Contact: See individual reports

Members' briefing pack

Wednesday, 18 June 2025

Items in this briefing pack:

3.   Update on Design Code   **27 - 30**

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

Business, Infrastructure & Growth Committee

Briefing Pack: 18 June 2025

Title	*Economic Development Service Quarterly Update*
Purpose of the report	To provide Councillors with an update on activities and progress within the Economic Development Service between February and April 2025, aligned with the Corporate Priorities and Service Plan
Report Author	*Julia Owen, Senior Economic Development Officer*
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	*N/A*
Corporate Priority	Economic resilience of the Borough
Recommendations	**Committee is asked to:** 1. **Note the contents of the report**
Reason for Recommendation	To bring quarterly report on KPIs to this Committee

1. Summary of the report

What is the situation	Why we want to do something
• The Economic Development Service has been delivering activities, aligned with the priorities set out in the Corporate Plan and Service Plan *2025/26*	• To support economic resilience of the borough
This is what we want to do about it	**These are the next steps**
• Maintain the vitality and strengths of our towns, supporting business investment and start-ups and helping residents into employment	• To note the activities undertaken and endorse priorities and activities for 2025/26 with anticipated budgetary constraints.

1.1 This report provides a summary of economic development activity from February to April 2025.

2. Key Areas

2.1   Key activities during the period are set out in Appendix A and include the launch of the Spelthorne Business Awards 2025; successful delivery and completion of the Spelthorne Stronger Business Programme; progress on the Ashford Business Improvement District (BID) feasibility study; and ongoing delivery of valued employment services at the Jobs and Skills Hub.

3.   Options analysis and proposal

N/A

4.   Financial management comments

N/A

5.   Risk management comments

N/A

6.   Procurement comments

N/A

7.   Legal comments

N/A

8.   Other considerations

N/A

9.   Equality and Diversity

N/A

10.   Sustainability/Climate Change Implications

N/A

11.   Timetable for implementation

N/A

12.   Contact

12.1   Julia Owen: j.owen@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:
There are none*.*

Appendices: Appendix A- Economic Development Quarterly Update – May 2025

Appendix A

Economic Development Service – Quarterly Report – May 2025

1.   Background

1.1   The Economic Development Service plays a key role in promoting sustainable economic growth and prosperity across the borough. Its work contributes directly to achieving Spelthorne Borough Council's Corporate Priorities, including:

- Economic development recovery and growth: supporting the vitality of our town centres, attracting inward investment, encouraging entrepreneurship and supporting business growth.

- Supporting local people: enhancing employment opportunities and skills development for residents, particularly young people and those furthest from the job market.

- Sustainability and Innovation: helping businesses move to more sustainable models and digitally enabled.

1.2   The Service Plan 2025/26 sets out key performance indicators aligned with the Corporate Priorities. These include targets to:

- Directly support at least 200 businesses and engage a further 750 indirectly
- Deliver 12 or more business related events with a combined attendance of 500
- Maintain a minimum 80% occupancy rate at the Spelthorne Business Hub, and
- Support over 400 economically inactive residents through the Jobs & Skills Hub

1.3   Key responsibilities of the team over this reporting period include managing the Spelthorne Business Hub and Spelthorne Jobs & Skills Hub, delivering business support programmes and events, including the annual Spelthorne Business Awards, engaging with businesses and key stakeholders including Surrey County Council and Heathrow Airport.

2.   Summary of Key Achievements

2.0   In the period February – April the Economic Development Service has:

- Launched the seventh annual Spelthorne Business Awards
- Successfully concluded the Spelthorne Stronger Business Programme, supporting 80 business
- Progressed the Ashford Business Improvement District (BID) feasibility study
- Continued strong operations at the Spelthorne Business Hub, including planning for relocation
- Delivered ongoing support and training at the Spelthorne Jobs and Skills Hub

- Completed a branding and web development project for the Economic Development offer
- Contributed to the Heathrow Strategic Planning Group
- Recruited and inducted a new Senior Economic Development Officer

3. Activity Overview

Business Events

3.1 Business events are a core part of the Council's engagement strategy with local businesses, providing networking opportunities, insights into economic trends and platforms to celebrate business success

3.2 The Spelthorne Business Awards 2025 opened for entries on 10 March. Since that time the team has been busy marketing the programme with a outsourced social media campaign, local promotion through posters, banners and advertisements and mailers to potential entrants. On 30th April the team hosted 8 attendees at an application workshop to guide and support businesses through the process. The application deadline is 30 June and at the end of April, 22 applications had been received.

3.3 The annual NNDR Budget Briefing took place on 12 February, hosted by Sytner Land Rover at Sunbury and attracting over 30 attendees.

3.4 Additional events are planned with West London Chamber of Commerce, Surrey Chambers of Commerce, Business Surrey and the Spelthorne Business Forum.

4. Spelthorne Stronger Business Programme

4.0 The Spelthorne Stronger Business Programme was Spelthorne's post pandemic support initiative for small businesses. Delivered by contractors CPG, the programme offered a comprehensive support package including one to one business coaching, digital skills training, sustainability workshops and start up guidance, with services designed to address specific business needs and promote growth and resilience.

4.1 The contract concluded at the end of March 2025 having successfully delivered on its objectives and achieving strong outcomes.

- A total of 80 businesses were supported over the programme, including 36 pre start up and start up businesses, and 44 existing micro and SME businesses
- Businesses received 249 tailored one to one mentoring support
- Fourteen workshops and webinars were hosted during the programme
- 20 micro-grants awarded to support digital growth and innovation
- 6 businesses received in depth digital asset reviews

4.2 Notable impacts include:
- 85% of businesses reported revenue growth;
- 94% improved their digital presence;
- 18 new jobs were created and 19 jobs safeguarded.

- 20 businesses launched new products;
- 33 adopted new technologies or processes
- 17 entered new markets adopted new technologies or processes;
- 15 businesses enhanced their productivity
- 17 entered new markets.

A new business support tender process is currently on hold until permission is granted to proceed.

5. Spelthorne Business Hub

5.1 The Spelthorne Business Hub is an affordable and flexible workspace in Summit House, Sunbury on Thames. Operated under a revenue concession by CoTribe the Hub offers hot desking facilities, networking opportunities and tailored business support to new and established businesses.

During this reporting period occupancy remained strong at 84%, exceeding the 80% target.

Two successful 'Lunch and Learn' events took place on AI Trends (attracting 12 attendees) and How to Generate More Business with Your Phone (19 attendees).

Two new business members joined Clinquant (accountancy) and More Care Services (care home business); Ontoscale AI upgraded from hotdesking to office tenancy and four businesses exited.

Due to the sale of Summit House, plans to relocate the Hub to Staines are underway (details will be shared in separate committee paper)

6. Spelthorne Jobs & Skills Hub

6.0 The Spelthorne Jobs & Skills Hub is a dedicated employability service, based at Friends Walk, Staines. It supports residents, particularly young people and those facing barriers to employment work, with CV support, training, careers advice and job search assistance, as well as tailored case management through funded programmes, including the DWP/ SCC Workwell programme.

6.1 The Hub supports around 1000 residents annually. At the start of this reporting period the team had 117 open cases on the books, increasing to 194 by the end of April. Client demographics in February showed 67% aged 16-24) and 27% in the over 40 age group and at end of period similar breakdown with 64% of new cases in April from the 16-24 age group and 28% over 40.

6.2 Two training courses took place in the period: an accredited CSCS course in February (15 participants) delivered by partner, Functional Skills. The Hub team delivered an Over 45s workshop in April for 9 clients with 100% rating the workshop top marks in improving personal and professional development, and in answer in satisfaction with the work, 75% rated it excellent and 25% very good).

A customer satisfaction survey was tested internally in March and launched in April. 14 surveys were returned by the end of the month with 100% of respondents rating the support received from the Hub as excellent. There

was also positive feedback on the welcome received, likelihood of recommending the service to others and the Hub being both helpful and responsive.

6.3 The Hub's funding from UKSPF ended in March 2025 with outcomes reported in separate committee paper.

6.4 Since the end of 2025 the Spelthorne Jobs & Skills Hub has been the appointed local delivery partner for the Department of Work and Pensions (DWP)/ Surrey County Council (SCC) managed WorkWell programme.

6.5 WorkWell aims to help people with health issues and /or disabilities to get back to work or remain in work by connecting them to local support providers.

6.6 During the reporting period, 22 cases have been identified for WorkWell support by the Hub's work coaches.

6.7 Surrey County Council marketing for the programme launched in April .

7. Ashford Business Improvement District (BID) Feasibility Study

7.0 A Business Improvement District (BID) enables local businesses to invest collectively in improvements to their trading environment. The Council commissioned a feasibility study to explore the potential for a BID in Ashford.

7.1 The study was undertaken by place management consultants Heartflood and completed in April 2025

7.2 As part of the study a business consultation survey was undertaken in the area with 76 surveys completed at close on 14 April. Findings showed 61% support for the BID in principle, 31% undecided and 8% opposed.

7.3 Further detail on the study, risks and options to consider progressing to next stage are set out in a separate committee paper.

8. Branding and Web Development Project

8.0 To better promote economic development services, we have undertaken a branding and web development project. Consultants, Air Social, were commissioned to design new logos and websites aligned with the Council's branding guidelines and accessibility standards.

8.1 The project was completed in March delivering branding for Business Spelthorne, Spelthorne Business Hub and Spelthorne Jobs and Skills Hub, aligned with SBC brand guidelines.   Branding and new websites will go live in June / July 2025.

9. Strategic Engagement

9.0 The Economic Development Manager represents the Council on the Heathrow Strategic Planning Group Economic Development Sub-Committee and Heathrow Airport's Local Growth Task Group promoting jobs at the airport and procurement opportunities for businesses.

9.1 Visit Staines appointed the Economic Development Manager to its Board of Directors to contribute to the forward plans for the Business Improvement District.

Community Wellbeing & Housing Committee

18 June 2025 (Briefing Pack)

Title	Annual Lettings Review 2024-25
Purpose of the report	To note
Report Author	Steph Green, Assistant Strategic Housing Lead
Ward(s) Affected	All Wards
Exempt	Report and Appendix B – No. Appendix A - Yes
Exemption Reason	This report (Appendix A) contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to Information) (Variation) Order 2006 Paragraph 2 – Information which is likely to reveal the identity of an individual and in the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
Corporate Priority	Addressing Housing Need
Recommendations	**Committee is asked to:** Note the findings of the annual lettings review 2024/25.

1. Summary of the report

What is the situation	Why we want to do something
• As part of the Council's Housing, Homelessness and Rough Sleeping Strategy, it was agreed that an Annual Lettings Review would be undertaken at the end of each financial year. This was completed for 2024/25 detailing the numbers of lettings via the housing register, number of homeless households supported into accommodation and the number of applicants supported into a Knowle Green Estates (KGE) property.	• Homelessness remains a key area of concern for the Council as many residents struggle to source suitable and affordable accommodation. Consequently, many families live in emergency accommodation which remains a high cost to the Council and impacts the day-to-day welfare of many family lives. • There are also many residents who are not homeless but are living in housing that is not suitable for their needs. There are currently over 2,500 households on Spelthorne Council's housing register list.
This is what we want to do about it	**These are the next steps**
• Monitor annual lettings to identify trends and patterns and where possible, address concerns.	• The Annual Lettings Review for 2024/25 has been completed (Appendix A/B) and was presented to Strategic Housing Group (made up of Officers and the Chair / Vice Chair of this Committee) on the 7th May 2025.

1.1   This report seeks to update Members on the findings of the Annual Lettings Review 2024/25.

2.   Key issues

2.1   The Annual Lettings Review demonstrates a continued lack of suitable and affordable accommodation available for homeless households and residents in housing need in Spelthorne.

2.2   Demand continues to outstrip supply with over 2,500 households currently on the housing register. Only 159 social housing lettings became available last year. This is a small increase compared to the previous year, however, it's still significantly below what is required to meet local demand.

2.3   Summary of key points highlighted in the Review:

- There's been a 26% increase in the number of housing register applicants compared to the previous year.

- All 159 lettings were made from the existing social stock of local registered providers. No new social rented homes were built and completed last year.

- 70% of the social housing lettings were apartments and 59% were studio or 1-bedroom properties.

- In the last 2 years, no 4-bedroom+ properties have become available. However, the number of 3-beds and houses that became available last year was over double of that recorded in the previous year.

- 67 of the 159 social lettings were age restricted.

- 78% of social lettings were made to general needs on the housing register and 22% were made to homeless households.

- The majority of applicants let a property held a band B on the register.

- Last year, 26 households at risk of homelessness were successfully supported in maintaining their existing privately rented accommodation. A further 119 households were supported to secure alternative privately rented accommodation.

- A total of 12 households were supported into the Spelthorne Rent Assure scheme to prevent homelessness.

- The Council referred 230 clients to Spelthorne Rentstart for housing advice. In total, Rentstart advised 333 clients last year and assisted 94 clients with securing accommodation.

- Last year, 14 KGE affordable rented properties became available to let or re-let to either housing register applicants or homeless households.

2.4   Full details of the review findings can be found in Appendix A. Appendix B contains similar information to Appendix A but has been presented in a data compliant way for publication purposes.

3.   Options analysis and proposal: Not applicable.

4. Financial management comments

4.1 Appendix A/B discloses that £281,426 was spent last year to support homelessness prevention and relief efforts. This included providing homeless households with deposits, rent in advance and rental support payments to secure existing or alternative accommodation. This expenditure is funded via the Council's Homeless Prevention Grant allocated by the Ministry of Housing, Communities and Local Government (MHCLG).

5. Risk management comments

5.1 The lack of suitable and affordable accommodation locally will continue to impact homelessness levels and increase the number of housing register applications. The Council is already aware of this risk and is exploring options on how to address housing need within the current Corporate Plan.

6. Procurement comments: Not applicable.

7. Legal comments

7.1 In accordance with the provisions of the Housing Act 1996 the Council is required to have procedures and policies in place for nomination and allocation of affordable housing.

7.2 Annual review allows to monitor performance and determine whether the procedures remain fit for purpose.

8. Other considerations: Not applicable.

9. Equality and Diversity: Not applicable.

10. Sustainability/Climate Change Implications: Not applicable.

11. Timetable for implementation: Not applicable.

12. Contact: HousingStrategy@spelthorne.gov.uk

Background papers: None

Appendices:
Appendix A: Annual Lettings Review 2024/25
Appendix B: Annual Lettings Review 2024/25 (Public)

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Annual Lettings Review 2024/25

1. Housing Register

1.1 As at 31st March 2025, there were a total of 2,586 households on Spelthorne Borough Council's housing register, this is approximately a 26% increase compared to the previous year.

1.2 Housing register applicants have required the following bedroom types:

Number of bedrooms required by household	Number of households 31/03/21	Number of households 31/03/22	Number of households 31/03/23	Number of households 31/03/24	Number of households 31/03/25
1 bedroom (or Studio flat/bedsit)	870	1,261	1,580	831	1,108
2 bedrooms	832	1,030	1,165	762	900
3 bedrooms	326	437	525	383	483
4 or more bedrooms	70	95	108	72	95
Grand Total	**2,098**	**2,823**	**3,378**	**2,048**	**2,586**

1.3 A new Housing Allocations Policy was implemented in Autumn 2023. Consequently, there was an overall decrease in the number of applicants in 2024, this is because a number of applicants were no longer eligible under the new Housing Allocations Policy and some applicants would have opted out of reapplying.
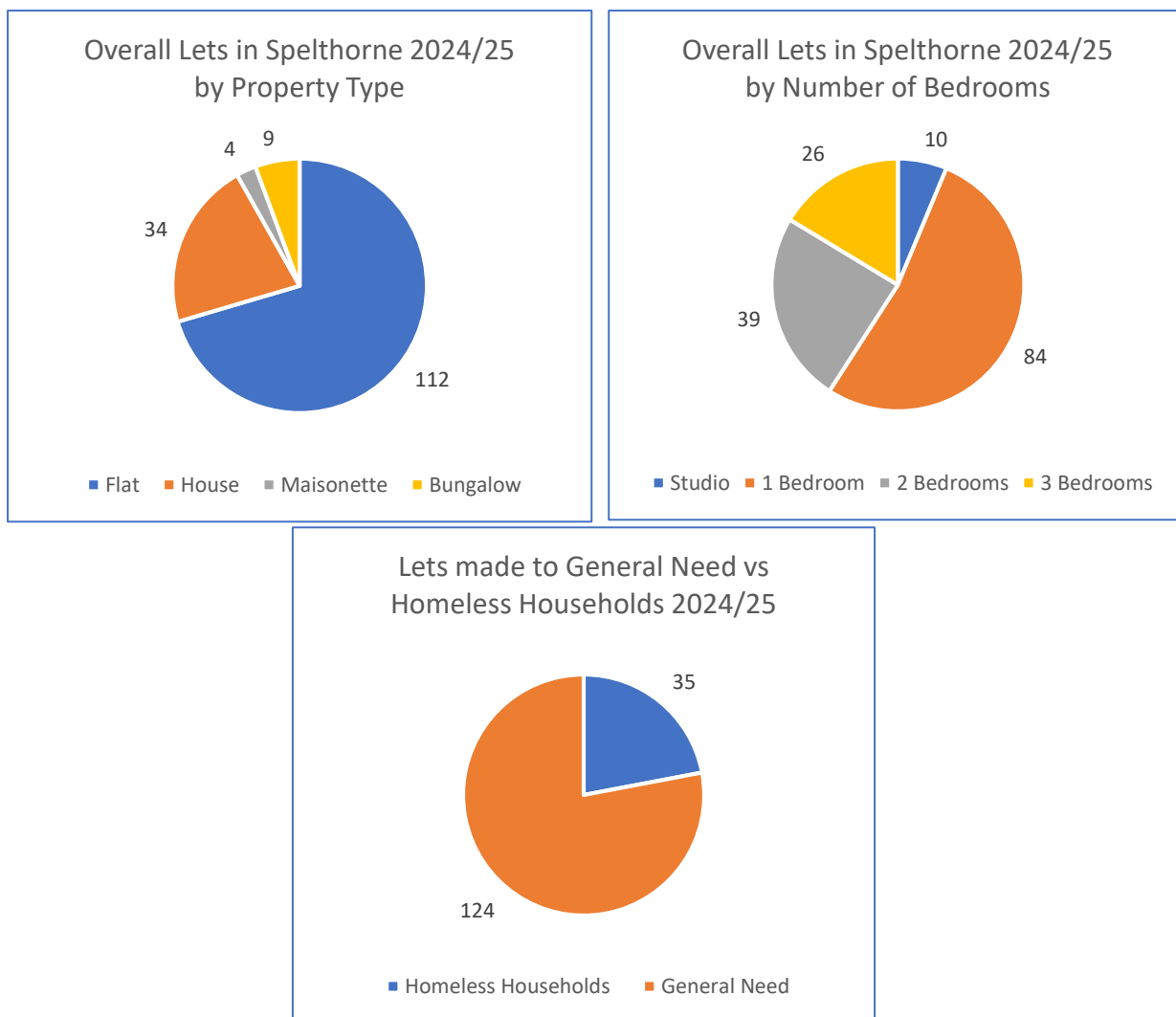
1.4 As part of the new Housing Allocations Policy, a housekeeping proposal was introduced to support a regular review of applicants. Applicants are invited once per annum to confirm if they wish to remain on the register and complete a change of circumstances form if their circumstances have changed. The housekeeping proposal was introduced to provide a more accurate reflection of housing register numbers. Officers are already noticing the impact, as the housing register numbers decrease some weeks due to applicants having a change of circumstances and housing no longer being required. The current numbers recorded are an up-to-date reflection of housing need in Spelthorne.

2. Lettings and Nominations

2.1 As Spelthorne Borough Council is a non-stock holding authority, lettings are only made through nominations to private registered providers with stock in Spelthorne. For 2024/25 this totalled to 159 lets (134 General Needs, 9 Sheltered and 16 Extra Care). This includes 2 properties that were recovered via a Spelthorne fraud initiative.

2.2 Of the total 159 lettings, 17 were reserved for working households only. However, a total of 61 lets were made to households who were in employment of which 20 were identified as key workers.

2.3 Out of the total number of lets, the vast majority (70%) were apartments and were mainly one-bedroom properties. In the last two years, no 4-bed+ lets have become available. However, the total number of 3-beds that have become available (26) has over doubled compared to 2023/24 when it was only 11. Similarly, the number of houses that have become available (34) has also over doubled compared to 2023/24 when it was 14. Furthermore, 78% of properties were let to general need households through the Housing Register with the remaining 22% let to households who were either homeless or threatened with homelessness. This is slightly less compared to 2023/24 where 30% of lets were made to homeless households.

Overall Lets in Spelthorne 2024/25 by Property Type

- Flat: 112
- House: 34
- Maisonette: 4
- Bungalow: 9

Legend: ■ Flat ■ House ■ Maisonette ■ Bungalow

Overall Lets in Spelthorne 2024/25 by Number of Bedrooms

- Studio: 10
- 1 Bedroom: 84
- 2 Bedrooms: 39
- 3 Bedrooms: 26

Legend: ■ Studio ■ 1 Bedroom ■ 2 Bedrooms ■ 3 Bedrooms

Lets made to General Need vs Homeless Households 2024/25

- Homeless Households: 35
- General Need: 124

Legend: ■ Homeless Households ■ General Need

2.4 Out of the total number of lets, 67 were age restricted. Of these, 62 were studios or 1-beds meaning 66% of all 1-bedroom lets had age restrictions in place.

Number of Age Restriced Properties Let 2024/25

- Minimum age 45+: 10
- Minimum age 50+: 26
- Minimum age 55+: 31

Number of properties

Legend: ■ Minimum age 45+ ■ Minimum age 50+ ■ Minimum age 55+
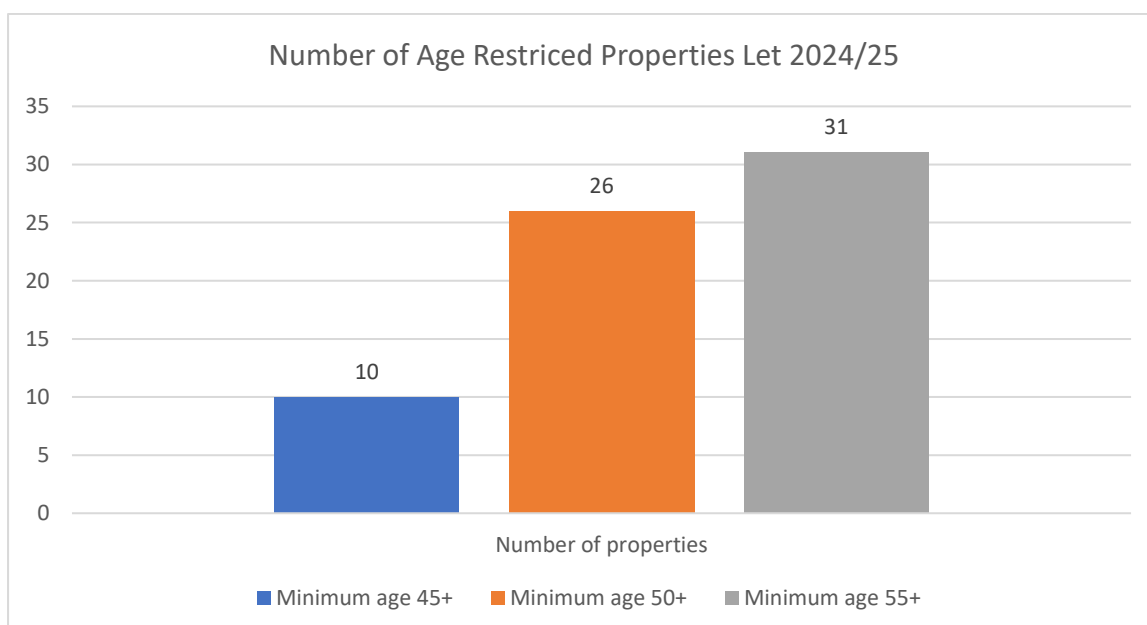
2.5 Usually the minimum age for Sheltered or Extra Care accommodation is 50 or over. Out of the 1,108 households waiting for a one-bedroom property on the 31st March 2025, 388 households were aged 50 or over (a full breakdown is given in the table below). This means that approximately 65% of one-bedroom households would not be eligible for age restricted accommodation. However, it is worth noting that some of the property age restrictions are reduced to aged 45+ for reasons including if they are 'hard to let'. Where this is considered, approximately 59% of 1-bedroom households would not be eligible for properties with age restrictions of 45+. As noted above, over half of one-bedroom properties let for 2024/25 were age restricted which limited one-bedroom households aged 44 or under. There is not a separate waiting list for Sheltered housing. However, there is a small waiting list for Extra Care which fluctuates throughout the year but is currently at 9.

Age Band of Main Applicant requiring a one-bed (as at 31st March 2025)	Number of Applicants
Under 25	223
Between 25 and 39	355
Between 40 and 44	80
Between 45 and 49	62
Between 50 and 54	76
Between 55 and 59	86
60 and Over	226
Grand Total	**1,108**

2.6 A breakdown of the housing register banding given to each household that was successful in bidding for one of the 159 properties let is given in the table below. The vast majority held a band B due to homelessness or medical grounds.

Band	Studio	1-Bed	2-Bed	3-Bed
A	-	8	2	3
B	7	46	31	23
C1	2	16	1	-
C2	-	3	-	-
D	1	12	4	-

* 16 of the Band D's were for Sheltered / Extra Care lettings.

2.7 When the new Housing Allocations Policy was implemented in Autumn 2023, greater priority was awarded to under occupiers of social housing (band A) to encourage movement. Of the total 159 lettings last year, 10 tenants were under occupiers of social housing, representing 6% of total lettings. In comparison to previous years, this has not hugely increased despite the additional priority. However, there has been a small increase of 2% of overall lettings, compared to 2 years ago when the old policy was in operation. As of 31st March 2025, there were 44 housing register applicants with a band A due to under occupation of social housing. This is approximately 2% of the total number of housing register applicants.

Year	Number of under occupiers successfully let into a new property	% of total lettings
2024/25	10	6%
2023/24	10	5%
2022/23	8	4%
2021/22	14	8%
2020/21	8	5%

2.8 Due to the lack of affordable housing delivery in Spelthorne and the low number of re-lets, the total number of lettings has continued to decline in Spelthorne since 2014. Last year, was a slight improvement to the previous year which was the lowest number of affordable lets on record within the last 10 years.

Number of Lettings via the Housing Register per annum
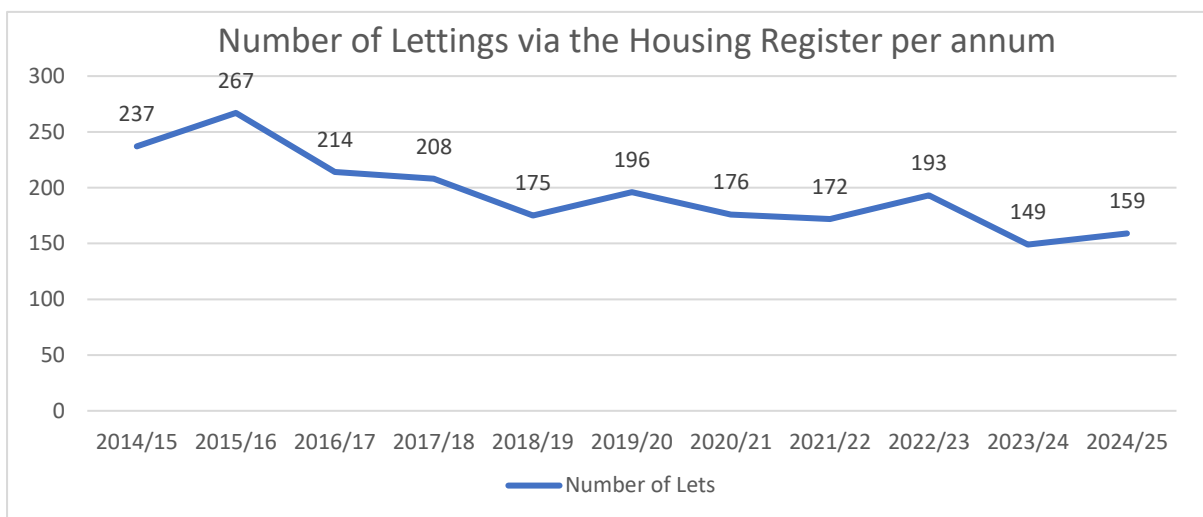
2.9 With 2,586 households currently on the Housing Register and only 159 nominations in the last year, demand continues to significantly outstrip supply.

3. <u>Private Rented Sector</u>

<u>Homelessness Prevention and Relief Outcomes</u>

3.1 The Housing Options Officers work to assist applicants in finding suitable accommodation to either prevent or relieve homelessness. In 2024/25, 26 clients were successfully supported in maintaining their existing privately rented accommodation (21 were families with children) and 119 clients secured alternative privately rented accommodation (46 were families with children, of which 30 moved to homes within Spelthorne).

Secured existing accommodation	Prevention	
Number of months secured for	6	12+
Private Rented Sector	15	11
Social Housing	6	10
Supported Housing	<5*	-
Staying with Family	<5*	-

* Where there are low values, <5 is stated for data protection purposes.

Secured alternative accommodation	Prevention		Relief		Main Duty
Number of months secured for	6	12+	6	12+	12+
Private Rented Sector					
Private rented sector: HMO or lodging	13	6	15	10	-
Private rented sector: self-contained (Of which, 6 joined the Spelthorne Rent Assure (SRA) Scheme)	9	41	<5*	14	7
Social Housing					
Registered Provider tenancy or out of borough council tenancy	-	11	<5*	7	30
Supported Housing					
Social rented supported housing, hostel or rehabilitation centre	7	6	14	8	-
Other					
For example, caravan / houseboat, staying with friends or family, purchased a property, other type of accommodation, or not recorded.	<5*	15	<5*	<5*	-

* Where there are low values, <5 is stated for data protection purposes.

3.2 Financial assistance is one method used to assist homeless households with retaining or securing new accommodation. Homeless Prevention grant funding can be used towards rental payment support, deposits or rent in advance payments. Payments are issued in the form of either a grant or loan depending on the applicant's capacity for repayment.

In 2024/25, the following funding was granted to applicants to either prevent or relieve homelessness:

Description	Amount
Homelessness Prevention Fund	
Rent in advance	£129,034
Rent deposits	£96,583
Rental payment support	£25,768
Care Leavers project*	£8,321
Total	**£259,706**
Rough Sleeper Initiative Fund	
Rents paid to landlord	£21,720
Grand Total	**£281,426**

*The Council supported 7 Care Leavers living in social housing under a separate homelessness prevention initiative last year. Eligible applicants had to be under the age of 25, a Care Leaver, in an affordable property going forward, and be in an active repayment plan with their landlord for any rent arrears. Many of the Care Leavers were in bedsits where historically, the service charges for these particular properties are high. The offer was to help tenants with funding, equivalent to up to 12 months service charge, to help with arrears and affordability, and provide more stability to young people in their first homes since leaving care.

Spelthorne Rent Assure (SRA)

3.3 In addition to the financial assistance offered above, Spelthorne Borough Council also offers a 24-month rent guarantee scheme called 'Spelthorne Rent Assure'. The Council guarantees to directly pay landlords a fair market rent for up to two years, paid monthly in advance. The Council provides the tenant with a 5-week repair bond deposit and agrees to top-up the rent between the local housing allowance and fair market rent. Ongoing support is available for both the tenant and landlord for the duration of the scheme.

3.4 In 2024/25, the scheme received enquiries from 58 landlords and a total of 12 placements were made. Placements were made into 2 houses and 10 flats. All placements were made within the borough of Spelthorne. Further properties were put forward for use, however, these were not successful. Circa 15 properties were not secured as we could not meet the landlord's rent expectations which ranged from £1,500 for a 2-bed maisonette to £3,200 for a 3-bed house. A further 26 properties (across 2 sites) were lost, as the scheme does not offer property management services. Whilst there are some properties on the market with more affordable rents, these are severely limited. Officers have made efforts to identify suitably affordable properties for the scheme, unfortunately, they have not all come to fruition. However, positive enquiries can be made.

3.5 Of the 12 placements, 6 were new placements. The remaining 6 had been previous SRA tenants who had completed the 24-month placement and, required a renewal on the scheme to prevent homelessness.

3.6 The lowest rental amount agreed was £1,300pcm and the highest was £2,700pcm. The average rent agreed based on property size is given below:

Property Size	Number of Placements	Average Rent Agreed
2-Bedrooms	7	£1,439
3-Bedrooms	3	£1,800
4-Bedrooms	1	£2,235
5-Bedrooms	1	£2,700

3.7 A total of 7 placements reached the end of the 24-month period within the last year, 5 tenants remained within the property following a renewal on the scheme. A further 6 placements finished the scheme slightly earlier than the 24-month period, this was due to the tenants securing other accommodation.

Spelthorne RentStart

3.8 Additionally, Spelthorne Borough Council contract Spelthorne RentStart to find privately rented accommodation for single homeless people and couples without children.

3.9 In 2024/25, a total of 333 clients were offered housing advice of which 230 had been directly referred by the Council. In total, 94 clients secured accommodation. Of these, 50 Clients moved into (HMOs) and 44 moved into self-contained properties.

3.10 Approximately, 68% were placed in Spelthorne, the remaining 32% were placed out of borough in Runnymede, Elmbridge, Woking, Slough, Richmond, Hounslow, Sutton, Hillingdon and Windsor.

Property type	Number of placements in Spelthorne	Number of placements out of the borough	Average Rent Agreed
Shared accommodation (room)	29	21	£831
Studio	19	3	£895
1-Bed	14	6	£1,169
2-Bedrooms	2	-	£1,300
Total	**64**	**30**	-

3.11 In 2024/25, 14 properties became available to let or re-let to either housing register applicants or homeless households. These properties are set at affordable rent levels (80% of the local market rent or capped at the Local Housing Allowance rates).

Further details are given in the tables below.

Property Size	Number of Properties
1-bed	1
2-bed	8
3-bed	1
4-bed	2
5-bed	2

Property Type	Number of Properties
House	5
Flat	9

E&S Committee – Briefing Report

18 June 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
• 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	• 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**
• 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	• 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 transitioning into Stage 4 (Statutory Consultation). During March and April, the first draft of the 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 available on the Online Engagement Hub (Commonplace). Residents can read the details of Citizens' Panel workshops here: Have Your Say Today - Spelthorne Design Code Citizens' Panel - Spelthorne Design Code

2.2   The public engagement opportunity on the first draft of the Code for the wider community ran from 18 March 2025 to 8 April 2025 on Commonplace. Local people could download and view this draft Code, find out what is in the draft 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.

2.3   After the 3-week public engagement on the first draft of the 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 the draft Spelthorne Design Code - Commonplace

2.4   Based on the feedback received from the Project Board, technical stakeholders, the Citizens' Panel, and the broader community, the Spelthorne Design Code team has further updated the draft Code. The Spelthorne Design Code- Final Draft for Consultation (May 2025) was presented to the Environment and Sustainability Committee on 17 June 2025, who approved the Code for statutory public consultation. Following the statutory consultation, it is anticipated that Spelthorne Design Code will be adopted in the autumn. You can view the project timeline here: Spelthorne Design Code- Timeline

2.5   A statutory 6-week public consultation on the Spelthorne Design Code- Final Draft for Consultation (May 2025) will run from 23 June 2025 until 11.59pm on 3 August 2025. Local people, business, visitors to the Borough and key stakeholders will have the opportunity to review the updated draft Code and share their views by responding to a short survey on Commonplace.

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

The project timeline can be found here: Spelthorne Design Code- Timeline

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.