossly unmet in Spelthorne.
- 2.3 The HDT was originally introduced in a phased approach over three years. It will have the following consequences:
 - Where housing delivery over the previous three years has been less than 95% of the housing requirement, LPAs should prepare an action plan setting out the causes of under delivery and the intended actions to increase delivery.
 - Where delivery has been less than 85% of the housing requirement, a 20% buffer should be applied to the supply of deliverable sites for the purposes of housing delivery assessment.
 - Where delivery has been less than 75% of the housing requirement, the National Planning Policy Framework's (NPPF) presumption in favour of sustainable development will apply. The three year transitional period has now ended therefore the HDT consequences will be standardized moving forward.

- 2.4 As a consequence of the HDT being 61%, the local authority falls into the category where the following apply:
- an action plan should be prepared,
 - a 20% housing buffer figure is applied to the housing requirements; and
 - a presumption in favour of development within the borough applies as the housing delivery over the last three years is less than 75%.

The proposed action plan demonstrates that Spelthorne Council is taking positive steps and is serious about housing delivery.

The presumption in favour of sustainable development means that proposed developments should be granted planning permission unless their adverse impacts "significantly and demonstrably" outweigh their benefits.

- 2.5 The housing test results for the last six years are set out in the following table:

Measurement Year	Total Homes Required	Total Homes Delivered	HDT score (%)	Consequence
2024	1632	992	61%	Presumption + Action Plan + 20% buffer
2023	1,566	1,072	68%	Presumption + Action Plan + 20% buffer
2022	1,554	1,073	69%	Presumption + Action Plan + 20% buffer
2021	1,574	785	50%	Action Plan + 20% buffer
2020	1,509	904	60%	Action Plan + 20% buffer
2019	1,394	876	63%	Action Plan + 20% buffer

An analysis of the 2023 position in all Surrey authorities is contained in Table 8 of the Action Plan. Other Surrey Local Planning Authorities (LPAs) with the same 'consequences' are Epsom and Ewell (38%), and Tandridge (42%).

- 2.6 The HDT Action Plan is the Council's response to the challenge set out in the Government's National Planning Policy Framework to boost significantly the supply of homes and has four goals:

- To examine the possible causes of the ‘under delivery’ of new homes in the Borough.
- To explain what the Council has been doing so far to boost housing delivery.
- To build relationships with developers, landowners and agents responsible for building homes on sites that have planning permission, allowing the Council to adopt the role of an enabler of much needed residential development ensuring housing permissions are built out as quickly as possible.
- To set out what actions the Council can take to increase the rate and number of homes built in Spelthorne.

3. Options analysis and proposal

- 3.1 The first section of the report examines the Action Plan context. These include Spelthorne’s corporate documents which play a role in housing delivery. It should be noted that this action plan does not play any role in deciding the future of the current Green Belt or proposed housing allocations. These have been dealt with completely separately as part of the of the emerging new local plan.
- 3.2 The next section is an assessment of the ‘under delivery’ of new homes in the Borough including a review of the potential reasons behind the housing supply deficit. This includes the local and national issues which influence housing delivery, (i.e., affordability issues, proximity to London, build costs, post Covid 19 impacts, difficulties once development has commenced). A range of data and sources have been used to inform this analysis. As part of this process, the Council has engaged with stakeholders to improve its understanding of the issues effecting housing delivery. The analysis of the issues has been used to inform what actions the Council need to take to improve its housing delivery.
- 3.3 Critically, the final section of the action plan includes a number of measures to improve decision making and also to support wider opportunities. These include, amongst many:
- working with site promoters and other stakeholders to deliver Local Plan allocations,
 - continuing to improve planning performance on speed and quality of decision making,
 - refining the Planning DM computer software and procedures to enhance agile / paperless working in DM; and to
 - constantly reviewing the discharge of planning conditions (after planning permission has been granted) to speed up the process.
- 3.4 The Action Plan identifies future actions to boost housing delivery, including the need to ensure the Local Plan is adopted by the end of 2025. The

Council's assets offer a positive opportunity to boost housing delivery further moving forward (which will be done in partnership with others), however barriers to development will need to be reduced. Once adopted, the Local Plan will provide more certainty as to the Council's housing land supply and will help to deliver housing to meet the Borough's development needs.

- 3.5 We have reviewed our Action Plan against other Local Planning Authorities and best practice and details are contained in Appendix B. A further analysis will be undertaken in 2026.

4. Financial management comments

- 4.1 There is a need ensure the Local Plan is adopted by the end of 2025, in order to provide greater certainty to developers, to avoid further delays in meeting the Borough's housing needs and to reduce the risk of potentially costly appeals where applications are overturned or refused and then allowed on appeal. There is no specific budget set aside for such eventualities – all these costs come out a reserve which will diminish over time. A HDT of below 75% will also provide an increased financial risk associated with the costs of defending planning appeals.

5. Risk management comments

- 5.1 There are no known consequences if Spelthorne fails to produce an action plan when required to. The government will not intervene if our housing delivery test level (%) does not increase, this only happens at present when there is poor performance in the speed and quality measurements of major and non-major applications. Consistent under-delivery could harm the authority's reputation in terms of housing delivery impacting public and private sector investment.
- 5.2 However, Spelthorne is at the highest (worst) level in the 'consequences' of the housing delivery test regime. A 20% housing buffer is applied to our 5 year housing land supply figures for consistent under delivery. We are also required to produce an Action Plan to demonstrate how seriously we seek to address this issue. Finally, there is a presumption in favour of approving development in our decision making process. This presumption will remain even when the Local Plan is adopted and we have a 5 year housing land supply as we are required to meet both targets.
- 5.3 If the HDT remains below 75% (we are at 61%) the presumption in favour of sustainable development will remain and this will carry significant weight in the determination of planning applications for housing developments.
- 5.4 A HDT of below 75% will also provide an increased financial risk associated with the costs of defending planning appeals, particularly the more costly Hearings and Local Inquiries. Local Planning Authorities are required to fund their own costs in defending planning applications at appeals, including the cost of counsel. These costs can be significant and can extend to over £100,000 for very large and complex appeals.
- 5.5 A HDT of below 75% will give housing delivery "very substantial weight" in decision making, thereby increasing the risk of development being allowed on unsuitable sites

within the borough. An increase in approval of speculative development on unsuitable sites could lead to strain on local infrastructure and services through an “unplanned” and not strategic approach to infrastructure delivery.

- 5.6 The anticipated adoption of the new Local Plan in September 2025 will support the delivery of new homes in the borough, through the allocation of development sites and the release of Green Belt for family homes. The new Local Plan projects the delivery of almost 10,000 homes up to 2039, which will improve the Council’s Housing Delivery Test result. However given the nature of the Housing Delivery Test, which takes an average of the past three years of housing delivery, it may take some time for the impact of the new Local Plan to filter down into the results of the HDT.
- 5.7 Whilst the Council has identified actions to address past under delivery in housing, it should be noted that there are factors beyond the Council’s control that may negatively impact housing delivery, for example market forces or developer priorities. These may limit the impact of the Council’s actions set out in the plan.

6. Procurement comments

- 6.1 There are no procurement issues.

7. Legal comments

- 7.1 The National Planning Policy Framework requires that, where the HDT indicates that delivery has fallen below 95% of the local planning authority’s housing requirement over the previous three years, the authority should prepare an action plan in line with national planning practice guidance (PPG), to assess the causes of under-delivery and identify actions to increase delivery in future years.
- 7.2 Once approved, the Action Plan demonstrates not only the council’s commitment to responding positively to the challenge of increasing housing delivery but also is a measure of good practice to identify ways to support delivery. However, most importantly it provides compliance with the framework’s and the PPG’s requirement for an action plan.

8. Other considerations

Local Plan

- 8.1 The Local Plan 2024-2039, will guide development in the Borough to 2039/40. Ensuring timely progress on the Local Plan will help the Council to boost its housing delivery by giving certainty, address some of the issues raised in the HDTAP and give the Council more decision-making powers. Failing to meet our housing needs means we will continue to be subject to the most severe sanctions of the HDT.

Local Government Reorganisation

- 8.2 Changes to the HDT will occur with LGR as there will be different geographical areas covering housing needs and delivery with the forthcoming

amalgamation of boroughs and districts. However, this has not yet been agreed by Government and consequently it is too soon to say how this will fall out. This matter will be updated in 2026.

9. Equality and Diversity

- 9.1 This report does not have any direct equality and diversity impacts although the LPA will continue to require all housing schemes to have regard to equality and diversity issues.

10. Sustainability/Climate Change Implications

- 10.1 This report does not have any direct sustainability/climate change implications although the LPA will continue to require housing schemes to comply with current policy guidance on sustainability/climate change issues.

11. Timetable for Implementation

- 11.1 The agreed plan should be made available to the public via the website as soon as possible.
- 11.2 The agreed plan will be reported to the Planning Committee for information as soon as possible.

12. Contact

- 12.1 Russ Mouny, Principal Planner
r.mouny@spelthorne.gov.uk or
Jane Robinson, Interim Strategic Planning Manager
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Background papers: There are none.

Appendices:

Appendix A Housing Delivery Test Action Plan 2024

Appendix B Planning Practice Guidance – areas for review and suggested actions

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Spelthorne Borough Council Housing

Delivery Test Action Plan 2024

June 2025

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1. Introduction

Why Housing Delivery is important

- 1.1 There is wide publicity over the national housing crisis which we are experiencing in England. The lack of supply and pressure for new homes is felt most acutely in the South East of England. The Government is committed to building more homes as confirmed in the 2024 Spring Budget. This objective to increase the number of new homes is reflected in the revised National Planning Policy Framework (NPPF) 2024 and the continuation of the Housing Delivery Test.
- 1.2 The 2024 Housing Delivery Test result for Spelthorne Borough Council was published by the Secretary of State in December 2024. Spelthorne Borough Council scored **61%**. This compares with a figure of 68% in 2023, 69% for 2021, 50% for 2020, 60% for 2019 and 63% in 2018. The figure has, therefore decreased by 7% from the 2023 figure of 68%. As a result, and in response to this, the Council has produced a sixth Housing Delivery Action Plan to positively respond to the challenge of increasing its housing delivery. The Action Plan analyses the reasons for the under-delivery of new homes and sets out actions to improve housing delivery within the Borough.
- 1.3 The planning policy context to housing delivery contained in national and local plan policy is contained as Information Document 1 in Appendix 1.
- 1.4 An analysis of the housing delivery in Spelthorne is set out in Information Document 2 in Appendix 2. This includes the housing delivery test calculation for Spelthorne, housing land supply, need, delivery and trajectory and also planning performance.

2. The Action Plan Context

Aims of this Action Plan

- 2.1 This Action Plan is the Council's response to the challenge set out in the Government's National Planning Policy Framework to boost significantly the supply of homes and has five goals:
 - To examine the possible causes of the 'under delivery' of new homes in the Borough.
 - To explain what the Council has been doing so far to boost housing delivery.
 - To gather evidence on sites with planning permission (and sites under construction for housing development) to understand what barriers are preventing homes being built on these sites.

Housing Delivery Test Action Plan 2024

- To build relationships with developers, landowners and agents responsible for building homes on sites that have planning permission, allowing the Council to adopt the role of an enabler of much needed residential development ensuring housing permissions are built out as quickly as possible.
 - To set out what actions the Council can take to increase the rate and number of homes built in Spelthorne.
- 2.2 Building houses is often a complex process. Often there are other factors beyond the council's control which explain why sites for housing do not come forward for development. It requires a broader approach to be taken to increase the delivery of new homes and the use of other tools available which are beyond the traditional remit of the Local Planning Authority.
- 2.3 The Housing Delivery Test Action Plan sets out key priorities and actions that the Council are undertaking to improve housing supply and delivery. The plan in itself is not a decision-making document but seeks to identify opportunities to improve housing provision.
- 2.4 Table 1 sets out the Council's corporate documents which all play a role in the delivery of housing.

Table 1 Spelthorne's corporate documents

Corporate Document	Overlap with Action Plan
Spelthorne Core Strategy and Policies DPD Document, February 2009	Housing Requirement Figure – 166 dwellings per annum superseded by housing need of 631 (+20% buffer) dwellings per annum (2024).
Emerging Local Plan	<p>A replacement Local Plan 2024-2039 is currently being prepared. The draft Local Plan 2024-2039 was submitted to the Secretary of State for independent Examination on 25 November 2022. The first examination hearing sessions were held in May 2023, following a pause in June 2023 these resumed in Jan 2025 and completed in Feb 2025.</p> <p>Following the examination hearings the Local Plan 2024-2039 has now progressed to a Main Modifications Consultation which is live until 15 May 2025.</p> <p>It is anticipated that the Local Plan</p>

	<p>2024-2039 will be formally adopted Autumn 2025.</p> <p>As a result of the examination hearings the Council is proposing through the Main Modifications to include an Immediate Review Policy which commits to producing an updated or replacement plan, which will be submitted for examination no later than two years from the date of adoption of this Local Plan 2024-2039.</p> <p>The Immediate Review will consider the housing requirement for the whole Borough based on the most up to-date national guidance. The monitoring of housing delivery, including the progress and implementation of sites, will inform the review.</p>
<p>Corporate Document Overlap with Action Plan</p>	
<p>Corporate Plan 2024 - 2028</p>	<p>Identifies five priorities:</p> <ul style="list-style-type: none"> • Community • Addressing Housing Need • Resilience • Environment • Services
<p>Asset Management Strategy 2024/25 – 2027/28</p>	<p>Covers the Council's property holdings and investment portfolio. Identifies priorities for the Investment portfolio, Development & Regeneration portfolio and Municipal Portfolio.</p> <p>These include the delivery of affordable housing and the meeting community needs.</p>
<p>Housing, Homelessness and Roughsleeping Strategy 2025 - 2030</p>	<p>Strategic priorities 2025-2030:</p> <ul style="list-style-type: none"> • Priority 1: Partnership Working: A multi-agency approach to tackling homelessness

Corporate Document	Overlap with Action Plan
	<ul style="list-style-type: none"> • Priority 2: Identifying opportunities to address housing need • Priority 3: Proactive homelessness prevention and an effective service response
Spelthorne Economic Prosperity Strategy 2023-2028	<p>The Spelthorne Economic Prosperity Strategy 2023-2028 builds upon the 2017-2022 Economic Strategy and continues to focus on prioritising the key needs for business to settle, grow and thrive. It also recognises that the environment and character of the Borough are key to achieving this.</p> <p>The vision of this strategy is: To secure sustained growth of the local economy for the benefit of businesses and residents whilst protecting the Boroughs environment and character.</p>

Assessment of under-delivery

- 2.5 Within this section, an assessment of the ‘under delivery’ of new homes in the Borough is considered which includes the local and national issues which influence housing delivery. A range of data and sources have been used to inform this analysis. As part of this process, the Council has engaged with stakeholders to improve its understanding of the issues affecting housing delivery. The analysis of the issues has been used to inform what actions the Council need to take to improve its housing delivery.

Implementation of Planning Permissions

- 2.6 Once planning permissions have been granted, local planning authorities have limited influence over deliverability. The timescales for implementing a planning permission are generally not considered to be a significant issue within the Borough. Under planning legislation, permission is required to start within three years from the date of the decision notice. Implementation generally occurs within the permission period. The NPPF advises at para. 81 that:

“To help ensure that proposals for housing development are implemented in a timely manner, local planning authorities should consider imposing a planning condition providing that development must begin within a timescale shorter than the relevant default period, where this would expedite the development without threatening its deliverability or viability. For major development involving the provision of housing, local planning authorities should also assess why any earlier grant of planning permission for a similar development on the same site did not start”.

- 2.7 However, there are some instances, where developers undertake the first stages of implementing a planning permission by carrying out the demolition of buildings on site and then delay the construction of the development. This happened, for example, at the former Centrica site in Staines-Upon-Thames. A two-year time period for all residential permissions was introduced by Spelthorne on 2 January 2020. This was an initiative to establish if a change in the timescales would assist in building out rates. However, it did not have a positive impact on housebuilding in Spelthorne and has created some confusion for applicants. Some developers have stated they have needed more time, particularly if site assembly is needed and often the only way forward is to re-submit the application in full. As a consequence, the time limit was reverted back to three years following the agreement of last year's HDTAP.
- 2.8 Planning Officers have continued to build relationships with developers, landowners and agents and carry on a dialogue after planning permission is granted. Pre-commencement planning conditions continue to be submitted, assessed and discharged by the officers.

Planning Decision Making Performance

- 2.9 The performance of decision making on planning applications is not considered to be a barrier to delivering new homes. Planning applications are being processed

within the statutory timeframes. The performance for the Local Planning Authorities (LPAs) are measured on their performance based on the % of planning applications they determine within specified timescales and on the numbers of applications allowed on appeal (the ‘quality’ assessment). This is outlined as follows:

- The **speed** of determining applications for **major** development
- The **quality** of decisions made by the authority on applications for **major** development;
- The **speed** of determining applications for **non-major** development;
- The **quality** of decisions made by the authority on applications for **non- major** development.

2.10 With just a few minor exceptions, non-major equates to a combination of the “minor” and “other” categories referred to above.

2.11 The quality measurement is the number of appeals allowed as a percentage of the total number of applications received in the category. The threshold for quality on both categories is **10%** and the **lower** the figure, the better the performance. The threshold for speed is **60%** (majors) and **70%** (non-majors) and the **higher** the figure, the better the performance.

2.12 On those sites where planning permission was refused, the appeal performance is good. The Council’s assessment against the Government’s targets is set out in table 2:

Table 2 Spelthorne’s assessment against Government targets

Measure and type of Application	Threshold and assessment period	Spelthorne’s Performance
Speed of Major Development	60% (October 2022 to September 2024)	100% N.B. The higher the % the better
Speed of non-Major Development	70% (October 2022 to September 2024)	99% N.B. The higher the % the better
Quality of Major Development *	10% (April 2022 to March 2024)	6 – 8.3%* and** N.B. The lower the % the better

Quality of Non-Major Development *	10% (April 2022 to March 2024)	1.6%* N.B. The lower the % the better
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* an additional 9 months is given to 31 December to allow for the receipt of appeal decisions.

** One appeal is being disputed with MHCLG and the outcome is awaited.

These statistics demonstrate the soundness of decision making by Planning Development Management (PDM) and that unsound decisions are not being made which would lead to unnecessary delays and costs to the delivery of new homes. However, close monitoring of the quality assessment for major applications is continuous due to the relatively small number of major applications received and the risk that the LPA could be the subject of Designation by Central Government. If this occurs, applicants may apply directly to the Planning Inspectorate for permission.

Housing delivery challenges

- 2.13 In the 1990s, the Council used to provide traditional council housing. However in 1996, it was decided to transfer the council housing stock to what was then Spelthorne Housing Association and is now part of A2 Dominion. The main reason for the transfer of properties at the time was the need to bring the properties up to an acceptable state of repair, which was best done by an affordable housing provider. Since then, the Council has had a direct role in developing new homes, for e.g., The West Wing at Knowle Green, Benwell House, Churchill Hall and the former Bugle PH – see table 3 below. Fluctuation in the delivery of new housing has been dictated by the economy and the availability of grant funding to subsidise affordable housing. The lack of affordable homes being provided in Spelthorne is a severe problem in Spelthorne and has become acute in recent years.
- 2.14 The Council’s Housing, Homelessness and Roughsleeping Strategy 2025 - 2030 contains three strategic priorities which contribute to achieving “residents having somewhere to call home, which is suitable and affordable, is fundamental to having a good quality of life and contributes directly to sustainable and cohesive communities.”
- 2.15 In common with many other local authorities in the South East, Spelthorne has a growing demand for genuinely affordable housing and is facing a number of key challenges. These include:
- Increasing numbers on the Housing Register (currently over 2,600)
 - Lack of availability of existing affordable housing
 - High rates of statutory homelessness
 - High use of emergency and temporary housing for homeless households
 - Increasing affordability issues (pay not keeping up with house prices)
 - Affordable rented (80% of market rent) does not meet the needs of our residents

- Lack of new-build affordable housing (only 324 affordable units delivered via s106 agreements in last 5 years).
- Private sector landlords exiting the market due to upcoming changes in legislation, creating additional accommodation pressure
- The effect of our proximity to London
- Issues around viability of new affordable housing delivery
- Impact of immigration on housing demand in the area
- Key worker accommodation
- Impact post COVID-19
- Wider economic impacts in relation to housebuilding (construction costs, interest rates)

2.16 Further details on the key challenges are contained in Information Document 3 at Appendix 3.

3. Action Plan

- 3.1 This section sets out the actions that the Council has already taken to increase housing delivery and the future actions required to continue this work. The Council is fully committed to working proactively to deliver the homes that Spelthorne needs, including a range of housing types and affordable housing.
- 3.2 It is acknowledged that the delivery of new homes has a wider remit than just the Planning Service and requires actions to be undertaken by other Council services including the Housing Service and the Asset and Property Management Service.

What the Council has already done

The New Local Plan

- 3.3 The need for an up-to-date Local Plan is a corporate priority and will assist in boosting the borough's housing supply as well as responding to housing needs, whilst balancing the objectives in the Local Plan, including Green Belt and environmental protection.
- 3.4 The Council submitted its draft Local Plan to the Secretary of State for Levelling up, Homes and Communities for independent inspection on 25 November 2022. As submitted, the Local Plan sought to meet the Borough's development needs through a combination of intensifying development of brownfield land, growth within Staines-upon-Thames and releasing a small amount of Green Belt (0.7%) to provide family housing. The first three hearings were held on 23 – 25 May 2023, and a further six dates were planned for June 2023. Following an Extraordinary Council Meeting on 6 June 2023, where a motion was agreed to pause the remainder of the Local Plan examination hearings, the examination was paused.
- 3.5 Another Extraordinary Council Meeting was held on 14 September to consider a report which outlined three options on the future of the Local Plan. At the start of the meeting, a letter from the Minister of State for Housing and Planning was read out which outlined the Government's concerns that the Council may withdraw the emerging Local Plan from examination. This has resulted in the Government intervening in the Local Plan process under section 27 of the Planning and Compulsory Purchase Act 2004.
- 3.6 Following this, Councillors voted to extend the pause in the Examination timetable until the proposed changes to the National Planning Policy Framework had been published before determining the next steps. The revised National Planning Policy Framework was published on 19 December 2023. Subsequently, at Environment and Sustainability Committee on 29 February 2024, the Committee resolved to propose to the Inspector to:
- Remove all Green Belt allocations from the Local Plan with the exception of the two allocations that meet the need for Gypsy, Traveller and Travelling Showpeople.
 - 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 resolute objection from the Environment Agency.

- Withdraw the Staines Development Framework as a core document.

- 3.7 The Council wrote to the Inspector on 6 March 2024 to make him aware.
- 3.8 In a meeting of Council on 18 July 2024 it was resolved that, in addition to what was resolved in the Corporate Policy & Resources Committee on 29 February 2024, to request a modification to add wording to the policies of the site allocations that are at risk from access and egress flooding issues.
- 3.9 On the 14 October 2024 SBC and the Environment Agency signed a statement of common ground (SOCG). The SOCG sets out agreement regarding what is the most appropriate modelling to be used in the Strategic Flood Risk Assessment, the Councils commitment to produce a Supplementary Planning Document or Supplementary Plan and agreed rewording of policy E3: Managing Flood Risk to be requested as a modification to the Inspector.
- 3.10 At a meeting on 24 October 2024 the Council resolved to:
1. Note that the Environmental Agency had signed a SoCG,
 2. Agree to keep the Green Belt allocations in the Local Plan as submitted to the Planning Inspectorate on 25 November 2022
 3. Agree to delegate authority to the Group Head of Place, Protection and Prosperity in consultation with the Chair of the Environment and Sustainability Committee, to undertake any further consultation required by the Planning Inspector; and
 4. Agree to delegate authority to the Group Head of Place, Protection and Prosperity in consultation with the Chair of the Environment and Sustainability Committee, to prepare a main modification to the Local Plan, for the new policy on 'Local Plan Early Review'.
- 3.11 Following the meeting of Council on the 24th of October the Chair of the Environment and Sustainability Committee, wrote a letter to the Planning Inspector to inform him of the outcome of the meeting and to request the resumption of the Local Plan Examination.
- 3.12 On 12 December 2024 the Council published the Notice of Examination Hearings resuming in January 2025 and included a series of documents on the Examination Website, providing up-to-date information for stakeholders, to support the hearings.
- 3.13 The Examination Hearings resumed on the 28 January 2025 and concluded on the 18 February 2025. Following this the Local Plan has now progressed to a Main Modifications Consultation which is live until the 15 May 2025. It is anticipated that the Local Plan will be formally adopted Autumn 2025.
- 3.14 As a result of the examination hearings, the Council is proposing through the Main Modifications to include an Immediate Review Policy which commits to producing an updated or replacement plan which will be submitted for examination no later than two years from the date of adoption of this Local Plan. The Immediate Review will consider the housing requirement for the whole Borough based on the most up to-date national guidance and monitor housing delivery, including the progress and

implementation of sites to inform the review.

- 3.15 The adoption of the new Local Plan will support the delivery of new homes in the borough, through the allocation of development sites and the release of Green Belt for family homes. The new Local Plan projects the delivery of almost 10,000 homes up to 2039, although given the nature of the Housing Delivery Test, which takes an average of the past three years of housing delivery, it may take some time for the impact of the new Local Plan to be filter down into the results of the HDT.

Digital Engagement

- 3.16 The key change to consultation techniques is reaching out to our communities through digital engagement. Although traditional methods are still being used the majority of engagement is now done via online communication which has proven more effective and engaging in promoting planning policy consultations and opportunities to discuss major planning applications.
- 3.17 The Council uses its social media platforms to provide information and notifications regarding planning consultations and schemes. The 'Inovem' platform has been used to consult the public on various planning consultations, including the Local Plan Regulation 19 consultation. The Council continues to write to all adjoining properties of a planning application received. Whilst this is done via traditional mail (as the email addresses are not known), all subsequent correspondence is electronic using *Idox Uniform.

Delivery using Council Assets

- 3.18 The previous Housing Strategy 2020-25 set out an action plan on the delivery and monitoring of the strategy. These included enabling the delivery of more affordable homes, promoting independence and wellbeing to enable people to remain in their homes and preventing homelessness and rough sleeping. The strategy plan of actions has been delivered and the housing team analysed data which formed the basis for the new Housing, Homelessness and Rough Sleeping Strategy 2025-30. The housing service is under extensive pressure and experiences high demand for temporary accommodation and affordable housing provision. The new strategy seeks to address the affordable housing demand in the borough and to assist those sleeping rough.
- 3.19 The Council's Capital Strategy states that it will help to deliver two key goals contained in the Corporate Plan:

- To deliver much-needed housing in order to help reduce homelessness locally, increase affordable provision and help meet the overall need for additional homes.
- To regenerate our town centres so that we can contribute to the economic development of the Borough.

3.19 The Council formed its housing company, Knowle Green Estates (KGE), in 2016. KGE identified a need to promote the Council’s own affordable housing schemes, and KGE is the vehicle used to deliver them to residents. However in Autumn 2023 Spelthorne Borough Council (SBC) took a decision not to undertake any direct development. Nevertheless, due to historical failure by the private sector to deliver affordable homes, affordable housing continues to be a Council Corporate Priority and SBC remains focused on how it can assist in improving the supply of affordable, social and keyworker and private rental homes to address the needs of residents identified in the Council’s Housing Strategy.

3.20 The Council adopted a Development Delivery Strategy in October 2024 that will set some parameters to support the delivery of new housing on several of our sites via partnership arrangements with external organisations. Each site will be assessed individually with a bespoke delivery approach and objectives, which will be determined on the specifics of the site i.e. size, location, surrounding buildings, demographics.

3.21 Part of the development strategy includes an indicative site prioritisation list which categorises sites into short, medium and long term priorities. The site categorisation has been prioritised on a number of factors, one being to bring forward sites in conjunction with the policies and timescales in the Borough Local Plan which is anticipated to mean some of the sites will not actually be delivered until the latter part of the plan period. The Council sites will be openly marketed and/or partners procured to ensure full transparency within decision making around delivery options. The table below covers all housing developments delivered by the Council and managed by KGE.

Table 3 SBC Housing Developments

Site	App. No.	Dwellings	Occupation Date
Churchill Hall, Churchill Way, Sunbury on Thames	16/02045/FUL	Feb 2019 3 rented dwellings	28/09/18
Former Bugle PH, 73 Upper Halliford Road, Shepperton	17/01028/FUL	6 no. 2 bed and 2 no. 1 bed flats	Feb 2019
Benwell House, Green St, Staines (now owned by KGE)	17/01847/PDO	7 units including 12 affordable units 22 x one bed, 35 x 2 bed	April 2021

West Wing, Council Offices, Knowle Green, Staines TW18 1BX	18/01267/PDO	25 affordable rented residential units	Occupied: December- 2021 - February 2022 (fully occupied).
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Improved Decision Making

- 3.16 The Planning DM service has undertaken a number of initiatives to improve decision making and boost the timely delivery of housing. These include:

Offering more pre-application discussions to ensure issues are addressed early.

The Planning DM Officers regularly undertake pre-application advice. In 2024 a total of 276 planning enquiries were dealt with. Early advice can help identify whether in principle a proposal is likely to be acceptable, the key planning issues and policies that need to be considered, where the applicant may need further specialist advice to help prepare the application and what changes may be needed to any draft proposals. Such advice can save an applicant time in preparing the application and also the time taken by the Council to make a decision on it. In the case of proposals with little prospect of approval, early advice can avoid further abortive work. A good pre-application service will have a strong emphasis on front loading to reduce the time spent on decision making and use of planning conditions. This means a quicker turnaround can be achieved which subsequently can lead to the faster implementation of planning permissions for housing delivery. Some examples of development which were the subject of pre-application advice and which were amended and approved relatively quickly are: Wheatsheaf PH, Park Road, Stanwell 22/01417/FUL for 5 units, (16-18 High Street, Staines (23/01493/FUL) for 6 flats, the Renshaw development for 391 flats (22/00591/FUL), the Sunbury Cross Ex-Services Association Club, Sunbury for 47 flats (21/01801/FUL) and the Artrium, 31 - 37 Church Road Ashford for 9 flats (24/00832/FUL).

Use of Planning Performance Agreements

The Council offers planning performance agreements (PPAs) for major development proposals, which often involve a large quantum of housing units. This is one of the factors that might otherwise put developers off putting in an application in the borough. However, it gives absolutely no guarantee that the application will be recommended for approval. In previous years, the Planning DM service has received a positive take up on PPAs for larger schemes, for example, Shepperton Studios. A PPA covers pre-application advice through to the planning decision being made. It sets out timescales within which meetings will take place and a report will be presented to the Planning Committee which gives the developer certainty around timeframes for a decision. They have enabled the DM planning officers to make use of expert advisors to assist on complex issues in the consideration of the planning. Whilst no PPAs have been agreed in the past year, officers will continue to

push for these with developers on larger or complex schemes.

Revised Website

The planning pages of the website are constantly under review and recent changes have been undertaken to reflect new news, procedures and legislation. The DM service received a government grant last year to assist in improving the ICT experience. Work has been taking place on various internal changes to enable new TPOs to be processed digitally and additional work is being planned for this year. This will help residents, applicants and third parties obtain up to date information about all aspects of the Planning Service.

Consultations on Emerging Planning Proposals

In March 2022, the Consultations on Emerging Planning Proposals guidance was agreed by the Corporate Policy and Resources Committee (CPRC). This was updated and agreed by the Environment and Sustainability Committee on 18 June 2024. The guidance advises developers to undertake early engagement with the Community (including ward councillors) on the larger development proposals before submitting their applications to the Local Planning Authority. This follows guidance in the NPPF at paragraph 39 which advises that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality preapplication discussion enables better coordination between public and private resources and improved outcomes for the community'. The advice in this process has been taken on board by some applicants. This process is being monitored to assess its impact and the first monitoring report was considered by the E&S Committee in June 2024.

Presentations to Councillors on major planning applications

Presentations to members on larger complex schemes, usually at the pre-application stage, have taken place a number of times over recent years. These enable Councillors to view the proposals at an early stage before they are made public, to ask questions and clarify issues and raise concerns, which need to be addressed. To avoid risk of pre-determination, Councillors do not give an opinion at the meetings. Whilst there have been none over the past year, Planning DM officers do have a procedure to make presentations to Councillors on complex planning applications after the Planning Committee agenda is made public and before the Committee meeting. This gives the Councillors an opportunity to receive a full explanation of proposals and a summary of the planning position, to ask questions and to seek clarification on issues but not to reach a decision.

The Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) was implemented on 01 April 2015. CIL allows the Council to raise funds from some forms of new development to contribute towards both local and strategic infrastructure, to support development in the Borough. The management of the CIL process is the responsibility of the Council's Infrastructure Delivery Coordinator. The Council has a part time CIL administrator to resource the collection process, allowing the Infrastructure Delivery Coordinator to focus on the governance of spending the Levy and coordinating spending alongside the implementation of the Council's new Local Plan. In 2019 the Council purchased new dedicated CIL software (Exacom) which has improved the monitoring of CIL

and s106 agreements. Moving forward it will be important for the Council to ensure that adequate infrastructure is in place to support the delivery of housing. The Infrastructure Delivery Plan (IDP), which is a live document, assesses the existing infrastructure provision, the current shortfall and identifies the existing and future needs and demands for the borough to support new development and a growing population.

Considering compulsory purchase powers to unlock suitable housing sites

The Council has the option to utilise Compulsory Purchase Powers to help unlock potential development sites. In Staines town centre the Council has worked with developers to help unlock areas of land to enable larger schemes. Developers acquired 15 London Road (adjacent to the 17-15 Berkeley Homes site) and planning permission granted to incorporate this small site into the Berkeleys' scheme. This is currently nearing completion. Other developers were previously actively seeking to acquire 116-120 High Street (adjacent to the Charter Square development), following the Council's engagement but the planning application was refused permission and dismissed on appeal. Part 4 of the Planning and Infrastructure Bill 2025 has introduced significant reforms to compulsory purchase powers and process in the UK. The key aim is to expedite infrastructure development and create a simpler process for land acquisition, which will enable authorities to make greater use of their compulsory purchase powers. For registered providers, these changes could allow a more efficient process for land acquisition. Once the proposals have become law, the Council will have the opportunity to engage in compulsory purchase to assist housing delivery.

Using Brownfield Registers to grant permission in principle to previously developed land

Spelthorne publishes an updated brownfield register annually. This identifies all brownfield sites appropriate for residential development. The register includes relevant sites that have been submitted through Spelthorne's Strategic Land Availability Assessment (SLAA) or appropriate sites which meet the criteria. The Council will also consider in due course whether any of the sites will be moved to Part 2 of the Brownfield Register which will effectively grant permission in principle. This will need further consideration and would be the subject of a prior consultation process.

Encouraging the development of small sites and higher site densities

The Council's adopted Core Strategy seeks to encourage high density housing in certain locations under policy HO5. Within Staines Town Centre, development should generally be above 75dph where it is demonstrated that the development complies with the design policy EN1, particularly in terms of its compatibility with the character of the area and is in a location that is accessible by non-car-based modes of travel. Within Staines-Upon-Thames, developments have already been approved at over 300 dph (phases 1A and 1B- former Majestic House Site, now known as London Square) which is complete, 15-51 London Road (Berkeleys scheme), which is under construction, the Renshaw site and the scheme at Elmsleigh Road (Fairview Homes).

Councillor Training on Planning Issues

Planning officers provide regular training seminars to all councillors. A full programme is delivered to councillors following the elections and regular

updates are given throughout their term as councillor. Planning training is also given to new councillors elected part way through the four year term. The training has covered the following areas:

- Planning in the Borough context and the role of the Planning Committee.
- Probity, predetermination and predisposition in planning
- The Planning Code
- Decision making
- Design in the planning process
- Planning enforcement and appeals
- How to approach the determination of planning applications and pitfalls
- Green Belt (two sessions)
- Flooding
- Permitted Development
- Use Classes Order
- Minerals
- County planning
- Transportation
- Planning and Infrastructure Bill 2025

Planning Officer Training

Planning and Enforcement Officers undertake regular training on a range of planning issues and other matters where relevant in order to keep abreast of developments, many of these are undertaken online since Covid lockdown. This particularly relates to new legislation and procedures. This will continue to be an on-going and necessary requirement of their jobs and for some officers, their membership of the Royal Town Planning Institute.

Simplifying conditions discharge phased on approved sites, and standardised conditions reviewed

A review of all planning conditions was previously undertaken by senior planning officers. This has resulted in the streamlining of conditions to ensure that they meet up to date guidance on the use of conditions and to safeguard against their use where other non-planning legislation would be more appropriately employed. Conditions are constantly being reviewed and updated where appropriate to improve the planning process.

Ensuring evidence on a particular site is informed by an understanding of viability

The Council's Local Plan requires all proposals of 15 dwellings or more and all sites in excess of 0.5 hectares include to provide 50% affordable housing. Where developments fall short of this requirement, an independent viability assessment would be submitted and assessed on an open book basis. This is a complex area where specialist advice is required, and planning officers and councillors have undergone training on this.

Technology

Over the past few years, the Planning DM section has accelerated its use of technology in the processing of planning applications. This includes:

- No paper files, all processing is via the Idox Uniform IT system.
- The use of Idox Enterprise for the “in-tray” process of processing the cases.
- All decision notices are automatically emailed to the applicant.
- All correspondence is sent electronically (except where an email address is not available).

This is under constant review with improvements in processes as and when new procedures and legislation are introduced. So far, the government grant has been used to improve our online data, e.g., tree preservation orders (TPO) to enable the data to be easily available and for the making of TPOs to be streamlined. The use of technology has greatly assisted in processing applications more quickly by removing all paperbased files and using technology for all means of file sharing and communication (except the initial neighbour notification on planning applications).

4 Future Actions

- 4.1 The Council will continue to positively look for further opportunities to increase its housing delivery and will work closely with the relevant Council services and external organisations to achieve this.

Local Plan Progress

- 4.2 As part of the new Local Plan the Council will seek to boost housing supply and delivery. The new Local Plan will review and update existing policies to ensure sustainable development comes forward.
- 4.3 The Strategic Land Availability Assessment (SLAA) is a key piece of evidence for the new Local Plan and will be updated on a regular basis to ensure that the position on land supply is up to date. The Council is in the process of updating the SLAA for the current year. In line with Planning Practice Guidance, officers are proactively identifying sites, including publicly owned land and brownfield land, for development to ensure that potential supply is exhausted. The Council has an open-ended call for sites on its website whereby landowners or site promoters can submit potential development sites for consideration in the next iteration of the SLAA¹.
- 4.4 The SLAA informs the policies on housing in the new Local Plan and acts as the starting point in determining which sites will be allocated. The Council has also produced an updated housing trajectory (Jan 2025) which reflects the most up to date information available. It combines information on past completions, existing planning permissions and identified housing allocations from the new Local Plan to illustrate projected housing supply over the plan period. Moving forward the Council will work with stakeholders to ensure that suitable and available sites come forward at particular points in the plan period.
- 4.5 It is estimated that the five year housing land supply in the Borough is currently

¹ <https://www.spelthorne.gov.uk/SLAA>

3,149 units, this equates to 4.2 years supply.

- 4.6 Upon anticipated adoption in Autumn 2025 the Local Plan will release a further 834 units from the Green Belt at this point it is projected the Council will then have a five-year supply of housing with the Green Belt sites being tested as part of the Local Plan examination.
- 4.7 Of the sites identified in the Housing Trajectory (Jan 2025), approximately 2,506 are expected to come forward within the next 5 years and 1,676 are expected to come forward within the next four years subject to planning permission being granted.

Digital Engagement

- 4.8 The Planning Development Management Service has recently been awarded a grant of £100,000 to enable the service to ensure improved access to planning data. Officers are currently working with the Department of Housing, Communities and Local Government on the programme for spending the grant. Whilst this, in itself, will not speed up housing build out rates, the improved flow of data information will assist developers and the local community in having all the relevant information easily available throughout the planning process. The officers have commenced work on the changes in collaboration with other councils and the completed work is expected around the end of 2025.

Decision Making

- 4.9 Table 7 in Appendix 2 shows, in the final column, the consequences resulting from the Housing Delivery Test for the current year. The consequence is shown to be a housing delivery test below the required 75%, leading to Spelthorne being required to produce an Action Plan. We will also have to apply a 20% buffer to our housing supply and consequently there will be a presumption in favour of sustainable development. This means that planning permission should be granted unless the harm caused by the application significantly outweigh the benefits.
- 4.10 The term tilted balance is used to define this passage of policy because when engaged, the tilted balance should change the 'balancing exercise' which the decision-taker (the planning officer, inspector or secretary of state) makes when deciding whether or not to grant planning permission; from a neutral balance where if the harms outweigh the benefits planning permission is usually withheld, to a tilted balance where the harms should *significantly and demonstrably* outweigh the benefits for permission to be withheld. Similarly on planning appeals, inspectors will give due regard to the presence of the presumption in favour of sustainable development. This means that on balance, a greater number of appeals may be allowed. This highlights the importance of not only boosting housing delivery but of having an up-to-date Local Plan to ensure that needs can be met through the identified supply.

- 4.11 The Council is also exploring and investigating the potential options for Local Development Orders (LDOs) in supporting housing delivery. LDOs are a planning tool introduced by the Government in 2004 intended to simplify and accelerate the planning process for specific types of development in defined areas.
- 4.12 The table below shows a projection of the number of homes required and the anticipated number of homes delivered by 2024. The information set out provides a conservative estimate of delivery based on average completions over the previous three years. This does not take into account the measures proposed by the Council to boost housing delivery, such as the Local Plan or Development Management controls. Anticipated completions are therefore expected to be higher than the very cautious estimate below.

Table 4 Spelthorne – Housing Delivery Test 2025 projected result

No of homes required			Total homes required	No of homes delivered			Total homes delivered	HDT Test %	Consequence
2022-2023	2023-2024	2024-2025		2022-2023	2023-2024	2024-2025			
611	618	631	1,860	138	287	206	631	34%	Action Plan + 20% Buffer + Presumption

Table 5 Improving Decision Making

Action	Service	Date
To review the standard planning conditions.	Planning Development Management	Ongoing
To continue to review the discharge of planning conditions to speed up the process.	Planning Development Management	Ongoing
To continue to liaise with applicants following planning permission to speed up procedures and to implement service improvements especially the discharge of planning conditions, to enable an early start on site as possible.	Planning Development Management	Ongoing
To review and monitor the impact of reverting back to the three year statutory time period on planning permissions.	Planning Development Management	Ongoing
To continue to improve planning performance on speed of decision making (currently at 99% - 100%)	Planning Development Management	Ongoing
To continue to improve planning performance on quality of decision making.	Planning Development Management	Ongoing

To continue to improve the way of working in respect of planning conditions.	Planning Development Management Environmental Health	Ongoing
To continue to provide ongoing Member training particularly in relation to housing delivery.	Planning Development Management	Ongoing
To continue to provide on-going planning officer training.	Planning Development Management	Ongoing
To continually refine the programme of improving data provision in Planning DM.	Planning Development Management	Ongoing
To further refine data improvement and the programme of Enterprise measures for DM staff to manage workloads and performance, improve the use of resources and efficiency / performance.	Planning Development Management	Ongoing
To continue to develop and offer a proactive pre-application service to support the delivery of sustainable development.	Planning Development Management	Ongoing

Table 6 Supporting Wider Housing Opportunities

Action	Service	Date
To continue dialogue with developers and landowners to build out rates and obtain information on barriers to deliver housing.	Strategic Planning	On-going
To work with site promoters and other stakeholders to deliver the Local Plan and site allocations.	Strategic Planning	On-going

Action	Service	Date
To continue to seek to achieve the maximum amount of affordable housing.	Planning Development Management Housing Strategy	On-going
To facilitate the delivery of housing on several Council sites via partnership arrangements with external organisations	Assets	On-going
CIL and S106 agreements – To continue to improve processes and improve monitoring.	Strategic Planning	On-going. Exacom software will assist in processing information.

Next Steps

- 4.13 The future actions identified will be implemented and monitored over the next year by Planning DM, Strategic Planning, Assets and Housing Strategy. The Housing Delivery Test results will be issued for each authority on a rolling annual basis. If Spelthorne does not meet the test in future years, Housing Delivery Test Action Plans will continue to be produced by Planning Development Management.
- 4.14 This Action Plan will be reported to the Planning Committee for information.
- 4.15 The Council welcomes any suggestions to improve the delivery of housing in Spelthorne.
- 4.16 It is proposed that this plan will be made publicly available on the Council's website.

Esmé Spinks
Planning Development
Manager

Jane Robinson
Interim Strategic Planning Manager

Spelthorne Borough Council, April 2025

Information Document 1

1. Planning Policy Context

National Policy

- 1.1 The Government is committed to levelling up across the country, building more homes to increase home ownership, empowering communities to make better places, restoring local pride and regenerating towns and cities. The issue over housing delivery and any possible changes to the current methodology of housing provision for local planning authorities (currently calculated at 631 dwellings per year) has been the subject of much debate in the planning press. On 11 March 2025, the Planning and Infrastructure Bill was introduced to Parliament. The Bill is a key tool in the government's plans to build 1.5m homes and proposes various reforms, including those around compulsory purchase orders, strategic planning and development corporations. It is presently passing through parliamentary procedures having passed through two readings.
- 1.2 The Government, has subsequently, reinforced its objective to significantly boost the supply of new homes and making the local authority more accountable for delivery in their area by publishing the following:
 - A revised National Planning Policy Framework (NPPF) December 2024
 - Planning Practice Guidance (PPG) on Housing Supply and Delivery December 2024
 - Housing and economic needs assessment, February 2025
 - Planning and Infrastructure Bill, March 2025
- 1.3 The methodology for calculating the Housing Delivery Test is set out in the Housing Delivery Test Measurement Rule Book 2024. It measures the number of net homes delivered against the number of homes required over a rolling three year period.
- 1.4 The Government is, therefore, committed to the significantly boosting the delivery of more new homes nationally through their economic and housing growth agendas. To this end they have introduced a number of measures and reforms to the planning system intended to deliver more housing, improve housing affordability and remove barriers to development. Local planning authorities (LPAs) are challenged to be more proactive in increasing the speed and quantity of housing supply to meet the identified housing needs of their local area.

Information Document 2

2. Housing Delivery Analysis

- 2.1 The Housing Delivery Test (HDT) was introduced by the Government in 2018 as a monitoring tool to demonstrate whether local areas are building enough homes to meet their housing need. The HDT, which was published in December 2024 updates the previous result published in January 2023. This compares the number of new homes delivered over the previous three years with the authority's housing requirement. In the case of Spelthorne, the housing requirement is the minimum annual local housing need figure (631 dwellings per annum as of April 2025). The calculation is given as:

$$HDT(\%) = \frac{\textit{Total net homes delivered over three year period}}{\textit{Total number of homes required over three year period}}$$

- 2.2 The HDT will be used to determine the buffer to apply in housing supply assessments and whether the presumption in favour of sustainable development should apply. The HDT has the following consequences:
- Where housing delivery over the previous three years has been less than 95% of the housing requirement, LPAs should prepare an action plan setting out the causes of under delivery and the intended actions to increase delivery;
 - Where delivery has been less than 85% of the housing requirement, a 20% buffer should be applied to the supply of deliverable sites for the purposes of housing delivery assessment;
 - Where delivery has been less than 75% of the housing requirement, the NPPFs presumption in favour of sustainable development will apply.
- 2.3 In the 2023 HDT measurement, published in Dec 2024, there were 59 councils below 75% and consequently now face the 'presumption in favour of sustainable development'. The 2023 housing delivery test figure for Spelthorne is 61%, meaning it now faces this consequence. This calculation is based on the data set out in Table 7.

Table 7 Spelthorne – Housing Delivery Test: 2023 Measurement (published December 2024)

No of home required			Total homes required	No of homes delivered			Total homes delivered	HDT Test %	Consequence
2020-2021	2021-2022	2022-2023		2020-2021	2021-2022	2022-2023			
403	611	618	1632	518	336	138	992	61%	Presumption in favour of development

- 2.4 As a consequence, Spelthorne is required to produce an Action Plan within a period of 6 months of publication of the Housing Delivery Test measurement.
- 2.5 Spelthorne Borough Council (SBC) is responding to this challenge and has the ambition, recognised across its key strategic documents, to increase and accelerate the delivery of new housing across the district. The allocation of land to accommodate a minimum of 9,465 new homes (631 dwellings per annum) is being made through the emerging Local Plan, which completed its Examination Hearings in February 2025. Following this the Local Plan has now progressed to a Main Modifications Consultation which is live until the 15 May 2025. It is anticipated that the Local Plan will be formally adopted Autumn 2025.
- 2.6 As a result of the examination hearings the Council is proposing through the Main Modifications to include an Immediate Review Policy which commits to producing an updated or replacement plan which will be submitted for examination no later than two years from the date of adoption of this Local Plan. The Immediate Review will consider the housing requirement for the whole Borough based on the most up to-date national guidance and monitor housing delivery including the progress and implementation of sites to inform the review.
- 2.7 The PPG advises that:
- “The action plan is produced by the local planning authority where delivery is below 95% of their housing requirement. It will identify the reasons for under-delivery, explore ways to reduce the risk of further under-delivery and set out measures the authority intends to take to improve levels of delivery.”*
- 2.8 The table on the following page sets out the position for all Surrey boroughs and districts. It can be seen that at present six out of the eleven authorities are required to produce a housing delivery action plan. The possible consequences are based on the following:
- 95% = Action Plan
 - 85% = Action Plan + 20% buffer
 - 75% = Action Plan + 20% buffer + presumption in favour of development

Table 8 Surrey Local Authorities – Housing Delivery Test 2024

Local Authority	No of homes Required			Total Homes required	No. of homes delivered			Total Homes Delivered	HDT Test %	Current Consequence 2022 HDT Measurement
	2020-2021	2021-2022	2022-2023		2020-2021	2021-2022	2022-2023			
Elmbridge	421	641	647	1709	346	768	240	1354	79%	20% Buffer + Action Plan
Epsom and Ewell	384	577	576	1537	142	117	317	576	38%	Presumption + 20% Buffer + Action Plan
Guildford	374	562	562	1499	857	738	704	2300	153%	None
Mole Valley	226	339	339	903	244	248	217	709	78%	20% Buffer + Action Plan
Reigate and Banstead	310	461	461	1232	820	728	686	2234	181%	None
Runnymede	340	511	509	1361	390	557	598	1546	114%	None
Spelthorne	403	611	618	1632	518	336	138	992	61%	Presumption + 20% buffer + Action Plan
Surrey Heath	191	286	283	761	395	370	403	1168	153%	None
Tandridge	430	644	642	1716	162	246	308	716	42%	Presumption + 20% Buffer + Action Plan
Waverley	394	592	617	1603	682	823	969	2475	154%	None
Woking	232	4346	361	939	176	386	649	1211	129%	20% Buffer + Action Plan

- 2.9 Where there is a presumption in favour of development, the “tilted balance” applies where the balance is skewed in favour of sustainable development and granting planning permission except where the benefits are ‘significantly and demonstrably’ outweighed by the adverse impacts or where specific policies in the National Planning Policy Framework (NPPF) indicate otherwise. The “tilted balance” also applies where there is the absence of relevant up to date development plan policies or where the local authority does not have a five year housing land supply which is presently the case for Spelthorne.
- 2.10 The tilted balance therefore increases the prospect of planning permission being granted because it ‘tilts’ the balance in favour of approving an application.

Spelthorne’s Current Housing Land Supply Position

- 2.11 The Council’s housing target based on our local housing need is currently 631 dwellings per annum as of April 2024 and this comprises the basis for calculating the five-year supply of deliverable sites. In using the local housing need figure of 631 as the starting point for the calculation of a five year supply, it must be borne in mind that this does not represent a target as it is based on unconstrained need. The Council is planning to meet the local housing need figure of 631 homes per annum through its emerging Local Plan. The Strategic Land Availability Assessment and Housing Trajectory are updated regularly to consider all suitable, available and achievable land in the Borough to help meet development needs.
- 2.12 The Council has assessed the availability of housing in its Strategic Land Availability Assessment (SLAA) 2022. The Authority Monitoring Report (AMR) 2024 contains a housing trajectory and it is this that has been used as the baseline to inform the supply of sites. There has, however, been some updates to some of the sites and figures following consultation with the Councils Development Management and the Assets teams with the most recent Housing Trajectory being published in January 2025.
- 2.13 Due to the requirement set out in paragraph 79 of the NPPF to apply a buffer of 20% where there has been under delivery of housing over the previous three years, the local need housing figure is 757 (631 + 20% buffer) dwellings per annum. The effect of this increased requirement is that the identified sites only represent some 4.2 years supply and accordingly the Council cannot, at present, demonstrate a five year supply of deliverable housing sites. However, upon anticipated adoption in Autumn 2025 the Local Plan will release a further 834 units from the Green Belt at this point it is projected the Council will then have a five year supply of housing with the Green Belt sites being tested as part of the Local Plan examination.
- 2.14 As a result, current decisions on planning applications for housing development need to be based on the “presumption in favour of sustainable development ” approach as set out in paragraph 79 of the NPPF (2024) as referred to above.

Table 9 Spelthorne's Housing Land Supply Position

Five Year Supply Position	
Need April 24 – March 29 = (5 x 631) =	3155
Buffer at 20% = (3155 x 1.2) =	3786
Annual need including 20% buffer =	757
Projected 5 year supply =	3149
Housing supply (3149 / 3786 * 5) =	4.2 years of supply

Spelthorne's Housing Performance

- 2.15 A large proportion of the existing housing stock was built between 1920 and 1970. A very high proportion is owner-occupied and comprises mainly detached, semi-detached and terraced housing. The 2021 Census indicates that approximately 13% of the stock is social housing managed by Registered Social Landlords (RSLs) with a similar amount of private rented accommodation. Some 2% of the stock is vacant. The Housing completions (net) by sector April 2009-March 2024 is set out in Appendix 4 Table 19.
- 2.16 House prices have continued to fluctuate. Table 10 illustrates changes in annual average (median) house prices over the last eleven years according to latest available data. Data on house prices is derived from actual sale prices which can show significant variation over time, particularly when the total volume of sales is small. The information should therefore be seen only as a guide to relative movement in house prices by type.
- 2.17 All affordable housing for rent is managed by RSLs and for each scheme granted planning permission the Council initially has 100% nomination rights for first lets with 75% thereafter. One important contextual indicator relating to the achievement of affordable housing policies is the size and composition of the Housing Register. Since 2009 the Council has operated a Choice Based Lettings scheme which significantly extends the opportunities for families on the Housing Register.

Table 10 Average House Prices in Spelthorne by type of dwelling

	Type of Dwelling			
	Detached	Semi-detached	Terraced	Flat/Maisonette
March 2013	£413,453	£288,940	£235,190	£167,183
March 2014	£452,436	£316,491	£257,380	£182,821
March 2015	£516,173	£361,784	£293,173	£208,525
March 2016	£592,566	£414,053	£333,480	£234,909

March 2017	£621,268	£430,119	£346,341	£249,377
March 2018	£626,016	£436,594	£350,260	£248,872
March 2019	£623,430	£366,785	£346,192	£242,583
March 2020	£622,124	£436,085	£348,964	£238,159
March 2021	£650,856	£454,713	£366,415	£241,539
March 2022	£720,721	£498,707	£394,531	£258,075
March 2023	£791,193	£521,984	£413,094	£262,032
March 2024	£744,681	£496,331	£397,435	£267,250
% change 2013-2024	80%	72%	69%	60%

Source: <http://landregistry.data.gov.uk/app/ukhpi/explore>²

² The average house prices figures used within the Housing Delivery Test Action Plan are taken from the UK House Price Index which is on the Land Registry Government website (<http://landregistry.data.gov.uk/app/ukhpi/explore>). Here you can source a variety of house price statistics, such as the average house price by property type e.g. detached houses / flats and maisonettes and percentage change (yearly) by type of property. The average prices above are at the average for the whole Borough.

Projecting future provision

2.18 The housing trajectory (Table 11) shows housing completions for the last seven years and anticipated delivery for the next 15 years to 2039/40. It combines information on past completions, existing planning permissions and identified housing sites from the Strategic Land Availability Assessment 2022 to illustrate projected housing supply going forward into the new Local Plan period. Table 11 is based on monitoring information collected in 2023/24 with monitoring data for 2024/25 in the process of being formalised and will inform the next iteration of the plan.

2.19 Net completions for the previous seven years are recorded and broken down into four categories – conversions, change of use, small sites with fewer than 5 dwellings (net) and large sites of 5 or more dwellings (net). Data on housing completions by bedroom are set out in Table 11. Data for projected completions in future years is recorded on the same basis in Table 11.

Table 11 Draft Housing Trajectory Data 2024-2039/40

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
Actual Completions																							
Actual total completions (gross)	287	310	248	656	210	150	306																
Actual total completions (net)	250	289	228	639	205	138	287																
Annual losses	37	21	20	17	5	12	19																
Under construction at start of year	476	1010	1094	982	538	345	1320	1509															
TOTAL SUPPLY																							
Units under construction								738	492	227	0	0	0	0	0	0	0	0	0	0	0	0	0
Extant units not started*								35	183	227	86	48	0	0	0	0	0	0	0	0	0	0	0
Allocations*								0	119	409	523	460	580	469	456	504	409	337	349	303	259	259	259
Brownfield Tier 2*								0	0	18	0	16	153	94	29	0	0	200	157	109	48	23	160
Small sites windfall trend								43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43
PDO windfall trend								0	0	0	0	0	54	54	54	54	54	36	36	36	36	36	36
TOTAL SUPPLY	250	289	228	639	205	138	287	816	837	924	651	566	830	660	582	601	506	616	584	491	386	361	498
ANNUAL REQUIREMENT																							
Standard Method Annual Requirement								631	631	631	631	631	631	631	631	631	631	631	631	631	631	631	631
Standard Method Annual Requirement plus 20% buffer								757	757	757	757	757											
Annualised Requirement (cumulative)								631	1262	1893	2524	3155	3786	4417	5048	5679	6310	6941	7572	8203	8834	9465	10096
Cumulative completions								816	1653	2577	3228	3794	4625	5285	5867	6467	6973	7588	8173	8664	9050	9411	9909
Years remaining at start of year								16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Residual								9465	8649	7812	6888	6237	5671	4840	4180	3598	2998	2492	1877	1292	415	54	-444
ANNUAL REQUIREMENT taking account of past and projected completions								592	577	558	530	520	516	484	464	450	428	415	375	323	138	27	-444

- 2.20 Anticipated completions for the year 2024/25 are 203. Anticipated completions for the year 2025/26 are 837.
- 2.21 For the period from 2024/25 to 2039/40 the estimated net annual completions are based on the following components:
- Dwellings under construction
 - Dwellings with planning permission (unimplemented)
 - Allocations
 - Sites of 5 or more dwellings identified in the SLAA 2022.
 - Estimates for dwellings provided by conversions, change of use and from small sites (fewer than 5 units net)
- 2.22 Given the past trends in the Borough's implementation rates of planning permissions it has been assumed that most remaining unimplemented permissions will be completed over the next five year period from 2024. However, a small non-implementation factor of 5% has been applied on a precautionary basis to allow for permissions which expire.
- 2.23 Another component of the trajectory is based on estimates and is made up of four elements. The first, dwellings provided by conversion of existing residential properties into smaller units, is calculated from the average annual net provision over seven years. The second element derives from the change of use from non-residential property to residential, such as a shop to a dwelling. Again, the estimate is based on the annual average net provision over a seven year period. Traditionally this was always a small component of the overall total. However, the significant increase in large office to residential conversions as a consequence of the Government's relaxation of planning controls has significantly increased this source of supply which is now estimated separately. It is not known how long this trend will continue, so whilst the trajectory takes account of known schemes, the longer term estimate for this source of dwelling supply remains cautious having regard to current levels of provision.
- 2.24 The fourth element relates to new build dwellings on sites delivering fewer than five dwellings (net). This is the threshold for sites considered to be too small to be reliably identified in the SLAA. Currently there is no evidence from completions data to suggest that this source of new housing is likely to decline over the plan period and the estimate of 43 units per annum is taken from the SLAA and Housing Trajectory Jan 2025. This is based on the average annual net completions figure for the last twelve years and is included in the trajectory in years 5-10 and 10-15.
- 2.25 The final component of supply is that provided by the Housing Trajectory Jan 2025. Every site of 5 or more dwellings listed in the study is assessed on a likely implementation date based on the criteria of whether a site is developable and deliverable over the next fifteen years broken down into three five year periods.

2.26 At the time the Local Plan was submitted for Examination, the Council was planning to meet the Local Housing Need derived from the standard method for calculating housing need. The Council was unable to meet its housing needs in the urban area alone, so the release of a small amount of Green Belt was proposed. The Local Plan which was submitted for Examination included a 0.7% release of Green Belt alongside making an efficient use of brownfield land and maximising densities in sustainable locations.

2.27 The number of dwellings completed, under construction and with outstanding planning permission at 31 March 2024 is shown in Table 12.

Table 12 Number of dwellings completed, under construction and with outstanding planning permission at 31 March 2024

	Conversion/ Change of Use	Small sites (less than 0.4ha)	Large sites (0.4ha or greater)	Total dwellings – all sites
Gross Completions (2023-24)	130	96	80	306
Losses (2023-2024)	7	12	0	19
Net Completions	123	84	0	287
Units under construction	38	157	1314	1509
Units not started on sites under construction	0	0	0	0
Units with outstanding planning permissions (net)	35	141	31	207
Total units outstanding	73	298	1345	1716

(Source: In house monitoring)

Table 13 Approved and Implemented Residential Development

Year	Schemes approved in year	Units approved in year	Starts this year	Total under construction
2023-2024	54	577	490	1509
2022-2023	57	632	1125	1319
2021-2022	58	443	172	345
2020-2021	52	242	212	538
2019-2020	63	756	138	982
2018-2019	69	998	270	1092
2017-2018	89	1085	821	1010
2016-2017	54	654	411	476
2015-2016	68	581	381	439

2.28 Table 13 shows the rate of approved residential schemes in Spelthorne since 2015-16. This highlights the Council's rate of approval and also shows the number of units started each year by developers. Starts each year are generally much lower than the number of approvals, indicating that whilst the Council is positively responding to the challenge of boosting its role in housing delivery internally, external factors which are beyond the control of the Council will influence the decision to implement a scheme.

Table 14 Housing completions (net) by bedroom April 2009-March 2024

Year	Total Dwellings (Gross)					Losses (ii)					Net Completions					Running Total
	1 bed	2 bed	3 bed	4 bed	Total	1 bed	2 bed	3 bed	4 bed	Total	1 bed	2 bed	3 bed	4 bed	Total	
2009-2010	77	166	26	27	296	2	36	43	4	85	75	130	-17	23	211	211
2010-2011	70	112	19	11	212	3	21	43	6	73	67	91	-24	5	139	350
2011-2012	53	91	90	28	262	3	43	52	5	103	50	48	38	23	159	509
2012-2013	66	98	38	20	222	2	6	42	2	52	64	92	-4	18	170	679
2013-2014	66	98	19	15	198	2	2	1	2	7	64	96	18	13	191	870
2014-2015	79	172	48	34	333	42	8	8	10	68	37	164	40	24	265	1,135
2015-2016	89	166	71	29	355	2	6	31	8	47	87	160	40	21	308	1,443
2016-2017	98	189	50	37	374	6	11	8	2	27	92	178	42	35	347	1,790
2017-2018	108	111	36	32	287	8	12	6	11	37	100	99	30	21	250	2,040
2018-2019	164	92	33	21	310	3	4	8	6	21	161	88	25	15	289	2,329
2019-2020	122	98	20	8	248	1	6	11	2	20	121	92	9	6	228	2,557
2020-2021	294	327	30	5	656	0	6	7	4	17	294	32	23	1	639	3,196
2021-2022	92	114	4	0	210	0	0	5	0	5	92	114	-1	0	205	3401
2022-2023	90	48	7	5	150	0	4	4	4	12	90	44	3	1	138	3539
2023-2024	165	101	18	22	306	1	4	12	2	19	164	97	6	20	287	3,826
2009-2024 (i)	1633	1983	509	294	4419	75	165	281	68	593	1558	1814	228	226	3,826	27,875

(i) Period covered by the Spelthorne Core Strategy and Policies DPD.

(ii) Losses of residential units (through redevelopment, conversion and to other uses) are accounted for in the year in which a development is commenced on the site.

Density

- 2.29 From 2009 to 2024 the average density for all completed schemes was 79 dwellings per hectare. Table 15 shows that there has been a notable increase towards higher density development over the past three years.

Table 15 Percentage of new dwellings on completed sites between 2009 and 2024 at different density ranges.

Year	Sites completed in year	Number of dwellings on completed sites	Average density of completed sites	% of dwellings completed at different density ranges		
				<35	35-75	>75
2009-2010	40	235	63	3%	67%	30%
2010-2011	38	272	64	7%	52%	41%
2011-2012	33	260	39	7%	89%	4%
2012-2013	38	146	44	18%	42%	40%
2013-2014	27	242	55	6%	44%	50%
2014-2015	42	307	65	18%	11%	71%
2015-2016	28	176	76	6%	42%	52%
2016-2017	46	440	51	19%	55%	26%
2017-2018	44	296	50	29%	27%	44%
2018-2019	48	459	66	57%	8%	35%
2019-2020	35	230	71	7%	23%	70%
2020-2021	58	513	134	9%	8%	83%
2021-2022	12	137	190	2%	5%	93%
2022-2023	23	150	148	6%	2%	92%
2023-2024	40	306	95	4%	3%	93%
Total	552	4,169	79			

Source: In house monitoring

Affordable housing

- 2.30 The overall provision of affordable housing has declined in recent years. A few years ago, there was an increasing trend for developers to seek to reduce on-site provision of affordable housing on the grounds of viability and / or to promote off-site provision or an in-lieu financial contribution. However, in more recent years, the level of s106 affordable housing has declined to the extent it is now a severe problem in Spelthorne and does not meet the needs of our residents. Indeed in 2023/24, there were just 43 newly built affordable housing completions in the Borough (see table 16 below). A number of larger schemes have recently been granted planning permission with significantly lower proportions of on-site provision than Policy HO3 seeks to achieve. In addition,

the conversion of offices to residential under the “prior approval” regime has prevented the negotiation of affordable housing in a significant number of schemes.

Table 16 Number of affordable homes provided per year since 2009

Year	Affordable dwellings completed (gross)	Affordable dwellings lost in year	Affordable dwellings completed (net)	Rent		Shared Ownership*		Other/not specified	
				Gross units	%	Gross units	%	Gross units	%
2009-10	99	54	45	64	65	35	35	0	0
2010-11	96	44	52	84	87	12	13	0	0
2011-12	144	59	85	101	70	43	30	0	0
2012-13	63	20	43	51	81	12	19	0	0
2013-14	44	0	44	44	100	0	0	0	0
2014-15	16	43	27	8	50	8	50	0	0
2015-16	138	14	124	82	59	56	41	0	0
2016-17	46	0	46	46	100	0	0	0	0
2017-18	9	0	9	5	55.5	4	44.5	0	0
2018-19	6	0	6	6	100	0	0	0	0
2019-20	0	0	0	0	0	0	0	0	0
2020-21	177	0	177	22	12	155	88	0	0
2021-22	104	0	104	0	0	104	100	0	0
2022-23	0	0	0	0	0	0	0	0	0
2023-24	43	0	43	43	100	0	0	0	0
Total	985	234	751	556	59%	429	46%	0	0

Source: In house monitoring

*** It should be noted that the shared ownership dwellings do not meet the housing needs of those on the housing register.**

Table 17 Affordable dwellings granted planning permission 2023-2024

	Number of sites	Total Dwellings (gross)	Affordable dwellings granted pp	Affordable dwellings as % of all dwellings granted pp
All schemes	60	207	13	6%
Schemes above 15 unit threshold as defined in Policy HO3 ³	3	58	0	0%

Source: In house monitoring

- 2.31 The conversion of offices to residential under the “prior approval” regime has prevented the negotiation of affordable housing in a significant number of schemes. In the year to 31 March 2024, only one dwelling was granted through prior approval applications from 1 application. (Table 18).

Table 18 Prior approval applications granted April 2023-March 2024

Application No	Address	Date Approved	Number of dwellings
23/01273/PDO	Office 6A (First Floor) Araby Corner, 6 High Street, Shepperton, TW17 8DN	14/12/2023	1

The Brownfield Land Register

- 2.32 The National Planning Policy Framework (NPPF) requires councils to encourage the effective use of land by reusing land that has been previously developed (brownfield land), provided that it is not of high environmental value. All sites included on the register have been provisionally assessed as meeting the NPPF definition of previously developed land.

- 2.33 To be included, sites must also meet the following:

³ As per national planning guidance (NPPF 2021) this is now applied to schemes of 10 units or more.

1. at least 0.25 hectares in size or capable of supporting at least five dwellings;
 2. "suitable" for residential development;
 3. the land is "available" for residential development; and
 4. residential development of the land is "achievable".
- 2.34 Spelthorne updates its Part 1 Brownfield Register annually. The Register provides up-to-date and consistent information on sites that are considered to be appropriate for residential development as long as they meet the criteria set out in Town and Country Planning (Brownfield Land Registry) Regulations 2017. Registers are in two parts, Part 1 comprises all brownfield sites appropriate for residential development and Part 2 those sites granted permission in principle. The Part 1 Brownfield Land Register includes sites that have planning permission or are allocations in the adopted Local Plan. The register includes relevant sites that have been submitted through Spelthorne's Strategic Land Availability Assessment (SLAA) or appropriate sites which meet the criteria.
- 2.35 The Brownfield Land Register does not affect the status of sites that already have planning permission or are allocated in the adopted Local Plan for development. The inclusion of other sites on the register does not give them any formal status, or grant permission in principle, or in any sense infer that planning permission will be granted for development. The Brownfield Land Register will be subject to periodic review and through ongoing refinement further sites will be added whilst others may be removed.

The New Local Plan

- 2.36 The current review of the Council's Local Plan has identified a need to create around 631 housing units each year over the next 15 years. The Council submitted its draft Local Plan to the Secretary of State for Levelling up, Homes and Communities for independent inspection on 25 November 2022. The Local Plan seeks to meet the Borough's development needs through a combination of intensifying development of brownfield land, growth within Staines-upon-Thames and releasing a small amount of Green Belt (0.7%) to provide family housing.
- 2.37 The first three hearings were held on 23 – 25 May 2023, and a further six dates were planned for June 2023. Following an Extraordinary Council Meeting on 6 June 2023, where a motion was agreed to pause the remainder of the Local Plan examination hearings, the examination was paused.
- 2.38 Another Extraordinary Council Meeting was held on 14 September to consider a report which outlined three options on the future of the Local Plan. At the start of the meeting, a letter from the Minister of State for Housing and Planning was read out which outlined the Governments concerns that the Council may withdraw the emerging Local Plan from

examination. This has resulted in the Government intervening in the Local Plan process under section 27 of the Planning and Compulsory Purchase Act 2004.

- 2.39 Following this, Councillors voted to extend the pause in the Examination timetable until the proposed changes to the National Planning Policy Framework have been published before determining the next steps. The revised National Planning Policy Framework was published on 19 December 2023. Subsequently, at Environment and Sustainability Committee on 29 February 2024, the Committee decided on options regarding Green Belt allocations, flood risk sites and the Staines Development Framework, and wrote to the Inspector on 6 March 2024 to consider the decisions.
- 2.40 The Staines Development Framework was also consulted on alongside the Local Plan. The aim was to provide a structure to shape and transform the town centre. The Development Framework was an important element of the new Local Plan as it set out the opportunities for Staines to deliver new homes, commercial activity and vital infrastructure. At the E&S Committee on 29 February 2024, a decision was made to recommend to the Inspector that the SDF be withdrawn as a Core Document.
- 2.41 In a meeting of Council on 18 July 2024 it was resolved that, in addition to what was resolved in the Corporate Policy & Resources Committee on 29 February 2024, to request a modification to add wording to the policies of the site allocations that are at risk from access and egress flooding issues.
- 2.42 On the 14 October 2024 SBC and the Environment Agency signed a statement of common ground (SOCG). The SOCG sets out agreement regarding what is the most appropriate modelling to be used in the Strategic Flood Risk Assessment, the Councils commitment to produce a Supplementary Planning Document or Supplementary Plan and agreed rewording of policy E3: Managing Flood Risk to be requested as a modification to the Inspector.
- 2.43 At a meeting on 24 October 2024 the Council resolved to:
1. Note that the Environmental Agency had signed a SoCG,
 2. Agree to keep the Green Belt allocations in the Local Plan as submitted to the Planning Inspectorate on 25 November 2022
 3. Agree to delegate authority to the Group Head of Place, Protection and Prosperity in consultation with the Chair of the Environment and Sustainability Committee, to undertake any further consultation required by the Planning Inspector; and
 4. Agree to delegate authority to the Group Head of Place, Protection and Prosperity in consultation with the Chair of the Environment and Sustainability Committee, to prepare a main modification to the Local Plan, for the new policy on 'Local Plan Early Review'.
- 2.44 Following the meeting of Council on the 24th of October the Chair of the Environment and Sustainability Committee, wrote a letter to the Planning Inspector to inform him of the outcome of the meeting and to request the resumption of the Local Plan Examination.

- 2.45 On 12 December 2024 the Council published the Notice of Examination Hearings resuming in January 2025 and included a series of documents on the Examination Website, providing up-to-date information for stakeholders, to support the hearings.
- 2.46 The Examination Hearings resumed on the 28 January 2025 and concluded on the 18 February 2025. Following this the Local Plan has now progressed to a Main Modifications Consultation which is live until the 15 May 2025. It is anticipated that the Local Plan will be formally adopted Autumn 2025.
- 2.47 As a result of the examination hearings, the Council is proposing through the Main Modifications to include an Immediate Review Policy which commits to producing an updated or replacement plan which will be submitted for examination no later than two years from the date of adoption of this Local Plan. The Immediate Review will consider the housing requirement for the whole Borough based on the most up to-date national guidance and monitor housing delivery, including the progress and implementation of sites to inform the review.

Information Document 3

2 Key challenges

The key challenges set out in the following section have been identified as areas for the Council to overcome and to positively address any current barriers to housing delivery. In addressing these challenges, the Council will seek to maintain its high standards and will not compromise on the quality of housing delivered. In addressing these challenges, the Council will have regard to its corporate priorities and will seek betterment for the community.

Increasing numbers on the Housing Register: Over the past three years, the number of applicants on the Council's Housing Register has grown by 79%.

Lack of availability of existing affordable housing: In 2017/18 there were eleven applicants for every social housing vacancy.

High rates of statutory homelessness: There is an average of 116 households for whom we have a duty to provide accommodation per year, with one in five households approaching us due to the termination of a private sector tenancy.

High use of emergency and temporary housing for homeless households: The average occupancy of temporary accommodation at the end of each quarter from 2021/22 to 2024/25 is 130 households. See Table H4. For example, the average cost to the Council to accommodate one homeless household in emergency housing is approximately £20,000 per annum

Increasing affordability issues: ratio of the median house price to the median wage in the area evidences a year-on-year rise over the past four years, with Spelthorne outpacing the ratios for both the South East and England. Lack of new-build affordable housing: The net increase of provision over the past five years has been a mere 321 units – with only 43 units provided in the past two years. In planning terms, affordable housing can only be secured with schemes of 15 houses or more (policy HO3) and many applications are for a lower number of dwellings than this. In addition, each application (for 15+ units) which is not policy compliant with policy HO3, is required to provide a viability assessment on an open book approach which is undertaken by an independent advisor appointed by the LPA. Due to the rising costs in recent times, several of the applications have been able to demonstrate that providing affordable housing is non viable. The Council is currently exploring other ways (other than s106 agreements) to secure the much needed affordable housing.

The effect of our proximity to London

As well as the evident demand for affordable housing from local residents, there is also considerable pressure from London. The cost of housing in London is even higher than in Spelthorne, and London boroughs are actively placing homeless households from their boroughs into Spelthorne, as well as 'block booking' emergency accommodation facilities within Spelthorne for their

homeless people, placing further demand on the already strained private sector.

Key worker accommodation

Whilst housing affordability is a significant issue in general, it acutely affects key workers, who help to run the essential local services such as schools, hospitals, doctor's surgeries and fire stations. According to Government statistics released in 2011, the latest records available, the medium income for employees within Spelthorne is £31,457, which is in line with the Surrey average. However, the starting salaries for essential local workers is much less. We know anecdotally that key worker staff are moving further and further away from Spelthorne into Hampshire and Berkshire and commuting to work. This means that when they look for their next promotion they are more likely to look in those areas; this is another factor leading to loss of workforce. Whilst some key workers are being recruited from London, one of the main factors which will keep them in Spelthorne is availability of affordable housing.

Table 19 Housing completions (net) by sector April 2009-March 2024

Year (Apr-Mar)	Total Dwellings (Gross)				Losses (ii)				Net Completions				Running Total
	Private	RSL	Public	Total	Private	RSL	Public	Total	Private	RSL	Public	Total	
2009-2010	197	99	0	296	29	56	0	85	168	43	0	211	211
2010-2011	116	96	0	212	29	44	0	73	87	52	0	139	350
2011-2012	118	144	0	262	43	60	0	103	75	84	0	159	509
2012-2013	159	63	0	222	32	20	0	52	127	43	0	170	679
2013-2014	154	44	0	198	7	0	0	7	147	44	0	191	870
2014-2015	317	16	0	333	25	43	0	68	292	-27	0	265	1,135
2015-2016	217	138	0	355	33	14	0	47	184	124	0	308	1,443
2016-2017	328	46	0	374	27	0	0	27	301	46	0	347	1,790
2017-2018	278	9	0	287	37	0	0	37	241	9	0	250	2,040
2018-2019	304	6	0	310	21	0	0	21	283	6	0	289	2,329
2019-2020	248	0	0	248	20	0	0	20	228	0	0	228	2,554
2020-2021	479	177	0	656	17	0	0	17	462	177	0	639	3,196
2021-2022	106	104	0	210	5	0	0	5	205	0	0	205	3,401
2022-2023	150	0	0	150	12	0	0	12	12	0	0	138	3,539
2023-2024	263	43	0	306	19	0	0	19	244	43	0	287	3,826
2009-2022(i)	3,434	948	0	4,419	356	237	0	593	3,182	644	0	3,826	27,875

(i) Period covered by the Spelthorne Core Strategy and Policies DPD.

(ii) Losses of residential units (through redevelopment, conversion and to other uses) are accounted for in the year in which a development is commenced on the site

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Appendix B Planning Practice Guidance – areas for review and suggested actions

Planning Practice Guidance (PPG) Suggested areas for review	Spelthorne Borough Council Analysis
Barriers to early commencement after planning permission is granted and whether such sites are delivered within permitted timescales	The timescales for implementing a planning permission are generally not considered to be a significant issue within the Borough. The Council has considered feedback and adapted its timeline requirements accordingly (see section 2.7 of the HDTAP).
Barriers to delivery on sites identified as part of the 5 year land supply (such as land banking, scheme viability, affordable housing requirements, pre-commencement conditions, lengthy section 106 negotiations, infrastructure and utilities provision, involvement of statutory consultees etc.)	There is no evidence that there are any significant barriers to delivering sites that have obtained planning permission.
Whether sufficient planning permissions are being granted and whether they are determined within statutory time limits	Planning applications are being processed within the statutory timeframes therefore the performance of decision making on planning applications is not considered to be a barrier to delivering new homes (see section 2.9 of the HDTAP).
Whether the mix of sites identified is proving effective in delivering at the anticipated rate	There is no evidence that the mix of sites approved is negatively affecting delivery, officers continue dialogue with developers and landowners to obtain information on build out rates.
Whether proactive pre-planning application discussions are taking place to speed up determination periods	The council offers a pre-application service for developers whereby applicants can submit proposals and planning officers can offer advice on how policies will be applied to proposals, raise any issues that may arise and advise on the level of information that would be required as part of a formal planning application. Additionally in March 2022, the Consultations on Emerging Planning Proposals guidance was agreed by the Corporate Policy and Resources Committee and the impact is

Planning Practice Guidance (PPG) Suggested areas for review	Spelthorne Borough Council Analysis
	regularly monitored (see section 2.8 and 3.16 of HDTAP). There is no evidence to suggest that pre-app discussion require any further intervention.
The level of ongoing engagement with key stakeholders (for example, landowners, developers, utility providers and statutory consultees), to identify more land and encourage an increased pace of delivery	The Council completed Local Plan examination hearings in Feb 2025, progressed to a Main Modifications Consultation in May 2025 and is aiming for adoption of the Local Plan in Autumn 2025 (see section 3.3-3.14). Ongoing engagement has played a key part to ensure that key issues were discussed, and a series of Statements of Common Ground were produced between neighbouring authorities, statutory stakeholders and developers.
Whether particular issues, such as infrastructure or transport, could be addressed at a strategic level - within the authority, but also with neighbouring and upper tier authorities where applicable	Infrastructure and transport have been addressed at the strategic level in work with SCC and neighbouring authorities and outlined in agreed in Statements of Common Ground.

Planning Practice Guidance (PPG) Suggested areas for Actions	Spelthorne Borough Council Analysis
Revisiting the Strategic Housing Land Availability Assessment (SHLAA) / Housing and Economic Land Availability Assessment (HELAA) to identify sites potentially suitable and available for housing development that could increase delivery rates, including public sector land and brownfield land	The Council is in the process of updating the SLAA for the current year (see section 4.3-4.7), proactively identifying sites, including publicly owned land and brownfield land, for development to ensure that potential supply is exhausted. The Council will also be undertaking a new Housing and Economic Development Needs Assessment (HEDNA).
Working with developers on the phasing of sites, including whether sites can be subdivided	Please see information on pre-apps covered in table above. Planning Officers have continued to build relationships with

	developers, landowners and agents and carry on a dialogue after planning permission is granted.
Offering more pre-application discussions to ensure issues are addressed early	Please see information on pre-apps covered in table above
Considering the use of Planning Performance Agreements	The Council offers planning performance agreements (PPAs) for major development proposals, which often involve a large quantum of housing units. In previous years, the Planning DM service has received a positive take up on PPAs for larger schemes and they have enabled officers to make use of expert advisors to assist on complex issues in the consideration of the planning (see section 3.16 of HDTAP).
Carrying out a new Call for Sites, as part of plan revision, to help identify deliverable sites	The Council has an open-ended call for sites on its website whereby landowners or site promoters can submit potential development sites for consideration.
Revising site allocation policies in the development plan, where they may act as a barrier to delivery, setting out new policies aimed at increasing delivery, or accelerating production of an emerging plan incorporating such policies	Please see information on Local Plan covered in table above, the Council as part of the Local Plan examination hearings has committed to undertaking an Immediate Review of the Local Plan with a new plan to be submitted within two years of the current plan being adopted (anticipated autumn 2025). As part of this immediate review the production of a new suite of evidence is already underway.
Reviewing the impact of any existing Article 4 directions for change of use from non-residential uses to residential use	Following changes to planning controls the Council has seen a significant increase in large office to residential conversions which has increased this source of supply. Given this increase the data is now monitored separately to ensure trends are regularly reviewed and the estimations in the councils housing trajectory updated accordingly.

Engaging regularly with key stakeholders to obtain up-to-date information on build out of current sites, identify any barriers, and discuss how these can be addressed	Please see information on Local Plan covered in rows and table above, the Council has also produced as part of the local plan examinations a Housing Trajectory Build-out Rates Note therefore maintains ongoing engagement with key stakeholders.
Establishing whether certain applications can be prioritised, conditions simplified, or their discharge phased on approved sites, and standardised conditions reviewed	A review of all planning conditions was previously undertaken by senior planning officers (please see section 3.16 and Table 5 of HDTAP). Pre-commencement planning conditions continue to be submitted, assessed and discharged by the officers.
Ensuring evidence on a particular site is informed by an understanding of viability;	Where developments fall short Local Plan requirements, an independent viability assessment would be submitted and assessed on an open book basis (see section 3.16 of HDTAP).
Considering compulsory purchase powers to unlock suitable housing sites	The Council has the option to utilise Compulsory Purchase Powers to help unlock potential development sites and has worked with developers to help unlock areas of land to enable larger schemes. Part 4 of the Planning and Infrastructure Bill 2025 has introduced significant reforms to compulsory purchase powers and process in the UK, once the proposals have become law, the Council will have the opportunity to engage in compulsory purchase to assist housing delivery (see section 3.16 of HDTAP).
Using Brownfield Registers to grant permission in principle to previously developed land	The Council publishes an updated brownfield register annually and will also consider in due course whether any of the sites will be moved to Part 2 of the Brownfield Register which will effectively grant permission in principle. This will need further consideration and would be the subject of a prior consultation process (see section 3.16 of HDTAP).
Encouraging the development of small and medium-sized sites	Please see information on Local Plan covered in rows above, the Local Plan is based on evidence including a Strategic Housing Market Assessment. This evidence informed a mixed

strategy with increased densities where character allows and a small amount of Green Belt release to ensure an appropriate mix of sites is delivered.

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Environment and Sustainability Committee



17 June 2025

Title	Grey Belt Assessment Advice Note
Purpose of the report	To make a decision
Report Author	Jane Robinson, Joint Interim Strategic Planning Manager Laura Richardson, Joint Interim Strategic Planning Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	n/a
Corporate Priority	Addressing Housing Need Environment
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Accept and adopt the Grey Belt advice note for Development Management officers and the Planning Committee, to assist and guide decision making on relevant sites and applications.
Reason for Recommendation	<p>The National Planning Policy Framework was updated in December 2024 and Planning Practice Guidance was updated in February 2025 providing a definition of what constitutes grey belt and tests that planning has to consider. An advice note has been prepared by the Strategic Planning Team to help Development Management and the Planning Committee in decision making and provide further clarification on the recent national policy updates. The risk of not approving the grey belt advice note is creating an inconsistent approach to assessing sites which results in delays and potential challenge from developers with associated costs for the Authority.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> National Planning Policy was updated in December 2024 to introduce 'Grey Belt'. This is land within the Green Belt that is either previously developed or does not contribute strongly to its core purposes. If land is considered to fulfill the definition of grey belt and the proposed development passes further 'appropriateness tests' then it is 'not inappropriate'. This means that Green Belt sites may now be open to (re)appraisal for development. 	<ul style="list-style-type: none"> The publication of an advice note for Development Management will aid decision making. This will provide clear steps to help determine if a site meets the NPPF definition of grey belt and guidance on assessing a development's performance against the 'appropriateness tests'. Without a supporting guidance note decisions may take longer to make, have the potential for inconsistency and result in challenge from developers.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> The advice note provides further guidance and a set of logical steps to help provide consistency in decision making on relevant planning applications. 	<ul style="list-style-type: none"> Adopt the advice note and the approach is applied to relevant development sites from this date onwards to help guide decision making.

1.1 This report seeks to outline the content of the Grey Belt Assessment Advice Note for Development Management. Grey belt now forms part of national planning policy to boost housing delivery.

2. Key issues

2.1 In 2024, the new Labour government outlined its plans to address the housing crisis by building 1.5 million new homes nationally. To meet this target, significant changes to the planning system were made, and new policy and guidance was issued on grey belt - a sub new category within the Green Belt, designed to release land for development while safeguarding its core purpose.

2.2 Paragraph 143 of the NPPF sets out the Green Belt purposes as:

- a) *to check the unrestricted sprawl of large built-up areas;*
- b) *to prevent neighbouring towns merging into one another;*
- c) *to assist in safeguarding the countryside from encroachment;*
- d) *to preserve the setting and special character of historic towns; and*

- e) *to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.*
- 2.3 A new definition of Grey Belt was included in Annex 2 of the NPPF as:
- 2.4 *For the purposes of plan-making and decision-making, grey belt' is defined as land in the Green Belt comprising previously developed land and/or any other land that, in either case, does not strongly contribute to any of purposes (a), (b), or (d) in paragraph 143. 'Grey belt' excludes land where the application of the policies relating to the areas or assets in footnote 7 (other than Green Belt) would provide a strong reason for refusing or restricting development.* The definition of Grey Belt creates a two-step test. The first is a Green Belt contributions assessment against only three of the Green Belt purposes. For land to be considered grey belt, it must be previously developed land and/or any other land that does not perform strongly against the following Green Belt purposes:
- A) Preventing urban sprawl: The land does not act as a critical buffer against uncontrolled expansion. It may already be surrounded by development, enclosed by infrastructure, or lack the openness typically associated with the countryside.
 - B) Stopping neighbouring towns from merging: The site does not play a significant role in preventing towns from merging. It may be on the periphery of an urban area or its development would not erode meaningful gaps between distinct settlements.
 - D) Preserving the character of historic settlements: The land does not contribute to the setting, identity, or architectural significance of a historic town or village. It is not a defining landscape feature or an area that enhances local heritage.
- 2.5 As per footnote 7, grey belt does not include land that benefits from strong environmental protections or planning restrictions, where national policies provide a clear reason for restricting development. These include:
- *habitats sites (and those sites listed in paragraph 189) and/or designated as Sites of Special Scientific Interest;*
 - *land designated as Local Green Space,*
 - *a National Landscape,*
 - *a National Park (or within the Broads Authority) or defined as Heritage Coast;*
 - *irreplaceable habitats;*
 - *designated heritage assets (and other heritage assets of archaeological interest referred to in footnote 75[6]);*
 - *and areas at risk of flooding or coastal change.*
- 2.6 At the end of Stage 1, it will be concluded whether or not the proposed development site can be treated as grey belt land. If it is concluded a development site can be treated as grey belt the “gateway” is then open for the next step to consider if the site passes the necessary appropriateness tests.

- 2.7 Grey belt proposals that meet all the following appropriateness tests, as set out in paragraph 155 of the NPPF should not be regarded as inappropriate development:
- *The development would utilise grey belt land and would not fundamentally undermine the purposes (taken together) of the remaining Green Belt across the area of the plan;*
 - *There is a demonstrable unmet need for the type of development proposed (defined in footnote 56 for housing); [and]*
 - *The development would be in a sustainable location*
 - *And if the proposal is for major development involving housing in the grey belt:*
 - *The development would meet the Golden Rules*
- 2.8 As such, all criteria of paragraph 155 (where relevant) must be passed for development to be considered not inappropriate.
- 2.9 Planning Practice Guidance (PPG) provides further clarification on the identification of grey belt land, and if a site is identified as grey belt, the further steps to take to assess whether development would be inappropriate or not.
- 2.10 An advice note has been prepared to provide Development Management officers and the Planning Committee with further clarification and guidance on Grey Belt. The advice note provides a set of steps to follow which will help officers consider whether an application site/land is Grey Belt and whether development would ‘fundamentally undermine the purposes (taken together) of the remaining Green Belt across the area of the plan’, for the purposes of NPPF paragraph 155 criteria a).
- 2.11 The advice note will provide a framework and logical steps to help decision makers make decisions using a standard and consistent approach. Whilst acknowledging that decisions will need to be made on a site-by-site basis, the risk of not having a standardised methodology is inconsistent decision making, which may be challenged by developers with potential delays and costs for the Authority.

3. Options analysis and proposal

- 3.1 **Option 1 – Recommended. *Acknowledge, and endorse as the Council’s position, the Grey Belt advice note for Development Management officers and the Planning Committee, to assist and guide decision making on relevant sites and applications.***

The advice note provides further clarity and guidance for Development Management officers and the Planning Committee and builds on the steps outlined in the NPPF and PPG. The general advice and best practice contained in this document will help to simplify the assessment of potential grey belt development sites and provide a consistent foundation for decisions.

- 3.2 **Option 2 - Not recommended.** National Policy on Grey Belt has already been published and is a material consideration in planning decisions. Not having the advice note may delay decisions and lead to more inconsistent

decision making.

4. Financial management comments

4.1 There are not considered to be any financial implications relating to the advice note.

5. Risk management comments

5.1 There is a risk that without the advice note and not applying a consistent site assessment methodology across the Borough planning decisions on grey belt may follow a less consistent approach, which could create delays, challenges from developers and associated costs for the Authority.

6. Procurement comments

6.1 There are no procurement issues.

7. Legal comments

7.1 Grey Belt has already been introduced into national policy and is a material planning consideration.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 This report does not have any direct equality and diversity impacts although the LPA will continue to require all housing schemes to have regard to equality and diversity issues.

10. Sustainability/Climate Change Implications

10.1 This report does not have any direct sustainability/climate change implications although the LPA will continue to require development schemes to comply with current policy guidance on sustainability/climate change issues.

11. Timetable for Implementation

11.1 The advice note will be circulated to Development Management and the Planning Committee to aid decision making once agreed.

12. Contact

12.1 Jane Robinson, Joint Interim Strategic Planning Manager
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12.2 Laura Richardson, Joint Interim Strategic Planning Manager
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Background papers: There are none.

Appendices:

Appendix 1 Grey Belt Assessment Advice Note

Appendix 2 Grey Belt Case Law

Grey Belt Assessment – Advice Note

1. Background

- 1.1. The December 2024 NPPF sets out the new concept of grey belt. Annex 2 of the NPPF defines grey belt as follows:

For the purposes of plan-making and decision-making, ‘grey belt’ is defined as land in the Green Belt comprising previously developed land and/or any other land that, in either case, does not strongly contribute to any of purposes (a), (b), or (d) in paragraph 143. ‘Grey belt’ excludes land where the application of the policies relating to the areas or assets in footnote 7 (other than Green Belt) would provide a strong reason for refusing or restricting development.

- 1.2. Paragraph 143 of the NPPF sets out the Green Belt purposes as:

a) to check the unrestricted sprawl of large built-up areas;

b) to prevent neighbouring towns merging into one another;

c) to assist in safeguarding the countryside from encroachment;

d) to preserve the setting and special character of historic towns; and

e) to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

- 1.3. The advice note sets out guidance on how Development Management officers can consider whether an application site meets the definition of grey belt and/or whether development would ‘fundamentally undermine the purposes (taken together) of the remaining Green Belt across the area of the plan’, for the purposes of NPPF paragraph 155 criteria a).
- 1.4. This guidance applies the Practice Planning Guidance now set out in ID:64 and last updated on 27 February 2025 (“the Green Belt PPG”).

2. Spelthorne Green Belt Assessment

- 2.1. SBC undertook a Green Belt Assessment (GBA) Stage 1 in 2017 and Stage 2 in 2018 to assess the performance of Green Belt across the borough. The stage 1 GBA looked at two tiers of Green Belt land – strategic Green Belt areas (‘Strategic Areas’) and local Green Belt areas (‘Local Areas’). The Strategic Areas are two broad areas identified through common landscape character, natural barriers, and their functional connections within the wider Metropolitan Green Belt. Local Areas form more granular parcels that were further assessed against the Framework’s purposes for their inclusion within the Green Belt.
- 2.2. The Stage 1 GBA split the Spelthorne Green Belt into 59 Local Areas and scored each against purposes a) to d).

- 2.3. For purpose a) *to check the unrestricted sprawl of large built-up areas*, the GBA1 considered the role of the Green Belt parcels in preventing the sprawl of London, but also in restricting the sprawl of large built-up areas across the Borough and within adjacent neighbouring local authorities. Two large built-up areas were identified in Spelthorne as follows:
- Staines-upon-Thames / Egham (Runnymede)
 - Ashford / Sunbury-on-Thames / Stanwell
- 2.4. The NPPF does not provide a definition of ‘sprawl’ therefore the GBA adopted a simple definition, considering sprawl as *‘the outward spread of a large built-up area at its periphery in a sporadic, dispersed and irregular way’*.
- 2.5. For purpose b) *to prevent neighbouring towns merging into one another*, the GBA stage 1 identified the settlements in Spelthorne and in neighbouring boroughs to determine gaps between settlements. This considered the gaps between all non-Green Belt settlements i.e. not just the boroughs main towns but also the smaller settlement areas.
- 2.6. Purpose c) *to assist in safeguarding the countryside from encroachment*, was assessed by considering openness and the extent to which the Green Belt can be characterised as countryside.
- 2.7. For purpose d) *to preserve the setting and special character of historic towns*, only Staines-upon-Thames conservation area was identified as potentially being impacted by this purpose, with Green Belt assessed in its contribution to the context and visual surroundings of historic town character.
- 2.8. The Stage 2 assessment went on to split the Local Areas identified at stage 1 into smaller sub areas. These were identified using a 250m buffer around each settlement and as such, not all Green Belt was assessed at stage 2. This finer grained assessment looked at the role of sub areas against the NPPF Green Belt purposes in a similar fashion to the stage 1 assessment and also considered how any change to Green Belt boundaries might affect the performance of the wider strategic Green Belt.
- 2.9. A stage 3 Green Belt assessment was undertaken in house by Spelthorne Borough Council in 2022. This report looked solely at the performance of sites identified for release from the Green Belt as allocations in the 2024-2039 Local Plan and drew largely on the stage 1 and 2 assessments.
- 2.10. The Green Belt Assessment studies are available on the Council's website at: [Evidence Base - Spelthorne Takes Shape](#)

3. Grey Belt Tests

- 3.1. The GBA studies have not been tested against the 2024 NPPF and updated PPG on Green Belt but nonetheless it provides a useful tool and foundation for assessing the performance of sites in the Green Belt and against the definition of Grey Belt.
- 3.2. To determine how up to date the GBAs remain in light of the updated policy and guidance, a review of the methodology has been undertaken by Strategic Planning officers against the 2024 NPPF and updated PPG on Green belt. That review informs the guidance set out below.

Step 1: Site Assessment Area

- 3.3. In determining how proposals in the Green Belt can be assessed and whether they are grey belt, paragraph 009 of the Green Belt PPG emphasizes the need to determine whether development of the *site* would fundamentally undermine the purposes of the remaining Green Belt, as opposed to any wider parcel of land that may have previously been assessed as part of Green Belt assessment work.
- 3.4. Furthermore, as the stage 2 assessment focused on land within a 250m buffer around each settlement, there is land within the Green Belt that was not previously assessed and will require assessment should it be subject to a planning application.
- 3.5. Individual sites will therefore need to be assessed against Green Belt purposes a), b) and d). The conclusions of any sub area from the GBA2, particularly where it was previously deemed to be strongly performing, will need to be reviewed in light of the updated guidance, namely the key differences set out below and the extent to which the development site comprises any previous assessment parcel.
- 3.6. Sufficient granularity in the areas of assessment will be necessary. Looking at smaller assessment areas, where appropriate, should ensure that opportunities presented by smaller parcels to accommodate development – such as those that are already developed or are well contained physically and visually - are not lost within overly large assessment areas/ parcels.

Step 2: Green Belt Purposes

- 3.7. The assessment of grey belt itself relates to purposes a), b) and d) only. Further guidance has been issued in relation to these¹:

Purpose a) to check the unrestricted sprawl of large built-up areas

¹ [Green Belt - GOV.UK](https://www.gov.uk/guidance/green-belt)

- 3.8. The focus of this purpose is on land adjacent to or near to a large built up area which *“if developed, result in an incongruous pattern of development (such as an extended “finger” of development into the Green Belt)”*.
- 3.9. “Sprawl” is a broad term that does not only cover buildings and development but the wider spread of the large built-up area and its urbanizing influences. Sprawl is defined as *spread out over a large area in an untidy or irregular way*².
- 3.10. To make a strong contribution to this purpose, a site will likely be at the edge of the large built-up area in that it can perform a role in containing development and in restricting sprawl. The presence of prominent features in reasonable proximity i.e. planting, topography, rivers, roads, railway lines etc. which might restrict the scale of outward growth, will weaken a site’s contribution to this purpose.
- 3.11. A site that makes a strong contribution to purpose a) will likely be free of development. Consideration will need to be given to whether development would result in an irregular pattern of development that would be at odds with the existing Green Belt form.
- 3.12. When identifying grey belt, only sites that make a strong contribution will be excluded. The presence of existing development that either encloses or partially encloses the site, or the physical features will reduce a site’s contribution to this purpose. Judgment as to whether urbanising influences are present will have to be made, with the list of the features that weaken the land’s contribution set out in PPG not exhaustive.
- 3.13. The criteria used for assessing purpose a) within the GBA studies is considered to be broadly in line with the PPG Green Belt guidance as at Paragraph: 005 Reference ID: 64-005-20250225. Particular attention should be paid to the specific role of the site rather than any wider sub area in checking sprawl of the built up area. This includes the strength of any existing boundary features, the relationship with any nearby built up area and also the likely shape and line of development and how this may alter the existing pattern of the Green Belt.
- 3.14. When assessing performance against this purpose, a site’s relationship with built-up areas, both in Spelthorne and within adjacent boroughs, will need to be assessed. Appendix A provides a map of large built up areas identified through the GBA stage 1. This is still considered to be applicable in light of the updated Green Belt guidance and identifies the broad settlement areas present. When identifying large built-up areas, it is important to take into account wider patterns of development and not just towns, but how settlements relate to one another.
- 3.15. Appendix A shows that functionally, Stanwell, Ashford and Sunbury form one continuous large built-up area with minimal gaps in development present. Similarly, Staines upon Thames forms a large built-up area with Egham in

² Oxford Dictionary Online

neighbouring Runnymede to the west. Shepperton is not considered to form a large built-up area given its more compact and isolated nature, holding a limited relationship with other nearby settlements.

Purpose b) to prevent neighbouring towns merging into one another

3.16. The Green Belt PPG is clear that this purpose relates to the merging of towns, not villages or smaller settlements. The Spelthorne GBA2 focused on all settlement types under the assessment of purpose 2 and therefore this element of the assessment is now somewhat out of date.

3.17. When assessing this purpose, it is important to identify what constitutes a town and how extensive this is considered to be. Spelthorne does not have identified settlement boundaries therefore a combination of the following have been used to identify the extent of the borough's towns:

- Ward boundaries
- Local Plan Policies map
- Key physical features e.g. roads or railway lines

3.18. Given the somewhat patchwork nature of Green Belt in Spelthorne and absence of settlement boundaries, there is a degree of ambiguity as to what can clearly be defined as within a town area or boundary, with villages and towns often separated by small areas of Green Belt. Similarly, there are also several instances of small developed urban areas which fall outside of the main town areas but are separated by Green Belt. It is therefore important to define boundaries and ascertain a site's relationship with the town itself. This will help to determine how any adjacent potential development sites perform against purpose b).

3.19. Appendix B provides a map of towns in Spelthorne based on the above. This should be used to identify the town boundaries, although it is recognised that there will be instances at the micro scale where settlement patterns and local characteristics will need to be analysed in more detail to determine whether an area forms part of a town or not.

3.20. The site allocations identified for release from the Green Belt in the Spelthorne Local Plan 2024-2039 are included on the map to help assess the impact on nearby and adjacent green belt boundaries and the strength of its performance in relation to the potential new town boundaries.

3.21. Guidance on purpose b) sets out that to be strongly performing, a site is likely to be free of existing development, form a *substantial* gap between towns and development would likely result in the loss of visual separation of towns. Larger parcels are therefore more likely to make a strong contribution to purpose b). Smaller parcels that could be developed without the loss of visual separation

between towns, or those that do not make a contribution to visual separation are deemed to be moderate or weakly performing respectively.

- 3.22. Visual separation is a key element of this purpose, as an illustrative feature of moderately performing parcels is that they are able to be developed without the loss of visual separation between towns. This could be (but is not limited to) *“the presence or close proximity of structures, natural landscape elements or topography that preserve visual separation”*.
- 3.23. Whilst the overall principles of the criteria used in the GBA to assess purpose b) are considered to be broadly in line with the PPG guidance on assessing this purpose, i.e. the size of the gap and the degree of visual separation between towns, the settlement size differs. As such, the GBA may be used as a starting point but careful consideration should be given to the size of the settlement adjacent to any proposed development site and where this is a village/smaller settlement rather than a town, the site will not be excluded from the definition of grey belt.

Purpose d) to preserve the setting and special character of historic towns

- 3.24. Again, this purpose relates to towns only, not villages and smaller settlements. The Spelthorne GBA1 identified *“Staines-upon-Thames defined in the Staines Conservation Area Preservation and Enhancement Proposals (1991) as the sole geographical area of potential relevance to this assessment. The north-western part of the conservation area is within the Green Belt which appears to have contributed to retaining the open character of this area”*.
- 3.25. Whilst Staines-upon-Thames is not officially designated as a “historic town” by organisations such as Historic England and Historic Town Trust in the sense of a protected status it does contain a conservation area. The small contribution the conservation area makes to the overall size and character of the town would need to be considered. The contribution of Green Belt in Spelthorne to purpose d) through the GBA was deemed to be limited.

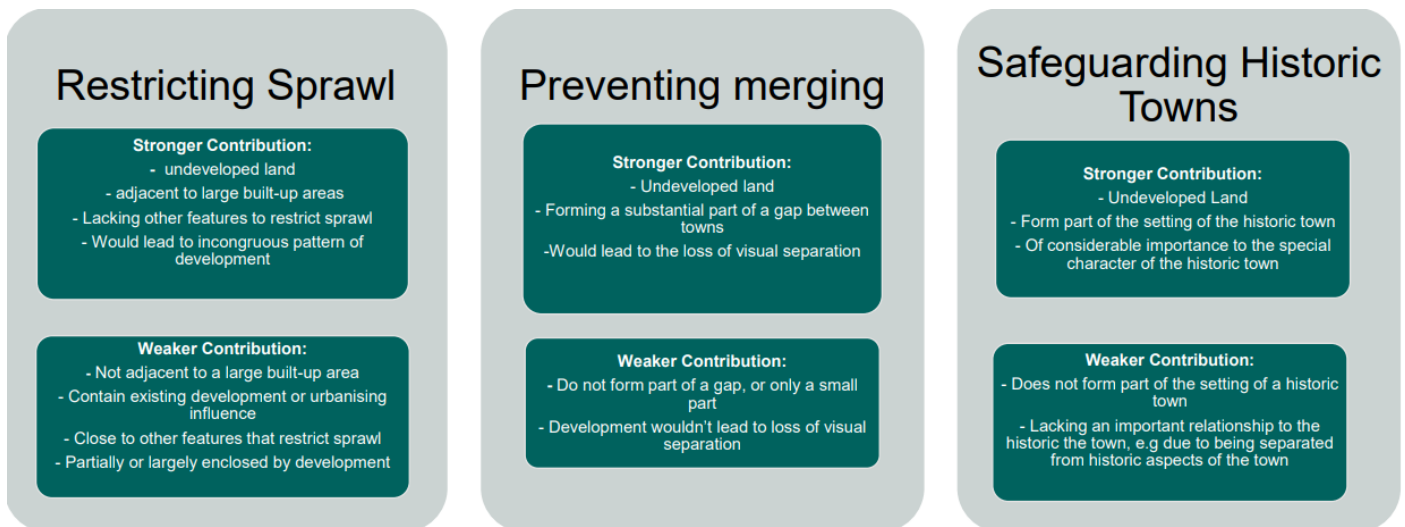


Figure 1: Assessing Contribution to Green Belt Purposes (Planning Advisory Service, 2025)

Step 3: Application of Footnote 7

3.26. Any land which falls within the designations under footnote 7 of the NPPF (excluding Green Belt) and which would form a *strong* reason for refusal cannot by definition be grey belt. In Spelthorne, these designations are:

- Sites of Special Scientific Interest
- SPA, SAC or Ramsar
- Local Green Space (emerging Local Plan)
- Areas at risk of flooding
- Conservation Areas
- Scheduled Ancient Monuments
- Nationally Listed Buildings/Structures (& curtilage)

3.27. Where there is conflict with national policy on habitats, heritage, flood risk etc. there must be a “strong reason” to refuse. The application of footnote 7 will be largely dependent on the characteristics of a site, the nature of a development and/or the potential for mitigation to enable a conclusion to be reached on whether there is a strong reason for refusing or restricting development.

3.28. It is notable that this step follows the assessment of Green Belt performance (as per step 2) as all Green Belt needs to be considered in the first instance. This allows the provisional identification of grey belt ahead of a more detailed analysis of proposals against the footnote 7 designations as to not rule out land immediately from classification as grey belt.

Step 4: Identification of grey belt land

3.29. In accordance with the grey belt definition, such land comprises previously developed land and/or any other land that, in either case, does not strongly contribute to any of purposes a), b), or d) in paragraph 143 of the NPPF, 2024. It also excludes the land where the application of the policies relating to the areas

or assets in footnote 7³ (other than Green Belt) would provide a strong reason for refusing or restricting development. Combining the conclusions from steps 2 and 3 will determine whether a site meets this definition of grey belt.

3.30. If a site is grey belt and fulfils all of the criteria of paragraph 155 of the NPPF, development is not regarded as inappropriate. This sets out that:

The development of homes, commercial and other development in the Green Belt should also not be regarded as inappropriate where all the following apply:

- a. *The development would utilise grey belt land and would not fundamentally undermine the purposes (taken together) of the remaining Green Belt across the area of the plan;*
- b. *There is a demonstrable unmet need for the type of development proposed;*
- c. *The development would be in a sustainable location, with particular reference to paragraphs 110 and 115 of this Framework; and*
- d. *Where applicable the development proposed meets the ‘Golden Rules’ requirements set out in paragraphs 156-157 below.*

3.31. In such a case, there is no need for very special circumstances under paragraph 153; it will have been determined (as above) that there is no strong reason for refusal under paragraph (d)(i) and footnote 7, and so if a proposed development complies with all the Golden Rules significant weight should be given in favour of the grant of permission, applying paragraph 158.

3.32. The PPG guidance on Green Belt however sets out that where grey belt is identified “*it does not automatically follow that it should be allocated for development, released from the Green Belt or for development proposals to be approved in all circumstances...*”. There are further steps to consider but a recognition of land as grey belt provides a gateway to considering whether development passes the appropriateness tests.

4. Appropriateness Tests

Impact on the remaining Green Belt

- 4.1. Consideration of the impact of development on the rest of the Green Belt applies not only to grey belt but all Green Belt.
- 4.2. The next stage is to consider the extent to which the release or development of grey belt land would fundamentally undermine the purposes (taken together) of the remaining Green Belt across the Plan area. This should not require a parcel by parcel assessment of the remaining Green Belt, as per the previous GBA

³ Includes habitats sites (and those sites listed in paragraph 194) and/or designated as Sites of Special Scientific Interest; land designated as Green Belt, Local Green Space, a National Landscape, a National Park (or within the Broads Authority) or defined as Heritage Coast; irreplaceable habitats; designated heritage assets (and other heritage assets of archaeological interest referred to in footnote 75); and areas at risk of flooding or coastal change

studies but rather should consider whether release or development would affect the ability of remaining Green Belt from serving all purposes in a meaningful way.

- 4.3. The GBA2 undertook an assessment of the role of sub-areas as part of the wider strategic Green Belt parcels in which they are located. This considered whether release of a sub-area would impact the assessment of the remaining wider Green Belt performance. Given that the GBA stages 1 and 2 used different definitions of the Green Belt purposes to those more recently set out in guidance, it is considered that these conclusions cannot wholly be relied on, however the qualitative aspects of the previous GBAs may provide a useful foundation for assessing the wider impact. Further consideration should however be given to the specific impacts of development on the wider area.
- 4.4. This step should focus on the level and form of development proposed and its relationship with the wider Green Belt; any localised impacts anticipated and the degree to which any impacts can be mitigated. This step should also focus on the potential impact of cumulative development in the area and long-term protection of the wider Green Belt. Assessment of this criteria should be undertaken both at the micro scale and the macro scale i.e. the adjacent Green Belt land to any potential development site and the wider more strategic swathes of Green Belt within which the site may sit and impact upon respectively.
- 4.5. The maps within Appendix A and B will be helpful tools in assessing the likely impact on the wider Green Belt, particularly along with the cumulative impact of the Local Plan Green Belt release sites. There is also a need to consider any cumulative impacts resulting from the development of a number of sites in the same area.
- 4.6. Where sites have been identified for potential development, the resultant Green Belt boundary and whether it is permanent and recognisable will need to be considered. This will help to assess the degree to which the surrounding Green Belt will be impacted. This step should consider the performance of the Green Belt as a whole, rather than minor impacts on neighbouring parcels. This may be a relatively high bar to hit in a lot of circumstances.

Is there a demonstrable unmet need for the type of development proposed?

- 4.7. Paragraph 155 of the NPPF sets out that “The development of homes, commercial and other development in the Green Belt should also not be regarded as inappropriate where all the following apply...There is a demonstrable unmet need for the type of development proposed”.
- 4.8. For housing, a lack of five-year housing land supply or a Housing Delivery Test score of less than 75% equates to a ‘demonstrable unmet need’. There are no specific measures for other uses therefore a judgment based on available evidence will need to be made.

Would the development in the grey belt be in a sustainable location?

- 4.9. The NPPF is clear that promoting sustainable patterns of development is a key consideration in determining whether or not development proposed in the Green Belt would be inappropriate (paragraph 155). Paragraphs 110 and 115 should be key considerations when assessing sustainability of the location.
- 4.10. This step should be determined in light of local context and site or development specific considerations, including the type of development proposed. This step should consider opportunities to maximise sustainable transport solutions.
- 4.11. Spelthorne is a relatively compact borough and therefore most sites will be located within a reasonable distance to a settlement. To aid the assessment of this test however, a set of indicative criteria is set out below.
- 4.12. Sites within a 250m buffer around the urban area are considered to be the most sustainable. Where a site is not located within or immediately adjacent to a settlement, further assessment of its sustainability will be required. This may include its ability to provide new services on site, or nearby and its ability to improve local connectivity. A map setting out the 250m buffer zone around the urban area is provided in Appendix C.
- 4.13. In line with the NPPF, sites should be assessed to determine whether they facilitate and encourage the use of sustainable modes of transport. Accessibility plays a critical role in assessing the relationship of a site to the settlement, key facilities, services and employment areas.
- 4.14. Approaches to measure service accessibility by walking are inconsistent. Sustrans (2022)⁴ carried out a study on walkable neighbourhoods by local authority and found that the distance from a service over which a site would be classified as 'poor' or 'unacceptable' ranged from 240m to 5km. Furthermore, National Design Guidance gives 800m as a distance most people are willing to walk, although people tolerate slightly longer distances for certain services. Overall the Sustrans study found 800m a standard walkable distance, and 1.6km the longest distance a majority of people are willing to walk to meet their daily needs. These thresholds should be used to assess the sustainability of location and access to services.
- 4.15. Walking distances to local services such as schools, health centres/GP surgeries, local convenience retail, bus stops or rail stations with good services should therefore be assessed. In addition, public transport access to major centres of employment/service centres should also be a factor in assessing residential development.

⁴ [Walkable neighbourhoods: how to reduce car dependency in new developments](#)

- 4.16. Employment sites should be assessed based on their accessibility for the local workforce. The safety and suitability of access arrangements will also be an important consideration in determining the sustainability of the location.
- 4.17. In addition to the more quantitative measures set out above, a qualitative appraisal should also form part of the assessment, considering local character and context, any planned future infrastructure (and its level of certainty), and any identified supporting measures that would improve the site's sustainability.
- 4.18. Where grey belt land is not in a location that is or can be made sustainable, development on this land is inappropriate.

Golden Rules

- 4.19. Where major development involving the provision of housing in the Green Belt is proposed, the 'Golden Rule' contributions should be made, as set out in paragraph 156 of the NPPF, 2024. These relate to affordable housing, infrastructure improvements and green spaces.

5. Impact on openness

- 5.1. [Footnote 55 to the NPPF](#) sets out that if development is considered to be *not inappropriate development* on previously developed land or grey belt, then this is excluded from the policy requirement to give substantial weight to any harm to the Green Belt, including to its openness.
- 5.2. This is consistent with rulings from the courts on these matters that, where development (of any kind, now including development on grey belt or previously developed land) is not considered to be inappropriate in the Green Belt, it follows that the test of impacts to openness or to Green Belt purposes are addressed and that therefore a proposal does not have to be justified by "very special circumstances". See Appendix D on Grey Belt case law for further detail.

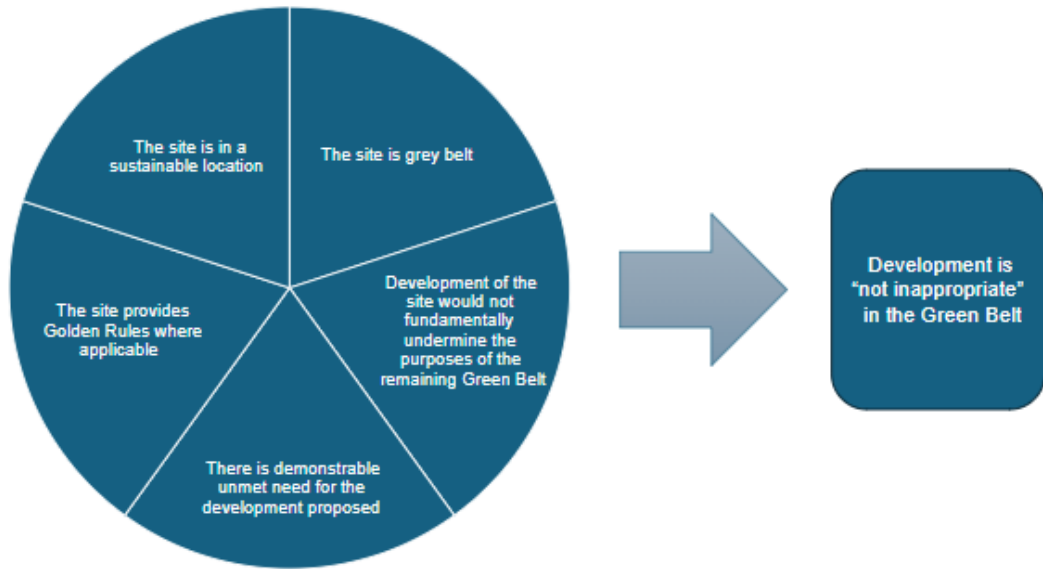
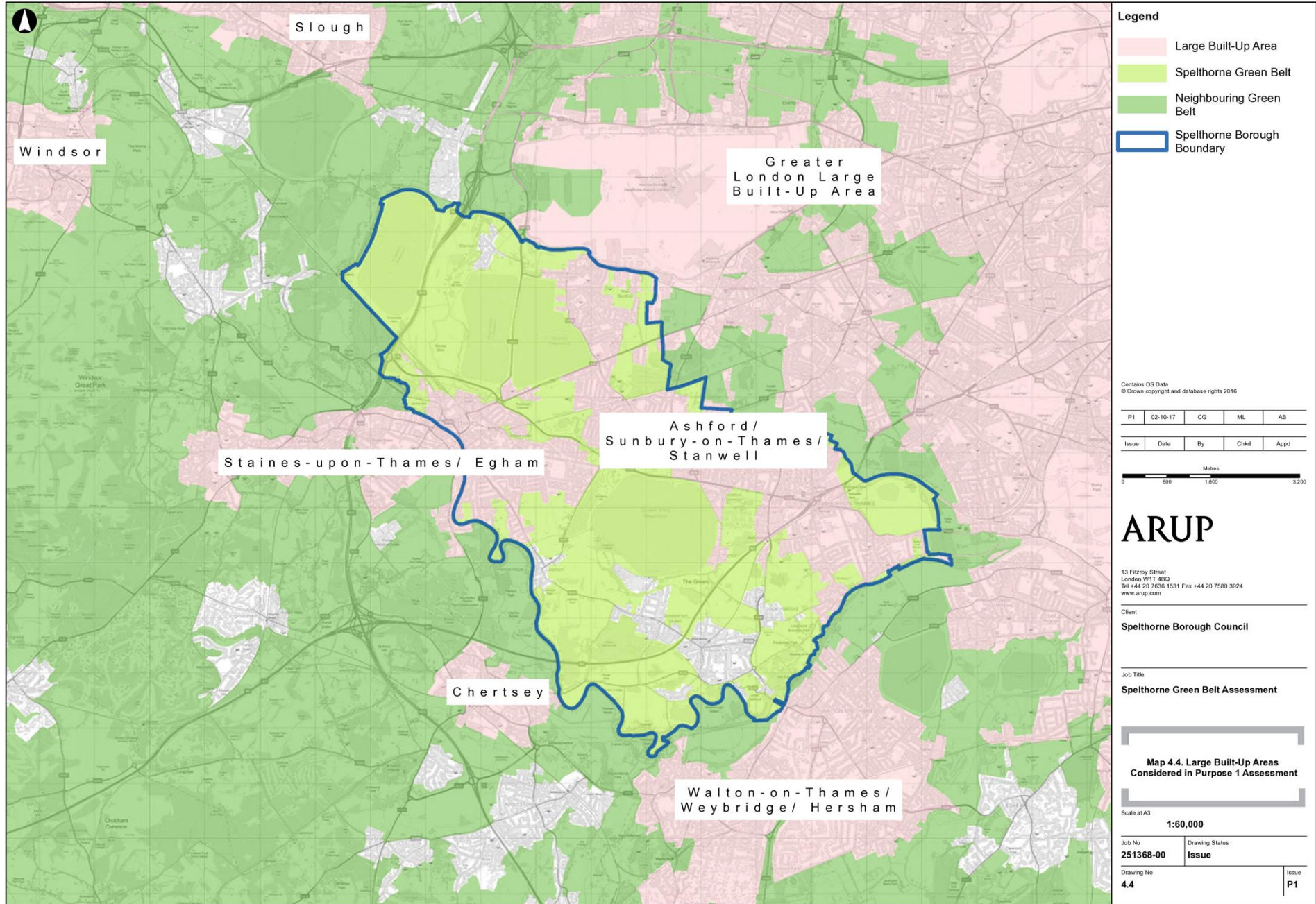
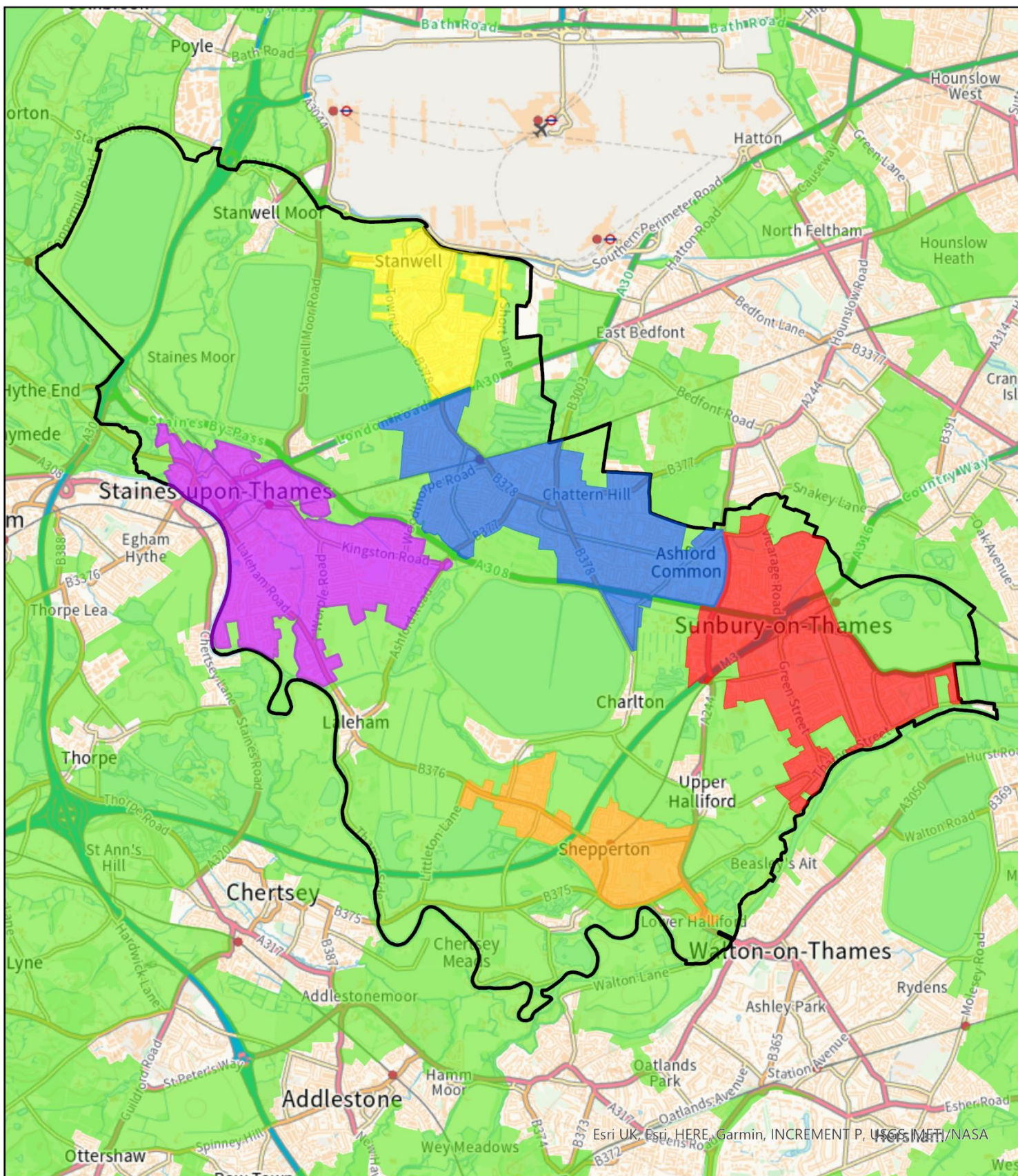


Figure 2: When is development in the Green Belt not inappropriate under paragraph 155 of the NPPF? (PPG Green Belt, Paragraph: 010 Reference ID: 64-010-20250225)

Appendix A: Large Built-Up Areas (Spelthorne Green Belt Assessment Stage 1, 2017)

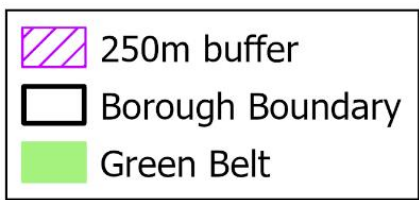
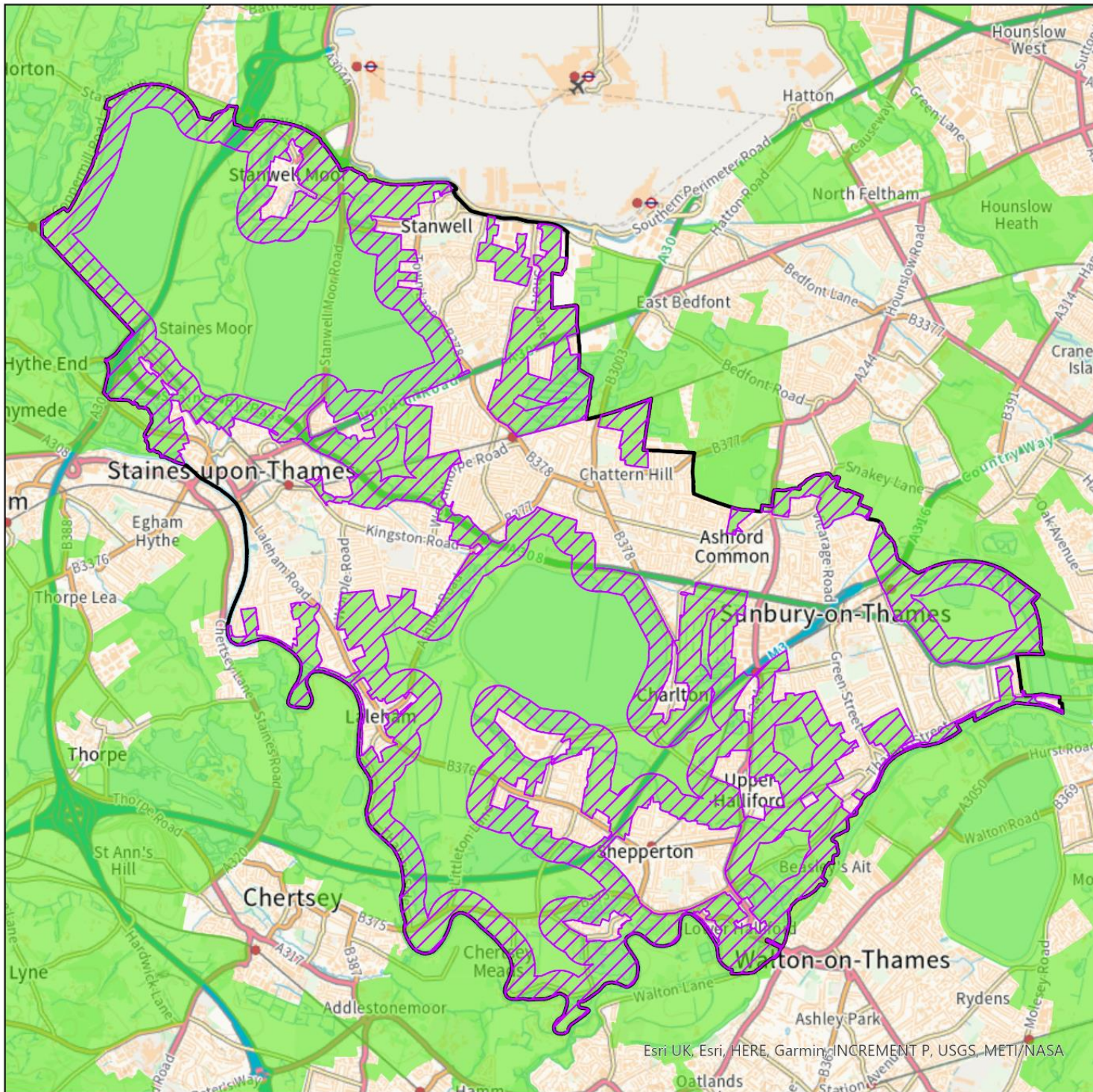


Appendix B: Towns in Spelthorne



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Appendix C: 250m Buffer around urban Area



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Appendix 2: Grey Belt Case Law

Examples of recent decisions

Ministerial Decisions

M56 Motorway Service, Tatton, Cheshire – SOS agreed with Inspector’s conclusion to approve and decided to grant planning permission for Erection of a Motorway Service Area (MSA), demolition of all existing buildings except for the retention and conversion of one residential building (existing farmhouse) and the part retention and conversion of the Eastern Barn for MSA operational purposes, including associated access and buildings (Amenity Building, MSA Hotel and Fuel Filling Station including photovoltaics and ancillary structures), Service Yard, parking for all categories of vehicle (including electric vehicle charging), open space, landscaping and planting, drainage, vehicular circulation, pedestrian and cycle links (including diversion of cycle track) and earthworks/enabling works [Reference: APP/R0660/V/24/3345318](#)

Land off Bedmond Road, Abbots Langley – SOS agreed with Inspector’s conclusion to approve and decided to grant planning permission for 84,000 sqm. (GEA) data centre and country park [Reference: APP/P1940/W/24/3346061](#)

Inspector and LPA decisions

North-West Harpenden, St Albans – committee approved development for 550-home residential scheme with community facilities [2023-0327 North West Harpenden.pdf](#)

Surrey Heath – appeal allowed for 135 homes including a minimum 50% affordable homes, with associated landscaping, parking, open space, play areas, etc; and the construction of a new vehicular access [Reference: APP/D3640/W/24/3347530](#)

South Mimms, Hertfordshire – committee approved development for Data Centre (Use Class B8) comprising of up to 187,000 sqm. Including ancillary offices, internal and external plant and equipment (including flues) and substation (external plant excluded from maximum floorspace). Provision of car parking; servicing areas; associated services (including waste, refuse, cycle storage, lighting); laying out building, routes and open spaces within the development [20250123PL-5A Land East of South Mimms Report.pdf](#)

Basildon District Council – committee approved development for 250 homes; new vehicular access off Laindon road; new pedestrian and cycle access points; together with car parking, landscaping / green infrastructure, surface water drainage basins and associated works [BASILDON DISTRICT COUNCIL](#)

Burcot Farm, Oxford – appeal allowed for 49.9MW solar farm with co-located battery energy storage scheme [Reference: APP/Q3115/W/24/3350890](#)

Wrotham Water Farm, Tonbridge and Malling – appeal allowed for 24-hour truck stop facility for up to 200 HGVs incorporating fuel station, amenity building of up to 1,100 sqm, creation of new access to A20, landscaping and other works [Reference: APP/H2265/W/24/3347410](#)

Tonbridge and Malling – appeal allowed for 57 dwellings with a children’s day nursery, access and open space [Reference: APP/H2265/W/24/3346228](#)

Tandridge – appeal allowed for infill 2-3 dwellings [Reference: APP/M3645/W/24/3347815](#)

Tandridge – appeal allowed for gypsy caravan site and 6 day room chalets [Reference: APP/M3645/W/23/3331609](#)

Windsor & Maidenhead – appeal dismissed for conversion of dwelling to five flats and ten new dwellings [Reference: APP/T0355/W/24/3345911](#)

Guildford – appeal dismissed for Three dwellings, extension to commercial building and access [Reference: APP/Y3615/W/24/3352713](#)

St Albans – appeal dismissed for 12 bungalows [Reference: APP/B1930/W/23/3325998](#)

Grey Belt and appropriateness tests

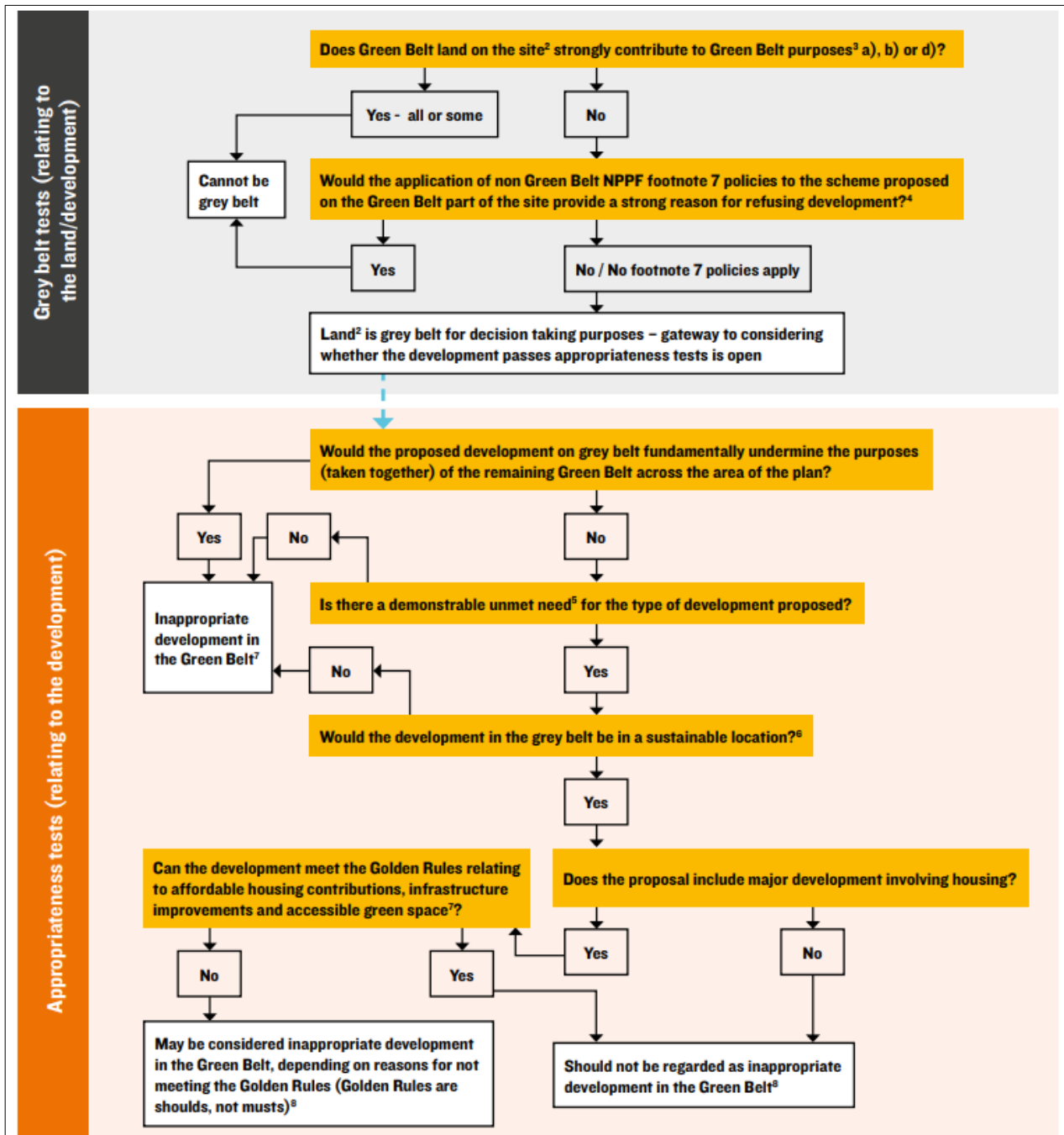


Figure 1: Grey Belt Development Assessment (Lichfields, 2025)

Considering recent decisions and steps outlined in Grey Belt Guidance Note:

Step 1:

- Based on the recent planning reforms and approach to Grey Belt, the previous Grey Belt Assessment (GBA) undertaken by the authority is no longer fit for purpose. SBC is currently working with neighbouring authorities

to produce an updated GBA but until this is complete applications will require a site-specific Green Belt Assessment and judgement on harm to green belt.

Step 2:

- Assess purposes a), b) and d) of the NPPF Green Belt purposes and the contribution that the site and any relevant parcels or sub areas make to each of these:
- **Purpose a) to check the unrestricted sprawl of large built-up areas**
 - Check how much of the application site is within Green Belt sub areas, for sub areas use Stage 2 [Report](#)
 - Assess physical properties of the site – no encroachment of features such as woodland and topographically contained for example being within a natural feature such as a valley
 - Is there a strong relationship to existing built area
 - Are there new features as a result of development - new woodland park creating a physical edge which limits sprawl
 - Prominent topographical, natural and physical infrastructure features within close proximity to the site weaken its contribution
 - Judgement if development is contained, has a defined edge and relationship to existing built area means its contribution to checking unrestricted sprawl is weak
- **Purpose b) to prevent neighbouring towns merging into one another**
 - Is site within a sub area that acts as a strategic gap or space between higher tier settlements i.e. towns
 - If within a strategic gap or space will any small to medium reduction compromise the separation of settlements considering physical and visual terms, and overall openness. Use Landscape and Visual Impact Assessment if available.
 - Assess contribution to physically separating from neighbouring built up areas – towns only
 - If reduction in gap or space is judged not of sufficient scale to result in physical or perceptual merging between the neighbouring built up areas contribution to this purpose is not strong
- **Purpose d) to preserve the setting and special character of historic towns**
 - Does site abut an identified historic place?
 - Does site have views to a historic place?
 - If the above is not met the contribution to this purpose is weak

If land strongly contributes to NPPF Green Belt Purposes a), b) or d) it cannot be Grey Belt

If land does not strongly contribute to NPPF Green Belt Purposes a), b) or d) move to step 3

Step 3: Application of Footnote 7

- Check if any land within site boundary falls within the designations under footnote 7 of the NPPF (excluding Green Belt) and which would form a *strong* reason for refusal
- SBC this includes:
 - Sites of Special Scientific Interest
 - SPA, SAC or Ramsar
 - Local Green Space (emerging Local Plan)
 - Areas at risk of flooding
 - Conservation Areas
 - Scheduled Ancient Monuments
 - Nationally Listed Buildings/Structures (& curtilage)
- Consider which of the policies within footnote 7 if in conflict would present a strong reason for refusing or restricting development
- Substantial conflict with national policy will often constitute a strong reason for refusal

If policies within footnote 7 apply it cannot be Grey Belt

No policies within footnote 7 apply move to step 4

Step 4: Identification of grey belt land

- Following steps 2 and 3 if relevant parcels or sub areas of land are deemed to not contribute strongly to purposes a), b) or d) and
- application of footnote 7 policies (other than Green Belt) does not provide a strong reason for refusal; land can be identified as grey belt.

Land being determined as Grey Belt opens gateway for considering whether the development passes appropriateness tests move to step 5

Step 5: Impact on the remaining Green Belt (appropriateness tests)

- Assess how the site meets criteria to determine if development is appropriate:
- **a) The development would utilise grey belt land and would not fundamentally undermine the purposes (taken together) of the remaining Green Belt across the area of the plan**
 - Through undertaking steps 2 and 3 it will be determined if the site is Grey Belt and therefore utilising Grey Belt land
 - What percentage of the Green Belt would be lost? Considering both scale and function
 - Does the site, relevant parcels or sub areas make an important contribution to the strategic function of the Green Belt?
 - What is the level of site containment?

- Is the impact localised?
- How would the openness of the Green Belt be impacted? What is the size of the built form as a proportion of the overall site?
- Has a Landscape and Visual Impact Assessment been submitted with the application? Does this outline any landscape and visual impact in respect to openness?
- Effect on the perception of openness within the wider Green Belt?
- Are planting and landscaping mitigations proposed?

If site does utilise grey belt land and does not fundamentally undermine purposes of remaining green belt move to criteria b). If not utilising grey belt land and/or fundamentally undermining remaining Green Belt it is inappropriate development

- **b) There is a demonstrable unmet need for the type of development proposed**
 - Housing Delivery Test figure
 - Does the authority have a five year supply of housing
 - Particular need for certain types and tenure of housing being met
 - Meeting requirements of Local Plan policies
 - Meeting employment land needs

If no it is inappropriate development in Green Belt, if yes move to criteria c)

- **c) The development would be in a sustainable location, with particular reference to paragraphs 110 and 115 of NPPF**
 - Is site in a sustainable location
 - Does the proposal include sustainable transport improvements
 - Does the proposal encourage alternative methods of transport

If no it is inappropriate development in Green Belt, if yes move to Para 156 of NPPF

- **Para 156 Does the proposal include major development involving housing?**

If no it should not be regarded as inappropriate in Green Belt, if yes, the following golden rule requirements need to be met

- **a. affordable housing which reflects either: (i) development plan policies produced in accordance with paragraphs 67-68 of the Framework; or (ii) until such policies are in place, the policy set out in paragraph 157**
 - For Major Development does the affordable housing provision meet the minimum of 50% unless this would make the development of these sites unviable as set out in paragraph 67 of the Framework
- **b. necessary improvements to local or national infrastructure**
 - Contributions to primary, secondary or sixth form education
 - Contribution to library services
 - Contribution to youth services
 - Extra care housing
 - Highway improvements

- Active travel improvements
- Sports facilities
- NHS services
- **c. the provision of new, or improvements to existing, green spaces that are accessible to the public. New residents should be able to access good quality green spaces within a short walk of their home, whether through onsite provision or through access to offsite spaces**
 - Open space embedded into design
 - Any deficit of amenity green space, parks and gardens, and multi-functional green space in the area
 - How much amenity green space would proposal provide?
 - How much natural and semi-natural green space would the proposal provide?
 - Would the proposal provide parks and gardens?
 - Do submitted plans cover provision of planting, woodland, green corridors, grassland, meadows or wetland?
 - Any provision of allotments, children play areas and playing pitches?
 - What percentage of multi-functional green space covers the total site area?

If a site is grey belt and **fulfills all** of the golden rules criteria development is not regarded as inappropriate

If a site is grey belt and **does not fulfill all** of the criteria depending on the reasons for not meeting the golden rules criteria it may be considered inappropriate development in the Green Belt. Golden rules are 'should' not 'musts'.

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Environment & Sustainability



June 2025

Title	Project Green Horizon Programme
Purpose of the report	To make a decision
Report Author	Arthur Stokhuyzen and Tim Snook
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not Applicable
Corporate Priority	Resilience Environment Services
Recommendations	Committee is asked to: To Support the initiation of the Project Green Horizon Programme and approve the initiation/undertaking of the first 3 projects under the programme.
Reason for Recommendation	The Council has 5 years to reach our goal of Net Zero. This programme provides a comprehensive and holistic approach to the council's journey to Net Zero at Scope 1&2 CO2e as well as improve the council's resilience to the impacts of Climate Change.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> In 2020 the council declared a Climate Emergency and the subsequent target of reaching Net Zero by 2030. The Council adopted the climate change strategy to outline how to achieve this goal in 2022. The strategy was updated in late 2024 and an action tracker produced. Since the 2019 baseline, our emissions have increased by 10%. 	<ul style="list-style-type: none"> Reach Net Zero as a council by 2030 The current documentation (Climate Change Strategy) and missions (Corporate Priority Environment) have not fully provided a successful framework and accountability for Net Zero Action. Therefore, a reimaged and improved approach is required to take us forward to achieve the agreed targets. The projects proposed are both achievable and impactful.

This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Organise the approach to climate change mitigation and adaptation under a single, monitorable programme. All climate change projects will be directly reported upon to councillors via a custom portal. Undertake and initiate 3 projects that will collectively reduce the carbon footprint by 82%. For Environment & Sustainability committee to approve the Project Green Horizon Programme and agree to/supporting the first 3 projects being undertaken. 	<ul style="list-style-type: none"> Begin the formation of a detailed programme of works for the Specific Tasks Undertake and initiate the projects outlined in this report and recommend corporate policy and resource committee approve these projects and the green horizon programme.

- 1.1 The decision on whether to approve with the Project Green Horizon Programme will be based upon the council's commitment to supporting decarbonisation of the Councils Scope 1&2 CO2e emissions and improve resilience.
- 1.2 Supporting this programme and the initial projects will directly correlate with the council's commitments in declaring a climate emergency in 2020 and adopting a climate change strategy in 2022 which was updated with an action tracker in September 2024.

2. Key issues

- 2.1 This report seeks to provide a comprehensive and holistic approach to the final 5 years of the council's journey to Net Zero at Scope 1&2 CO2e as well as improve the council's resilience to the impacts of Climate Change. Additionally, it presents the first projects to be run under this programme to ensure the most impact.

Objectives of the Green Horizon Programme:

1. A clear plan and pathway for each net zero task, including strong stakeholder engagement across the relevant council departments.
2. Create two workflows under the banners of Climate Change Mitigation and Climate Change Adaption
3. Bring all Projects and Works relating to the Council's Net Zero journey under a single programme.
4. To only include tasks relating to the Council's Net Zero Journey.
5. Creating accountability for relevant services through transparent reporting and strong data management. Specific reporting pathway directly to the Environment & Sustainability committee, ensuring relevant officers are held accountable.

Information on the Project Green Horizon Programme can be found in:

Appendix A: Project Green Horizon Programme

A visualisation of the structure of the programme can be seen below:

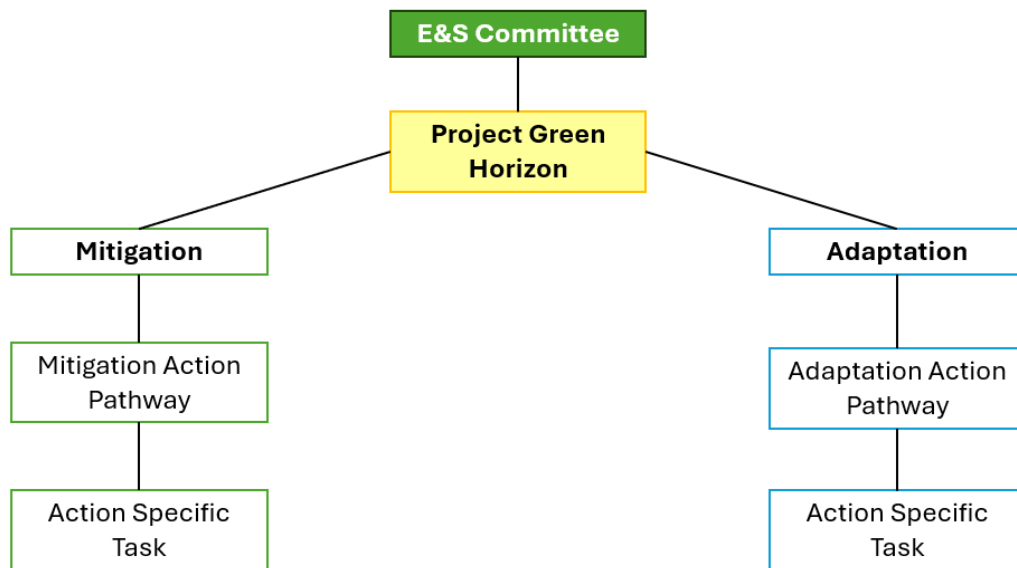


Figure 1: Flow Chart of Proposed Programme Structure

- 2.2 Under the Green Horizon Programme, we propose that 3 major projects be brought forward initially to have the largest impact upon the Council's carbon footprint. These projects are as follows:
- 2.3 Proceed as planned and agreed by CPRC and Council (27.2.25) with the 'Fuel Storage Tank' development and transition the diesel fleet to HVO (Hydrotreated Vegetable Oil) biodiesel which forms part of the Neighbourhood Service Plan 25/26.
- 2.4 This project involves the transition to HVO diesel for all our diesel assets. This has been thoroughly considered, and all vehicles have been cleared to be compatible with the product. HVO is made from recycled vegetable oil and carries a 90% reduction in carbon emissions over conventional diesel. As budget has been agreed this project can commence on 1 April 2025 with the first stage being replacement of the diesel fuel tanks which are at end of life. Once replaced HVO fuel can be purchased and vehicles run on HVO.
- (a) This would represent a **580 tCO₂e reduction of our carbon footprint**. This alone is a **reduction of 48%** of our carbon footprint.
- 2.5 Transition to a 100% renewable energy tariff as soon as reasonably possible.
- (a) This would ensure an accredited reduction in our electricity related carbon emissions. This is something that our current supplier should be able to offer us in the next couple of months.
- 2.6 An 'Electricity Reduction Plan' to reduce electricity consumption by 10% across our billed assets plan will be developed with the Climate Change Working Group and taken to Environment and Sustainability Committee. This involves behaviour changes and infrastructure upgrades
- (a) This would represent a **349 tCO₂e reduction of our carbon footprint**. This alone is a **25% reduction** of our carbon footprint.

- 2.7 Gas reduction projects of the council owned estate. Through energy efficiency measures it is estimated that we can reduce our gas consumption by 35%.
- (a) These works include improving Building Management Systems, behaviour changes from staff, heating plans and insulation improvements.
 - (b) Use of innovative technology such as infrared heating and heat system additives.
 - (c) This 'Programme of works' for Gas Reduction would reduce the carbon footprint by **9%, or 124 tCO₂e**.
- 2.8 After completing these projects, that we believe can reasonably be implemented before unitarisation, the remaining carbon footprint would be just 18% of the current footprint. This represents an **82% reduction**.

Below is a pie chart representing the first projects under the Green Horizon Programme as represented sections of their impact on current carbon footprint:

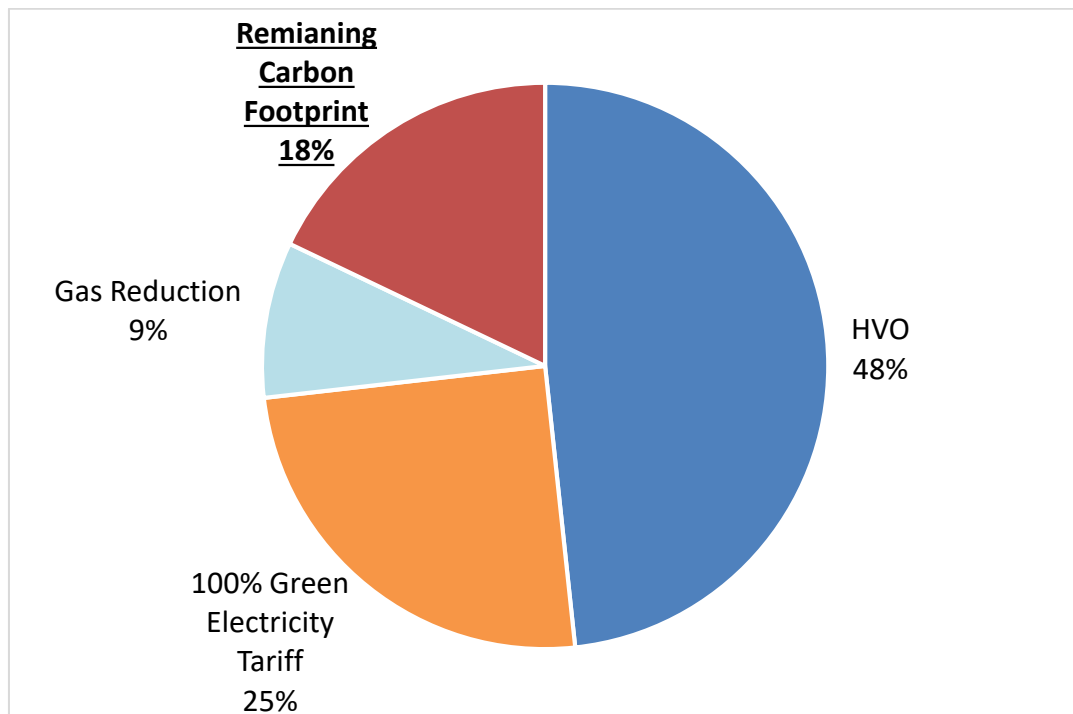


Figure 2: Pie Chart Breaking Down Carbon Footprint

3. Options analysis and proposal

- 3.1 **Option 1 (Recommended):** Approve the Project Green Horizon Programme
 This is advised as we only have 5 years to reach Net Zero as a council and the current framework has not been successful.

Option 1, A (Recommended): Approve the initiation of the gas and electricity projects under the Green Horizon Programme together with implementation of the HVO project as planned. This will enable the Council to have the most impact on its carbon footprint in the smallest amount of time.

Option 1, B: Do not approve the Projects as outlined in the report which is not recommended as it will not assist us in delivering net zero by 2030.

Option 1, C: Approve an amended project list Supported by Cllrs

4. Financial management comments

- 4.1 There are no costs associated with the option to approve the Project Green Horizon Programme.
- 4.2 There are costs involved in the delivery of the 3 major projects outlined. However, all costed decisions will be or have been taken to CPRC for approval. They have the following financial implications.
- 4.3 The HVO project has already been costed by the Neighbourhood Services team and outlined a capital cost of £90,000 for a new 'Fuel Storage Tank'. Additionally, the HVO is expected to cost £40,000 more than diesel per year. These have been agreed by CPRC in the budget for 25/26.
- 4.4 For the 100% renewable energy tariff we currently have no costings as we are awaiting LASER, our utility broker to provide an option for this. The current market landscape expects a certified 100% renewable energy tariff to be between 0%-20% more expensive than our electricity tariff. This means an estimated annual cost increase between £0 - £114,881.80/year. However, the Electricity Reduction Plan is planned to increase electrical efficiency by 10% - increasing cost efficiency.
- 4.5 The Gas Reduction project includes a site specific 'Programme of Works' which will, need assessment and costing.
- 4.6 These 3 projects each contribute significant CO2e reductions and help the council reach net zero at scope 1&2 emissions.

5. Risk management comments

- 5.1 There are many risks of not taking effective action, including increasing the risks of exposure to extreme heat, flooding and drought.
- 5.2 There are risks involved in improper project management and governance in running multiple projects that share the same common objectives. Therefore, the programme is designed to improve governance and mitigate project management risks.
- 5.3 All further costs involved with the Green Horizon Programme and initial projects will be taken to CPRC. All projects will have their own risk register to be reviewed by CPRC.

6. Procurement comments

- 6.1 This programme and major projects will have procurement implications.
- 6.2 As the costings for the Fuel Storage Tank exceed £30,000 it will require a Pipeline Registration Form and full involvement of Procurement to ensure strong governance which is being progressed.

6.3 Any further procurements involved with the Gas Reduction Project over £5,000 will require internal approval in accordance with the Contract Standing Orders.

6.4 Any further procurements involved with the Gas Reduction Project over £30,000 will require full a Pipeline Registration Form and full involvement of Procurement to ensure strong governance.

7. Legal comments

7.1 Legal will need to be consulted on all further actions.

8. Other considerations

8.1 No further considerations

9. Equality and Diversity

9.1 There will be ongoing considerations for EDI in all future actions and projects.

10. Sustainability/Climate Change Implications

10.1 There are direct implications as the Project Green Horizon Programme aims to reduce the Council's CO2e.

10.2 The programme reorganises all climate change efforts as set out in the climate change strategy, adopted in 2022.

11. Timetable for implementation

11.1 The programme sets out a 5-year time scale to deliver Net Zero. However, the programme appreciates the vulnerable political position of Spelthorne Borough Council in a landscape of Local Government Reorganisation. In response to this the initiation of these 3 Major Projects will demonstrate the ambition of this council to deliver on the objective to achieve net zero prior to the unitarisation.

12. Contact

12.1 Arthur Stokhuyzen, Climate Change Officer Tim Snook Sustainability and Flood Risk Officer

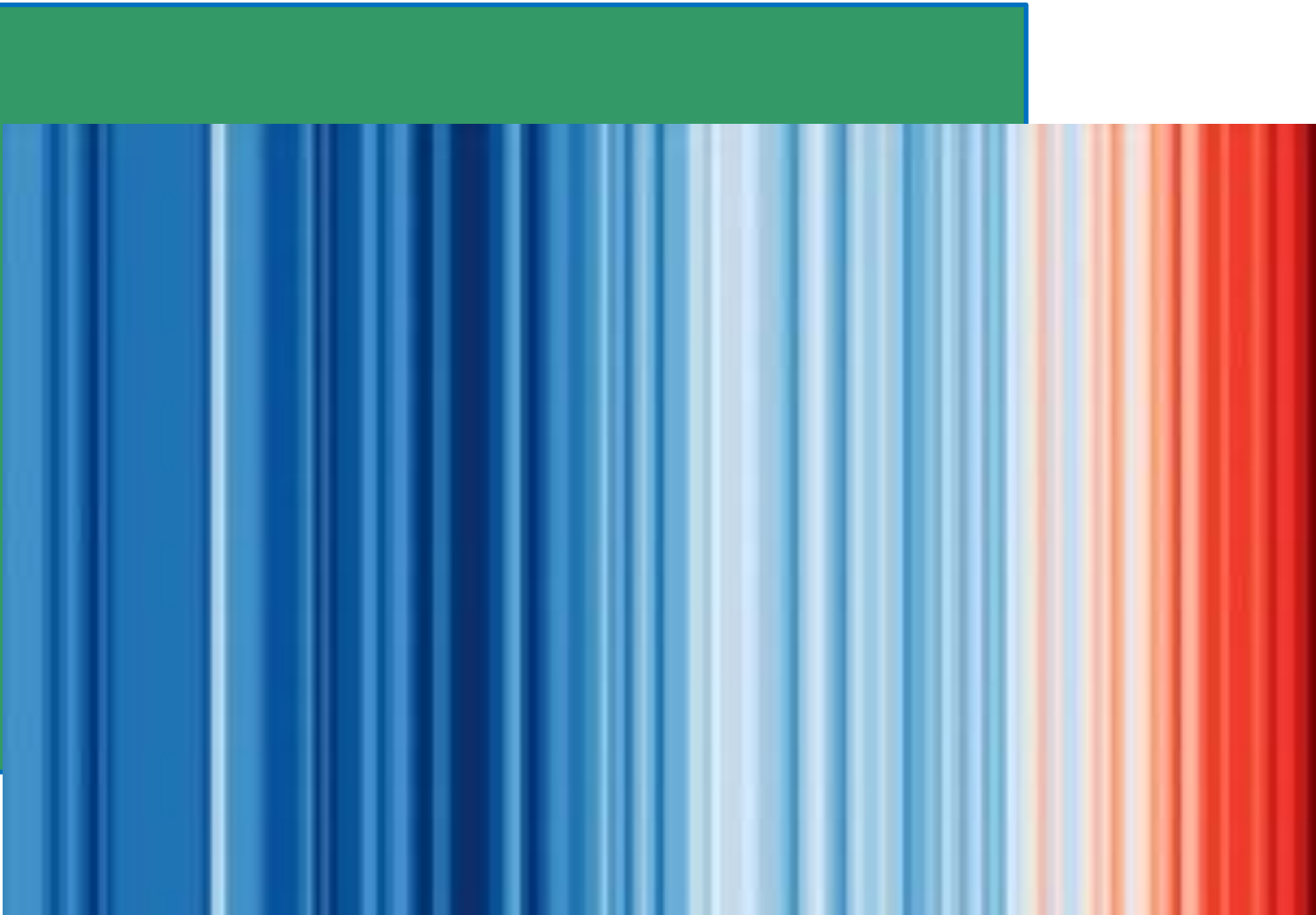
12.2 A.stokhuyzen@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A: Project Green Horizon Programme

Appendix B: 3 Major Project Cost & CO2e Reduction Breakdown



**Project Green Horizon
Programme
2025-2030**

Spelthorne Borough Council



Introduction

Spelthorne Borough Council declared a Climate Emergency on 14th October 2020, publicly prioritising our commitment to tackling the climate crisis. A cornerstone component of this declaration as well as the subsequent Climate Change Strategies have been to achieve Net Zero by 2030 at Scope 1 & 2 emissions.

The Council has increased their Scope 1 & 2 emissions since the 2019 baseline by nearly 10%. Therefore, a reimagining of our approach to reduce emissions is necessary to achieve our target of Net Zero by 2030.

Up to this point the Climate Change Strategy (CCS) and adjoining Action Plan alongside the Corporate Priority Environment have been the underpinning documents and missions to deliver our targets.

The CCS fails to effectively plan out the pathway to net zero in the terms of required actions. As it is a complete overarching document it blurs the lines between council wide net zero action and internal net zero action, creating a complicated picture for delivery. A lack of comprehensive data management means there is a knowledge gap between the ambition to deliver net zero and the reality. Finally, the current framework has no accountability for failings in departments delivering net zero. A core component of the Project Green Horizon Programme (PGHP) is to rectify these issues and include improvements as cornerstone governance components.

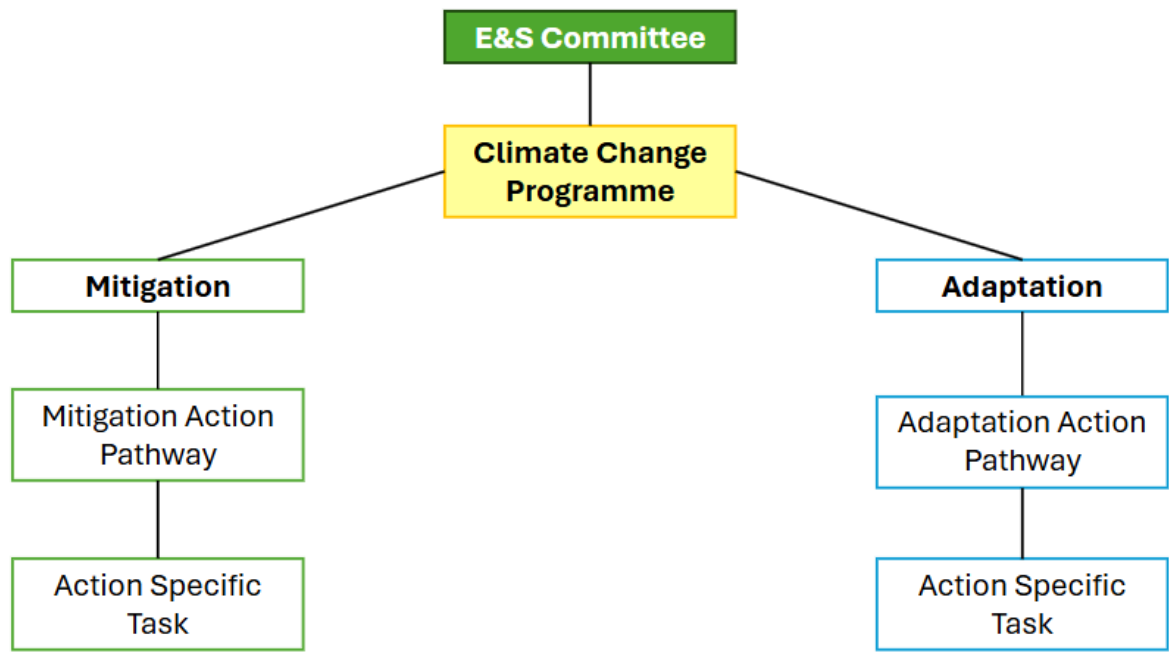
Aim

To provide a comprehensive and holistic approach to the final 5 years of the council's journey to Net Zero at Scope 1&2 Carbon Emissions as well as improve the council's resilience to the impacts of Climate Change.

Objectives

1. A clear plan and pathway for each net zero task, including strong stakeholder engagement across the relevant council departments.
2. Create two workflows under the banners of Climate Change Mitigation and Climate Change Adaption
3. Bring all Projects and Works relating to the Council's Net Zero journey under a single programme.
4. To only include tasks relating to the Council's Net Zero Journey.
5. Creating accountability for relevant services through transparent reporting and strong data management. Specific reporting pathway directly to the Environment & Sustainability committee, ensuring relevant officers are held accountable.

Visualisation of Workflows and Programme Governance Structure



Action Pathways & Specific Tasks

The Project Green Horizon Programme is broken into two 'Action Pathways' Mitigation and Adaptation. These are then further broken down into 'Specific Tasks'. These 'Specific Tasks' have key S.M.A.R.T targets for FY 25/26, FY 26/27 and FY 30/31. Additionally, each task has an individual measurement framework to ensure cohesive data management across the 5 Year Project Green Horizon Programme.

Visualisation of 'Action Pathways' and 'Specific Tasks'

Mitigation action pathway:

Key Action	Task	Service
Net Zero Council Buildings	Increase building energy efficiency	Assets - Development
	Reduce Gas Usage	
	Deliver 100% Green Electricity Tariff	
Net zero Council Fleet	Deliver HVO Fuel	Neighbourhood Services
	EV Transition	
	Improve efficiency of fleet	
	EV infrastructure access across fleet used sites	
Sustainable Procurement	Sustainable procurement of goods/services	Procurement
Land Use Management	Identify and measure our current offsetting assets	Climate Change Team
	Plant Trees	Climate Change Team

Adaptation action pathway:

Key Action	Task	Service
Improve resilience of council buildings to face future hazardous events	Develop flood resistant measures	Assets - Development
	Develop heat resistant measures	
Land Use Management	Natural Adaptations to reduce flood impact	Biodiversity
	Increase tree cover for shading	

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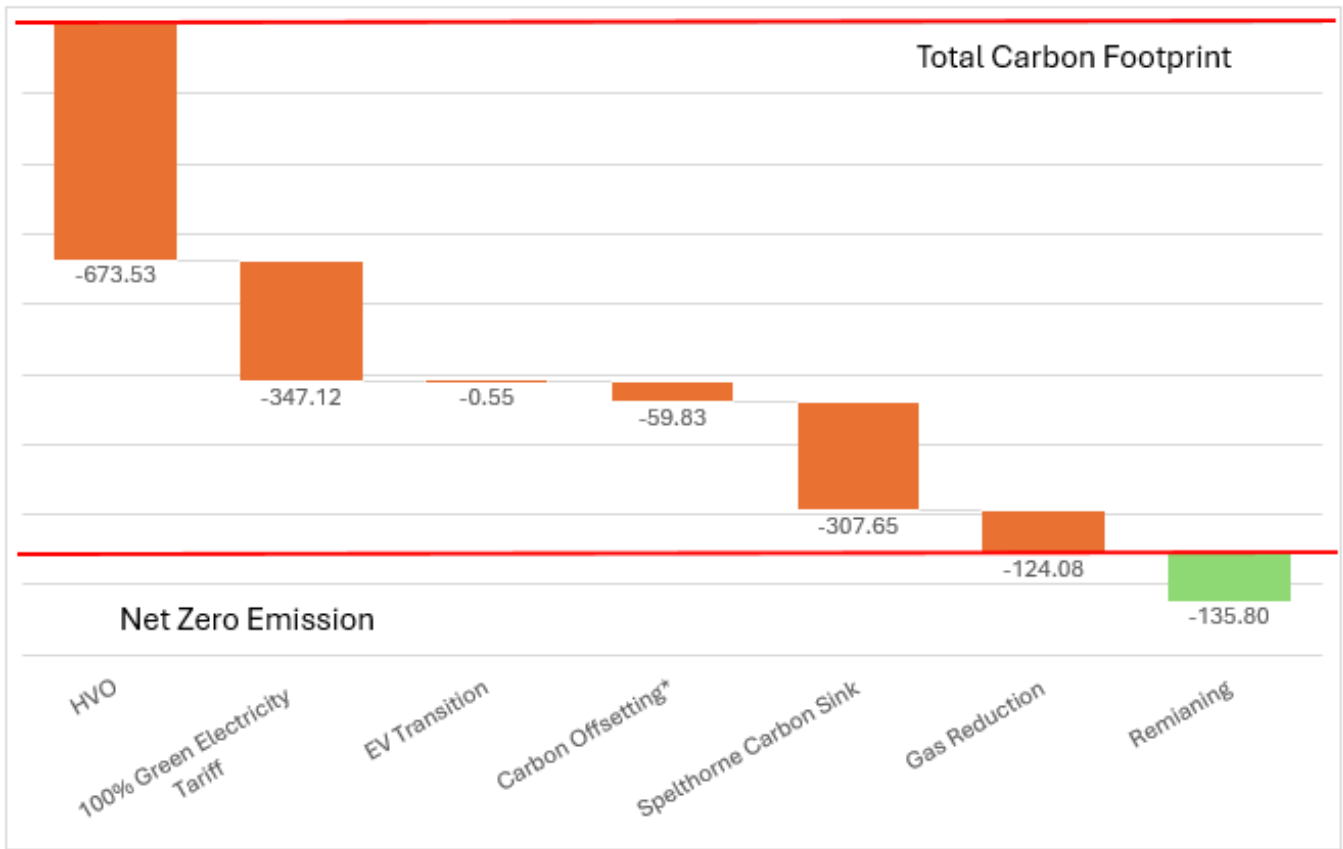
Appendix B: Further information on finance implications of the proposed projects under the Green Horizon programme.

Below is a table that details the major projects that have been devised by the sustainability and climate change team. These projects include:

- Switching to HVO biodiesel
- Switching to 100% green electricity tariff
- Transitioning to 100% electric vehicle fleets
- Carbon offsetting through tree planting strategy
- Carbon sink of the biodiversity owned by SBC calculated
- Gas reduction projects through behavior changes

Action	Capital Investment	5 Year Cost	Carbon Reduction (tCo2e)	Value (kgCO2e/£)	tCO2e Left
End 2024	0	£0.00	0	0	1394.36
HVO	£130,000.00	£290,000.00	673.53	2.32	720.83
100% Green Electricity Tariff	£75,000.00	£350,000.00	347.12	0.99	373.72
EV Transition	£1,230,000.00	£1,230,000.00	0.55	0.00	720.29
Carbon Offsetting*	£30,000.00	£150,000.00	59.83	0.40	660.46
Spelthorne Carbon Sink	£60,000.00	£60,000.00	307.65	5.13	352.81
Gas Reduction		0	124.08	0.00	228.72
Remaining			-135.80		
Total Savings			1512.76		
Total Carbon Footprint			1376.96		

Below is a graph showing the carbon reduction of each project suggested under the programme. Additionally, it shows that Spelthorne Borough Council will become carbon negative, as seen in the green section.



Environment & Sustainability Committee



17th June 2025

Title	Hydromx Pilot Project
Purpose of the report	To make a decision
Report Author	Arthur Stokhuyzen: Climate Change Officer
Ward(s) Affected	Shepperton Town
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community Resilience Environment Services
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. To approve the Hydromx Pilot Project; and 2. To approve as Revenue expenditure the spend of £10,100 from the Green Initiatives fund (GIF)
Reason for Recommendation	<p>The Council has a commitment to reducing carbon emissions and reducing costs/improving efficiencies where possible. Council gas emissions represent 27% of all Scope 1&2 carbon emissions and £122,000 annual revenue cost. The Hydromx Pilot Project presents an opportunity to trial a product that could reduce costs and gas emissions by between 20% - 50%. The full powerpoint presentation explaining the Hydromyx product, how it works and case studies is attached as Appendix A.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • The Council manages a large portfolio of billed assets, many of which rely heavily on gas for heating. This results in high energy costs and significant carbon emissions across the estate. Council gas emissions represent 27% of all Scope 1&2 	<ul style="list-style-type: none"> • Reducing gas consumption is therefore a key priority, both to lower operational expenditure and to support the Council’s climate targets. Utilising Hydromx which improves heating efficiency, is an essential step towards decarbonising the portfolio.

<p>emissions and £122,000 annual revenue cost.</p> <ul style="list-style-type: none"> • The Greeno Day Care Centre currently uses an average of 209,554kWh/year at a revenue cost of £16,579/year. • As part of the Green Horizon Programme we have developed a 'Gas and Electricity Reduction Plan' which aims to provide low cost and impact measures that can deliver medium to high financial and carbon emission reduction returns. 	<ul style="list-style-type: none"> • The project supports financial efficiency goals, aligns with our climate change strategy Action 3: "Carry out energy audits on main Council operations buildings and assets to identify and reduce energy use" and is in line with the Climate Emergency Declaration to be Net Zero at Scope 1 & 2 by 2030. • The Green Horizon Programme sets out the pathway of the Council to Net Zero at Scope 1 & 2 and Hydromx potentially acts as a crucial component of the programme's success.
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<ul style="list-style-type: none"> • Piloting Hydromx at the Greeno Day Care Centre as a part of the 'Gas Reduction Plan' in the Green Horizon Programme. See Appendix B for full 'Gas and Electricity Plan'. • To identify, review and measure the benefits of Hydromx to potentially install across our wider billed assets portfolio to help deliver the Green Horizon Programme. 	<ul style="list-style-type: none"> • Secure approval of the project to Pilot Hydromx at the Greeno Day Care Centre. • Secure approval for the spend of £10,100 to fund the project through the Green Initiative Fund (GIF). The GIF application is attached as Appendix C. The GIF bid application has been taken to the Climate Change Working group (CCWG) on 27/05/25 and has been recommended to the Environment & Sustainability Committee.

1.1 This report seeks to:

1.2 Secure approval to pilot the use of Hydromx, at the Greeno Day Care Centre.

1.3 Secure approval for the spend of £10,100 from the GIF.

1.4 Demonstrate the potential of Hydromx to reduce heating energy consumption between 20% - 50%, contributing to both cost savings and carbon reduction, see Appendix A for evidenced case study and trial data.

1.5 Present a scalable solution that, if successful, could be rolled out across other Council buildings to support the Green Horizon Programme and our wider decarbonisation strategy.

1.6 Outline the project scope, costs and risks providing a clear case for investment in this pilot as a low-risk, high-value opportunity.

2. Key issues

2.1 The decision to proceed with this pilot project is based on the following key criteria:

2.2 The need to reduce energy consumption and operational costs across the Council's building portfolio, particularly in the context of budget pressures.

- 2.3 The Council has made commitments to reduce emissions and progress toward net zero. This project supports those goals by offering a practical, low-disruption intervention that reduces fossil fuel use.
- 2.4 Many of our heating systems are older but still serviceable. Hydromx allows us to improve their performance without costly replacements or major retrofit work.
- 2.5 Hydromx represents an innovative solution that, if successful, could be scaled across similar buildings. This pilot will test its effectiveness and generate evidence for wider application.
- 2.6 The pilot involves low financial and operational risk, with the potential for significant financial and environmental return. It also allows for detailed performance monitoring to inform the Green Horizon Programme and future investment decisions in this product. Please find the measurement framework attached **Appendix A**.

3. Options analysis and proposal

- 3.1 **Option 1:** Approve the Pilot and Funding (**Recommended**): Proceed with the Pilot Hydromx installation at the Greeno Day Care Centre. This enables testing of a low-cost, low-disruption technology with potential to reduce gas use between 20-50% and inform wider rollout.
- 3.2 **Option 2:** Do not Approve the Project (Not-Recommended): This avoids immediate cost but misses the opportunity to trial an innovative solution that could reduce energy costs and carbon emissions.

4. Financial management and S151 comments

- 4.1 The total cost of the pilot project is a quoted cost of **£9,140** (£6,900 for the product and £2,240 for the installation), with a **10% contingency** applied, this brings the total to **£10,100**. This is based on supplier quotes for the installation of Hydromx from the distributor HMX and contractor Highcliffe at the Greeno Day Care Centre.
- 4.2 Quoted annual savings are **£5,027**, resulting in a quoted **return on investment (ROI) of approximately 1.8 years**. The intervention is also expected to deliver an estimated **62,833 kWh reduction in gas consumption** and **11.43 tonnes of CO₂ savings per year**, contributing to both financial efficiency and the Council's decarbonisation targets.
- 4.3 The low upfront cost and strong projected savings make this a financially sound pilot with clear value-for-money. As a percentage return the investment will earn significantly more than could be earned by investing in a financial instrument. On this basis the S151 Officer is supportive of this proposal. There are sufficient funds in the Green Initiatives Fund and if the fund is applied in this way it would leave an estimated remaining balance in the Fund of £425,193.

5. Risk management comments

- 5.1 This project carries **low operational and financial risk**, as it involves a non-invasive intervention in an existing closed-loop heating system. The distributor (HMX) provides a **20-year warranty**, and the fluid is fully compatible with the Greeno Day Care Centre system.

- 5.2 Key risks include underperformance against projected savings and the reliance on a single supplier. These are mitigated through performance monitoring, a clearly defined pilot scope, and a relatively low initial investment.
- 5.3 There is low risk to service delivery during installation, which is quick and requires minimal disruption. The pilot will be closely monitored to inform future decision-making and ensure value for money.
- 5.4 Full outline of risks and mitigations:
- 5.5 Energy savings may be lower than expected due to system condition or usage patterns. Establish clear baseline data; monitor performance rigorously; treat pilot as a learning opportunity.
- 5.6 Installation may require system downtime, affecting comfort or service delivery. Schedule installation during off-peak hours or mild weather; ensure communication with site managers.
- 5.7 Existing heating system may not be fully compatible or require minor adjustments. Conduct pre-installation technical survey; engage experienced installer.
- 5.8 Existing heating systems may contain sludge or debris that could reduce the effectiveness of the Hydromx fluid if not properly flushed beforehand. Run a technical assessment to see if this is required
- 5.9 If heating is manually controlled by users, inconsistent usage patterns could affect performance data and energy savings. Ensure heating systems are improved for consistency and to maximise efficiency.
- 5.10 Consideration needs to be given to staff capacity to carry out this project, e.g. Assets Team, Facilities Management, Sustainability officer, Health and Safety Team.
- 5.11 User behaviours – consideration needs to be given to how the temperature settings are used. It may be necessary to carry out demonstrations to ensure that the heating systems are used safely and correctly.
- 5.12 Consideration needs to be given to the cost of the project. The funding of this project will be from the GIF, and currently there is funding available for this project.

6. Procurement comments

- 6.1 The purchase of Hydromx must comply with the Council's Contract Standing Orders (CSO) and the contract value is under £30,000.00 (inc VAT).
- 6.2 There are UK distributors of Hydromx; procurement have advised to seek three (3) quotations from the distributors to comply with the CSOs and to achieve best value of money for the council.

7. Legal comments

- 7.1 The Council's Climate Working Group (CCWG) considers all applications for funding from the GIF and recommends to this Committee for approval as appropriate.
- 7.2 Application in relation to this pilot project was considered and approved to proceed by the CCWG on 27th May.

7.3 The award of the contract in relation to this pilot project must comply with the Contract Standing Orders (part 4(e) of the Constitution).

8. Other considerations

8.1 In terms of Stakeholder engagement, the on-site manager at the Greeno Day Care Centre has been consulted and is supportive of the proposed installation.

8.2 The Assets team has been consulted in an operational capacity, and we have their officer and Asset Manager support.

9. Equality and Diversity

9.1 There are no negative impacts on equality or diversity associated with this project. The installation of Hydromx will not affect access to services or facilities, and all users of the Greeno Day Care Centre will benefit equally from a more efficient and comfortable heating system. An Equality Impact Assessment has been considered and is not required for this pilot.

10. Sustainability/Climate Change Implications

10.1 This project directly supports the Council's climate change objectives by reducing gas consumption and associated carbon emissions. The estimated annual saving of **11.43 tonnes of CO₂** contributes to progress against net zero targets. As a low-impact, retrofit-friendly solution, Hydromx allows for sustainability gains without the need for major infrastructure changes, making it a practical step towards achieving climate change strategy Action 3: "Carry out energy audits on main Council operations buildings and assets to identify and reduce energy use" and is in line with the Climate Emergency Declaration to be Net Zero at Scope 1 & 2 by 2030.

11. Timetable for implementation

11.1 E&S Committee Approval: June

Procurement of Hydromx: June/July

Product Installation: August

Post-Installation Monitoring: August 25 – June 26

12. Contact

12.1 Please contact: Arthur Stokhuyzen, Climate Change Officer
(a.stokhuyzen@spelthorne.gov.uk) for any questions or comments.

**Please submit any material questions to the Committee Chair and Officer
Contact by two days in advance of the meeting.**

Background papers: There are none.

Appendices:

Appendix A: Hydromx Presentation

Appendix B: Green Horizon Building Decarbonisation Action Tracker

Appendix C: GIF Application for Pilot Hydromx Project

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Hydromx Project

Pilot Project for the Greeno Centre

For any questions, queries or comments please contact Arthur Stokhuyzen, Climate Change Officer (a.stokhuyzen@spelthorne.gov.uk)



Introduction

- Presentation Index
 - S2: Introduction
 - S3: What is Hydromx & How does it work
 - S4: Key benefits of Hydromx
 - S5: System Compatibilities & Impacts
 - S6: Safety & Warranties
 - S7: Case Studies
 - S8: Case Study Data & Links (for full reports please contact a.stokhuyzen@spelthorne.gov.uk)
 - S9: Why the Greeno Day Care Centre
 - S10: Greeno: Quoted Financial Information
 - S11: Monitoring & Review Framework
- Project Aim:
 - Run a pilot at the Greeno Day Care Centre testing the Hydromx product
- Current Situation
 - Council gas emissions represent 27% of all Scope 1&2 emissions and £122,000 annual revenue cost
 - Greeno Day Care Centre uses 209,554kWH/year and £16,579

What is Hydromx & How Does it work

- Hydromx is an advanced thermal fluid that replaces the water or glycol mixture in a closed-loop heating system. Its unique nano-particle composition enhances the rate of heat transfer, essentially increasing the surface area of the liquid in the heating system allowing it to reach desired temperatures more quickly and operate more efficiently.
- More technically: Hydromx is a heat transfer nano-fluid engineered to replace water or water/glycol mixtures in closed-loop heating systems. It contains suspended nano-sized metallic particles (typically iron oxide) that significantly increase the thermal conductivity of the fluid compared to water alone.
- Water has a relatively low thermal conductivity ($\sim 0.6 \text{ W/m}\cdot\text{K}$), meaning it is slow to absorb and transfer heat. In contrast, the nanoparticles in Hydromx create a thermal bridge within the fluid, enhancing its ability to rapidly absorb and conduct heat from the boiler to the heat emitters (e.g., radiators). This is based on the principles of nanofluid thermodynamics, where energy is transferred not just by molecular vibration (as in water), but also by the movement and conduction properties of the suspended particles.
- This is science backed and has seen a history of use in vehicle and industrial processes before entering the building market.

Key Benefits

- **Energy savings:** Independent case studies and commercial trials show consistent **20–50% reduction in gas consumption.**
- **Carbon reduction:** Direct emissions reductions without needing to replace the boiler.
- **Cost-effective:** Lower capital costs than new equipment; payback within 1–3 years
- **Low disruption:** Compatible with existing systems; installation can be completed in a single day
- **Extended system life:** By reducing boiler run-time and protecting against corrosion, Hydromx may help prolong system longevity.

System Compatibilities & Impacts

- **Closed-loop heating systems only:** Hydromx is suitable for sealed systems that recirculate fluid (as in most council buildings). It is **not suitable for open-loop or domestic hot water systems**.
- It is **non-corrosive and non-toxic**, and has been shown to reduce scaling and internal corrosion risk. NSF accredited for its life cycle environmental analysis.
- The fluid includes **anti-freeze properties** (rated to -30°C), offering added protection in winter.
- It is **compatible with most common materials** in commercial heating systems, including steel, copper, and brass. Compatible with the Greeno Day care centre heating

Safety & Warranties

- Hydromx is **non-flammable, non-hazardous**, and safe for use in public buildings including schools, care facilities, and hospitals. NSF accredited for its life cycle environmental analysis.
- The product carries a **20-year performance warranty**, assuming proper installation and system flushing are completed.
- Hydromx can be safely **removed and replaced** if needed — the system can be flushed and returned to standard water/glycol mix with no long-term damage.
- No recorded issues of Hydromx damaging/impacting the operation of a buildings heating system.

Case Studies

- Globally:
 - New York City Council (Empire State Building)
 - New York University
 - Dubai Ice Rink
- UK:
 - Diocese of Chelmsford
 - CREW
 - Welsh Housing Association
 - UK GBC Approved
 - Birmingham Children's Hospital



Data from Case Studies

Site	Installation	Energy Savings	ROI	Issues
Birmingham Children's Hospital	2022	33%	0.8	None
Diocese of Chelmsford (36 Schools)	2021	Between 47% & 37.5%	Between 1.42 & 2.18	None
Welsh Housing Association (19 Properties)	2016	Average of: 37.9%	Average of: 4.3	None
Care Home	2019	28%	1.8	None
Empire State Building	2013	40%	n/a	n/a

- [Heat transfer fluid reducing energy consumption of HVAC systems | UKGBC](#)
- [Essex schools lead energy saving charge – HMX](#)
- [2204-Hydromx-Case-Study-Residential-Care-Home.pdf](#)
- [Hydromx Leads the Way for NYC Carbon Neutral Effort](#)
- (for more & full reports please contact a.stokhuyzen@spelthorne.gov.uk)

Why the Greeno Day Care Centre?

- Suitable building: closed-loop system, consistent heating demand
- Opportunity to test impact in a real-world setting
- Low cost, low disruption intervention with measurable outcomes
- Aligned with climate and financial efficiency objectives

Quoted Financial Information

Page 3 of 4

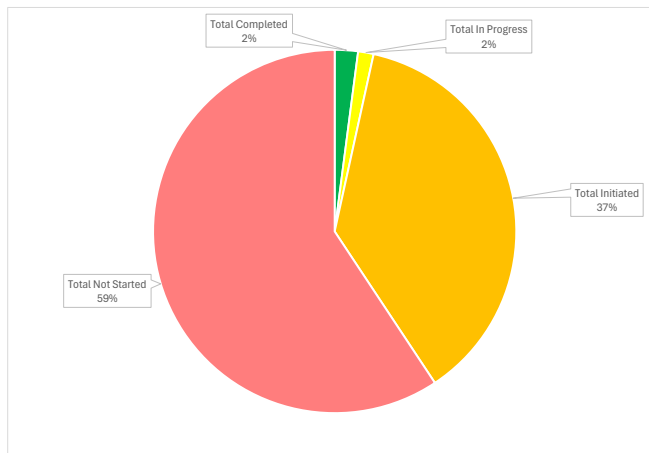
Site	Cons (kWh)	Systems	Boiler size (tot kWh)	Assesed System Volume (L)	Estimated HDMX Vol (L)	Hydromx Budget Cost	Installation Cost	Total Cost	Energy Savings (kWh)	Cost Savings	ROI	tCO2 Saved
Green Centre, TW17 9DH	209,544	3x Valliant 35kWh, 1x 30 Kitchen based system	135	920	460	£6,900.00	£2,240.00	£9,140.00	62833.20	£5,027	1.81	11.43

Monitoring & Review

- To ensure this pilot is successful the Climate Change Team is setting up a robust monitoring and review framework to ensure we have good and reliable data to inform future decisions.
- Key Project KPIs:
 - Setup a measurement timeline that incorporates a minimum reporting period of 9 months between at least September & April.
 - Monitor the carbon emissions reduction, in relation to Scope 1 CO2 emissions. Measured through the Energy Manager portal provided by LASER which gives us consistent and high-quality consumption data.
 - Track ROI. Also measured through the Energy Manager portal provided by LASER which gives us consistent and high-quality consumption cost data.
 - User satisfaction and system performance before and after installation. Measured through staff surveys and consistent engagement with the management team at the Greeno Centre.

For any questions, queries or comments please contact Arthur Stokhuyzen, Climate Change Officer (a.stokhuyzen@spelthorne.gov.uk)

Actions:	Knowle Green	MSCP	Fordbridge DC	Greeno DC	Laleham	White House Depot	White House Workshop	Staines DC	Harper House	White House Hostel	Shepperton Village Hall	Benwell House	Total Completed	Total In Progress	Total Initiated	Total Not Started
Electrical																
Lighting																
Move to LEDs	In Progress	Not Started	Initiated	Initiated	Completed	Initiated	Not Started	Initiated	N/A	N/A	Initiated	N/A	1	1	5	2
Motion Sensors	Completed	N/A	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	N/A	N/A	Initiated	N/A	1	0	7	0
Zonal Lighting	Completed	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	N/A	N/A	Not Started	N/A	1	0	0	8
HVAC																
Use air con less	Not Started	N/A	Not Started	Not Started	N/A	N/A	N/A	Not Started	N/A	N/A	N/A	N/A	0	0	0	4
Replace Air Blowers	N/A	N/A	Not Started	Not Started	N/A	N/A	Not Started	N/A	N/A	N/A	N/A	N/A	0	0	0	3
Equipment																
Power Saving Modes	Not Started	N/A	Not Started	Not Started	Not Started	Not Started	N/A	Not Started	N/A	N/A	N/A	N/A	0	0	0	6
Switching off at Plug	Not Started	N/A	Not Started	Not Started	Not Started	Not Started	N/A	Not Started	N/A	N/A	N/A	N/A	0	0	0	6
Energy Efficient Equipment	Initiated	N/A	Initiated	Initiated	Initiated	Initiated	N/A	Initiated	N/A	N/A	N/A	N/A	0	0	6	0
IT Server Efficiency	Initiated	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	1	0
Behaviour Change																
Switch off culture	Not Started	N/A	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	N/A	N/A	N/A	N/A	0	0	0	7
Train Staff	Initiated	N/A	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	N/A	N/A	N/A	N/A	0	0	7	0
Renewables																
Solar	Not Started	Not Started	Not Started	Initiated	Not Started	N/A	Initiated	N/A	Initiated	Initiated	Not Started	N/A	0	0	4	5
Battery Storage	N/A	N/A	Not Started	Not Started	Not Started	N/A	Not Started	N/A	Not Started	Not Started	Not Started	N/A	0	0	0	7
Operational																
Stagger Usage	Not Started	N/A	N/A	N/A	N/A	Not Started	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	2
Shut down unused areas	Not Started	Not Started	N/A	N/A	N/A	Not Started	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	3
Gas																
Behaviour Change																
Switch off culture	Not Started	N/A	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	N/A	Not Started	Not Started	N/A	0	0	0	9
Train Staff	Not Started	N/A	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	N/A	Not Started	Not Started	N/A	0	0	0	9
Smart Buildings																
BMS Upgrades	In Progress	N/A	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	0	1	9	0
Live Monitoring	Initiated	N/A	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	Initiated	0	0	10	0
New Technology																
Hydromx	Initiated	N/A	Not Started	Initiated	Not Started	Not Started	N/A	Not Started	Not Started	Not Started	Initiated	N/A	0	0	3	6
Inferred	N/A	N/A	Not Started	Initiated	N/A	N/A	N/A	Not Started	Not Started	N/A	N/A	Not Started	0	0	1	4
Smart TRVs	Not Started	N/A	Not Started	Initiated	N/A	Not Started	Not Started	Not Started	N/A	N/A	N/A	N/A	0	0	1	5
Totals Completed	2	0	0	0	1	0	0	0	0	0	0	0	3	2	54	86



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Spelthorne Borough Council
Requests for Funding from the
Green Initiatives Fund



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

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

The project ...

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

Applicants must ...

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

Contact details

Name and position	Arthur Stokhuyzen, Climate Change Officer
Organisation	Spelthorne Borough Council
Charity CIO number (if applicable)	
Address of organisation	
Location services will be provided or project will take place	The Greeno Centre
Contact phone	
Contact email	a.stokhuyzen @spelthorne.gov.uk

Your Project

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

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

You can also submit additional information to support your application by email.

Considerations	Response
<p>Aims and Project Objectives</p> <p>Corporate Priority Alignment</p>	<p>Aim:</p> <p>This pilot project will test the effectiveness of Hydromx, a nano-fluid heat transfer technology, in reducing energy consumption and carbon emissions at the Greeno Day Care Centre.</p> <p>Objectives:</p> <ul style="list-style-type: none"> To reduce gas consumption and carbon emissions at the Greeno Day Care Centre by improving the efficiency of its heating system through the installation of Hydromx. Achieve between a 20% - 50% reduction in energy use for heating, lowering energy bills, and supporting the Council's Net Zero targets.

	<ul style="list-style-type: none"> • Test the functional benefits of the technology, such as faster warm-up times and improved thermal comfort, with minimal disruption to building operations. <p>This project is in direct alignment with the corporate priorities of the environment, resilience and community.</p>
<p>Business justification provided and options considered including.</p> <ul style="list-style-type: none"> - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding 	<p>The project supports financial efficiency goals, aligns with our climate change strategy Action 3: “Carry out energy audits on main Council operations buildings and assets to identify and reduce energy use” and is in line with the Climate Emergency Declaration to be Net Zero at Scope 1 & 2 by 2030.</p> <p>Benefits</p> <ul style="list-style-type: none"> • Low-cost intervention which includes installation • Minimal disruption • Measurable energy savings • Quick return on investment (estimated 1.8 years) • Supports the Council’s decarbonisation and financial efficiency goals. <p>Deliverables</p> <ul style="list-style-type: none"> • Lower energy bills • Provides a scalable model for future energy efficiency upgrades across other Council buildings if successful. • Energy performance report showing the reduction of heating energy use. <p>Financials</p> <ul style="list-style-type: none"> • £6,900 for the Hydromx product & £2,240 for installation • Total Quoted Cost: £9,140. With a 10% contingency that brings the total project cost to £10,100 • Estimated annual savings of £5,027, producing an ROI of 1.8 years. Saving an estimated 62833.20kWh and 11.43tCO2 per year. <p>Objectives</p> <ul style="list-style-type: none"> • Reduce gas consumption and carbon emissions by improving the efficiency of the current heating system.

	<ul style="list-style-type: none"> • Achieve a 20%-50% reduction in energy use for heating. • Support the Councils net zero targets.
How will you measure success?	<ul style="list-style-type: none"> • Develop KPIs for energy and cost savings • Monitor the carbon emissions reduction, in relation to Scope 1 CO2 emissions • Track ROI • User satisfaction and system performance before and after installation (staff surveys)
Indicative Timeframes	If funding is approved, and following a successful procurement exercise, it is estimated that Product installation – would be August 2025.
Risks	<p>Risks to the project are:</p> <ul style="list-style-type: none"> • The existing heating system may not be fully compatible or require minor adjustments. Conduct pre-installation technical survey; engage experienced installer. • Existing heating systems may contain sludge or debris that could reduce the effectiveness of the Hydromx fluid if not properly flushed beforehand. Run a technical assessment to see if this is required • If heating is manually controlled by users, inconsistent usage patterns could affect performance data and energy savings. Ensure heating systems are improved for consistency and to maximise efficiency. • Installation may require system downtime, affecting comfort or service delivery. Schedule installation during off-peak hours or mild weather; ensure communication with site managers.
Stakeholder Identification	Assets, Facilities, Independent Living, Projects Team, Sustainability Officer, Supplier, Legal, Procurement
Roles & Responsibilities	<p>Assets –Installation of Hydromyx will be on Council-owned land.</p> <p>Facilities – Responsible for the day-to-day maintenance of Council-owned land.</p> <p>Independent living – IL run various activities on the site for local residents.</p> <p>Projects Team – Project support</p> <p>Supplier – responsible for installing Hydromyx</p> <p>Climate Change Officer – Project Manager</p> <p>Project Sponsor – Sandy Muirhead</p> <p>Legal– responsible for any commercial contracts</p>

	Procurement – responsible for procuring the services of an external supplier for the installation of Hydromx
Communication Plan	Reporting to MAT, Climate Change Working Group and E&S Committee.
Amount of funding applied for from Spelthorne	£10,100
Funding agreed from elsewhere	No other funding agreed.
Please identify where services will be delivered	The Greeno Day Care Centre
How have you identified the need for carbon reduction or environmental improvements?	Through the direction given in task 3 of the climate change strategy, adopted 2022.

Reviewing the application

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

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

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

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

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

The final decision and payment

Appendix 1

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

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

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

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

Financial status:

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

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

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

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

The Aims of your organisation:

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

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

CIL Update for Environment and Sustainability committee – 17 June 2025

Strategic CIL

- As noted in the March update, officers from Surrey CC arranged a meeting for 11 April with the Strategic CIL Board so that Surrey CC could explain more about their bid for Lower Sunbury Local Street Improvements (LSI) and the links between this project and the LCWIP Lower Sunbury. This was attended by three councillors and the recording remains available.
- The 2025 Strategic CIL Bidding Round opened on the 1 April and will run to the 30 June. The remaining 2024 bids will be considered at the same meeting along with the 2025 bids.

Local CIL

- The Local CIL Bidding Round closed on 31 March 2025.
- A total of 23 bids have been received up from 10 in 2024 and 9 in 2023.
- Officers will be shortly arranging meetings with the chairs of the Local CIL Spending Boards to share the bids with them and ask if they require any further information from bidders before the formal Spending Board meetings are held with all wards councillors.
- Officers anticipate holding the Local Spending Boards at the end of June or start of July, according to Councillor availability.

Ward	Number of Bids Received 2025
Ashford	4
Shepperton, Laleham & Charlton Village	5
Staines	9
Stanwell and Stanwell Moor	1
Sunbury and Upper Halliford	4
Total	23

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Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 June 2025 to 31 May 2026

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 17 06 2025	Approval to Conduct Statutory Consultation on Spelthorne Design Code	Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning
Environment and Sustainability Committee 17 06 2025	Green Initiatives Fund Bid - Hydromx Pilot Project	Non-Key Decision	Public	Arthur Stokhuyzen, Climate Change Officer
Environment and Sustainability Committee 17 06 2025	Grey Belt Assessment Advice Note	Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning
Environment and Sustainability Committee 17 06 2025	Housing Delivery Test Action Plan	Key Decision	Public	Jane Robinson, Principal Planning Officer, Russ Mouny, Team Leader, Planning Development Management
Environment and Sustainability Committee 17 06 2025	Project Green Horizon	Key Decision	Public	Arthur Stokhuyzen, Climate Change Officer
Members' briefing pack 16 07 2025	Surrey Climate Change Adaptation and Resilience Strategy (Surrey Adapt)	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Timothy Snook, Sustainability Officer

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 18 09 2025 Council 23 10 2025	Adoption of Local Plan	Key Decision	Public	Jane Robinson, Principal Planning Officer
Environment and Sustainability Committee 18 09 2025 Council 23 10 2025	Adoption of the Spelthorne Design Code	Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning
Environment and Sustainability Committee 18 09 2025	Design Review Panels	Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning
Environment and Sustainability Committee 18 09 2025	Green Initiatives Fund Bid - Electric Charge Points	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 18 09 2025	Green Initiatives fund Bid - Solar Panels	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 18 09 2025 Council 23 10 2025	Re-adoption of Climate Change Supplementary Planning Document	Key Decision	Public	Jane Robinson, Principal Planning Officer

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 18 09 2025	The Spelthorne Borough Council (Off-Street Parking Places Order) Amendment No.3) Order 2026	Key Decision	Public	Bruno Barbosa, Parking Services Manager
Environment and Sustainability Committee 13 11 2025	Parking Services business improvements and efficiency review	Key Decision	Public	Bruno Barbosa, Parking Services Manager
Environment and Sustainability Committee 13 11 2025	Budget Report	Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Environment and Sustainability Committee 13 11 2025	Fees and Charges	Key Decision	Public	Ola Owolabi, Interim Chief Accountant