

Contact:

See individual reports

Members' briefing pack

Wednesday, 12 February 2025

Items in this briefing pack:

Page nos.

Community Wellbeing and Housing Committee

The following 'to note' reports fall under the remit of the Community Wellbeing and Housing Committee

1. **Housing, Homelessness & Rough Sleeping Strategy Working Group Minutes** **1 - 8**

To note the minutes from the third Housing, Homelessness and Rough Sleeping Strategy Working Group meeting.

2. **Legislative changes to Armed Forces local connection** **9 - 12**

To note the Allocation of Housing (Qualification Criteria for Armed Forces) Regulation and the small change made to the Council's Housing Allocations Policy.

Corporate Policy and Resources Committee

The following 'to note' reports fall under the remit of the Corporate Policy and Resources Committee.

3. **Q3 Capital Monitoring Report** **13 - 20**

To note the capital expenditure forecast overspend of £1.129m for 2024-25 as at 31 December 2024.

4. **Q3 Revenue Monitoring Report** **21 - 64**

To note the forecast underspend of £1,019,000 for 2024-25 as at 31 December 2024.

Spelthorne Borough Council, Council Offices, Knowle Green

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Environment and Sustainability Committee

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

- | | | |
|-----------|--|----------------|
| 5. | Spelthorne Design Code Update - January | 65 - 68 |
| | To note progress made in December/January on the Design Code and next steps. | |
| 6. | Spelthorne Design Code Update - February | 69 - 72 |
| | To note progress made in January/February on the Design Code and next steps. | |

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

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Community Wellbeing and Housing



12 February 2025 (Briefing Pack)

Title	Armed Forces Local Connection Changes
Purpose of the report	To note
Report Author	Steph Green, Assistant Strategic Housing Lead
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Addressing Housing Need
Recommendations	Committee is asked to: Note the Allocation of Housing (Qualification Criteria for Armed Forces) Regulation and the small change made to the Council's Housing Allocations Policy.
Reason for Recommendation	Not applicable.

Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> A new regulation came into effect 18th December 2024 to ensure that no Veterans of the Regular Armed Forces will need to meet a local connection test for housing register applications. 	<ul style="list-style-type: none"> There has been a legislative change that we need to comply with.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Brief the Committee that Officers made a small adjustment to the Housing Allocations policy to ensure the Council complies with the new regulation. 	<ul style="list-style-type: none"> This briefing report provides more information on the regulation and a small change to the Council's Housing Allocations Policy.

- 1.1 This report seeks to brief the Committee on the amended Allocation of Housing (Qualification Criteria for Armed Forces) Regulation and the small change made to the Council's Housing Allocations Policy.

2. Key issues

- 2.1 The amended regulation took effect from 18th December 2024 to exempt all Veterans of the Regular Armed Forces from local connection tests across England.
- 2.2 Before this, only those who had served within 5 years before making an application were exempt from local connection tests.
- 2.3 Ministry of Housing, Communities and Local Government (MHCLG) have laid this regulation to facilitate access of social housing for members of the Regular Armed Forces.
- 2.4 Consequently, to ensure that the Council complies with the new regulation, Officers have updated the Council's Housing Allocations Policy to remove the very small section of wording that specified 'within 5 years of discharge'.
- 2.5 The amended section is as follows (new wording is coloured in red):

"2.3.2 Exceptions to qualification criteria

(ii) Special Arrangements for Armed Forces

Under this policy, Spelthorne Borough Council will not disqualify the following applicants on the grounds that they do not have a local connection with the authority's district:

- (a) *Members of the regular Armed Forces and former personnel of the regular Armed Forces, ~~where the application is made within five years of discharge~~ regardless of when they last served."*

3. Options analysis and proposal

- 3.1 Not applicable, this report is to note only.

4. Financial management comments

- 4.1 Not applicable.

5. Risk management comments

- 5.1 There may be a small increase in the number of applications from members of the Armed Forces. However, the regulation applies to all councils in England so any new burden will be shared. Officers will monitor any subsequent impact of the changes.

6. Procurement comments

- 6.1 Not applicable.

7. Legal comments

- 7.1 Prior to adjusting the Housing Allocations Policy wording, Officers consulted with Committees and Legal who advised that as this is a legislative change requiring the Council to update its policy, there's no decision needed by Committee. However, it was recommended that a note was submitted to the Committee briefing pack to update members.

8. Other considerations

- 8.1 Spelthorne Borough Council is committed to supporting the Armed Forces Community and signed the Armed Forces Covenant in April 2014.

8.2 The Armed Forces Joint Strategic Needs Assessment for Surrey recommends that for social housing applications, discretion should be considered for Armed Forces applicants where their service commitment means that they cannot meet local eligibility criteria.

9. Equality and Diversity

10. MHCLG notes that the provisions recognise the special position of members of the Armed Forces (and their families) whose employment requires them to be mobile and who are likely therefore to be particularly disadvantaged by local connection requirements; as well as those injured reservists who may need to move to another local authority district to access treatment, care or support.

11. Sustainability/Climate Change Implications

11.1 Not applicable.

12. Timetable for implementation

12.1 The regulation was made 18th December 2024. Officers were informed of the changes at a webinar with MHCLG on the 14th January 2025. Officers updated and republished the Housing Allocations policy on 16th January 2025.

13. Contact

13.1 HousingStrategy@spelthorne.gov.uk

Please submit any material questions to the Committee Chair and Officer Contact by two days in advance of the meeting.

Background papers: None

Appendices: None

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Corporate Policy & Resources Committee

Member's Briefing Pack

12 February 2025



Title	Quarter 3 (31 December 2024) Capital Monitoring report
Purpose of the report	Monitor, review, and note the capital expenditure forecast
Report Author	Mahmud Rogers, Joint Financial Services Manager
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community, Addressing Housing Need, Resilience, Environment, Services
Recommendations	Committee is asked to: Note the Capital expenditure forecast overspend of £1.129m for 2024-25 as at 31 st December 2024
Reason for Recommendation	<i>This report provides the Members with an update on the Council's financial position as at 31st December 2024</i>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> Spelthorne Borough Council is expected to overspend its Capital Programme budget position by 31st March 2025, £1.129m 	<ul style="list-style-type: none"> Ensuring the financial stability of the Council
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Monitoring & review the forecast variances by service and area of expenditure 	<ul style="list-style-type: none"> Note the report

1.1 This report seeks to summarise the financial situation of Spelthorne Borough Council at the end of December 2024. Please see the detail in **Appendix A**.

2. Key issues

- 2.1 The Capital Monitoring report covers the cumulative forecast expenditure to complete the capital projects as at 31st December 2024, against the cumulative Council approved Capital Programme budget.
- 2.2 The Eclipse Leisure Centre was opened in October 2024. It has been a major multi-year capital project. As well as being a innovative design with all the latest facilities, the new Leisure Centre is also extremely energy efficient (saving approximately 60% to 70% compared to a conventional leisure centre). The financing of its costs is of major significance to the resilience of the Council's financial situation, and further details are laid out for members in the separate *Eclipse Leisure Centre Financing* report reported to Corporate Policy and Resources Committee on 9th December.
- 2.3 Although the projects may have a budget allocation in the Capital Programme, any changes to the approved project or increases in forecast to complete the project, over and above the approved budget will require prior approval by Corporate Policy and Resources Committee before drawing down against that budget.
- 2.4 A summary of the main variances at 31st December is in Table 1 below:

Table 1 – Summary of Capital Variances to Budget

Committee	Cumulative Spend As at 31/12/24 £'000s	Revised Budget £'000s	Managers Projected Outturn £'000s	Projected Variance £'000s	COMMENTS
Community, Wellbeing and Housing (Disabled Facilities Grant Annual Programme)	14,436	14,667	14,667	0	The DFG additional spend to be funded by the earmarked reserve - 'DFG management fees' and is caused by increased demand and more complex cases. Reserve contribution to DFGs projected at £191k by 31 st March. The Committee Budget and Spent includes Property Acquisition for families (LAHF).
Corporate Policy and Resources	47,659	51,509	52,753	1,244	Assets £2.6m overspend on Spelthorne Leisure Centre Development: c. capitalised £1m interest (producing an ongoing revenue saving), c. £0.5m project management, c. £0.7k Sunbury LC mechanical & Electrical plant replacement costs c. £0.5k increased demo costs for the old Spelthorne LC. Above Leisure Centre overspends partially offset by reconsideration of 31 Hanworth Road -£1m and other projects £0.4m.
Environment and Sustainability	817	2,441	2,326	(115)	Underspend on carried forward Replacement of Refuse Vehicle and Wheelie Bin budget.
Total	62,912	68,617	69,746	1,129	

3. Financial Implications

- 3.1 Once a project is completed, any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional treasury management investment income or to fund additional schemes. Overspends as currently forecast result in greater exposure to higher interest rate costs. High capital expenditure without funding from grants or capital receipts will impact the general fund through a Minimum Revenue Provision (MRP) charge to the revenue budget.

4. Risk Considerations

- 4.1 Since the Council is no longer undertaking, except for the Eclipse Leisure Centre phase 2, direct development of construction schemes, the main risk is now that of further movement in project costs on the Eclipse Leisure Centre project, which is the largest item in the Capital Programme.

5. Procurement considerations

- 5.1 Where necessary, actions will be implemented to effectively manage any procurements that are in progress.

6. Legal comments

- 6.1 The Local Government Act 2003 requires the Council to periodically review its budget calculations during the financial year and take appropriate action if necessary.
- 6.2 This report complies with the statutory duty to conduct a periodic review

7. Other considerations

- 7.1 There are no further considerations.

8. Equality and Diversity

- 8.1 There are no specific areas to highlight. However, equality, diversity and inclusion (EDI) are central to everything that Council does and are woven throughout Council's Corporate Plans.

9. Sustainability/Climate Change Implications

With the Eclipse Leisure Centre we now have an operational leisure centre which meets the Passivhaus energy standards and is approximately 60 to 70% more energy efficient than conventional leisure centres. This will make a significant reduction in our carbon footprint.

10. Timetable for implementation

- 10.1 The timetable for the Capital Programme budget is as per the Programme approved by Council 22nd February 2024. A refreshed Capital Programme for 2025-26 to 2028-29 will be approved on 27th February 2025.

11. Contact

- 11.1 Mahmud Rogers m.rogers@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A - Detailed report										31/01/2025
CAPITAL MONITORING REPORT FOR THE YEAR 2024/25										
Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2024/25	Budget 2024/25	Current Budget VS Actual Variance	Current Cumulative Budget	Cumulative Actuals to date for the project	Managers Projected Outturn at 31 March 2025	Cumulative Budget vs Forecast Variance	Comments
			£	£	£	£	£	£	£	
Housing Investment Programme										
Community Wellbeing & Housing- DFG Annual Programme										
Karen Sinclair	40203	Disabled Facilities Mandatory	974,121	1,025,548	51,427	1,025,548	974,121	1,358,339	332,791	Additional spend to be funded by DFG management fees earmarked reserve. Key Factors Contributing to Overspend: Increased Demand: There has been an increase in applications compared to the previous years due to demographic changes, aging population, the County strength based approach, a drive towards single handed care calls, a fully staffed locality Occupational Therapy team & increased awareness of the grant. Complex Cases: A rise in the number of complex cases requiring extensive adaptations (e.g., structural changes, specialised equipment) has significantly increased the average cost per grant. Supplier and Contractor Costs: Inflation and market pressures have driven up the costs of materials and contractor fees.
		Earmarked reserve - 'DFG management fees'						(191,223)	(191,223)	Additional spend to be funded by DFG management fees earmarked reserve.
Karen Sinclair	40204	Disabled Facilities Discretion	60,025	60,000	(25)	60,000	60,025	60,000	-	
		Grants received from Central Government		(1,025,548)	(1,025,548)	(1,025,548)	(1,028,840)	(1,167,116)	(141,568)	
		Net Cost of Disabled Faci	1,034,146	60,000	(974,146)	60,000	5,306	60,000	-	
Total For HIP			1,034,146	60,000	(974,146)	60,000	5,306	60,000	-	
Community Wellbeing & Housing										
Karen Sinclair	42074	Local Authority Housing Fund Grant (LAHF)	21,439,888		(21,439,888)	28,000,000	27,823,678	27,823,678	(176,322)	Purchases complete
	42074	LAHF Grant			-	(13,393,073)	(13,393,073)	(13,216,751)	176,322	Central government funding
Total Committee			22,474,034	60,000	(22,414,034)	14,666,927	14,435,911	14,666,927	0	

CAPITAL MONITORING REPORT FOR THE YEAR 2024/25

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2024/25	Budget 2024/25	Current Budget VS Actual Variance	Current Cumulative Budget	Cumulative Actuals to date for the project	Managers Projected Outturn at 31 March 2025	Cumulative Budget vs Forecast Variance	Comments
			£	£	£	£	£	£	£	
Environment & Sustainability										
Sandy Muirhead	41617	River Thames Scheme	-	-	-	1,300,000	-	1,300,000	-	The Budget will spend when the scheme starts in 2026/27
Jackie Taylor	41302	Car Park Mgmt. System Update	-	250,000	250,000	250,000	-	250,000	-	Procurement for new car park management system is underway and tender was issued late October 24 Due for completion Jan/Feb 25
Jackie Taylor	41501	New Food Waste Vehicles	-	400,000	400,000	400,000	400,052	400,052	52	Vehicles have been delivered/ payment made in 2023/24
Jackie Taylor	41308	Car Park Mgmt. & Issue System	-	50,000	50,000	50,000	-	50,000	-	Procurement for new car park management system is underway and tender is due to go out in Jan 2025 with implementation before end of March 2025
Jackie Taylor	41503	Replacement of Refuse Vehicle	-	80,000	80,000	80,000	-	25,723	(54,277)	This form a part of New Refuse vehicle budget was approved for £80k but the actual cost was only £25723. The Purchase complete
Jackie Taylor	41608	River Ash Broadwalk	101,147	150,000	48,854	150,000	156,239	156,239	6,239	
		Bronzefield reserve Funding	-	(150,000)	(150,000)	(150,000)	-	(150,000)	-	Funding for River Ash Broadwalk
Jackie Taylor	41609	Replacement Spelride Bus	-	100,000	100,000	100,000	81,820	81,820	(18,180)	New electric minibus has been delivered and is in service
Jackie Taylor	41615	Laleham Nursery Portacabins	5,500	93,000	87,500	116,000	122,524	122,524	6,524	Building work is complete and staff are now working from the new accommodation. The old portacabins have been demolished and removed from site
Jackie Taylor	41616	Replacement CCTV Cameras	-	35,000	35,000	35,000	-	35,000	-	Quotes have been received and will be evaluated to ensure best value when purchasing new CCTV cameras
Jackie Taylor	41620	Wheelie Bins - annual programme	56,811	55,000	(1,811)	110,000	56,811	55,000	(55,000)	Wheelie bins purchased as and when supply demands, as per the budget
		Total	163,458	1,063,000	899,542	2,441,000	817,447	2,326,358	(114,642)	

CAPITAL MONITORING REPORT FOR THE YEAR 2024/25

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2024/25	Budget 2024/25	Current Budget VS Actual Variance	Current Cumulative Budget	Cumulative Actuals to date for the project	Managers Projected Outturn at 31 March 2025	Cumulative Budget vs Forecast Variance	Comments
			£	£	£	£	£	£	£	
Corporate Policy & Resources										
Coralie Holman	41024	Spelthorne Leisure Centre Development	6,530,576	18,845,000	12,314,424	48,370,000	46,798,245	51,009,692	2,639,692	Overspend on Spelthorne Leisure Centre Development: c. £1m interest, c. £0.5m project management, c. £0.7m Sunbury LC mechanical & Electrical plant replacement costs c. £0.5m increased demo costs for the old Spelthorne LC.
Coralie Holman	42001	31 Hanworth Road – secure approval to enter into a land swap with owner occupier to acquire 31 HR in return for a disposal of	0	1,000,000	1,000,000	1,000,000		-	(1,000,000)	The future proposals for this site are being incorporated into the development delivery programme, which is being taken to BIG committee in September for approval. Once approval is obtained for the programme of site delivery, fresh proposals and budget approvals will be sought, hence the project is not progressing on the originally anticipated basis'.
Coralie Holman	42002	Production of strategy to inform about disposal or redevelopment options	0	50,000	50,000	50,000	-	-	(50,000)	Due to current workload, this project will not go ahead but the budget should be requested for next financial year.
Coralie Holman	42004	Demolishing of Kingston Road	0	40,000	40,000	40,000	-	-	(40,000)	This project will not be undertaken this year but it should be requested again in the next financial year
	42056	Whitehouse Hostel - Phase A	22,463	-	(22,463)	-	22,463	-	-	Project completed Waiting for Refund to comethrough to offset £22k
Coralie Holman	42067	Decathlon Unit, Elmsleigh	-	150,000	150,000	150,000	-	-	(150,000)	No spend estimated as space taken over by SCC library and this budget can be removed as part of capital savings for next financial year
Coralie Holman		Elmsleigh Centre WCs	-	55,000	55,000	55,000	-	55,000	-	Project Completed and cost centre can be deactivated this project was completed last year
Coralie Holman	42068	Elmsleigh Centre WCs	-	(40,000)	(40,000)	(40,000)	-	(40,000)	-	Project Completed and cost centre can be deactivated this project was completed last year
Coralie Holman	42076	Sandhill Meadow Bridge	20,000	200,000	180,000	200,000	20,000	200,000	-	Legal obligation with residents to contribute to bridge replacement (additional costs for monitoring officer went through revenue).
Coralie Holman	42077	Ashford Cemetry Lodge - Renovation	158,923	158,000	(923)	200,000	158,923	158,000	(42,000)	Project completion delayed to September due to delay in planning approval to create a vehicular access to the property.
		Assets	6,731,962	20,458,000	13,726,038	50,025,000	46,999,631	51,382,692	1,357,692	
Alistair Corkish	43609	Centros Upgrade	70,121	320,000	249,879	380,000	210,797	380,000	-	Target date for go live delayed to 1st April 2026. An increase in costs is not anticipated.

CAPITAL MONITORING REPORT FOR THE YEAR 2024/25

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2024/25	Budget 2024/25	Current Budget VS Actual Variance	Current Cumulative Budget	Cumulative Actuals to date for the project	Managers Projected Outturn at 31 March 2025	Cumulative Budget vs Forecast Variance	Comments
			£	£	£	£	£	£	£	
Alistair Corkish	43610	General Hard/Software - an	5,928	135,000	129,072	694,000	89,627	546,000	(148,000)	£135k to be spent in on laptops in 24/25 for the VPN, £435k in 25/26 but will depend on the date of release of the new Intel chipsets and also on whether we have sufficient resource to advance the project because of the Mole Valley Centros project. The 25/26 Service plan shows the lower total.
Alistair Corkish	43614	Network Infrastructure	0	-	-	-	-	-	-	
		ICT	76,049	455,000	378,951	1,074,000	300,425	926,000	(148,000)	
Sandy Muirhead	43636	Acquisition of GovTech	0	20,000	20,000	85,000	-	85,000	-	Gov tech procured and being implemented – some technical issues have slightly delayed implementation and therefor payments
Sandy Muirhead	43638	Capita API Webcapture integration	0	70,000	70,000	70,000	-	-	(70,000)	Capita API £70000 forecast to offset the over spent on 43515 Corporate EDMS
Sandy Muirhead	43502	Software Packages	-5,216		5,216			-	-	£5216 refund will be moved to 43515 to offet the overspend in Q3
Sandy Muirhead	43512	SharePoint redesign & Relaunch	123,430	155,000	31,570	155,000	179,757	179,757	24,757	Ongoing Development to implement Sharepoint
Sandy Muirhead	43515	Corporate EDMS Project	0		-	100,000	179,218	179,218	79,218	Due to systems changes and requirements there is an overspend and therefore request to vire from API integration as this links to the EDMS side
		ICT	118,214	245,000	126,786	410,000	358,975	443,975	33,975	
Corporate Policy & Resources Committee Total			6,926,224	21,158,000	14,231,776	51,509,000	47,659,030	52,752,667	1,243,667	
									-	
GRAND TOTAL			29,563,716	22,281,000	(7,282,716)	68,616,927	62,912,388	69,745,952	1,129,025	

Corporate Policy & Resources Committee

Briefing Pack

12th February 2025



Title	Q3 Revenue Monitoring Forecast as at 31st December 2024
Purpose of the report	To note
Report Author	Mahmud Rogers, Joint Financial Services Manager
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Addressing Housing Need Resilience Environment Services
Recommendations	Committee is asked to: <i>Note the forecast underspend of £1,019,000 for 2024-25 as at 31st December 2024</i>
Reason for Recommendation	<i>Councils have a statutory duty to balance their budget each year, and a robust budget monitoring and review process helps to ensure resources are managed with economy, efficiency and effectiveness.</i>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> Spelthorne Borough Council is expected to underspend its Revenue budget position by £1,019,000 	<ul style="list-style-type: none"> Ensuring the financial stability of the Council
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Monitoring and review the forecast variances by service and area of expenditure 	<ul style="list-style-type: none"> Note the report

1.1 This report seeks to summarise the financial situation of Spelthorne Borough Council at the end of December 2024. Please see the detail in Appendix A.

2. Key issues

A summary of the main variances at 31st December is in Table 1 below:

Table 1 – Summary of Variances to Budget

Variance to budget £000s'	Area	Reasons for the variance to budget
(909)	Corporate Policy & Resources	Lower pension contributions to Surrey Pension Fund due to vacancies across Council, underachievement of building control income (offset by vacancies), and Best Value Inspection costs. Vacant posts across a number of departments within this committee.
(1,923)	Community Wellbeing & Housing	Additional Grant for Homelessness Prevention, Home Office Supported Asylum Seeker accommodation Grant and LAHF revenue grant (approx. £625k of this will be underspent this FY and moved to an earmarked reserve), plus savings from vacancies across a number of teams. An over accrual for energy costs in 23/24 and dilapidations settlement for Sunbury & Spelthorne Leisure Centre.
596	Business Infrastructure & Growth	Largely relating to on-going running costs of Thameside House, and other development properties, offset by lower forecasts in Asset Management for use of external consultants. Economic Development has seen a significant drop off in 'stimulating economic activity' expenditure and is holding 2 vacancies.
660	Environment & Sustainability	Planning application fee income forecast to come in under budget. Overspends forecasted on Public Inquiries for Running Horse, Stanwell Farm, & Sheep Walk (for which there is no budget). Local Plan and Design Code work are causing forecasted overspends in Planning Policy. Car Parking fees expected to come in under budget due to delays in the implementation of the Parking Order amendment. This is partially offset by cemetery income forecasted over budget and underspends in Environmental Health forecasted due to staffing changes.
2,936	Investment & Regen Property Income	The bulk of the £4m of the overspend relates to a Council approved adjustment in the 2023-24 Outturn report when a decision was made to release a provision for landlords' expenses from the 2024-25 budget and release the provision for costs as an under spend in 2023-24 and place it into the Sinking Fund for use in future years. There was an increase in rent income following the rent reviews for 2 offices at the Charter Building - Uxbridge Charter Place Centre Ltd t/a Spaces and at Elmsleigh Centre from C&J Clark. For further breakdowns by property, see Appendix H & I.
(838)	Landlord Costs (Inv & Regen)	The forecast includes rent free periods amortising costs. In addition, there is an increase in service charge

		costs of £282k at Stockley Park which resulted from invoices being received and paid in the current financial year, but which relate to previous accounting periods. Offset by £160k from reduced NNDR liability at the Summit Centre due to Stanwell Food Bank moving into the vacant unit and reduced service charge expenditure. Underspend on Landlord's fit out costs at the Porter Building for £150k due to the 1st floor being unlikely to be let. For further breakdowns by property, please see Appendix H & I.
498	Treasury (Interest Payable/Receivable)	Local Authority Housing Fund (LAHF) interest on borrowing from PWLB Loan for 6 years secured in May 2024 on the first tranche of properties (£100k). Short-term borrowing through Local Authorities to support 2nd & 3rd round of LAHF properties prior to longer term loans being secured (currently not favourable due to high interest rates). The temporary accommodation acquired with the assistance of this funding will ease pressure on the Temporary Accommodation budget. Input forecast for interest on rent deposits held for our commercial tenants (£31k) and input of interest on leases which is a requirement of IFRS16 (£90k). Reduced interest that can be capitalised (£218k) as the Leisure Centre is now complete, and other projects being suspended, meaning interest is unable to be capitalised. This is partially offset by stronger interest earnings by way of lending to Local Authorities with the cash generated from drawdowns from the Pooled Funds.
(175)	Interest receivable from KGE	Knowle Green Estates (KGE) forecast of £936k - estimate for interest uplift for recharging PWLB loan interest for 2024/25. Loan for LAHF properties to start from 2025/26.
(992)	National Non-Domestic Rates	Forecast updated following advice we commissioned from LG Futures, following the positive outturn for 2023/24. This is expected to have a continued positive outcome into 2025/26. £1.2m from Business Rates equalisation reserve to offset b/f deficits.
(619)	Reserve Movements	Usage of reserves for; £1.2m from Business Rates equalisation reserve to offset brought forward deficits, £22k from Green Initiatives Fund for canvassing hardware (£9k) and consultants (£13k) for Spelthorne Climate change SPD, CLO Accreditation Bronze and to Joju Solar Hubeleon back-office switch. £23.5k Higher Level Stewardship funding for climate control, habitat & countryside works at Stanwell Moor.
(254)	Council Tax Surplus	LG Futures were commissioned to do a review on year end 2023/24 Collection fund. They Identified a series of adjustments that were needed, in particular to the bad debt provision which has resulted in an increase to the surplus.
(1,019)	Overspend / (Underspend)	

- 2.1 The costs paid to date for the Best Value Inspection are £83.2k, and we estimate the full costs to the end of the inspection will come to approximately £140k.
- 2.2 The rent top up income of £4m for Charter Building was received earlier than planned in financial year 2023/24, whilst the budget remains in 2024/25, creating the budget variance shown on Investment & Regeneration Property Income.
- 2.3 The 2024/25 budget for Council Tax Surplus of £154k was incorrectly set as a £100k deficit. It will therefore be overachieved by £254k. This error was discovered during the course of calculating next year's Council Tax Surplus.
- 2.4 £1.2m from Business Rates equalisation reserve has been used to offset brought forward deficits. Without this the Council would have a net overspend of £181k.
- 2.5 The KGE interest forecast has been reduced due to an expected change in terms of the loan agreement relating to LAHF properties loan (yet to be approved).
- 2.6 The Local Authority Housing Fund have provided a revenue grant £1.4m which is shown against Community Wellbeing & Housing. The costs relating to this are spread across the year, and a £600k contribution to reserve is included in this forecast.

Table 2 – Commercial Assets Variance to budget

Commercial Assets	Revised Budget £'000	Forecast Outturn £'000	Variance £'000
Rental Income (as per signed lease)	(46,533)	(43,584)	2,949
<i>less:</i> Landlord costs	5,454	4,887	(566)
Net Rental Income receivable	(41,079)	(38,697)	2,382
Loan Interest Payable	22,092	22,092	0
Minimum Revenue Provision	11,118	11,118	0
Sinking Funds - contributions to	725	725	0
Sinking Funds - release from	(2,500)	(2,500)	0
Set Asides for specific revenue purposes	400	400	0
Net Income (to fund Revenue budget)	(9,244)	(6,862)	2,382

Table 3 – Regeneration Assets Variance to budget

Regeneration Assets	Revised Budget £'000	Forecast Outturn £'000	Variance £'000
Rental Income (as per signed lease)	(4,414)	(4,426)	(12)
less: Landlord costs	1,374	1,102	(272)
Net Rental Income receivable	(3,040)	(3,324)	(285)
Loan Interest Payable	1,036	1,036	0
Minimum Revenue Provision	898	898	0
Sinking Funds - contributions to	109	109	0
Sinking Funds - release from	(350)	(350)	0
Set Asides for specific revenue purposes	250	250	0
Net Costs	(1,096)	(1,380)	(285)

2.7 Progress to date on corporate efficiency savings are summarised in **Appendix G** with specific focus on this years (2024/25) savings targets and shows the total expected savings to be achieved in 2024/25 is £197.2k.

2.8 Estimates at this stage in relation to Planning Policy do not take into account resources needed for an early review of the Local Plan (assuming it is found sound and can be adopted by the Council in the autumn of 2025), other than a submitted growth bid of £420k for a new evidence base.

3. **Committee commentary and variance analysis**

The net underspend at Committees Service Level of (£1,575,000) as at 31st December 2024 by Committee is shown in Table 4 below:

Table 4 – Service Level Variance to Budget

	2024/25 Budget Revised £	2024/25 Forecast Outturn £	2024/25 Variance of forecast from revised budget £
Corporate Policy & Resources	11,024,900	10,116,100	(908,800)
Community Wellbeing & Housing	5,799,700	3,876,600	(1,923,100)
Business, Infrastructure & Growth	2,531,800	3,128,000	596,200
Environment & Sustainability	6,902,700	7,562,600	659,900
NET EXPENDITURE AT SERVICE LEVEL	26,259,100	24,683,300	(1,575,800)
Interest, grants & reserve movements	(17,631,500)	(17,074,900)	556,600
Net Position - Over/ (Under) budget	8,627,600	7,608,400	(1,019,200)

4. Legal comments

- 4.1 The Local Government Finance Act 1992 requires the Council to approve a balanced budget for each financial year. The budget must be set in accordance with the provisions of the 1992 Act.
- 4.2 The Local Government Act 2003 requires the Council to monitor its budget during the year.

5. Other considerations

- 5.1 There are no further considerations.

6. Equality and Diversity

- 6.1 There are no specific areas to highlight. However, equality, diversity and inclusion (EDI) are central to everything that Council does and are woven throughout Council's Corporate Plans.

7. Sustainability/Climate Change Implications

There are no significant implications arising from the report.

8. Timetable for implementation

- 8.1 Not applicable

9. Contact

- 9.1 Mahmud Rogers m.rogers@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A – Net Revenue Budget Monitoring 2024-25 31st December 2024

Appendix B – Net Revenue Budget Monitoring by Committee 2024-25 31st December 2024

Appendix C – Net Revenue Budget Monitoring Corporate Policy & Resources Committee 2024-25 31st December 2024

Appendix D – Net Revenue Budget Monitoring Community Wellbeing & Housing Committee 2024-25 31st December 2024

Appendix E – Net Revenue Budget Monitoring Business Infrastructure & Growth Committee 2024-25 31st December 2024

Appendix F – Net Revenue Budget Monitoring Environment & Sustainability Committee 2024-25 31st December 2024

Appendix G – Corporate Savings progress 2024-25

Appendix H – Net Revenue Budget Monitoring Investment Properties 2024-25 31st December 2024

Appendix I – Net Revenue Budget Monitoring Regeneration Properties 2024-25 31st December 2024

Appendix J – Interest receivable and payable 2024-25 31st December 2024

Net Revenue Budget Monitoring - 2024/25
As at end of 31 DECEMBER 2024

	2024/25 Budget Revised	2024/25 Actuals Outturn	2024/25 Forecast Outturn	2024/25 Variance of Forecast from Revised Bgt
	£	£	£	£
Gross Expenditure	63,118,100	44,895,759	64,003,400	885,300
Less Housing Benefit grant	(21,821,000)	(14,346,091)	(20,548,900)	1,272,100
Less Specific fees and charges income	(15,038,000)	(15,035,920)	(18,771,200)	(3,733,200)
Net Expenditure - broken down as below	26,259,100	15,513,748	24,683,300	(1,575,800)
Corporate Policy & Resources	11,024,900	5,147,195	10,116,100	(908,800)
Community Wellbeing & Housing	5,799,700	2,716,993	3,876,600	(1,923,100)
Business Infrastructure & Growth	2,531,800	2,611,798	3,128,000	596,200
Environment & Sustainability	6,902,700	5,037,761	7,562,600	659,900
NET EXPENDITURE AT SERVICE LEVEL	26,259,100	15,513,748	24,683,300	(1,575,800)
Investment Property Income	(46,533,000)	(43,108,800)	(43,584,400)	2,948,600
Regeneration Property Income	(4,413,700)	(4,799,055)	(4,426,000)	(12,300)
Landlord Costs	6,827,600	1,659,904	5,989,200	(838,400)
Interest Earnings	(1,490,000)	(1,409,791)	(2,050,500)	(560,500)
Sale of investment Loss	-	211,652	-	-
Debt Interest Payable	24,933,100	10,998,111	25,774,100	841,000
Minimum Revenue Provision	12,918,600	-	12,918,600	-
Set Aside	650,000	-	650,000	-
Capitalisation of Interest on Development Properties	(1,217,700)	-	(1,000,000)	217,700
Interest KGE	(761,900)	(761,867)	(936,500)	(174,600)
NET EXPENDITURE AFTER INTEREST EARNINGS	17,172,100	(21,696,099)	18,017,800	845,700
Appropriation from Reserves				
Reserves - Revenue Contributions to Capital Outlay	80,000	-	80,000	-
Sinking fund contributions	833,900	-	833,900	-
Release of funding from sinking funds	(2,850,000)	-	(2,850,000)	-
BUDGET REQUIREMENT	15,236,000	(21,696,099)	16,081,700	845,700
Grants				
Revenue Support Grant (RSG)	(96,800)	-	(96,800)	-
New Homes Bonus	(101,500)	(76,148)	(101,500)	-
Core Spending Power Guarantee	(1,884,000)	(1,412,313)	(1,883,000)	1,000
Lower Tier Services Grant	(12,300)	(10,099)	(13,400)	(1,100)
National Non-Domestic Rates				
NNDR Sec 31 Grant	-	(2,347,156)	(3,129,000)	(3,129,000)
Other Grants	(874,900)	-	-	874,900
Retained Business Rates	(1,929,000)	-	(20,841,700)	(18,912,700)
Levy	-	-	979,000	979,000
Share from Surrey business rates pool	(500,000)	-	(489,500)	10,500
NNDR Tariff Payment	-	17,225,072	19,185,000	19,185,000
Subtotal NNDR	(3,303,900)	14,877,916	(4,296,200)	(992,300)
Contributions to Reserves				
Earmarked Reserves (Revenue Grants non-specific)	-	-	625,000	625,000
NNDR Retention	-	-	46,400	46,400
Contributions from Reserves				
Housing Initiatives	(703,800)	-	(703,800)	-
Carry Forward Reserve	(31,000)	-	(31,000)	-
Earmarked Reserves	(71,700)	(23,481)	(95,200)	(23,500)
Building Control Reserve	(5,700)	-	(5,700)	-
Business Rates Equalisation	-	-	(1,200,000)	(1,200,000)
Planning Performance Agreement	(96,700)	-	(96,700)	-
Green Initiative Fund	(46,300)	-	(68,300)	(22,000)
Bronzefield Reserve	-	(105,561)	(105,600)	(105,600)
S106 Reserve	(80,000)	-	(80,000)	-
BRR Retention (Economic Development)	(84,700)	-	(24,000)	60,700
Green Belt Fighting Fund	(90,000)	-	(90,000)	-
NET BUDGET REQUIREMENT	8,627,600	(8,445,784)	7,861,900	(765,700)
General Fund Reserves- Supplementary Estimate	-	-	-	-
Collection Fund (Surplus)/deficit	100,000	-	(153,500)	(253,500)
Income from Council Tax	(8,727,600)	-	(8,727,600)	-
Net Position - Over/ (Under) budget	-	(8,445,784)	(1,019,200)	(1,019,200)

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Net Revenue Budget Monitoring by Committee - 2024/25
Expenditure and Income Summary 31 DECEMBER 2024

Results to 31-Dec-24	Budget Revised	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual
	£	£	£	FTE	FTE
Corporate Policy & Resources					
Employees	9,588,400	8,342,600	(1,245,800)	124	103
Other Expenditure	2,382,500	2,628,200	245,700		
Income	(946,000)	(854,700)	91,300		
	11,024,900	10,116,100	(908,800)	124	103
Community Wellbeing & Housing					
Employees	6,064,700	5,833,000	(231,700)	130	122
Other Expenditure	29,816,100	29,762,000	(54,100)		
Housing Benefit grant income	(21,821,000)	(20,548,900)	1,272,100		
Income	(8,260,100)	(11,169,500)	(2,909,400)		
	5,799,700	3,876,600	(1,923,100)	130	122
Business Infrastructure & Growth					
Employees	1,792,100	1,707,900	(84,200)	33	29
Other Expenditure	2,097,900	3,574,500	1,476,600		
Income	(1,358,200)	(2,154,400)	(796,200)		
	2,531,800	3,128,000	596,200	33	29
Environment & Sustainability					
Employees	8,220,600	8,113,200	(107,400)	187	163
Other Expenditure	3,155,800	4,042,000	886,200		
Income	(4,473,700)	(4,592,600)	(118,900)		
	6,902,700	7,562,600	659,900	187	163
NET EXPENDITURE AT SERVICE LEVEL	26,259,100	24,683,300	(1,575,800)	474	416
Total Employees	25,665,800	23,996,700	(1,669,100)		
Total Other Expenditure	37,452,300	40,006,700	2,554,400		
Housing Benefit grant income	(21,821,000)	(20,548,900)	1,272,100		
Total Income	(15,038,000)	(18,771,200)	(3,733,200)		
NET EXPENDITURE	26,259,100	24,683,300	(1,575,800)		

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Corporate Policy & Resources

Appendix C

Results to 31-Dec-24	Budget Revised	Total Actuals	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	823,200	552,834	710,800	(112,400)	16.57	13.24	Savings expected mainly due to vacant posts and Mole Valley Partnership Higher expenditure expected of £94k due to Partnership working with Mole Valley BC and remainder relating to higher charges for software & general subscription. Expected recharged Partnership income from Mole Valley BC.
Other Expenditure	(12,900)	106,095	94,900	107,800			
Income	0	(4,470)	(24,900)	(24,900)			
Accountancy	810,300	654,460	780,800	(29,500)	16.57	13.24	
Employees	112,600	56	100	(112,500)	1.75	0.00	Internal Audit Services are provided by Southern Internal Audit Partnership (SIAP) hosted by Hampshire County Council Please see above
Other Expenditure	109,400	23,052	237,300	127,900			
Income	0	0	0	0			
Audit	222,000	23,108	237,400	15,400	1.75	0.00	
Employees	448,300	248,586	334,500	(113,800)	5.92	3.92	Savings expected due to vacant posts. Some of underspend to be used to finance Elmbridge SLA contract, forecast to incur costs of between £18K and £30K by year end. BC Manager has confirmed income budgets not achievable. Based on current levels, income could be down by circa £140K.
Other Expenditure	15,900	13,025	16,500	600			
Income	(458,500)	(243,016)	(318,000)	140,500			
Building Control	5,700	18,594	33,000	27,300	5.92	3.92	
Employees	233,800	174,346	234,300	500	1.00	1.00	
Other Expenditure	3,200	1,044	1,800	(1,400)			
Income	0	0	0	0			
Chief Executive	237,000	175,390	236,100	(900)	1.00	1.00	
Q3 Revenue Report 31-12-24							Print: 27/01/2025
Employees	306,900	228,300	307,200	300	2.00	2.00	

Corporate Policy & Resources

Appendix C

Results to 31-Dec-24	Budget Revised	Total Actuals	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Other Expenditure	1,000	264	400	(600)			
Income	0	0	0	0			
Deputy Chief Executives	307,900	228,564	307,600	(300)	2.00	2.00	
Employees	372,800	374,582	472,300	99,500			Additional payments of £140k is expected relating to Best Vaue Inspection, partially off-set by lower costs expected for Retention Allowances. £22k to be funded through GIF(Green Initiative Fund), higher expenditure of £20k against Subscription payments and remainder against Books & Publications.
Other Expenditure	314,700	(40,936)	364,100	49,400			
Income	0	0	0	0			
Corporate Management	687,500	333,646	836,400	148,900	0.00	0.00	

Corporate Policy & Resources

Appendix C

Results to 31-Dec-24	Budget Revised	Total Actuals	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	329,200	214,945	301,200	(28,000)	6.39	5.69	Savings expected due to a vacant post partially to be covered by temp.staff. Savings expected mainly against software budget.
Other Expenditure	130,800	71,063	98,500	(32,300)			
Income	0	0	0	0			
Corporate Publicity	460,000	286,008	399,700	(60,300)	6.39	5.69	
Employees	309,000	243,785	324,300	15,300	4.00	4.00	Vacant post was covered by agency staff in the earlier part of year with higher costs
Other Expenditure	6,000	6,506	8,000	2,000			
Income	0	0	0	0			
Corporate Governance	315,000	250,290	332,300	17,300	4.00	4.00	
Employees	773,400	564,520	754,400	(19,000)	11.79	8.79	Vacant posts are partially being covered by agency staff paid in arrears.
Other Expenditure	(25,800)	40,552	(19,900)	5,900			
Income	(34,300)	(34,117)	(34,600)	(300)			
Legal	713,300	570,955	699,900	(13,400)	11.79	8.79	
Employees	291,900	191,727	252,100	(39,800)	5.60	4.60	Savings expected due to a vacant post
Other Expenditure	26,000	18,737	26,000	0			
Income	0	0	0	0			
Committee Services	317,900	210,464	278,100	(39,800)	5.60	4.60	
Employees	0	0	0	0			
Other Expenditure	0	0	0	0			
Income	0	0	0	0			
Corporate Savings	0	0	0	0	0.00	0.00	

Corporate Policy & Resources

Appendix C

Results to 31-Dec-24	Budget Revised	Total Actuals	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	1,144,400	649,376	944,400	(200,000)	26.06	19.76	Restructure of the service is in progress. Underspend expected due to vacant posts, partially being covered by agency staff and additional overtime payments.
Other Expenditure	491,600	322,489	491,600	0			
Income	(311,500)	0	(311,500)	0			
CServ Management & Support	1,324,500	971,865	1,124,500	(200,000)	26.06	19.76	
Employees	12,200	10,006	12,900	700			
Other Expenditure	402,000	289,173	400,000	(2,000)			
Income	0	0	0	0			
Democratic Rep & Management	414,200	299,179	412,900	(1,300)	0.00	0.00	
Employees	2,300	700	700	(1,600)			
Other Expenditure	8,600	6,649	7,300	(1,300)			
Income	0	0	0	0			
Elections	10,900	7,348	8,000	(2,900)	0.00	0.00	
Employees	188,700	(1,750,856)	192,400	3,700	4.00	4.00	Electoral Integrity Programme new Burden Grant funding from Govt.
Other Expenditure	92,900	91,942	110,000	17,100			
Income	(1,000)	(22,856)	(22,600)	(21,600)			
Electoral Registration	280,600	(1,681,771)	279,800	(800)	4.00	4.00	
Employees	0	0	0	0	0.00	0.00	
Other Expenditure	337,800	0	337,800	0			
Income	0	(897)	(900)	(900)			
Insurance	337,800	(897)	336,900	(900)	0.00	0.00	
Employees	101,200	77,111	102,800	1,600	2.00	2.00	
Other Expenditure	2,500	3,020	3,100	600			
Income	0	0	0	0			
MaT Secretariat & Support	103,700	80,130	105,900	2,200	2.00	2.00	

Page 34

Corporate Policy & Resources

Appendix C

Results to 31-Dec-24	Budget Revised	Total Actuals	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	373,600	267,401	361,100	(12,500)	6.56	6.56	Savings achieved due to a vacant post in the earlier part of the year.
Other Expenditure	55,400	44,809	55,400	0			
Income	0	0	0	0			
HR	429,000	312,210	416,500	(12,500)	6.56	6.56	
Employees	76,100	61,947	86,100	10,000	1.39	1.39	
Other Expenditure	200	183	200	0			
Income	0	0	0	0			
Payroll	76,300	62,131	86,300	10,000	1.39	1.39	
Employees	856,400	560,126	781,400	(75,000)	15.11	12.88	Savings expected due to vacant posts, partially covered by temporary staff. Savings expected on VDI Licensing costs
Other Expenditure	443,900	300,514	423,900	(20,000)			
Income	0	(1,513)	(1,500)	(1,500)			
Information & Comms Technology	1,300,300	859,127	1,203,800	(96,500)	15.11	12.88	
Employees	77,700	58,358	78,000	300	1.83	1.83	
Other Expenditure	31,600	22,541	31,700	100			
Income	(140,700)	(103,428)	(140,700)	0			
Land Charges	(31,400)	(22,529)	(31,000)	400	1.83	1.83	
Employees	0	0	0	0			
Other Expenditure	0	19,616	0	0			
Income	0	0	0	0			
Misc Expenses	0	19,616	0	0	0	0	
Employees	673,700	481,502	643,700	(30,000)	12.00	11.00	Savings expected due to vacant post
Other Expenditure	5,300	826	5,300	0			
Income	0	0	0	0			
Project Management	679,000	482,327	649,000	(30,000)	12.00	11.00	

Corporate Policy & Resources

Appendix C

Results to 31-Dec-24	Budget Revised	Total Actuals	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	2,081,000	947,098	1,447,900	(633,100)			On the basis of actual payments so far, superannuation payments & Compensation added years payments to Surrey County Council are expected to be lower based on number of staff.
Other Expenditure	(57,600)	59,881	(65,700)	(8,100)			
Income	0	0	0	0			
Unapportionable Central O/Heads	2,023,400	1,006,980	1,382,200	(641,200)	0	0	
Total Employees	9,588,400	4,156,449	8,342,600	(1,245,800)	123.97	102.66	
Total Other Expenditure	2,382,500	1,401,044	2,628,200	245,700			
Total Income	(946,000)	(410,297)	(854,700)	91,300			
Net Total	11,024,900	5,147,195	10,116,100	(908,800)	123.97	102.66	

Community Wellbeing & Housing

Appendix D

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	1,091,200	910,571	1,105,600	14,400	24.83	23.64	New staff typed from Woking , all of which is covered by grant funding Salary costs for 2 post to be transferred at end of financial year, Vacant post . Money, will be coming in from NW will cover over spend. The income for Social Prescribing was not included in the original budget plan
Other Expenditure	19,800	78,306	105,700	85,900			
Income	(715,800)	(511,643)	(1,014,100)	(298,300)			
Community Care Administration	395,200	477,233	197,200	(198,000)	24.83	23.64	
Employees	745,700	552,604	680,200	(65,500)	18.97	17.42	Saving expected due to Vacant post ,and sick pay Appetito Contract cost increased Increase in income from sale of food
Other Expenditure	284,300	264,652	315,400	31,100			
Income	(467,800)	(397,100)	(518,500)	(50,700)			
Community Centres	562,200	420,157	477,100	(85,100)	18.97	17.42	
Employees	173,200	133,152	160,200	(13,000)	4.17	3.94	Saving expected due to Vacant post Appetito Contract cost increased The sale of food has increased
Other Expenditure	135,700	92,179	213,700	78,000			
Income	(192,400)	(146,853)	(209,000)	(16,600)			
Meals on Wheels	116,500	78,478	164,900	48,400	4.17	3.94	
Employees	568,500	384,425	500,500	(68,000)	10.58	8.58	Savings expected due to vacant posts, partially covered by temporary staff.
Other Expenditure	8,500	14,723	18,500	10,000			
Income	(525,000)	(386,976)	(525,000)	0			
Spelthorne Family Support	52,000	12,171	(6,000)	(58,000)	10.58	8.58	

Community Wellbeing & Housing

Appendix D

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	0	0	0	0	-	-	We didn't receive many grant applications, the reminders have been regularly sent, we havent had a great response.
Other Expenditure	42,900	8,432	12,900	(30,000)			
Income	0	0	0	0			
Community Development	42,900	8,432	12,900	(30,000)	-	-	
Employees	0	0	0	0	-	-	
Other Expenditure	253,800	252,215	253,800	0			
Income	0	0	0	0			
General Grants	253,800	252,215	253,800	0	-	-	
Employees	1,557,100	1,207,761	1,559,900	2,800	27.19	27.00	
Other Expenditure	49,100	40,175	49,000	(100)			
Income	(1,000)	0	(300)	700			
Housing Needs	1,605,200	1,247,936	1,608,600	3,400	27.19	27.00	
Employees	119,200	120,406	137,100	17,900	4.06	4.06	Housing officer on secondment for specialised intensive case work. This wasn't in the budget, will be covered by grant funding. High demand for emergency accommodation and high cost of privately rented TA accommodation. The cost will reduce in future quarters once more LAHF properties are ready to use. Additional Grant received for Homelessness Prevention
Other Expenditure	5,219,700	4,213,035	5,696,300	476,600			
Income	(3,915,400)	(3,246,063)	(4,411,500)	(496,100)			
Homelessness	1,423,500	1,087,378	1,421,900	(1,600)	4.06	4.06	
Employees	260,600	198,044	299,400	38,800	4.56	5.00	

Community Wellbeing & Housing

Appendix D

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Other Expenditure	1,302,900	1,266,283	1,954,800	651,900			The Council obtained further funding in LAHF extension to Round 1 and 2 and also Round 3. The additional funding was allocated after the budget was set, hence was not included in the original budget plan Additional Grant received for Home Office Supported Asylum Seeker accommodation and LAHF grant to offset LAHF expenditure above. Approx £625k of this grant will be moved to an earmarked reserve at year end.
Income	(1,563,700)	(3,109,104)	(3,442,300)	(1,878,600)			
Refugee Schemes	(200)	(1,644,776)	(1,188,100)	(1,187,900)	4.56	5.00	
Employees	688,300	442,513	525,300	(163,000)	17.22	13.82	Vacancies exist ; we are waiting to consider our options before recruiting.
Other Expenditure	36,200	34,863	43,900	7,700			
Income	(300,000)	(206,174)	(235,000)	65,000			
Housing Benefits Admin	424,500	271,202	334,200	(90,300)	17.22	13.82	
Employees	0	0	0	0	-	-	The reason for the reduction of the amount of housing benefit being paid is due to the continuing migration of working age claims to universal credit. This will continue for the foreseeable future until the migration is complete by 2026. Less grant to be received due to the above.
Other Expenditure	21,872,000	14,823,374	20,662,000	(1,210,000)			
Income	(21,821,000)	(14,346,091)	(20,548,900)	1,272,100			
Housing Benefits Payments	51,000	477,283	113,100	62,100	-	-	

Page 30

Community Wellbeing & Housing

Appendix D

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	340,800	256,928	330,400	(10,400)	6.00	6.00	
Other Expenditure	25,100	7,788	10,800	(14,300)			
Income	0	0	0	0			
Leisure Administration	365,900	264,715	341,200	(24,700)	6.00	6.00	
Employees	0	0	0	0	-	-	
Other Expenditure	201,600	(43,058)	58,600	(143,000)			Over accrued for energy costs at both Spelthorne & Sunbury for 23/24 Dilapidations Settlement from Sunbury Leisure Centre
Income	(179,400)	(531,056)	(394,200)	(214,800)			
Spelthorne Leisure Centre	22,200	(574,114)	(335,600)	(357,800)	-	-	
Employees	12,600	8,562	11,100	(1,500)	-	-	
Other Expenditure	5,400	2,793	2,900	(2,500)			
Income	(3,800)	(4,356)	(4,800)	(1,000)			
Resource Centre	14,200	6,999	9,200	(5,000)	-	-	
Employees	1,600	760	1,500	(100)	-	-	
Other Expenditure	25,000	10,067	16,700	(8,300)			
Income	(7,400)	(7,713)	(10,600)	(3,200)			
Sports and Active Lifestyle	19,200	3,114	7,600	(11,600)	-	-	
Employees	0	0	0	0	-	-	
Other Expenditure	0	0	0	0			
Income	(47,600)	(10,533)	(47,600)	0			
Sunbury Golf Club	(47,600)	(10,533)	(47,600)	0	-	-	
Employees	0	0	0	0	-	-	
Other Expenditure	2,900	966	2,900	0			
Income	(7,900)	0	(7,900)	0			
Museum	(5,000)	966	(5,000)	0	-	-	

Page 40

Community Wellbeing & Housing

Appendix D

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	0	0	0	0	-	-	
Other Expenditure	28,500	6,948	25,500	(3,000)			
Income	0	0	0	0			
Youth	28,500	6,948	25,500	(3,000)	-	-	
Employees	1,500	156	400	(1,100)	-	-	
Other Expenditure	33,600	15,242	32,500	(1,100)			
Income	(3,000)	0	(3,000)	0			
Arts Development	32,100	15,398	29,900	(2,200)	-	-	
Employees	0	0	0	0			
Other Expenditure	2,600	1,986	2,300	(300)			
Income	(1,700)	(2,675)	(2,000)	(300)			
Food Safety	900	(689)	300	(600)	-	-	
Employees	0	0	0	0			
Other Expenditure	8,500	9,980	19,000	10,500			Affected by seasonality; unpredictable.
Income	(3,900)	(7,442)	(8,400)	(4,500)			
Public Health	4,600	2,537	10,600	6,000			
Employees	0	0	0	0			
Other Expenditure	16,900	16,907	20,100	3,200			
Income	(5,600)	(380)	(500)	5,100			Income has fallen as contractors now collect directly off public
Rodent & Pest Control	11,300	16,527	19,600	8,300			
Employees	135,100	94,221	129,100	(6,000)	3.00	3.00	
Other Expenditure	174,600	125,990	174,900	300			
Income	0	0	0	0			
Community Safety	309,700	220,210	304,000	(5,700)	3.00	3.00	

Community Wellbeing & Housing

Appendix D

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	177,500	157,529	215,500	38,000	3.69	5.00	Business Support Officer Hours increased from .69 to 1.00FTE until 310325 . Post vired over from Environmental Health Admin, so 1 additional FTE, new starter 020924 Significant increase in HMO & Animal Licencing.
Other Expenditure	3,000	3,230	4,700	1,700			
Income	(146,500)	(152,194)	(182,000)	(35,500)			
Licensing	34,000	8,564	38,200	4,200	3.69	5.00	
Employees	0	0	0	0			Licences expire at different times of year, difficult to detect discernable pattern. Forecast revised down to reflect current income levels.
Other Expenditure	3,500	1,286	4,000	500			
Income	(68,300)	(31,668)	(43,900)	24,400			
Taxi Licensing	(64,800)	(30,382)	(39,900)	24,900	0.00	0.00	
Employees	0	0	0	0			
Other Expenditure	9,600	8,193	10,700	1,100			
Income	(28,800)	(18,881)	(28,800)	0			
Public Halls	(19,200)	(10,688)	(18,100)	1,100			
Note: SAT = Spelride							
Employees	191,800	129,867	176,800	(15,000)	6.00	5.00	Vacant post is partially being covered by temporary staff
Other Expenditure	50,400	46,526	50,400	0			
Income	(75,100)	(66,680)	(80,100)	(5,000)			
SAT	167,100	109,713	147,100	(20,000)	6.00	5.00	
Total Employees	6,064,700	4,597,495	5,833,000	(231,700)	130.27	122.46	
Total Other Expenditure	29,816,100	21,303,078	29,762,000	(54,100)			
Total Income	(30,081,100)	(23,183,580)	(31,718,400)	(1,637,300)			
Net Total	5,799,700	2,716,993	3,876,600	(1,923,100)	130.27	122.46	

Page 42

Business Infrastructure & Growth

Appendix E

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	954,600	868,269	978,600	24,000	15.78	14.78	Recruitment fees for two new members of team. We have Development Delivery Prioritisation strategy put in place hence there is a reduced need for external consultancy advice within the current financial year.
Other Expenditure	(170,700)	60,144	(313,700)	(143,000)			
Income	(335,900)	(175,566)	(357,900)	(22,000)			
Asset Mgn Administration	448,000	752,847	307,000	(141,000)	15.78	14.78	
Employees	0	0	0	0			This is due to unbudgeted costs for Thameside House . At the time the 24-25 Budget was set there was a plan for to progress quickly to demolishing Thameside building which would have addressed security and NNDR issues. So there was no provision in the Revenue Budget but Capital Programme had a provision of £300k for demolition. However, the Council was then approached by a budget hotel counterparty with a potential offer involving converting the existing structure. This change of approach was put to Councillors and approved at Development Sub-Committee. The options are still being explored as to whether a deal could be done involving the conversion of the structure so hence that is why the building has not yet been demolished and why the Council is incurring revenue costs that were not anticipated. There is also increased cost of NNDR for Hanover House but mitigation strategy is put in place to reduce this by 50%. The majority of overspend on Oast House is due to the extra cost for vacant Council Tax on No.34 Kingston Road (looking into progressing for demolition as part of next year's budget proposal to offset these costs), one off graffiti and pigeon guano removal and making the site safe for Councillors' inspection. All security costs have now been charged to revenue from Capital Programme as the projects are suspended as per Councillors' decision which resulted in further overspend. Lease income will start from 1st April 2025 as the new tenant is on rent free period to the 31st March 2025.
Other Expenditure	141,000	907,606	1,026,900	885,900			
Income	(12,000)	2,206	0	12,000			
Development Properties	129,000	909,813	1,026,900	897,900	0.00	0.00	
Employees	242,600	179,487	240,600	(2,000)	5.00	5.00	
Other Expenditure	491,200	424,297	511,000	19,800			
Income	(23,000)	(6,750)	(29,700)	(6,700)			
Facilities Management	710,800	597,034	721,900	11,100	5.00	5.00	
Employees	0	0	0	0	0.00	0.00	

Business Infrastructure & Growth

Appendix E

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Other Expenditure	35,300	16,406	55,000	19,700			Flytipping incident at Laleham Camp site which was cleared in September 2024. The initial costs were higher than anticipated however the camp site operator had cleared most of it resulting in Council's expenditure to be reduced from £25k to £8k. Further overspend relates to unbudgeted legal costs in relation to dispute over an unauthorised gate installed by Staines Prep School at back of the Leisure Centre.
Income	(65,600)	(66,192)	(73,100)	(7,500)			
General Property Expenses	(30,300)	(49,786)	(18,100)	12,200	0.00	0.00	

Business Infrastructure & Growth

Appendix E

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	224,900	161,805	219,100	(5,800)	4.00	4.00	
Other Expenditure	1,155,900	696,986	1,159,900	4,000			
Income	0	(10,450)	(10,500)	(10,500)			
Planned Maintenance Programme	1,380,800	848,341	1,368,500	(12,300)	4.00	4.00	
Employees	0	0	0	0			
Other Expenditure	0	0	0	0			
Income	(364,100)	0	(364,100)	0			
Staines Town Centre Management	(364,100)	0	(364,100)	0	0.00	0.00	
Employees	0	0	0	0			
Other Expenditure	25,900	23,090	24,400	(1,500)			
Income	0	0	0	0			
Bus Station	25,900	23,090	24,400	(1,500)	0.00	0.00	

Business Infrastructure & Growth

Appendix E

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	211,300	119,401	145,400	(65,900)	4.00	2.00	2x vacant positions. Significant drop off in Stimulate Economic Activity expenditure.
Other Expenditure	91,500	19,266	57,300	(34,200)			
Income	0	(450)	(500)	(500)			
Economic Development	302,800	138,217	202,200	(100,600)	4.00	2.00	
Employees	0	0	0	0			move costs to 1st floor offset by break clause enacted with service provider CoTribe in October 24, & consultant budget not required. Unrealistic budget set for income; desk hire & office rental now forecast to be £52k under budget. £34K of this to be funded by Shared Prosperity Fund for refurbishment.
Other Expenditure	167,100	48,832	158,000	(9,100)			
Income	(175,700)	(80,134)	(158,000)	17,700			
Incubator	(8,600)	(31,302)	0	8,600	0.00	0.00	
Employees	0	0	0	0			Expected usage of grant on projects. This funding will contribute towards funding the shortfall at the Youth Hub (£273.4k) and the expansion of the Incubator to the 1st floor (£34k) at the Summit Centre. £46k of this funding will also reimburse the NNDR retention reserve, which funded the shortfall in grant in 23/24.
Other Expenditure	0	172,136	525,400	525,400			
Income	0	(880,043)	(880,000)	(880,000)			
Shared Prosperity Fund	0	(707,907)	(354,600)	(354,600)	0.00	0.00	
Employees	0	0	0	0			
Other Expenditure	137,200	100,470	142,000	4,800			
Income	(200,000)	(160,904)	(205,000)	(5,000)			
Staines Market	(62,800)	(60,434)	(63,000)	(200)	0.00	0.00	
Employees	158,700	90,929	124,200	(34,500)	4.00	3.00	1x vacant post, Temporary Employment & Skills Work Coach, position being removed. Consultants overspend forecast of £28.4k to fill the above. Unbudgeted costs forecasted at £174k for building works/utilities to new unit at the Elmsleigh Centre. DWP Grant income to be received £52.3k + SCC (Work Well) £23.3K . Remainder of funding will come from the Shared Prosperity Fund grant shown above.
Other Expenditure	23,500	138,291	228,300	204,800			
Income	(181,900)	(37,333)	(75,600)	106,300			
Youth Hub	300	191,886	276,900	276,600	4.00	3.00	
Total Employees	1,792,100	1,419,890	1,707,900	(84,200)	32.78	28.78	
Total Other Expenditure	2,097,900	2,607,525	3,574,500	1,476,600			
Total Income	(1,358,200)	(1,415,616)	(2,154,400)	(796,200)			
Net Total	2,531,800	2,611,798	3,128,000	596,200	32.78	28.78	

Environment & Sustainability

Appendix F

Results to 31-Dec-24	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	0	0	0	0			Savings expected on Applied Resilience contract
Other Expenditure	95,500	58,447	64,000	(31,500)			
Income	0	0	0	0			
Emergency Planning	95,500	58,447	64,000	(31,500)	0.00	0.00	
Employees	0	0	0	0			
Other Expenditure	10,100	12,116	14,200	4,100			
Income	0	(1,659)	(4,100)	(4,100)			
Energy Initiatives	10,100	10,457	10,100	0	0.00	0.00	
Employees	0	0	0	0			Increase in clearing costs expected as a result of flooding due to excessive rain fall.
Other Expenditure	6,000	7,380	15,000	9,000			
Income	0	0	0	0			
Water Courses & Land Drainage	6,000	7,380	15,000	9,000	0.00	0.00	
Employees	1,243,600	918,329	1,216,700	(26,900)	21.80	21.40	Management Support Officer on Maternity WEF 080724. Reduction in one Planning Enforcement Officers' hours Overspend resulting from planning appeals relating to Running Horse, Stanwell Farm, & Sheep Walk Forecast for year downgraded to reflect current income. There has been a reduction in planning applications which has impacted upon planning application fees. This is offset by £60K received for the Planning Skills Delivery Grant award. There is also a possible increase in Planning fees.
Other Expenditure	246,400	252,526	364,900	118,500			
Income	(765,700)	(463,818)	(595,300)	170,400			
Planning Development Control	724,300	707,037	986,300	262,000	21.80	21.40	
Employees	497,900	381,792	588,700	90,800	8.13	7.50	There have been a number of staffing changes;- The head of department post is vacant. Regrading of Senior Planning Officer position regraded to Principal Planning Officer. Another Planning Officer returned from maternity leave. Local Plans Manager increased hours from .76 to 1. FTE until 31/03/25. Urgent Action Plan requires £20K of additional O/T. £70K overspend forecast on Design Code expenditure, as members require extra work in this area. Software costs underbudgeted & Digital Policies Map. Forecast of additional £370K of expenditure attributed to resumption of Local Plan hearings.
Other Expenditure	164,200	167,735	624,800	460,600			
Q3 Revenue Report 31-12-24							

Environment & Sustainability

Appendix F

<i>Results to 31-Dec-24</i>	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Income	(87,600)	(14,887)	(94,500)	(6,900)			
Planning Policy	574,500	534,640	1,119,000	544,500	8.13	7.50	

Environment & Sustainability

Appendix F

<i>Results to 31-Dec-24</i>	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Employees	0	0	0	0	0	0	Staines Park property is still awaiting refurbishment and it is not occupied. Therefore, no income generated in the immediate future as the date of refurbishment is not yet known.
Other Expenditure	3,500	2,049	2,000	(1,500)			
Income	(14,300)	(375)	(500)	13,800			
Parks Properties Project	(10,800)	1,674	1,500	12,300	0.00	0.00	
Employees	0	0	0	0			
Other Expenditure	24,600	18,018	24,000	(600)			
Income	(43,200)	(47,786)	(47,800)	(4,600)			
Allotments	(18,600)	(29,768)	(23,800)	(5,200)	0.00	0.00	
Employees	0	0	0	0			£23k funded through Higher Level Stewardship (HLS) Reserve and remainder through Bronzefield reserves Additional Countryside Stewardship Grant income from Rural Payments agency likely to be moved to reserves
Other Expenditure	13,300	36,937	37,000	23,700			
Income	0	(69,174)	(69,200)	(69,200)			
Environmental Enhancements	13,300	(32,237)	(32,200)	(45,500)	0.00	0.00	
Employees	1,280,400	958,067	1,213,100	(67,300)	21.49	19.63	There have been a number of staffing changes:- Budget underspends are as a result of a reduction in FTEs. This is being covered by an increase in the use of agency staff. Post moved to licencing, so reduction by 1 FTE. Variance primarily due to increased potential legal costs, upcoming solicitor/court costs associated with enforcement cases. Prohibition Notices in place. There is also increased computer software expenditure, particularly for UNIFORM DEFRA Air Quality New Burden Grant
Other Expenditure	54,600	72,019	82,500	27,900			
Income	0	(11,655)	(11,600)	(11,600)			
Environmental Health Admin	1,335,000	1,018,431	1,284,000	(51,000)	21.49	19.63	
Employees	0	0	0	0			Committee agreed increase in out of hours call service contract. Contractors charging more as they are acting outside of contract. The contract is currently being reviewed.
Other Expenditure	95,300	80,046	109,100	13,800			
Income	(5,400)	(2,931)	(2,900)	2,500			
Environmental Protection Act	89,900	77,115	106,200	16,300	0.00	0.00	
Employees	0	0	0	0			

Environment & Sustainability

Appendix F

<i>Results to 31-Dec-24</i>	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Other Expenditure	74,200	145,564	155,500	81,300			Additional expenditure mainly due to work carried out at Woodthorpe Recreation Ground funded through £85k received from Esso Please see above
Income	(75,300)	(151,591)	(156,700)	(81,400)			
Parks Strategy	(1,100)	(6,027)	(1,200)	(100)	0.00	0.00	
Employees	0	0	0	0			Income is expected to be higher due to more burials
Other Expenditure	37,500	20,223	32,400	(5,100)			
Income	(430,300)	(363,762)	(480,300)	(50,000)			
Cemeteries	(392,800)	(343,539)	(447,900)	(55,100)	0.00	0.00	
Employees	0	0	0	0			Utility costs are expected to be higher
Other Expenditure	128,200	116,317	170,200	42,000			
Income	0	0	0	0			
Depot	128,200	116,317	170,200	42,000	0.00	0.00	
Employees	1,263,600	907,107	1,228,600	(35,000)	23.61	20.97	Savings expected due to vacant posts partially covered by additional overtime payments Additional one off income of £30k from Heathrow for managing PSPO taxis & remainder higher penalty notices income
Other Expenditure	143,700	68,996	142,700	(1,000)			
Income	(3,200)	(63,656)	(65,000)	(61,800)			
Neighbourhood Serv Mgt Support	1,404,100	912,446	1,306,300	(97,800)	23.61	20.97	
Employees	680,300	513,258	680,300	0	19.00	14.00	Vacant post are being covered by Agency staff paid in arrears & additional overtime payments
Other Expenditure	161,300	84,165	165,700	4,400			
Income	(46,600)	(46,600)	(46,600)	0			
Street Cleaning	795,000	550,823	799,400	4,400	19.00	14.00	
Employees	0	0	0	0			
Other Expenditure	3,600	1,460	3,600	0			
Income	0	0	0	0			
Abandoned Vehicles	3,600	1,460	3,600	0	0.00	0.00	
Employees	1,263,000	884,473	1,218,000	(45,000)	35.22	30.00	Savings expected due to vacant posts, partially covered by Agency staff
Other Expenditure	693,200	462,549	697,200	4,000			

Environment & Sustainability

Appendix F

<i>Results to 31-Dec-24</i>	Budget Revised	Actual YTD	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	£	FTE	FTE	
Income	(67,500)	(114,789)	(131,500)	(64,000)			Additional grounds maintenance income of £51k , higher Spelthorne in Bloom sponsorship income by £8k and remainder relating to additional Forestry commission Grant income
Grounds Maintenance	1,888,700	1,232,233	1,783,700	(105,000)	35.22	30.00	
Employees	1,643,600	1,164,545	1,613,600	(30,000)	50.00	41.00	Savings expected due to vacant posts, partially being covered by agency staff and efficient use of resources to run the service.
Other Expenditure	375,400	225,284	450,400	75,000			Maintenance costs for lease vehicles are expected to be higher
Income	(1,110,300)	(1,130,260)	(1,140,100)	(29,800)			Higher Green waste bins income due to more activity
Refuse Collection	908,700	259,569	923,900	15,200	50.00	41.00	
Employees	0	0	0	0			
Other Expenditure	0	73,223	73,200	73,200			Additional Recycling payments made to Surrey Heath BC for previous financial year due to change of financial mechanism
Income	(266,500)	7,587	(227,900)	38,600			Income is lower for previous financial year than expected due to change of financial mechanism
Waste Recycling	(266,500)	80,810	(154,700)	111,800	0.00	0.00	
Employees	348,200	259,396	354,200	6,000	8.00	8.00	
Other Expenditure	825,200	702,082	813,600	(11,600)			
Income	(1,557,800)	(1,111,438)	(1,518,600)	39,200			Car Park fees income is expected to be lower mainly due to a delays in the implementation of the Parking Order amendment.
Car Parks	(384,400)	(149,960)	(350,800)	33,600	8.00	8.00	
Employees	0	0	0	0			
Other Expenditure	0	0	0	0			
Income	0	0	0	0			
Public Conveniences	0	0	0	0	0.00	0.00	
Employees	0	0	0	0			
Other Expenditure	0	684,908	0	0			
Income	0	(765,449)	0	0			
Community Infrastructure Levy	0	(80,541)	0	0	0.00	0.00	
Employees	0	0	0	0			
Other Expenditure	0	131,269	0	0			
Income	0	(20,273)	0	0			
Section 106	0	110,996	0	0	0.00	0.00	

Page 5 of 6

Environment & Sustainability

Appendix F

<i>Results to 31-Dec-24</i>	Budget Revised £	Actual YTD £	Forecast Outturn £	Variance of Forecast from Revised Bgt £	Staffing Budget FTE	Staffing Actual FTE	Comments
Total Employees	8,220,600	5,986,965	8,113,200	(107,400)	187.25	162.50	
Total Other Expenditure	3,155,800	3,423,313	4,042,000	886,200			
Total Income	(4,473,700)	(4,372,517)	(4,592,600)	(118,900)			
Net Total	6,902,700	5,037,761	7,562,600	659,900	187.25	162.50	

Appendix G - Corporate Savings 24/25

Saving Identified	Cost Centre	Saving Allocation achieved	£	Reflected in 25/26 Budget
Mobile phone contract x2 Post from automation and already taken from budget 24/25. A manual reduction of £34k was put through the CS budget at the start of the year. The restructure savings for the year total £97k, less the already recognised saving of £34k means we have £63k extra saving from the restructure.	Various	Cashable Savings	15,000	Yes
Insurance Contract	CS	Business Improvements	63,000	Yes
FOI Module	Various	Procurement Savings	-	No
Switching to Boxfish	capital	Cashable Savings	7,000	No
	ICT?	Cashable Savings	500	No
Royal Mail	307044501	Cashable Savings	25,000	No
Green waste increased income	NS	Green Initiatives	70,000	Yes
Cashable Procurement Savings	NS	Procurement Savings	16,717	No
			197,216.74	

<i>Savings budgets are coded to 30302</i>				
Saving Allocation	Budget 24/25	Savings Identified	Shortfall	Budget 25/26
	£	£	£	£
Business Improvements	85,000	63,000	22,000	300,000
Green Initiatives	50,000	70,000	-20,000	100,000
Procurement Savings	100,000	16,717	83,283	25,000
Cashable Savings	120,000	47,500	72,500	240,000
	355,000	197,217	157,783	665,000

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Investment Properties

Appendix H

Results to 31-Dec-24	Budget Revised	Forecast Outturn	Variance of Forecast from Revised Bgt	Comments
	£	£	£	
Employees	0	0	0	
Other Expenditure	5,000	0	(5,000)	
Income	(17,332,300)	(17,332,300)	0	
BP Main Site - Sunbury	(17,327,300)	(17,332,300)	(5,000)	
Employees	0	0	0	
Other Expenditure	15,000	22,500	7,500	
Income	(2,115,300)	(2,115,300)	0	
BP South West Corner - Sunbury	(2,100,300)	(2,092,800)	7,500	
Employees	0	0	0	
Other Expenditure	218,700	119,400	(99,300)	The part ground floor remains vacant so additional service charge and marketing expenses for this suite have been incurred. However, this is offset by accounting treatment of rent free periods for AME Holdings letting.
Income	(473,600)	(444,600)	29,000	Letting to AME Holdings was delayed resulting in receiving less rent than anticipated.
Elmbrook House	(254,900)	(325,200)	(70,300)	

Investment Properties

Appendix H

Results to 31-Dec-24	Budget Revised	Forecast Outturn	Variance of Forecast from Revised Bgt	Comments
	£	£	£	
Employees	0	0	0	It has been suggested that there may be an overspend on the service charge element of the budget due to invoices being received and paid in the current financial year but which relate to previous accounting periods. We are in the process of investigating them to ensure that we are fully liable for the costs. The building was vacant until the December 2024 with the Council having to absorb all running costs.
Other Expenditure	802,200	1,084,500	282,300	
Income	(75,000)	(75,000)	0	
3 Roundwood Ave, Stockley Park	727,200	1,009,500	282,300	
Employees	0	0	0	
Other Expenditure	0	800	800	
Income	(2,457,600)	(2,457,600)	0	
WBC 4	(2,457,600)	(2,456,800)	800	
Employees	0	0	0	It is due to accounting treatment for internal purposes on rent free period for new IWG lease It is due to accounting treatment for internal purposes on rent free period for new IWG lease
Other Expenditure	45,000	187,400	142,400	
Income	(7,874,400)	(8,250,800)	(376,400)	
12 Hammersmith Grove	(7,829,400)	(8,063,400)	(234,000)	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(16,000)	(16,000)	0	
17 Station Road, Sunbury	(16,000)	(16,000)	0	

Investment Properties

Appendix H

Results to 31-Dec-24	Budget Revised	Forecast Outturn	Variance of Forecast from Revised Bgt	Comments
	£	£	£	
Employees	0	0	0	It is due to revised forecast in service charge on 11th and 13th floors. It is due to accounting treatment for internal purposes on rent free period for three tenants: Make a Wish, Clarks Legal & BMI.
Other Expenditure	1,135,800	1,064,300	(71,500)	
Income	(5,759,500)	(6,310,000)	(550,500)	
Thames Tower	(4,623,700)	(5,245,700)	(622,000)	
Employees	0	0	0	There is an underspend relating to landlord's fit out works as the letting to Tempur Sealy is not proceeding as they have withdrawn. It is very unlikely that we will secure a new tenant in the current financial year, so landlord's contribution will not be needed. This is offset by unbudgeted expenditure on electricity for vacant units due to the late reconciliation carried out by Cushman & Wakefield going back to 2021. In addition, there are external fees for dealing with rent reviews and dilapidations and legal costs that are not recoverable from the tenants. This is an expected fluctuation linked to the rent top up budget of £4m for Charter Building, which has been utilised in FY 2023/24, but is offset by adjustment on rent free periods. There was an increase in rent income following the rent reviews for 2 offices at the Charter Building - Uxbridge Charter Place Centre Ltd t/a Spaces.
Other Expenditure	1,734,500	1,670,400	(64,100)	
Income	(8,498,600)	(4,895,700)	3,602,900	
Charter Building	(6,764,100)	(3,225,300)	3,538,800	

Investment Properties

Appendix H

Results to 31-Dec-24	Budget Revised	Forecast Outturn	Variance of Forecast from Revised Bgt	Comments
	£	£	£	
Employees	0	0	0	There is an underspend on landlord's fit out works as unlikely that the first floor will be let in this financial year and therefore there is no requirement to spend £150k on separation works and pay a landlord's contribution towards floor boxes and carpets. Furthermore, it is due to accounting treatment for internal purposes on rent free periods.
Other Expenditure	1,497,400	754,300	(743,100)	
Income	(1,913,200)	(1,669,600)	243,600	It is due to accounting treatment for internal purposes on rent free periods for Orange & Mattel.
Porter Building	(415,800)	(915,300)	(499,500)	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(17,500)	(17,500)	0	
119-121a High Street	(17,500)	(17,500)	0	
Employees	0	0	0	Credit due from insurance premium
Other Expenditure	0	(16,200)	(16,200)	
Income	0	0	0	
Investment Props Misc	0	(16,200)	(16,200)	
Total Employees	0	0	0	
Total Other Expenditure	5,453,600	4,887,400	(566,200)	
Total Income	(46,533,000)	(43,584,400)	2,948,600	
Net Total	(41,079,400)	(38,697,000)	2,382,400	

Regeneration Properties

Appendix I

Results to 31-Dec-24	Budget Revised	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Employees	0	0	0			Unbudgeted costs on feasibility study
Other Expenditure	230,700	203,100	(27,600)			
Income	(1,006,700)	(1,007,000)	(300)			
Communications House	(776,000)	(803,900)	(27,900)	0.00	0.00	
Employees	0	0	0			Savings in NNDR liability as Stanwell Food Bank in occupation to March 2025 to mitigate this. In addition, reduced service charge to take account of more appropriate charges and allowance for the potential of replacing only one boiler rather than two.
Other Expenditure	305,200	144,300	(160,900)			
Income	(609,000)	(609,000)	0			
Summit Centre	(303,800)	(464,700)	(160,900)	0.00	0.00	
Employees	0	0	0			£150k budget for landlord's contribution is no longer required and has been moved to 25/26 Service Plan. However, this underspend is offset by unbudgeted costs for medium term RAAC solution and stonework repairs to Talking Tree (dangerous, loose coping stones). There is also an increase in letting fees due to early lease regear of Muffin Break and H Samuel. In addition, works are required to Sports Direct to remove and replace internal ceiling to inspect RAAC.
Other Expenditure	838,100	754,400	(83,700)			
Income	(2,798,000)	(2,810,000)	(12,000)			
Elmsleigh	(1,959,900)	(2,055,600)	(95,700)	0.00	0.00	It is due to accounting treatment for internal purposes on rent frees period of £42k and additional rent of £10k per annum from C&J Clark following lease renewal but reduction in rent of £40k due to repossession of Ximiso.

Page 59

Regeneration Properties

Appendix I

Results to 31-Dec-24	Budget Revised	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	

Regeneration Properties

Appendix I

Results to 31-Dec-24	Budget Revised	Forecast Outturn	Variance of Forecast from Revised Bgt	Staffing Budget	Staffing Actual	Comments
	£	£	£	FTE	FTE	
Total Employees	0	0	0	0.00	0.00	
Total Other Expenditure	1,374,000	1,101,800	(272,200)			
Total Income	(4,413,700)	(4,426,000)	(12,300)			
Net Total	(3,039,700)	(3,324,200)	(284,500)	0.00	0.00	

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Interest Receivable & Payable

Appendix J

	2024/25 Budget Revised	2024/25 Actuals Outturn	2024/25 Forecast Outturn	2024/25 Variance of Actual from Revised Bgt	2024/25 Variance of Forecast from Revised Bgt
	£	£	£	£	£
Set-a-side Contributions	650,000	-	650,000	(650,000)	-
Interest Paid PWLB	24,933,100	10,518,937	25,033,100	(14,414,163)	100,000
Interest Paid to LA's	-	478,687	620,000	478,687	620,000
Interest Paid to Charities	-	-	-	-	-
Interest Paid on rent deposits	-	84	31,000	84	31,000
Interest on Leases	-	-	90,000	-	90,000
Deposits & Loans ECL	-	-	-	-	-
Capitalisation of Interest	(1,217,700)	-	(1,000,000)	1,217,700	217,700
Interest Paid to HMRC	-	403	-	403	-
Staff Loans Int Rec'd	-	-	-	-	-
Cash Equivalent (ICD) Int Rec'd	(250,000)	(438,859)	(540,000)	(188,859)	(290,000)
Loans LA Int Rec'd	-	(67,549)	(505,000)	(67,549)	(505,000)
Other Int Rec'd	-	(42,054)	(50,000)	(42,054)	(50,000)
KGE Loans Int Rec'd	(761,900)	(761,867)	(936,500)	33	(174,600)
Pooled Funds Int Rec'd	(1,224,000)	(855,219)	(900,000)	368,781	324,000
Fixed Deposits Int Rec'd	-	-	-	-	-
Loans Other Int Rec'd	-	-	-	-	-
SDS Loan Int Rec'd	(16,000)	(6,110)	(11,500)	9,890	4,500
KGE ST Loan Interest	-	-	(44,000)	-	(44,000)
	-	-	-	-	-
Total	22,113,500	8,826,452	22,437,100	- 13,287,048	323,600

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E&S Committee – Briefing Report

12 February 2025



Title	Update on Design Code – January 2025
Purpose of the report	To note
Report Author	Laura Richardson
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Environment, Community
Recommendations	Committee is asked to: To note progress made to date on the Design Code and next steps
Reason for Recommendation	The Design Code Task Group has asked for a regular update report so that all Councillors are aware of the project's progress

1. Summary of the report

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

1.1 This report gives a monthly update on the key activities undertaken/to be undertaken and any key project stages further into the future on the Spelthorne Design Code.

2. Key issues

- 2.1 The Spelthorne Design Code project has taken a community-led approach to co-produce a Design Code for the Borough with local people through various active community participation activities. This approach will help ensure new developments which are coming forward meet the real needs of the borough's diverse communities. The Design Code project has now reached the Stage 2 (Translating) phase. During this phase of the project, the baseline data and community engagement feedback gathered over the summer from local communities and other key stakeholders, along with the Citizens' Panel, is being translated and the draft Code is being developed. The draft Design Code will be made available for public consultation, ensuring transparency and continued community involvement as we move into the Stage 3 (Testing) phase of the project in early 2025. Further details of the project programme can be found on the Spelthorne Design Code Hub here: [Have Your Say Today - Spelthorne Design Code - Commonplace](#)
- 2.2 The project has been moving forward with ongoing community participation via our online engagement hub. Since June, the platform has attracted 6,540 visitors to our Commonplace page, resulting in 662 contributions from 209 respondents. Additionally, 271 people have subscribed to the page to stay informed with the latest updates.
- 2.3 The Interactive Map on the Design Code online engagement hub, a key feature of Stage 1, enabled participants to drop pins on specific locations within Spelthorne and share their thoughts and pictures about that place, area or a more specific design feature. While the Interactive Map was closed on Sunday, 1 December 2024, members of the public can still view the comments submitted. The interactive map can be found here: [Spelthorne Design Code | Commonplace](#)
- 2.4 A Citizens' Panel has been established as a crucial element of the Council's community engagement in the development of the Spelthorne Design Code. This Panel brings people from across Spelthorne to inform and help create a new Design Code for the Borough. Panel members were selected through a blind selection process to ensure the Panel reflects the Borough's demographic as closely as possible, bringing together a diverse range of people to discuss and understand the issues. Residents can read the Citizens' Panel Brief here: [Have Your Say Today - Citizens' Panel - Spelthorne Design Code](#)
- 2.5 The Citizens' Panel has been actively engaged in Stage 2. Two Citizens' Panel focus sessions with our appointed consultants David Lock Associates and FERIA Urbanism were held on 16 November 2024 and 23 November 2024. A third session is being planned for early 2025. During the first workshop, panel members explored what makes Spelthorne unique, identified key local characteristics and challenged and reformed visions for the Borough and their specific local area. The second workshop focused on safety and

accessibility, discussing how future development can cater to everyone's needs. Members also shared personal experiences and their vision for various edge conditions and building types, considering how development fits within its surroundings. These valuable insights will inform design rules that reflect the values and aspirations of our community.

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

3. Options analysis and proposal

- 3.1 Not applicable as this is a noting report.

4. Financial management comments

- 4.1 There are none.

5. Risk management comments

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

6. Procurement comments

- 6.1 There are none.

7. Legal comments

- 7.1 There are none.

8. Other considerations

- 8.1 There are none.

9. Equality and Diversity

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

10. Sustainability/Climate Change Implications

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

11. Timetable for implementation

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

12. Contacts

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

12.2 Queries for Officers can be emailed to the Design Code Team:
designcode@spelthorne.gov.uk

12.3 Laura Richardson is the Project Lead.

Background papers: There are none.

Appendices: There are none.

E&S Committee – Briefing Report

12 February 2025



Title	Update on Design Code
Purpose of the report	To note
Report Author	Laura Richardson
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Environment, Community
Recommendations	Committee is asked to: To note progress made to date on the Design Code and next steps
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1. Summary of the report

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

- 1.1 This report gives a monthly update on the key activities undertaken/to be undertaken and any key project stages further into the future on the Spelthorne Design Code.
- 2. Key issues**
- 2.1 The Spelthorne Design Code project has taken a community-led approach to co-produce a Design Code for the Borough with local people through various active community participation activities. This approach will help ensure new developments which are coming forward meet the real needs of the borough's diverse communities. The Design Code project has now reached the Stage 2 (Translating) phase. During this phase of the project, the baseline data and community engagement feedback gathered over the summer from local communities and other key stakeholders, along with the Citizens' Panel, is being translated and the draft Code is being developed. Further details of the project can be found on the Spelthorne Design Code Hub here: [Have Your Say Today - Spelthorne Design Code - Commonplace](#)
- 2.2 The project has been moving forward with ongoing community participation via our online engagement hub. Since June, the platform has attracted 6,748 visitors to our Commonplace page, resulting in 662 contributions from 209 respondents. Additionally, 278 people have subscribed to the page to stay informed with the latest updates.
- 2.3 The Interactive Map on the Design Code online engagement hub, a key feature of Stage 1, enabled participants to drop pins on specific locations within Spelthorne and share their thoughts and pictures about that place, area or a more specific design feature. While the Interactive Map was closed on Sunday, 1 December 2024, members of the public can still view the comments submitted. The interactive map can be found here: [Spelthorne Design Code | Commonplace](#)
- 2.4 A Citizens' Panel has been established as a crucial element of the Council's community engagement in the development of the Spelthorne Design Code. This Panel brings people from across Spelthorne to inform and help create a new Design Code for the Borough. Panel members were selected through a blind selection process to ensure the Panel reflects the Borough's demographic as closely as possible, bringing together a diverse range of people to discuss and understand the issues. Residents can read the Citizens' Panel Brief here: [Have Your Say Today - Citizens' Panel - Spelthorne Design Code](#)
- 2.5 The Citizens' Panel has been actively engaged in Stage 2. Two Citizens' Panel focus sessions with our appointed consultants David Lock Associates and FERIA Urbanism were held on 16 November 2024 and 23 November 2024. The Panel was tasked with shaping a vision for the Borough's future development, exploring themes such as heritage, sustainability, and community connectivity. Participants assessed key challenges, including flood resilience and the preservation of green spaces, and provided feedback through six core tasks that evaluated borough-wide priorities and neighbourhood specific developments. Their recommendations emphasised sustainable urban designs that preserves Spelthorne's heritage, fosters

inclusivity and community-centric spaces, and enhances both social and physical connectivity. Key priorities included protecting heritage sites, improving public transport links, addressing issues around street safety, and promoting thoughtful aesthetically pleasing design with features such as natural light, accessible green spaces and community facilities. This input will guide the creation of a Design Code that aligns with the community's long-term vision. A third session is being planned for 1 March 2025 to test the draft Design Code. The highlights of the first two sessions have been captured in a video, providing an inside look at the Panel in action. You can watch the video here: <https://youtu.be/h-10SaxZWt8?si=INR7lwmEXVIUfBDf>

- 2.6 The project has maintained a high level of community engagement. On 3 February, project officers and the appointed consultants, David Lock Associates and Feria Urbanism, presented to the Spelthorne Partnership Assembly. The presentation covered insights gained from Stage 1 and the Citizens' Panel, how these insights will influence the Code and the next steps in the process.
- 2.7 The draft Design Code will be available for public consultation through our online engagement hub, ensuring transparency and continued community involvement as we move into the project's Stage 3 (Testing) phase in early 2025. The public consultation for the draft Code will start in March. Members of the public can subscribe with their email address on the home page to receive notifications about the latest project updates, including when the draft Code is available for comments here: [Have Your Say Today - Spelthorne Design Code - Commonplace](#)
- 2.8 The Design Code Team is working with the Communications Team to ensure Borough-wide promotion to increase public participation in the development of the Code. The advertising and delivery of the engagement activities has been done both online and offline to increase public participant and ensure that we reach as many people as possible for their views. Communication channels include weekly online promotion via social media channels, Council's e-news and Bulletin, printed promotional materials distributed to key locations across the Borough, press releases and news updates and communications with community organisations.

3. Options analysis and proposal

- 3.1 Not applicable as this is a noting report.

4. Financial management comments

- 4.1 There are none.

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12.3 Laura Richardson is the Project Lead.

Background papers: There are none.

Appendices: There are none.