



Contact:

See individual reports

Members' briefing pack

Wednesday, 16 April 2025

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Environment and Sustainability Committee

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

1. Spelthorne Design Code Update - April

1 - 4

To note progress made to date on the Design Code and next steps.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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

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E&S Committee – Briefing Report

15 April 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
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 is being co-produced with local communities through active participation. Now in Stage 3 (Testing), a draft Code has been developed based on baseline data and community engagement feedback gathered since June 2024 from local communities and other key stakeholders, along with the Citizens' Panel in previous phases. The draft Code is available here: [Have Your Say Today - What is in the draft Spelthorne Design Code? - Spelthorne Design Code](#)
 - 2.2 During March and April, the draft Code was tested by the Spelthorne Design Code Citizens' Panel and technical stakeholders. A detailed recap of the Citizens' Panel workshops, highlighting important insights and the main design principles derived from the Panel's feedback and how the panel members tested the draft Code are updated to the Online Engagement Hub (Commonplace) to keep residents informed and ensure transparency throughout the Code development. Residents can read the details of Citizens' Panel workshops here: [Have Your Say Today - Spelthorne Design Code Citizens' Panel - Spelthorne Design Code](#)
 - 2.3 The public engagement opportunity on the draft Code for the wider community ran from 18 March 2025 to 8 April 2025 on Commonplace. Local people could download and view the draft Code, find out what is in the draft Spelthorne Design Code, see how the draft Code has responded to the community and provide feedback to help refine and develop the Code by answering a survey.
 - 2.4 After the 3-week public engagement on the draft Code, there were 45 responses to the community engagement survey on Commonplace. While the public engagement opportunity on the draft Code has been completed, members of the public can still view the comments submitted here: [Follow the Conversation on for Spelthorne Design Code - Commonplace](#)
 - 2.5 Based on the feedback received from the Project Board, technical stakeholders, the Citizens' Panel, and the broader community, the Spelthorne Design Code team will further revise the draft Code before finalising the version for submission to the E&S Committee. Additional statutory public consultation is anticipated before the final version of the Design Code is officially adopted.
 - 2.6 The project has maintained a high level of community engagement. On 3 February 2025, project officers and consultants presented findings to the Spelthorne Partnership Assembly, outlining how community insights shape the Code and the next steps. 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 have been done both online and offline to increase public participation and ensure that we reach as many people as possible for their views. Communication channels include weekly online promotion via

social media channels, the 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.

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.