

*Please reply to:*

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Date: 05 November 2025

## **Notice of meeting**

### **Environment and Sustainability Committee**

**Date:** Thursday, 13 November 2025

**Time:** 7.00 pm

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

#### **To the members of the Environment and Sustainability Committee**

Councillors:

M. Beecher (Chair)

K.M. Grant (Vice-Chair)

S.N. Beatty

S. Bhadye

M. Bing Dong

T. Burrell

J.P. Caplin

D.C. Clarke

S.M. Doran

N. Islam

A. Mathur

J.R. Sexton

J.A. Turner

H.R.D. Williams

P.N. Woodward

M. Buck

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

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

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto:customer.services@spelthorne.gov.uk) Telephone 01784 451499

# Agenda

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**1. Apologies and Substitutes**

To receive any apologies for absence and notification of substitutions.

**2. Minutes**

**5 - 8**

To confirm as a correct record the minutes of the Environment and Sustainability Committee meeting held on 18 September 2025.

**3. Disclosures of Interest**

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

**4. Questions from members of the Public**

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

**5. Voluntary Placement Stipend Green Initiatives Fund Application**

**9 - 34**

Committee is asked to:

1. Approve the project to run up to 5 'voluntary placement' positions for Academic Year 25/26
2. Approve the application of funding of £1,500 from the Green Initiatives Fund (GIF) to provide a stipend of £300/voluntary placement for 5 placements.

**6. Green Initiatives Fund Bid Electric Vehicle (EV) Charge Points**

**35 - 54**

Committee is asked to:

1. Approve the project to further develop the operational electric vehicle charge point infrastructure on the Council's operational buildings, the Depot, the Greeno Centre and Fordbridge Day Centre.
2. Approve the application of funding of £64,000 from the Green Initiatives Fund (GIF) for the project.
3. Recommend that Council approve amending the Capital Programme by bringing £64,000 forwards from the EV chargers provision from 2026-27 to 2025-26
4. Delegate authority to the Group Head Commissioning and Transformation in consultation with the Chair of the Environment and Sustainability Committee to procure an electric vehicle charging network for the Council and to award the contract
5. Delegate authority to the Group Head of Corporate Governance to enter into the necessary legal documentation.

## **7. Approval of Community Infrastructure Levy (CIL) funding**

**55 - 82**

Committee is asked to:

1. Approve CIL funding for the following applications, following consideration by the Strategic CIL Task Group and recommendation to the Environment & Sustainability Committee:
  - a. Strategic CIL funding applications for:
    - Surrey Police – installation of 10 ANPR cameras
    - Play area improvements and renovations in three parks
    - Ashford Park Primary School – 3G pitch, community hub and outdoor learning area
  - b. Six Local CIL applications referred from Local CIL spending boards.
2. Approve the amendments to existing, agreed CIL funding allocations, also considered by the Strategic CIL Task Group and recommended to this Committee as follows:
  - i. To repurpose £21,065 unused funds from a previously approved in 2023 ANPR cameras bid, to the current application for Surrey Police ANPR cameras, as set out in the report;
  - ii. In respect of Playing Pitch improvements, for a value of £68,050 approved in 2022. There is no change to the value agreed but the number of playing pitches included has reduced, due to the lack of availability of matched funds and based on an updated assessment of need, feasibility and potential benefits.

## **8. Play Facility in Memorial Gardens, Staines-upon-Thames**

**83 - 90**

Committee is asked to:

1. Agree for a new play facility to be built within Memorial Gardens Staines-upon-Thames, to replace the Five Swimmers' Statue, subject to planning approval
2. Authorise the Group Head Neighbourhood Services to commence a planning application for the installation of a new play facility
3. Authorise the Group Head Neighbourhood Services to commence a consultation for the installation of a new play area in Memorial Gardens Staines-upon-Thames
4. Authorise the Group Head Neighbourhood Services to commence a procurement process for the construction and installation of a new play facility and safety surfacing in Memorial Gardens, Staines-upon-Thames including site preparation
5. Authorise the Group Head Neighbourhood services to select the preferred tenderers and award the contracts not exceeding the Community Infrastructure Levy (CIL) funding of £300k set out in this report
6. Authorise the Group Head Corporate Governance to enter the contracts and necessary legal documentation for the preparation of the site and the purchase and installation of the new play

equipment and safety surfacing

**9. Spelthorne Open Spaces and Biodiversity Strategy 91 - 122**

Committee is asked to consider and approve the updated Open Spaces and Biodiversity Strategy.

**10. Updates from Task and Finish and/or Working Groups**

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

Community Infrastructure Levy Task Groups

Climate & Nature Working Group

Spelthorne Design Code Task Group

**11. Forward Plan 123 - 126**

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

**Minutes of the Environment and Sustainability Committee  
18 September 2025**

**Present:**

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

**Councillors:**

S. Bhadye	D.C. Clarke	J.A. Turner
M. Bing Dong	S.M. Doran	H.R.D. Williams
T. Burrell	A. Mathur	P.N. Woodward
J.P. Caplin	J.R. Sexton	

**Apologies:** Councillors S.N. Beatty

**In Attendance:** Councillor Bateson

**32/25 Minutes**

The minutes of the meeting held on 17 June 2025 were agreed as a correct record.

**33/25 Disclosures of Interest**

There were none

**34/25 Questions from members of the Public**

The Committee received one question from a member of the public as follows:

“The Council states on its website that it currently manages 10 allotment site in the Borough.

Does the Council know of any plans to sell or redevelop any of the 10 allotment sites it manages, in whole or in part?

The Chair responded as follows:

“The Council is not aware of any plans to sell or develop any of the 10 allotment site it manages, in whole or in part.”

### **35/25 Update to Climate Change Working Group Terms of Reference**

The Committee considered a report from the Council's Climate Change Officer that sought approval to amend the name of the current Climate Change Working Group to the Climate and Nature Working Group. Approval for revised Terms of Reference was also sought.

The Climate Change Officer advised that the Council's focus had evolved from primarily focussing on climate issues relating to carbon reduction, energy and climate resilience. Biodiversity, nature and land use were now issues that needed to be considered and it was felt that the current Climate Change Working Group's remit should be expanded to reflect this.

The Committee **resolved** to:

1. Approve the change in name of the 'Climate Change Working Group' to the 'Climate and Nature Working Group',
2. Approve the Revised Terms of Reference as outlined in Appendix A of the report; and
3. Refer the report to the Standards Committee to make a recommendation to Council for adoption in the Constitution

### **36/25 Biodiversity Duty**

The Committee considered a report from the Council's Biodiversity Officer that sought approval of the Biodiversity Duty Report.

The Committee were advised that the Council had a statutory duty to comply with the Biodiversity Duty and that a report had to be produced outlining the progress of the objectives and actions taken by January 2026 and published by March 2026.

The Committee **resolved** to:

1. Approve the Biodiversity Duty Report and Action Plan,
2. Agree for the Biodiversity Officer to regularly update the Climate and Nature Working Group on progress relating to Biodiversity Duty; and
3. Approve delegated authority to the Group Head of Neighbourhood Services to publish a progress report by March 2026 in consultation with the Chair of the Environment and Sustainability Committee.

### **37/25 The Spelthorne Borough Council (Off-Street Parking Places**

### **Order) Amendment No.3) Order 2026**

The Committee considered a report from the Council's Parking Services Operational Manager that sought approval for the amendments outlined in the report to be recommended to Council.

The Parking Services Operational Manager advised that if approval was given by Council, a one month public consultation period would then take place before any of the amendments proposed could become enforceable.

The Committee were advised that some of the Council's car parks were running at a loss that that this was creating a combined deficit of £184k.

Concerns were raised by the Committee with regard to either removing the nil tariff completely or reducing it to 30 mins instead of the 1 hour currently given, particularly within car parks that were near to the council's parks and green spaces. It was felt that this would have a negative impact on the residents' health and wellbeing. The Parking Services Operational Manager advised the Committee that many of the car parks offering the free 1 hour were used by professional dog walkers solely to avoid having to pay for parking.

The Committee asked that all signage within the Council's car parks were made as clear as possible with regard to parking rules such as nil tariffs and charges, to avoid any confusion. These signs should also outline that enforcement action would be taken for anyone that had parked outside of these rules.

The Committee **resolved** to make a recommendation to Council to:

1. Authorise the Group Head Neighbourhood Services to proceed with the proposals made in this report and to implement the Spelthorne Borough Council Off-street Parking Places (Amendment No. 3) Order 2026,
2. Authorise the Group Head Corporate Governance to publish all notices required to implement the Spelthorne Borough Council Off-street Parking Places (Amendment No. 3) Order 2026; and
3. Authorise the Group Head Neighbourhood Services, in consultation with the Group Head Corporate Governance, to consider and address any objections and to amend the proposal if necessary, following the public consultation.

### **38/25 Updates from Task and Finish and/or Working Groups**

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

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

**39/25 Forward Plan**

The Committee **resolved** to note the Forward Plan.



### Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

#### Stage 1

##### Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	Yes	08/07/25
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	N/A	N/A
Relevant Group Head review	Yes	28/09/25
MAT+ review (to have been circulated <b>at least 5 working days before Stage 2</b> )	Yes	30/09/25
This item is on the Forward Plan for the relevant committee	Yes	26/07/25
	Reviewed by	
Finance comments		
Risk comments		
Legal comments	J Clare LH	01/10/25 10/10/25
HR comments (if applicable)		

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

#### Stage 2

##### Report checklist – responsibility of report owner

ITEM	Completed by	Date
Monitoring Officer commentary – at least <b>5 working days before MAT</b>	L Heron	10/10/25
S151 Officer commentary – at least <b>5 working days before MAT</b>	T.Collier	3/10/25
Confirm final report cleared by MAT	Yes	21/10/25



# Environment & Sustainability

Thursday 13<sup>th</sup> November 2025

<b>Title</b>	Voluntary Placement Stipend GIF Application
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Arthur Stokhuyzen
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Environment
<b>Recommendations</b>	<b>Committee is asked to:</b> <ol style="list-style-type: none"><li>1. Approve the project to run up to 5 'voluntary placement' positions for Academic Year 25/26.</li><li>2. Approve the application of funding of £1,500 from the Green Initiatives Fund (GIF) to provide a stipend of £300/voluntary placement for 5 placements.</li></ol>
<b>Reason for Recommendation</b>	Running the internship programme was a success for the Climate Change Team last year. We want to expand the offering and provide a stipend of £300/voluntary placement to cover travel costs and expenses. This is in the interest of financial equity and was a key part of the feedback given by last year's voluntary placements.

## 1. **Executive summary of the report** (*expand detail in Key Issues section below*)

What is the situation	Why we want to do something
<ul style="list-style-type: none"><li>• Last year's voluntary placement programme was a success, giving the Climate Change Team resource support.</li><li>• It provides master's students with practical experience in sustainability and local government.</li><li>• However, feedback from participants highlighted that the absence of financial support created a barrier for some students, particularly around travel costs and expenses.</li></ul>	<ul style="list-style-type: none"><li>• We want to expand the programme while ensuring that placements are accessible to all students, regardless of their financial background.</li><li>• Providing a small stipend aligns with our Corporate values of empowerment and inclusiveness, while being a supportive employer.</li></ul>
This is what we want to do about it	These are the next steps

<ul style="list-style-type: none"> <li>• For the Academic Year 2025/26, we propose running up to five voluntary placements.</li> <li>• Each placement would receive a £300 stipend to cover travel and expenses, funded by an application of £1,500 from the GIF (Green Initiatives Fund).</li> </ul>	<ul style="list-style-type: none"> <li>• Secure approval for the spend of £1,500 to fund the voluntary placements through the GIF at Environment &amp; Sustainability Committee.</li> <li>• The GIF bid application has been taken to the Climate Change Working group (CCWG) on 08/07/25 and has been recommended to the Environment &amp; Sustainability Committee.</li> </ul>
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## 2. Key issues

- 2.1 The decision to offer a stipend is primarily based on ensuring the voluntary placement programme remains accessible, fair, and effective in delivering both student development and support for the Council's Climate Change Team.
- 2.2 Feedback from last year's cohort identified the lack of financial support as a barrier to participation. A stipend for travel and expenses is therefore an essential adjustment to promote equity and widen access.
- 2.3 As with last year, placements will be offered in partnership with the University of Surrey, where an industry placement is a part of the Masters course.
- 2.4 Discussions with other universities were pursued but have not resulted in viable partnerships to date. For example, Royal Holloway university has decided not to run an industry placement module in the 2025/26 academic year.
- 2.5 Continuing with the University of Surrey ensures continuity, strong alignment with course requirements, and a reliable pool of motivated candidates.
- 2.6 The proposed stipend of £300 per student reflects the expected travel and subsistence costs over the duration of the placement:
  - (a) Students are required to work for 30 business days (approximately six weeks), in line with the University of Surrey's course requirements. This will be a hybrid working arrangement.
  - (b) A standard open return train ticket from Guildford to Staines costs £20.00. Over the course of the placement, they are expected to be in the office twice a week in line with staff working expectations. In addition, we are allowing for £5/day in the office for additional expenses. In summation, this is how we have developed our £300 stipend.
  - (c) The stipend therefore directly reflects the real costs of attendance and ensures no student is disadvantaged by financial constraints.
- 2.7 The proposed programme will offer up to 5 voluntary placements:
  - (a) Offering up to five placements provides the right balance between supporting student development and meeting the needs of the Climate Change Team.

- (b) Last year's programme with 3 placements demonstrated that students can make a meaningful contribution to project delivery, with each placement bringing a different skillset and perspective.
  - (c) The Climate Change Team was able to comfortably deal with the administration required with onboarding and therefore, expanding to five ensures sufficient additional capacity to progress a range of climate and sustainability projects without placing undue supervision burden on staff.
- 2.8 There are some process considerations that have had to have been made as this is a unique placement:
- 2.9 Payment: Stipends will be processed via a Request for Payments – PL3 form, with approval required from the Projects Team Manager. There will be two payments made, one halfway through the placement and the other half at the end in equal £150 instalments.
  - (a) Enrolment: Managed by the Climate Change Team. While there is no legally binding contract, students will be required to complete a Voluntary Placement Agreement form (attached as **Appendix A**), which commits them to follow Spelthorne Borough Council's values. If students fail to meet these expectations, their placement may be terminated, with reimbursement calculated at £50 per week for time completed
- 2.10 In addition, to be accepted for the voluntary placement they must meet the requirements of the voluntary placement job description.
- 2.11 Health and Safety: A risk assessment and relevant health and safety forms will be completed prior to the start of the placement, also found in **Appendix A**.
- 2.12 Monitoring: Student feedback will be gathered at the end of the placement to evaluate effectiveness and inform future improvements.
- 3. Options appraisal and proposal**
  - 3.1 Preferred Option – Option 1: Approve £1,500 from GIF for 5 placements at £300 each.
  - 3.2 Pros: Covers full travel costs, ensures equity, maximises opportunities for students, strengthens partnership with University of Surrey, provides team with added capacity.
  - 3.3 Cons: Higher total spend than last year (£0 per voluntary placement), more admin than a reduced scheme.
    - (a) Rationale: Best balance of value, accessibility, and capacity benefits.
  - 3.4 Option 2 – Change the number of placements offered at £300/voluntary placement
  - 3.5 Rationale: The Climate Change Teams deems any change to the number of placements sub-optimal as too few reduces the effectiveness of the programme and more would require too much officer administration.
  - 3.6 Option 3 – Change the stipend from the recommended £300/voluntary placement but maintain 5 placements

- 3.7 Rationale: The Climate Change Teams deems any change to the recommended £/voluntary placement to be not enough or too much.
- 3.8 Option 4 - Do not run the placement programme
- (a) Pros: No cost, no administration.
- 3.9 Cons: Lost student opportunities, reduced team capacity, reputational risk for Council and Surrey local government with Surrey and future students.
- 3.10 Rationale: The voluntary placement programme was a success, and it would be unproductive for the Climate Change Team and student opportunities to not run the programme.

#### **4. Risk implications**

4.1 Risk	4.2 Mitigation
4.3 Student fails to meet expectations or does not follow Council values	4.4 Clear Voluntary Placement Agreement; supervision by Climate Change Team; removal process with pro-rata reimbursement (£50/week).
4.5 Administrative delays in payment (PL3 process)	4.6 Payments processed via standard PL3 form with Projects Team Manager approval; Finance notified in advance.
4.7 Health and safety requirements not completed	4.8 Mandatory risk assessments and health and safety induction before placements commence.
4.9 Insufficient staff capacity to supervise 5 students	4.10 Limit placements to 5 maximum; clear work programmes; spread supervision across Climate Change Team.
4.11 Reputational risk if programme is not run or poorly managed	4.12 Maintain close partnership with University of Surrey; monitor student feedback; review programme annually.

#### **5. Financial implications**

- 5.1 The programme will cost £1,500 for 5 voluntary placement students who will receive £300 each upon completion of their placement.
- 5.2 The voluntary stipend of £1,500 will be funded through the Green Initiatives Fund (GIF)
- 5.3 Any officer time required to support the additional administration of onboarding and supporting the students will be managed within existing resources and budgets.
- 5.4 Stipends will be processed via a Request for Payments – PL3 form, with approval required from the Projects Team Manager. Payment will be made at the end of the placement.
- 5.5 After the approval and expenditure of this programme there will be £329,140 of uncommitted funds left in the GIF.

#### **6. Legal comments**

- 6.1 Legal Services have been consulted on the terms of the Voluntary Placement Agreement.
- 6.2 The proposed stipend intends to reimburse out of pocket expenses which will prevent creation of an employment contract and granting employment rights.

## **Corporate implications**

### **7. S151 Officer comments**

- 7.1 The S151 Officer is supportive of this low cost initiative, building on the experience of the previous programme. This is sufficient balance within the GIF to cover the cost if the Committee decide to finance from this source.

### **8. Monitoring Officer comments**

- 8.1 The Monitoring Officer confirms that the Council has statutory powers under the general power of competence in section 1 of the Localism Act 2011 to incur the proposed expenditure and that relevant legal implications have been taken into account.

### **9. Procurement comments**

- 9.1 There are no procurement implications in this report
- 9.2 Expenditure is below the £5,000 value that requires support with the Procurement Team.

### **10. Equality and Diversity**

- 10.1 The Climate Change Team recognises the importance of ensuring that all opportunities are accessible to a diverse range of participants.
- 10.2 Feedback from last year's voluntary placement programme indicated that the lack of financial support created barriers for some students, particularly around travel and expenses.
- 10.3 By introducing a £300 stipend for each placement in the 2025/26 Academic Year, the programme aims to remove these barriers, making placements accessible to students regardless of their financial background.

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

- 11.1 The voluntary placement programme directly supports the Council's sustainability and climate change objectives by providing additional resource capacity to the Climate Change Team.
- 11.2 Placements enable students to contribute to practical sustainability projects, building skills and knowledge that reinforce local climate action.
- 11.3 By facilitating participation through a small stipend, the programme ensures broader engagement, supporting the development of future professionals who are equipped to advance sustainability initiatives.
- 11.4 The programme also aligns with the Council's commitment to embedding sustainability and climate considerations across all activities.

## **12. Other considerations**

- 12.1 All relevant teams have been consulted. HR, Legal, Data Protection.
- 12.2 No public consultation is required.

## **13. Timetable for implementation**

- 13.1 Environment & Sustainability Committee: 13<sup>th</sup> November 2025
- 13.2 Advertise voluntary placements with University of Surrey: December – February 2026
- 13.3 Voluntary placements: March – July 2026

## **14. Contact**

- 14.1 Please contact Climate Change Officer: [a.stokhuyzen@spelthorne.gov.uk](mailto:a.stokhuyzen@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:**

### **Appendices:**

Appendix A: Voluntary Placement Form



# Voluntary Placement

This pack is to be used where the Council has agreed to accommodate a voluntary placement.

Please ensure this pack is completed in full prior to the start of the voluntary placement. Please send the completed pack to [netzero@spelthorne.gov.uk](mailto:netzero@spelthorne.gov.uk)

## **This pack contains:**

1. Voluntary Placement confirmation form
2. Voluntary Placement Agreement
3. Risk Assessment
4. Privacy Notice
5. Useful information for voluntary placement students
6. First day induction materials (including GDPR and Health and Safety essentials)

## Overview

### **What is a Placement?**

The purpose of this placement is to increase students' awareness of the climate change industry and public sector operations. Students are usually Masters students and will work with us for 30 business days as required by their Masters course.

Students will be given a stipend of £300 (£50/week) across their time with the Council to cover expenses. This will be paid out £150 halfway through their placement and half at the end of their time through the Council's payment process.

### **Responsibilities of the service/manager**

Managers who accept a voluntary placement must ensure that:

- The work programme will cover the full duration of the placement.
- Adequate supervision is given at all times. Supervision must be provided by someone who understands why the student is here, and who can, if required, give a report on the student's work.
- A safety induction is given on the first day of the placement (by the manager or other team member)

- Guidance and instruction regarding data protection is given on the first day (by the manager or other team member), specific to the service and work that will be carried out.
- The student has the opportunity to meet other team members and colleagues from other departments where possible.
- Cooperation is given to the university. If required a feedback form can be filled out.

### **Responsibilities of the student**

Students are expected, both by the Council and their university, to carry out their duties to the best of their ability and to attend punctually on all days of the placement (unless advised otherwise).

It is expected that students will:

- get stuck in and contribute to the department they are working in
- attend work on time
- follow Council rules
- be diligent about health and safety
- inform us if for any reason if they cannot attend as planned.

### **What if there are problems?**

Any problems should be shared with the Climate Change or HR team. If students are found to be abusing the terms of the placement, the placement will be terminated and their university informed.

If the placement is terminated the student will receive the money they are owed up until that date at a rate of £50 per week.

# Voluntary Placement Confirmation Form

**To be completed by placement coordinator/manager:**

Placement dates: \_\_\_\_\_ to \_\_\_\_\_

Department:

Name of placement coordinator/manager:

Contact number:

**To be completed by voluntary placement student:**

Full name:

Preferred name:

Telephone number:

Email address:

Address:

University:

University contact number:

Emergency contact:

Emergency contact number:

Emergency contact relationship:

# Voluntary Placement Agreement

Dear [NAME OF STUDENT],

## Agreement for Voluntary Placement

This letter sets out what Spelthorne Borough Council (the “**Council**”) reasonably expects from your voluntary placement.

1. **The Council appreciates you undertaking your voluntary placement with us and is committed to providing students with a supportive, rewarding, and engaging environment.**

Your placement will be with Climate Change Team and starts on [DATE]. Your placement will last 30 business days. Voluntary placement students will receive a stipend of £300 to cover expenses for the full 30 business days. This stipend is not a salary or wage, and no employment relationship is created.

We expect you to perform your role to the best of your ability and to follow our policies, internal procedures and standards, including our health and safety and equal opportunities policies, and to comply with Spelthorne’s Personal Data Protection Policy. You can expect us to deal with you in accordance with our equal opportunities policy.

2. **Induction and training**

The Council will provide to you an induction to explain what we do and what you can expect from your placement. We will also provide training to enable you to undertake any required tasks you may be set and to ensure your health and safety.

3. **Supervision and support**

Your main point of contact during your voluntary placement with us is Tim Snook (t.snook@spelthorne.gov.uk). If you have any problems or complaints you may contact Tim Snook (t.snook@spelthorne.gov.uk).

Please give Tim Snook (t.snook@spelthorne.gov.uk) as much notice as possible if you are unable to attend your placement when expected.

4. **Insurance**

We will provide adequate insurance cover for you while you are undertaking a voluntary placement approved and authorised by the Council.

## **5. Data Protection**

In the course of providing your voluntary placement, you may have to handle personal data relating to officers, customers, suppliers or residents of the Council.

We expect you not to use any Personal Data you may have access to and you must not disclose this information to any person either during your voluntary placement experience with the Council or at any time afterwards.

Information regarding data protection is attached in Annex 1 and we urge you to take a close look at it before you start your voluntary placement. There are very serious consequences for the Council and its staff if they breach the Data Protection legislation, we therefore urge you that if in doubt you always need to speak to your manager/placement coordinator.

## **6. Confidentiality**

In the course of your voluntary placement, you may also have access to confidential information (including financial information) relating to the Council, the Council's residents or suppliers. We expect you not to use or disclose this information to any person either during your voluntary placement or at any time afterwards.

This Agreement is binding in honour only, is not intended to be a legally binding contract between you and the Council and may be cancelled at any time at the discretion of either Party.

Neither of us intends any employment relationship to be created either now or at any time in the future, as a result of the operation of this Agreement.

Please acknowledge that you understand and accept the contents of this letter by signing, dating and returning the enclosed copy.

Yours sincerely,

.....

On behalf of Spelthorne Borough Council

I understand the contents of this letter.

Signed .....

[NAME OF STUDENT]

Date .....]



<b>Service/ Department</b>	Your service / Department		<b>Date of assessment</b>	00/00/0000		<b>Assessor Name</b>	Your name	
<b>Title of Risk Assessment</b>	Young Person		<b>Type of assessment</b>	<input type="checkbox"/> New <input type="checkbox"/> Review		<b>EVOTIX ref No.</b>	To be allocated by Safety Team	
<b>Description of activity</b>	add text as required							
<b>Location</b>			<b>Category of risk</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		<b>Review date</b>	00/00/0000	
<b>Persons exposed (tick box)</b>	<b>Employees</b>	<input type="checkbox"/>	<b>Other workers</b>	<input type="checkbox"/>	<b>Public/visitors</b>	<input type="checkbox"/>	<b>Young persons</b>	<input type="checkbox"/>
	<b>New/expectant mothers</b>		<input type="checkbox"/>	<b>Vulnerable persons</b>		<input type="checkbox"/>	<b>Contractors</b>	<input type="checkbox"/>
						<b>Estimated total number of persons at risk</b>		xxxx

<b>Likelihood of occurrence</b>  1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Almost certain <sup>11</sup>	<b>Severity of incident</b>  1 = No injury 2 = Minor injury or illness 3 = 7-day injury or illness 4 = Specified injury or illness 5 = Fatality, disabling injury, and so on	<table border="1"> <tr><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr> <tr><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr> <tr><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr> <tr><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> <tr><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Likelihood</p>	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5		1	2	3	4	5	<b>Review Period (recommended)</b>  <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 15px; background-color: #90EE90; margin-right: 5px;"></div> <div>Low = 2 Years</div> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 15px; background-color: #FFA500; margin-right: 5px;"></div> <div style="width: 20px; height: 15px; background-color: #FF0000; margin-right: 5px;"></div> <div style="margin-left: 10px;">} Medium &amp; High = 1 Year</div> </div>
5	5	10	15	20	25																																		
4	4	8	12	16	20																																		
3	3	6	9	12	15																																		
2	2	4	6	8	10																																		
1	1	2	3	4	5																																		
	1	2	3	4	5																																		

<b>Risk = Likelihood x Severity</b>	<div style="width: 20px; height: 15px; background-color: #90EE90; display: inline-block;"></div> Low	<div style="width: 20px; height: 15px; background-color: #FFA500; display: inline-block;"></div> Medium	<div style="width: 20px; height: 15px; background-color: #FF0000; display: inline-block;"></div> High
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This risk assessment template is generic and has been produced as good practice guidance only.

The content should be tailored to ensure that all hazards specific to your activity have been identified and relevant controls put in place to adequately control the risks.

You must complete and calculate the likelihood and severity of risks after the control measures have been identified.

Category of risk is triggered from the risk rating after control measures have been put in place. The highest risk rating will dictate final risk category and review period.

- Risk rating at red and amber will require review every year .
- Risk rating at green will require

**Please do not just use this form as it is otherwise it will not be approved**

<b>Approval</b>	<b>Print Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>

	<b>Factors of harm – BEFORE measures</b>	<b>Factors of harm – AFTER measures</b>	
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# Climate Change Internship Pack

Hazard(s) & Potential harm	Likelihood (1–5)	Severity (1–5)	Risk Rating (Likelihood x Severity)	Control measures to mitigate risk	Likelihood (1–5)	Severity (1–5)	Risk Rating (Likelihood x Severity)	When reviewing risk assessment write what has changed below
<b><u>Inexperience</u></b> Various injuries	3	3	9					
<b><u>Lack of awareness of health and safety risks</u></b> Various injuries	3	3	9					
<b><u>Pace Of Work</u></b> Various injuries	3	3	9					
<b><u>Physically or mentally immature</u></b> Various injuries	3	3	9					
<b><u>Violence &amp; aggression Bullying &amp; inappropriate behaviour</u></b> Distress, Emotional harm	3	4	12					

## Climate Change Internship Pack

<b><u>Fatigue</u></b>								
Various injuries	3	3	9					
<b><u>Housekeeping</u></b>								
Slips, Trips Falls	3	3	9					
Various injuries								
<b><u>Manual Handling</u></b>								
Various injuries	3	3	9					
<b><u>Working at Height</u></b>								
Various injuries	3	3	9					
<b><u>Tools Equipment Machinery</u></b>								
Various injuries	3	3	9					

## Climate Change Internship Pack

<b><u>Temperature, noise and vibration</u></b>								
Various injuries	3	3	9					
<b><u>Chemicals</u></b>								
Ingestion Inhalation Eye contact Skin contact Skin Burn	3	3	9					
<b><u>Site Visits</u></b>								
Inexperience, lack of awareness of risks and immaturity create more opportunity for accidents than for adult workers	3	5	15					
Physical harm due to environmental conditions								

## Privacy Notice

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

### Who we are

Spelthorne Borough Council (SBC) collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). We are responsible as 'controller' of that personal information. Our Data Protection Officer can be contacted at [data.protection@spelthorne.gov.uk](mailto:data.protection@spelthorne.gov.uk).

Voluntary Placements that are well-planned and well-organised have an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work.

### Personal information we collect and use

Information collected by us:

Over the course of applying for your voluntary placement we collect the following personal information when you provide it to us:

- your personal information (such as name, address, date of birth, contact number, email address)
- name, contact number of emergency contact,
- work placement subject requested,
- interests, exams, personal statement, current educational establishment .

If you complete a voluntary placement with us we may also collect information relating to your time with us – e.g. record of absence

How we use your personal information?

We use your personal information to:

- ensure you meet the criteria for the Voluntary Placement Programme
- source you a meaningful placement (this will involve us sharing information provided with other SBC departments and associated services to enable them to make an informed decision about offering a suitable placement)
- contact you by email with updates regarding placement opportunities or suggest alternatives if your original choice is not available
- other SBC departments may need to contact you to discuss placement arrangements
- issue you (the applicant) with a certificate at the end of successful placement
- record and collect data on the voluntary placement programme to monitor our outcomes

How long your personal data will be kept

We will hold your personal information securely which will be only accessible by employees who have specific access. We will hold your personal information for no longer than one year, after which the information is made inaccessible to system users or securely destroyed.

## **Reasons we can collect and use your personal information**

We collect and use your personal information to carry out tasks with your consent. We rely on the following legal bases under UK GDPR:

Article 6 (1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject

Who we share your personal information with

We share your personal information with:

- teams within SBC that offer work placements
- associated services (such as education services and facilities management)

We will share personal information with law enforcement or other authorities if required by applicable law.

## **Your rights**

Under UK GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioner's Office
- withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, [see the guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under UK GDPR](#).

If you would like to exercise a right, please contact the Information Governance Team at [data.protection@spelthorne.gov.uk](mailto:data.protection@spelthorne.gov.uk)

## **Keeping your personal information secure**

## Climate Change Internship Pack

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Contact

Please contact the Information Governance Team at [data.protection@spelthorne.gov.uk](mailto:data.protection@spelthorne.gov.uk) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, the same email address.

UK GDPR also gives you right to lodge a complaint with the Information Commissioner who may be contacted via the [Information Commissioner's website](#) or call [03031 231113](tel:03031231113).

## Useful information for Voluntary Placement students

**Food and drink:** Near to our offices there is a parade of shops including a bakery and some fast food restaurants.

**Issues:** If you have any problems during your time with us, which you feel you cannot sort out with your supervisor, please do not hesitate to contact Human Resources or the Climate Change Team.

**Workplace safety:** The Council takes very seriously its duty of care and its responsibilities under the Health and Safety at Work Act. In the unlikely event of there being any other hazards identified which are not of a general nature and which are appropriate to the work being undertaken, these will be advised to you in advance of the placement.

Your initial induction will normally be conducted by your supervisor or manager and will take place on your first day. It will cover basic information i.e. familiarisation with your workplace, introduction to immediate work colleagues, staff facilities (toilets, vending machines and first aid) and security procedures. Your supervisor will brief you on the duties and responsibilities you are expected to undertake while at Spelthorne. Please take careful note of what you are told.

**Security:** Maintaining a secure working environment needs everyone's cooperation. All staff are issued with identity cards which must be worn during working hours. You will be issued with a 'Spelthorne' badge, which you **must** wear whilst at work.

**Personal Property:** The Council cannot accept responsibility for your private property if it is lost or damaged in places of work. Please take care of your belongings.

**Fire Precautions:** Please make sure that you have read the evacuation instructions, including locations of assembly areas, which are on notice boards and next to fire appliance points. Fire drills are normally carried out without prior warning. Fire Wardens are appointed throughout the Council Offices to assist with the safe evacuation of the building, in an emergency please follow their guidance and leave the building immediately by the nearest fire exit and go to your assembly point.

**Safety at work:** We are all responsible for ensuring a safe working environment. If you think that a hazard to health or safety exists please report the matter to your supervisor immediately. If you are involved in an accident or a dangerous incident, please complete an incident report form promptly (available from your Supervisor) so that remedial action can be taken.

**First Aid:** Fully trained first aiders, if required, administer First Aid. Their names and locations within Knowle Green are prominently displayed in each department and at the Reception desks. Sites based away from Knowle Green have their own arrangements of which you will be advised if appropriate.

**Finally:** Good luck and enjoy yourself!

## Data Protection Awareness

Spelthorne Borough Council is committed to protecting the information that it processes within its services. Data processing includes anything we do to, or with, personal information, such as filing, updating, copying, checking, sharing and storing. We are obliged under law to specifically protect personal data.

### What is personal data?

Personal data is any information relating to an identifiable living person, such as:

- name, address, date of birth, National Insurance Number
- details of employment,
- medical details,
- financial details,

### Why data protection is important

Spelthorne Borough Council is a 'data controller' and is legally required to ensure that personal data is:

- Fairly, transparently and lawfully processed
- Processed only for specified purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Not kept for longer than is necessary
- Kept secure (both technically and procedurally)
- Not transferred outside of the EU without adequate protection

### What do I need to do?

It is the responsibility of everyone who works for the Council to make sure that personal data is kept secure and confidential.

Please help us keep the personal data that the Council holds safe by following the golden rules.

**Golden rules for handling personal data**

- If you learnt something about someone at work – make sure that information stays at work;
  - Only discuss it with others at work if they need to know the information,
  - Do not discuss it outside of work with others even if you THINK that they may know it,
- Return any paperwork to work for confidential shredding,
- Is someone asks you to share personal data – ask why, what, and how. If you are unsure ask your supervisor or line manager,
- Incidents happen! Tell us when personal data is lost, stolen or shared by mistake,
- Is someone asks you to share personal data – ask why, what, and how. If you are unsure ask your supervisor or line manager.

**The Council employs a Data Protection Officer who can be contacted for any data protection queries:**

Clare Williams      Email: [c.williams@spelthorne.gov.uk](mailto:c.williams@spelthorne.gov.uk) or [data.protection@spelthorne.gov.uk](mailto:data.protection@spelthorne.gov.uk)  
Phone: 01784 448614  
Room 110

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### Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

#### Stage 1

##### Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	Yes	27-05-25
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	Yes	23-07-25
Relevant Group Head review	Yes	24-07-25
MAT+ review (to have been circulated <b>at least 5 working days before Stage 2</b> )	Yes	12-08-25
This item is on the Forward Plan for the relevant committee	Yes	24-07-25
	Reviewed by	
Risk comments	L O'Neil	12-08-25
Legal comments	J Clare	19-08-25
HR comments (if applicable)		

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

#### Stage 2

##### Report checklist – responsibility of report owner

ITEM	Completed by	Date
Monitoring Officer commentary – at least <b>5 working days before MAT</b>	L Heron	03-09-25
S151 Officer commentary – at least <b>5 working days before MAT</b>	T Collier	24-9-25
Confirm final report cleared by MAT		

# Environment and Sustainability Committee

13<sup>th</sup> of November 2025.

<b>Title</b>	<i>GIF Bid Electric Vehicle (EV) Charge Points</i>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	<i>Timothy Snook, Sustainability and Flood Risk Officer</i>
<b>Ward(s) Affected</b>	N/A
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Resilience Environment Services
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ol style="list-style-type: none"> <li><i>1. Approve the project to further develop the operational electric vehicle charge point infrastructure on the Council's operational buildings, the Depot, the Greeno Centre and Fordbridge Day Centre.</i></li> <li><i>2. Approve the application of funding of £64,000 from the Green Initiatives Fund (GIF) for the project.</i></li> <li><i>3. Recommend that Council approve amending the Capital Programme by bringing £64,000 forwards from the EV chargers provision from 2026-27 to 2025-26</i></li> <li><i>4. Delegate authority to the Group Head of Commissioning and Transformation in consultation with the chair of the Environment and Sustainability Committee.to procure an electric vehicle charge point supplier to expand the existing operational charging network for the council and to award the contract</i></li> <li><i>5. Delegate authority to the Group Head of Corporate Governance to enter into the necessary legal documentation</i></li> </ol>
<b>Reason for Recommendation</b>	The recommendation has been proposed as part of the Council's commitment to delivering sustainable transport in its Climate Change Strategy. Additionally, to ensure strong continued service delivery with the Council's existing and future fleet of electric vehicles.

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## 1. Executive summary of the report *(expand detail in Key Issues section below)*

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>The Council has increased the size of the Council's electrified fleet with two Spelride community minibuses and additional strategic commitments to continue to increase the number of electric vehicles in the fleet.</li> <li>The Council requires additional and upgraded charge points at the Depot, Greeno and Fordbridge Community Centre. This will ensure the fleet maintains operational robustness.</li> <li>An initial proposal to proceed with the Green Initiatives Fund bid was brought to the Climate Change Working Group (CCWG) and supported on 27/05/25</li> </ul>	<ul style="list-style-type: none"> <li>The Council has expanded its electrified vehicle fleet in accordance with the Council's climate change commitments (key action 19 of the climate change action plan).</li> <li>The Council needs further charge point provision to maintain operational robustness and to future-proof the Council's fleet for further acquisitions, and to reduce operational running costs of charging.</li> <li>Further information can be found in the Green Initiatives Fund Bid in <b>Appendix A</b>.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Approve the funding request for £64,000 from the Green Initiatives Fund to enable expansion of the Council's electric vehicle charge point provision.</li> </ul>	<ul style="list-style-type: none"> <li>Environment and Sustainability Committee to approve the Green Initiative Fund bid of £64,000, separate to the capital programme. The report will also be circulated with the BIG committee to have sight of as the project involves use of municipal assets.</li> <li>Council to approve amending the Capital Programme by bringing £64,000 forwards from the EV chargers provision from 2026-27 to 2025-26</li> <li>Begin the procurement process to select the provider for the charge points at the Depot, Greeno and Fordbridge Community Centres.</li> </ul>

## 2. Key issues

- 2.1 The current electric vehicle charging infrastructure located at the Council Depot, the Nursery and Knowle Green offices is operating at full capacity, there are currently 6 electric vehicle chargers servicing 9 electric vehicles. The recent addition of the two electric Spelride minibuses has meant that we are charging vehicles off-site which is more expensive at 80p/kWh versus the standard electricity tariff rate of 25p/kWh. Moreover, Neighbourhood Services are expecting delivery of a further 7 electric vans for grounds maintenance and law enforcement upon completion of their procurement.
- 2.2 At present, the system does not have the capacity to support more vehicles without affecting operational efficiency. With no EV charge points located at any other Council sites other than the Depot, the Nursery and Knowle Green offices. Therefore, it is necessary to expand our charging infrastructure.
- 2.3 This project will expand and improve the Council's electric vehicle charging network. The focus is on adding more charge points at Council owned sites and installing 22-kilowatt AC fast chargers. These upgrades will reduce charging times and help the Council manage a growing electric fleet more effectively.
- 2.4 More charging points will make it easier for fleet vehicles to access charging throughout the day. This will help avoid delays and keep operations running smoothly. Additionally, this will carry financial benefits as opposed to commercially available charge points.
- 2.5 Expanding the use of electric vehicles supports the Council's commitment to reducing carbon emissions and promoting sustainable transport.
- 2.6 The primary option for these charge points will be 22-kilowatt AC fast chargers (dependent upon capacity), which allow quicker turnaround times compared to standard 7-kilowatt chargers.
- 2.7 The initial feasibility study undertaken by JoJu indicated that Fordbridge and the Depot both had sufficient power capacity to accommodate the project. As Greeno was a late addition to the scope, this will be conducted during tender stage.
- 2.8 The improved infrastructure will allow more vehicles to be charged during normal working hours, making better use of fleet time and reducing overnight charging needs.
- 2.9 Project Objectives:
- Install electric vehicle charge points at Council sites where electrified fleet vehicles are based or regularly operate.
  - Ensure that all installations meet the latest safety, regulatory, and technical standards.
  - Build enough charging capacity to support current needs and allow for future growth of the electric fleet.

### **3. Options appraisal and proposal**

- 3.1 The current provider for our existing electric vehicle charge point software has provided a quote for the expansion of the Council's charge points within the Depot and Fordbridge day centre. This quote indicated that the project cost is above the procurement threshold. Therefore, the project will need to undergo a procurement process. This quote is broken down in the financial comments

section of this report and is for a total of £36,508.89. Officers have increased the project scope upon further understanding operational requirements to include Greeno day centre, this estimated price is broken down in the financial comments section.

3.2 **Option 1: Approve £64,000 from the Green Initiatives Fund and supplementary capital expenditure to the 25/26 programme to install additional EV charge points, approve the commencement of the procurement process and provide delegated authority to the Group Head for Commissioning and Transformation to award the tender. (Preferred Option)**

3.3 This option enables the project to proceed in full and addresses both the strategic and operational need.

3.4 Pros:

- (a) Supports the transition to a fully electric Council fleet, contributing directly to the net zero 2030 target.
- (b) Resolves the current shortfall in charging infrastructure, which is limiting service delivery.
- (c) Aligns fully with the Council's Climate Change Strategy and Corporate Plan.
- (d) Enables better fleet management across departments and improves operational resilience.
- (e) Provides a tangible and visible example of local climate action and leadership.

3.5 Cons:

- (a) Involves a one-off spend of £64,000 from the Green Initiatives Fund.
- (b) Reduces the remaining balance of GIF, estimated at £431,846 to £367,846 available for other environmental projects in the short term.

3.6 This option delivers a full and immediate solution to a clearly identified need. It supports core Council policies, improves operational capacity and contributes meaningfully to climate goals. The investment is proportionate to the benefits and fits the purpose of the funding source.

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3.7 **Option 2: Do not fund the project at this stage**

3.8 Choosing not to proceed would retain the funds for future use but leave the current issues unresolved.

3.9 Pros:

- (a) Preserves the Green Initiatives Fund for other or future projects.
- (b) Avoids immediate expenditure.

3.10 Cons:

- (a) Leaves the Council unable to expand its EV fleet due to infrastructure constraints and leaves the existing fleet vulnerable to charging at commercial rates on petrol station forecourts. Commercial rates are around 200% higher than depot charging.

- (b) Prolongs the use of fossil fuel vehicles, increasing operational emissions.
  - (c) Undermines delivery of the Climate Change Strategy and weakens the Council's position to reach net zero
  - (d) Risks reputational damage from inaction on a clearly defined and time-sensitive issue.
- 3.11 While financially cautious in the short term, it fails to address urgent infrastructure needs and weakens the Council's ability to act on its climate commitments. The longer-term environmental and service impacts outweigh the temporary financial savings.
- 

### 3.12 **Option 3: Fund a smaller version of the project**

- 3.13 This would involve allocating a reduced budget from the Green Initiatives Fund to deliver a more limited scheme. This would include works to expand EV charging at the Depot only.
- 3.14 Pros:
- (a) Reduces the upfront cost from the Green Initiatives Fund, totalling around £17,500.
  - (b) Demonstrates a fiscally cautious approach while partially addressing the issue.
- 3.15 Cons:
- 3.16 A reduced scheme may not fully meet the operational requirement of keeping the electrified Spelride bus in places like the Fordbridge and Greeno day centres, which are already resorting to using commercial charge points.
- (a) Risk of inefficient infrastructure that will need upgrading again soon.
  - (b) Potentially higher long-term costs due to additional works in future phases.
- 3.17 While it reduces initial spend, it does not offer a lasting solution and could result in higher overall costs. It may also cause disruption to the charging infrastructure if further work is needed shortly after the initial phase.

## 4. **Risk implications**

- 4.1 There are several risks associated with the delivery of this project, covering operational, financial, strategic, and reputational areas. These are outlined below along with how they will be managed.
- 4.2 Operational Risks
- 4.3 The most immediate risk is that if the project is delayed or not delivered, the Council will be unable to expand its electric vehicle fleet as per the commitments made in the climate change strategy, key action 19. The current charging infrastructure is already at full capacity, and this constraint is beginning to affect service planning for departments that rely on EVs. There is also a risk that without dedicated infrastructure, staff would need to utilise their work time to charge using a commercial charger for charging Council vehicles.

- 4.4 Mitigation: Installing additional charge points at the Council's depot will directly resolve this issue. The infrastructure will be future proofed to support further fleet growth and ensure safe, reliable charging in line with operational needs.
- 4.5 Financial Risks
- 4.6 There is a risk that the total cost of the installation could exceed the £64,000 allocation, either due to unforeseen site conditions, changes in specification, or increases in contractor costs.
- 4.7 Mitigation: A detailed cost estimate will be secured before any funding is committed, and the procurement process will include competitive quotes. If needed, a small contingency can be held within the Green Initiatives Fund. Ongoing maintenance costs will also be planned for through the existing method of funding charge point maintenance, utilising funds generated by the income from the Knowle Green charge points.
- 4.8 Strategic Risks
- 4.9 Delaying this project would undermine the Council's progress towards its Climate Change Strategy objectives, including the goal of becoming a net zero authority by 2030. It could also result in missed opportunities to decarbonise other service areas as fleet replacement programmes continue.
- 4.10 Mitigation: Proceeding with this project now ensures alignment with wider fleet transition planning and helps maintain momentum on the Council's climate programme.
- 4.11 Legal and Compliance Risks
- 4.12 Without the appropriate infrastructure in place, there is a risk that electric vehicles are not operated or charged safely, using 3-pin cables fed through windows, for example. This could lead to issues with health and safety compliance.
- 4.13 Mitigation: The installation will follow current safety standards and best practice for workplace charging. The site will be managed under existing depot risk assessments, which will be updated as part of the project.
- 4.14 Reputational Risks
- 4.15 As the public and local stakeholders become more aware of the Council's climate commitments, visible inaction or delay could be criticised. The expansion of the EV fleet is also a positive story that supports public trust in the Council's commitment to environmental responsibility.
- 4.16 Mitigation: Delivering this project in a timely and well communicated way will help demonstrate progress and reinforce the Council's leadership role in addressing climate change. The Council may, however, be criticised of incurring further expenditure while under statutory direction to reduce debt.
- 5. Financial implications**
- 5.1 The total unallocated GIF fund is currently estimated at £508,946 funding the proposal from this source would therefore reduce the GIF balance to approximately £444k as at 31 March. As paragraph 5.13 below estimates taking into account other anticipated draws on funding from the GIF the balance on the Fund to fall to £259k by 31 March 2028, if the requested £64k is financed from the Fund.

- 5.2 The total quoted capital cost by the existing charge point software supplier JoJu for the supply and installation of electric vehicle charge points at two initial Council sites, the White House Depot and Fordbridge Community Centre, is approximately £37,000. This includes the installation of two 22kW Autel MaxiChargers at each location, provided by the Council's existing supplier. Officers have since understood that the Greeno centre is also an area of high charge point requirement. Therefore, using these quotes as a guide indicates that its installation cost would be similar to that of the Fordbridge site.
- 5.3 Below is a breakdown of the quote received by our existing ChargePoint operator, JoJu. The Greeno quote has been created using assumptions from fordbridge, as time constraints meant we were unable to get the contractor back on site:

Location	Description	Unit Cost	Total Cost
<b>Fordbridge Centre</b>	Supply & install two Autel Autel Maxi Charger AC 22KW	£9,000.00	£21,000.00
<b>White House Depot</b>	Supply & install two Autel Autel Maxi Charger AC 22KW	£8,000.00	£16,000.00
<b>Greeno Centre</b>	Supply & install two Autel Autel Maxi Charger AC 22KW	~£11,000.00	~£21,000.00
Total			<b>~£58,000.00</b>

- 5.4 A small but necessary ongoing cost of £35 per charger, per month will apply to cover software licensing and remote monitoring for which a separate contract will be required. With four units installed initially, this equates to £140 per month, or £1,680 annually, which will need to be covered through operational budgets. A growth bid will need to be submitted for EV charge point running costs in the next financial year.
- 5.5 The current EV charge point software licences are covered by the revenue generated from the sale of electricity to staff at the Knowle Green EV charge points. This is a limited income stream and will not cover the costs of additional EV charge points.
- 5.6 To support potential minor variations in installation, site preparation in wiring the correct infrastructure or future expansion, a total of £64,000 is being requested from the Green Initiatives Fund. This includes approximately 10% contingency and offers flexibility to:
- (a) Cover any unforeseen costs during installation.
  - (b) Begin preparatory or design work for future charge point installation at additional Council sites.
  - (c) Potentially fund a third location if favourable quotes or installation conditions allow.

- 5.7 This approach ensures the funding is used efficiently and supports the longer-term aim of expanding electric vehicle use across Council services. It also aligns with the wider ambition to reduce fleet emissions and ensure infrastructure is in place to support future vehicle replacements.
- 5.8 Additionally, charging the Council's fleet using its own charge points is significantly more cost-effective than relying on commercial rapid chargers. The electricity used on-site is charged at the Council's commercial electricity rate, which is around 25 pence per kilowatt hour.
- 5.9 Whilst currently, only 2 of the Council's vehicles rely on commercial charge points, any further expansion would mean more vehicles would rely upon them.
- 5.10 Conversely, commercial rapid chargers usually cost between 70 and 85 pence per kilowatt hour. Some also include additional charges such as connection fees, overstay penalties, or subscription costs. Although they offer faster charging, the higher cost per use makes them an expensive option for regular fleet charging. As the number of electric vehicles grows, the cost difference becomes more significant, and using commercial chargers regularly would lead to much higher ongoing costs.
- 5.11 The table below breaks down the cost implications of the Council's fleet utilising the two nearest commercially available chargers to the Council's depot. This was created using actual charging data from the entire existing fleet since July 2024.

Charging Location	Price/kWh	Connection Fee	Total Fleet Price	Price Difference	Percentage Increase
Depot/Council	£ 0.25	£ -	£ 4,204.83		
Shell Recharge	£ 0.79	£ 0.35	£ 13,585.11	£ 9,380.28	223%
BP Pulse	£ 0.85	£ -	£ 14,296.42	£ 10,091.59	240%

- 5.12 As seen in the table above, there are revenue implications in the range of £9 to £10k per annum of not acting now and waiting for the growth bid. This is due to the cost of using commercial charging points being over 200% more.
- 5.13 Below is a table outlining the current commitments to the green initiatives fund and the balance after the allocation of this proposal. Highlighted in red is the proposed option 1. This table shows the impact of this project upon the total.

Green Initiatives Fund;		£
<b>Balance B.F</b>		<b>508,946</b>
Climate Change Post	-	50,900
2526 Q1 Variance	-	22,800
<b>Option 1 - EV Chargers</b>	<b>-</b>	<b>64,000</b>
Hydromix red heat transfer fluid - Greeno	-	5,550
<b>Future;</b>		
Climate Change Post 26/27	-	52,427
Climate Change Post 27/28	-	54,000
<b>Expected Closing Balance 27/28</b>		<b>259,269</b>

- 5.14 There is Capital Programme provision for EV charging infrastructure allocated within the 2026/27 Capital Programme. This will come too late for the current

issues at hand of council EVs that require infrastructure in the coming months.

## **6. Legal comments**

- 6.1 The appointment of an electric vehicle charge point supplier must meet the requirements of the Best Value Duty under the provisions of the Local Government Act 1999 and comply with the Council's Contract Standing Orders
- 6.2 Legal Services are to be consulted in respect of any contract, planning and property issues. Due diligence should be undertaken to check whether or not there is sufficient electricity supply and capacity and/or title issues at the identified locations which may impact the proposed infrastructure expansion. Legal Services are to be consulted on any draft contract accompanying the invitation to tender documentation.
- 6.3 All local authorities must have due regard to any Air Quality Strategy adopted by the government when exercising functions of a public nature that could affect the quality of air.
- 6.4 To support local authorities the government has introduced the OZEV Depot Fleet Charging Grant. In order to access the available capital grant funding under the scheme various conditions would need to be met.

## **Corporate implications**

## **7. S151 Officer comments**

- 7.1 As the report flags the current lack of additional EV charging infrastructure sufficient to meet the needs of the Council's fleet is costing the Council an estimated £9k to £10k per annum- implementing the infrastructure would ease pressures on the Revenue Budget. Given this cost impact and the operational impacts of not being able to charge vehicles on Council premises, and the desire to progress our Climate Change Strategy commitments, Applying the Green Initiatives Fund to finance would leave a projected balance, taking into account other commitments, of £259k by end of 2027-28. , Given that the Council would not meet the criteria for external grant funding, I am supportive of funding from GIF. This will require the Capital Programme to be amended to bring forward to 2025-26 £64,000 of the current provision of £500,000 in the Capital Programme for 2026-27

## **8. Monitoring Officer comments**

- 8.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

## **9. Procurement comments**

Any procurement exercise will be undertaken in accordance with the Procurement Act 2023 and the Council's Contract Standing Orders. The Council's procurement team is to assist with the procurement process

## **10. Equality and Diversity**

- 10.1 The proposal is not expected to have any negative impact on equality or diversity, as it relates to operational infrastructure used by Council staff. Installation will follow accessibility guidance to ensure safe and inclusive use by all employees, including those with mobility needs.

Should the Council expand EV infrastructure to public-facing sites in future, accessibility and inclusion will be built into the design and delivery, and an Equality Impact Assessment would be carried out as required.

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

- 11.1 This proposal will directly contribute to the Council's net zero 2030 target by further enabling the continued transition to electric vehicles within the fleet. The existing charging infrastructure is already at capacity, and without additional provision, the Council is unable to effectively replace further diesel vehicles. Installing new charge points will allow more services to operate using low-emission vehicles, reducing the Council's overall carbon footprint and supporting cleaner, more sustainable operations.
- 11.2 Investing in this infrastructure now puts the Council in a stronger position to meet upcoming changes in environmental legislation and avoids the risk of falling behind on key climate commitments.

## **12. Other considerations**

- 12.1 No public consultation is required.
- 12.2 Planning: under The Town and Country Planning (General Permitted Development) (England) Order 2015, Class D ensures that permitted development comprises of "The installation, alteration or replacement, within an area lawfully used for off-street parking, of an electrical outlet mounted on a wall for recharging electric vehicles." This is specific to wall mounted charge points, so any other style will require planning advice before installation.
- 12.3 Assets: the assets team sees no issue with the development of EV charge points within the carparks of the Depot, Fordbridge and Greeno day centres. Each location manager will be in consultation with the project team to ensure minimal disruption.

## **13. Timetable for implementation**

- 13.1 The project will begin following formal approval. The indicative timetable below sets out the key stages on a week-by-week basis:

<b>Activity</b>	<b>Timeline (post-approval)</b>
<i>Project approval and initiation</i>	<i>Week 1</i>
<i>Procurement process begins</i>	<i>Weeks 1 to 12</i>
<i>Final site checks and contractor scheduling</i>	<i>Weeks 10 to 13</i>
<i>Installation of charge points</i>	<i>Weeks 14 to 16</i>
<i>System testing and commissioning</i>	<i>Weeks 17 to 18</i>

- 13.2 This schedule allows for a three-month procurement window and ensures a phased, manageable rollout of the infrastructure once suppliers are confirmed. Adjustments can be made depending on procurement outcomes or site-specific considerations.

**14. Contact**

- 14.1 Tim Snook, Sustainability and Flood Risk Officer ([t.snook@spelthorne.gov.uk](mailto:t.snook@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 – Green Initiatives Fund Bid**

**Footnote:** This document contains content generated by Artificial Intelligence (AI). AI generated content has been reviewed by the author for accuracy and edited/revised where necessary. The author takes responsibility for this content.

Spelthorne Borough Council

Requests for Funding from the  
Green Initiatives Fund



Prior to making this application, please consider carefully the criteria below to the make sure you meet and evidence meeting the criteria below. If you do not meet the criteria your application will not progress to the Climate Change Working Group and Environment Sustainability Committee for consideration. If you require any further assistance with completing this form or would like to receive the form and guidance in an alternative format, please ask.

Your project must meet at least one of the following criteria:

The project ...

- a) Contributes to meeting the Council's climate change targets of meeting net zero in the Council estate or the wider Spelthorne community.
- b) Provides opportunities to create and support carbon sink initiatives within the Borough, including landscaping and more tree planting.
- c) Contributes towards reducing the carbon footprint of the Council's estate and the Borough as a whole.
- d) Develops opportunities to improve facilities for walking and cycling in the Borough to help reduce car use.
- e) Encourages more sustainable travel.
- f) Improves and encourages waste prevention and recycling.
- g) Meets Spelthorne Borough Council's objectives for the Environment in the Corporate Plan and complies with at least one of our key objectives.
- h) Contributes to developing opportunities for larger projects which address 'green' priorities within the Corporate Plan.

Applicants must ...

- i) Belong to an organisation that can prove financial stability over a period of time and not have any existing large balances not allocated.
- j) Not apply for multiple elements of financial support for the same objective. (Unless you are specifically requesting match funding.)
- k) Have clearly defined outcomes and deliverables for the funding requested.
- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

## Contact details

Name and position	<b>Tim Snook, Sustainability and Flood Risk Officer</b>
Organisation	<b>Spelthorne Borough Council</b>
Charity CIO number (if applicable)	
Address of organisation	
Location services will be provided or project will take place	<b>The White House Depot, The Greeno Centre, The Fordbridge Centre.</b>
Contact phone	
Contact email	<b>t.snook@spelthorne.gov.uk</b>

## Your Project

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

You can also submit additional information to support your application by email.

<b>Considerations</b>	<b>Response</b>
<p>Aims and Project Objectives</p> <p>Corporate Priority Alignment</p>	<p>Aim:</p> <p>To increase the provision of electric vehicle charge points for the council vehicle fleet.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Assess the requirements at each site</li> <li>• Create a business case for development</li> <li>• Procure the appropriate services in accordance with the standing orders</li> <li>• Implement the desired solution</li> </ul> <p>This project is in direct alignment with the corporate priorities of the environment, resilience and community.</p>

<p>Business justification provided and options considered including.</p> <ul style="list-style-type: none"> <li>- Benefits, Deliverables &amp; Objectives</li> <li>- High Level Financials &amp; ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding</li> </ul>	<p>The current electric vehicle charge point capacity is operating at the limit in being able to charge the council's electrified fleet. Therefore, any further procurement of electric vehicles will require further development in the charging infrastructure.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• More accessible charging points, which supports the increasing capacity of the Council's electrified fleet.</li> <li>• Increasing the use of Electric Vehicle's aligns with the Council's strategic goal of net carbon emissions.</li> </ul> <p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>• Increased number of charge points.</li> <li>• Increase number of fast EV charge points.</li> <li>• More vehicles can be charged during work hours.</li> </ul> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Provision of EV charge points at Council owned sites.</li> <li>• Compliance with regulations and standards</li> <li>• Promote sustainability by encouraging the use of electric vehicles.</li> <li>• Capacity to charge more vehicles.</li> </ul>
<p>How will you measure success?</p>	<ul style="list-style-type: none"> <li>• Develop KPIs for contract management.</li> <li>• Measure the operational use of the charge points. E.g. show busy periods or downtimes.</li> <li>• Ease of use of the charge points. Measure how satisfied are the users of the charge points.</li> <li>• Reduction of carbon emissions as a result of the increased use of EV vehicles within the Council's fleet.</li> <li>• Total number of new charging points installed.</li> </ul>
<p>Indicative Timeframes</p>	
<p>Risks</p>	<p>Risks to the project are:</p> <ul style="list-style-type: none"> <li>• Space availability – consideration needs to be given to the space required to install EV charge units.</li> <li>• User behaviours – consideration needs to be given to how the charge units are used. It may be necessary to carry out demonstrations to ensure that the charge units are used safely and correctly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Regulations and Standards - Compliance with local and national regulations (e.g., IET Wiring Regulations, safety standards). Failure to comply could result in legal action. The chosen supplier is knowledgeable in legislation specific to Spelthorne.</li> <li>• Failure to meet the Council's climate change targets of meeting net zero emissions in the Council estate.</li> </ul>
Stakeholder Identification	Neighbourhood services, Assets, Facilities, Independent living, Projects Team, Sustainability Officer, Supplier, Legal, Procurement
Roles & Responsibilities	<p><b>Neighbourhood services</b> – NS vehicles will be using the EV charge points on site.</p> <p><b>Assets</b> – EV charge points will be on Council-owned land.</p> <p><b>Facilities</b> – Responsible for the day-to-day maintenance of Council-owned land.</p> <p><b>Independent living</b> – IL vehicles will be using the EV charge points on site.</p> <p><b>Projects Team</b> – Project support</p> <p><b>Supplier</b> – responsible for supplying and maintaining the EV charge points.</p> <p><b>Sustainability Officer</b> – Project Manager</p> <p><b>Project Sponsor</b> – Sandy Muirhead</p> <p><b>Legal</b> – responsible for any commercial contracts</p> <p><b>Procurement</b> – responsible for procuring the services of an external supplier for the maintenance and installation of EV charge points.</p>
Communication Plan	Reporting to MAT, Climate Change Working Group and Committee.
Amount of funding applied for from Spelthorne	£64,000
Funding agreed from elsewhere	No other funding agreed.
Please identify where services will be delivered	The White House Depot, The Greeno Centre, The Fordbridge Centre.
How have you identified the need for carbon reduction or environmental improvements?	<p>Through the direction given in task 19 of the climate change strategy, adopted 2022.</p> <p>The need for EV Charging rapid hubs on council owned sites aligns with environmental goals, economic benefits, and the borough's strategic position. By investing in EV infrastructure, Spelthorne Borough Council will be making</p>

	<p>progressive steps towards a greener and more sustainable future.</p> <p>Spelthorne Borough Council plans to be Net Zero emissions by 2050 with offsetting through renewable schemes such as this.</p>
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## **Reviewing the application**

Once applications have been received, they will be reviewed to ensure that they meet the criteria.

Where applicants do not meet the criteria, they will be told that their application cannot be taken further and signposted to other potential financial support available for what you are trying to achieve.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive funding from the Green Initiatives Fund. Applications received and those evidencing that they meet our criteria will be considered by the Climate Change Working Group who will then recommend those to go to the Environment and Sustainability Committee for formal approval.

In exceptional cases we may ask you for further information or clarification during the Climate Change Working Group's consideration of your application. The Environment and Sustainability Committee has the final say. We are required to follow this process as we are using public money and need to follow due process.

## **The final decision and payment**

The Climate Change Working Group may decide to recommend to the Environment and Sustainability Committee:

- a) That your organisation gets awarded the full amount applied for.
- b) That your organisations receive an award for a lower amount than applied for.
- c) That your organisation has been unsuccessful for the current year.

Contact details S.Muirhead [s.muirhead@spelthorne.gov.uk](mailto:s.muirhead@spelthorne.gov.uk)

**Appendix 1 For Non-Council Organisations the following will also be required**

**Financial status:**

Please provide your last set of audited accounts and preferably, where possible, for the previous year. Please note that these will be treated in the **strictest confidence**, but we need to be reassured that your organisation is financially able to deliver what you are applying for. If you are unable to provide audited accounts, please contact us as a matter of urgency to discuss what you can provide and when. They can be sent securely by email or attached to the electronic application form.

Please provide details of all funding that you have applied for, for the year 2022-2023. Please include any applications you have made for funding that remain pending, along with those refused, agreed, or agreed in part. In addition, if you have been advised that an offer of match funding has been made please include that in the table below.

Other grant or applications for financial assistance for the year 2022-2023

Organisation applied for, for funding	Reason for application to Green Initiatives Fund	Application amount	Current status of application

**The Aims of your organisation:**

It is extremely helpful for the Committee to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	
If you have charity status when was it awarded?	
Why was your organisation created?	
What are you aiming to achieve?	
How do you measure success generally?	

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### Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

#### Stage 1

##### Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	Yes	Local CIL & Strategic CIL meetings, 28/10/25 and 29/10/25
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	Yes	20/10/25
Relevant Group Head review	Yes	30/10/25
MAT+ review (to have been circulated <b>at least 5 working days before Stage 2</b> )	Yes	30/10/25
This item is on the Forward Plan for the relevant committee	Yes	
	Reviewed by	
Finance comments (circulate to Finance)	N.Brown	23/10/25
Risk comments (circulate to Lee O'Neil)	L.O'Neil	04/11/25
Legal comments (circulate to Legal team)	J.Clare	22/10/25 & 30/10/25
HR comments (if applicable)	N/A	

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

#### Stage 2

##### Report checklist – responsibility of report owner

ITEM	Completed by	Date
Monitoring Officer commentary – at least <b>5 working days before MAT</b>	L.Heron	30/10/25
S151 Officer commentary – at least <b>5 working days before MAT</b>	T.Collier	30/10/25
Confirm final report cleared by MAT	T.Collier	04/11/25

# Environment and Sustainability (E&S) Committee

13<sup>th</sup> November 2025

<b>Title</b>	Approval of Community Infrastructure Levy (CIL) funding
<b>Purpose of the report</b>	To make a decision
<b>Report Authors</b>	Gillian Bernadt – Principal Planning Policy Officer Jane Robinson – Local Plans & Infrastructure Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Community Environment
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ol style="list-style-type: none"> <li>1. Approve CIL funding for the following applications, following consideration by the Strategic CIL Task Group and recommendation to the E&amp;S Committee: <ol style="list-style-type: none"> <li>a. Strategic CIL funding applications for: <ul style="list-style-type: none"> <li>- Surrey Police – installation of 10 ANPR cameras</li> <li>- Play area improvements and renovations in three parks</li> <li>- Ashford Park Primary School - 3G pitch, community hub and outdoor learning area</li> </ul> </li> <li>b. Six Local CIL applications referred from Local CIL spending boards.</li> </ol> </li> <li>2. Approve the amendments to existing, agreed CIL funding allocations, also considered by the Strategic CIL Task Group and recommended to this committee, as follows: <ol style="list-style-type: none"> <li>i. To repurpose £21,065 unused funds from a previously approved in 2023 ANPR cameras bid, to the current application for Surrey Police ANPR cameras, as set out in the report;</li> <li>ii. In respect of Playing Pitch improvements, for a value of £68,050 approved in 2022. There is no change to the value agreed but the number of playing pitches included has reduced, due to the lack of availability of matched funds and</li> </ol> </li> </ol>

	<b>based on an updated assessment of need, feasibility and potential benefits.</b>
<b>Reason for Recommendation</b>	To enable the appropriate spending of Strategic CIL funding towards the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development of its area. In line with Spelthorne's CIL Governance, the above applications and amendments meet general criteria for CIL funding and following scrutiny and consideration by the relevant CIL Task Groups, are recommended for approval.

## 1. Executive summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>Following consideration by the relevant CIL Task Groups, 11 infrastructure schemes are recommended to this committee for approval.</li> </ul>	<ul style="list-style-type: none"> <li>The Council is required by legislation and national planning guidance to allocate CIL funds collected from development to infrastructure projects that will support growth and development in the area. Approving funding of the recommended infrastructure schemes will bring a range of local benefits to Spelthorne residents, businesses and community groups.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Approve CIL funding towards the schemes listed above and detailed in the report, and the proposed amendments to existing CIL funding allocations. These schemes and amendments have been reviewed by the Strategic CIL Task Group and. They will help to improve local infrastructure in the Borough, and ensure the Council is utilising its CIL funds as required.</li> </ul>	<ul style="list-style-type: none"> <li>Once funding is approved, applicants are required to enter into a funding or legal agreement with the Council to ensure CIL funds are used as agreed. Council officers work with applicants to monitor and ensure completion of projects and bring any unspent funds that are no longer required back into the Council's CIL funds.</li> </ul>

## 2. Key issues

2.1 CIL has been charged in Spelthorne since April 2015, and so far has brought in over £12 million. CIL receipts collected from development are used to fund infrastructure to supports development and growth across the Borough. CIL funds are allocated as follows, in line with the CIL Regulations:

- Administration 5%
- Strategic CIL 80%
- Local CIL 15%

- 2.2 The CIL Regulations and national policy guidance on CIL require the Council to use CIL collected through development, as set in the Council's CIL Charging Schedule, towards infrastructure needed to support development and growth in their area. CIL funds can be spent on provision, improvement, replacement, operation or maintenance of infrastructure, or anything else concerned with addressing demands of development in an area.
- 2.3 CIL guidance and legislation allows for broad consideration and flexibility about what can be funded by CIL to help mitigate the impacts of development and deliver the Borough's Local Plan. The definition of infrastructure is wide, and includes roads and other transport infrastructure, flood defences, schools and other educational facilities, medical facilities, sports and recreational facilities, play areas and open spaces.
- 2.4 In terms of considering the context of current and future infrastructure needs and funding gaps, an updated Infrastructure Delivery Plan (IDP) was published in January 2025 to support the examination of the Council's Local Plan. The IDP details and assesses existing and required infrastructure across the Borough and highlights existing and/or potential requirements and funding gaps, taking account of the development expected in the Local Plan.
- 2.5 The IDP can be used as a tool to inform the allocation of CIL funds, and also where S106 obligations should be secured. The CIL applications recommended to this committee are considered to meet identified needs in the Borough.
- 2.6 There are also assessment criteria for the consideration of CIL applications (at Strategic and Local level – see Appendix B) which the recommended applications have been assessed against. This includes criteria on supporting growth, benefits to residents and community support, match funding, value for money and deliverability. The CIL applications set out in this report and recommended for approval generally meet criteria and score strongly, noting that not all have match funding lined up (this is considered reasonable in relation to the type of proposals submitted and availability of alternative funding sources). Largely, the applications are considered appropriate for CIL funding and it is therefore recommended that Strategic CIL funding is approved.
- 2.7 Information is included in paragraphs 3.12 to 3.15 relating to Staines BID discounted parking scheme for members to note.

### **3. Options appraisal and proposal**

- 3.1 The amount of Strategic CIL available for allocation in this spending round (2024-25) is £1,839,697. A total of 12 CIL funding applications were agreed by the Strategic CIL Task Group on 23 September 2025, and 11 are recommended for approval by this committee. Further due diligence is being undertaken on the remaining funding application. The 11 applications have a combined value of £694,020, leaving a balance of £1,145,677 funds in the Council's Strategic CIL fund. This section details each CIL application recommended for approval. A summary of information about each application, presented in two tables, can be found at Appendix D.

### **Strategic CIL applications (Decision 1.a)**

- 3.2 **Surrey Police – installation of 10 ANPR cameras** (application value £56,935). The application includes a good spread of the cameras across the Borough (noting that none are in Staines, which was subject to a previous, implemented CIL funded project for 3 ANPR cameras) including 2 in Ashford, 3 in Stanwell, 1 in Sunbury and 2 in Shepperton. The application makes a clear case to show the need for this infrastructure in light of strategic housing growth, to keep the Borough safe, secure and to support a cost-effective means of supporting policing in the Borough.
- 3.3 The application provides comprehensive detail and highlights three principal benefits of using ANPR, as follows:
- i. *Increase the information and intelligence available to identify criminals;*
  - ii. *Enable the police to deploy resources to respond to criminals of interest in real time;*
  - iii. *Improve investigations after crimes have been committed.*
- 3.4 CIL funding towards ANPR cameras is considered necessary to mitigate impacts of new development, through supporting additional demand on local Police resources. The Police have confirmed that they will take on ongoing maintenance and management of the cameras, and work in partnership with Surrey County Council through a standing arrangement for permission for deployment of cameras, and in meeting safety requirements.
- 3.5 **Play areas - improvements and renovations in three of the Borough's parks** (combined value £180,000):
- Halliford Park Play Area (Shepperton, application value £80,000) - renovation and replacement of play equipment & surface. The current play equipment is at the end of its life expectancy and there are surfacing issues that can not be economically repaired.
  - Littleton Park Play Area (Shepperton, application value £70,000) - safety surfacing replacement. The surfacing is damaged, beyond economic repair and may cause trip hazards. Replacement is required for the safe use of a well used local play area.
  - Orchard Meadow Play Area (Sunbury, application value £30,000) - equipment renovation to extend lifespan, replacement of some equipment and a new climbing frame. This is the only play area in the vicinity.
- 3.6 The geographical location of these parks in the south of the Borough reflects the distribution of Local CIL funds, with inadequate CIL receipts in two areas to cover these bids. Shepperton, Laleham & Charlton Village have committed all their Local CIL funds for this funding round, and Sunbury & Upper Halliford have only £3,650 remaining. There is a need to make improvements to play facilities in these areas, where high levels of families live.
- 3.7 It should be noted that the Neighbourhood Services playground improvement budget was removed in 2023/24 as part of the need to find on-going revenue savings and alternative sources, including other Council funds, are not available. Ongoing maintenance costs will be met from the Council's playground maintenance budget.

- 3.8 **Ashford Park Primary School – 3G pitch, community hub and outdoor learning area** (application value £61,500). The proposal incorporates a Multi Use Games Area (MUGA) to include a 3G pitch, the purchase and conversion of a modular building to a shared community space, and redevelopment of an outdoor classroom area to enhance learning opportunities for children by providing nature-based learning environments.
- 3.9 The application clearly presents a case for the proposed facilities enhancing and creating inclusive recreational, sports and community facilities to meet the needs of a growing and increasingly dense population. It highlights the proposal's role in providing support to local families, particularly those at disadvantage.
- 3.10 The pitch and community hub are intended to be accessible to both the school and wider community, promote healthy lifestyles and create much needed social/ community space. Details have been provided for expected times and hours of use by the school and wider community, subject to refinement following community consultation and further operational appraisal, as below:
- Weekdays (term time): School use 08:00–16:30; Community use: 17:00–21:00.
  - Weekends and school holidays: Community use 09:00 – 21:00.

**Strategic CIL application to note.**

- 3.11 The following Strategic CIL application is to note. No decision is to be made on it currently.
- 3.12 **Staines BID – discounted parking scheme** (application value £39,121). This application proposes to introduce an additional BID parking scheme to enable affordable daily parking rates for low-income and part-time workers in a range of businesses across the town centre. It aims to help enhance the town centre's functionality, improve workplace accessibility and increase employment resilience.
- 3.13 The application sets out its purpose as helping to boost economic development by enabling local businesses to attract and retain talent in a competitive retail, hospitality and office sections. It puts forward a range of issues that the parking scheme is intended to address (such as high daily parking rates, season tickets being unviable for low income or part time workers and local business recruitment and retention challenges) and expected outcomes.
- 3.14 The scheme can be considered an element of transport infrastructure, which can be funded by CIL. The proposal supports town centre accessibility and transport objectives, identified in the IDP. It also aligns with the Council's Economic Prosperity Strategy (2023-28) in terms of enabling growth, and Corporate Plan (2024-28) in terms of its priority for economic resilience, specifically relating to Staines-upon-Thames. The application is considered to help maintain vitality in the Borough's primary town centre, and assist businesses with job retention and employment, important to supporting development and growth.

- 3.15 Officers are undertaking further due diligence regarding this proposal, noting the new parking management system at the Elmsleigh car park which already hosts a BID parking scheme, and discussing details of the proposal with Assets and Neighbourhood Services. If appropriate, it will be brought to a future meeting of the Environment and Sustainability Committee for consideration.

#### **Referred Local CIL applications (Decision 1.b)**

- 3.16 Six Local CIL applications were referred by Local CIL Spending Boards to the Strategic CIL Task Group, due to inadequate Local CIL funds. These six applications have a combined value of £395,585 (part of the overall £694,020 to be approved). If agreed by this Committee, these applications would be funded from the Council's Strategic CIL fund. The referred applications are briefly described below:

1. Sunbury Sports Association, application value £144,000. For new changing rooms for girl/women cricketers and Sunbury bowls club members, new ladies toilet, new wheelchair accessible front entrance, more space/ improved facilities for Surplus Supper (charity). Key benefits include widening access engagement and participation to sports, recreation and community facilities to girls and women, and to people with disabilities. The Surplus to Supper charity redistributes unwanted food to vulnerable and older people in the community and provides catering to the club.
2. Cedars Recreation Ground Tennis Courts, application value £27,155. For tennis court resurfacing and replace surrounding fencing at Cedars Recreation Ground (Sunbury & Upper Halliford). Key benefits include supporting active lifestyles and physical and mental well-being, and helping tackle anti-social behaviour. The courts are free for public use.
3. Bishop Duppas Tennis Courts, application value £66,180. For tennis court resurfacing and replace surrounding fencing at Bishop Duppas Recreation Ground (Shepperton, Laleham & Charlton Village). Key benefits include supporting active lifestyles and physical and mental well-being, and helping tackle anti-social behaviour. The courts are free for public use.
4. Charlton Village Multi-Use Games Area (MUGA), application value £90,000. For the installation of a MUGA in Charlton Village, at Hetherington Play Park. To include a new porous surface, basketball nets and lines for football & basketball. Key benefits include improvements to play and sports facilities for children and young people, enabling outdoor play and social interaction, and engagement in physical activity. The applicant makes the role of the proposal clear in addressing pressure from development, with an increasing numbers of young families in the area. It states a there is a current gap in the community's recreational and play provision.
5. Dunford Hall Scouts Club fire door & toilets refurbishment, application value £25,000. Replacement of fire doors and refurbishment of toilets (male and disabled) in Dunford Hall. Key benefits include repair to ensure toilets meet Disability Discrimination Act standards (application states that toilet are currently not functional), and ensuring the hall can offer an

inclusive and accessible community space that meets the growing need for youth services from families locally.

6. Replacement boardwalk at Dawson Hall & Manor Park, application value to Strategic CIL £43,250.50. Part funded by Local CIL where £29,550 has been agreed by the Shepperton, Laleham & Charlton Village Local CIL spending board. Key benefits include replacement of the current unsafe, rotting timber boardwalk. The proposal would enable long term, safe access to Dawsons Hall (used primarily by Cygnet nursery & the Girl Guides, but also by other community groups and for social events too) and to Manor Park, a public open space used by the wider community.

### **Amendments to existing, agreed CIL funding allocations (Decision 2.i and ii.)**

- 3.17 This part of the report relates to the recommendation to approve amendments to two existing, previously agreed CIL funding allocations.
- 3.18 The first of these amendments (as per Decision 2.i.) is about pulling through £21,065 of unused funds from a previously approved and now completed 2023 CIL bid to install 3 ANPR cameras in Staines. The funding agreed for this project by this committee in January 2024 was £43,189. £22,123 of this was invoiced for and paid to Surrey Police. Officers have confirmed with Surrey Police that they do not require the remaining funds (£21,065) for this project, but that it could be helpful towards funding the current Surrey Police application.
- 3.19 It is therefore proposed to repurpose the unused funds towards the current Surrey Police application for 10 ANPR cameras (detailed at 3.2 - 3.4 of this report). The total cost of the current proposal for procurement and installation of the 10 ANPR cameras is £78,000. The recommended amendment (Decision 2.i.) to bring the unused £21,065 across to the current project would bring the current CIL funds requested down to £56,935.
- 3.20 The second amendment relates to a CIL application for Playing Pitch Improvements, made by the Council's Leisure & Community Development Team and agreed by the Spelthorne Joint Committee in July 2022. There is no change to the value agreed, of £68,050, but the number of pitches included in the proposal has reduced, from nine sites to four. This is due to changes to availability of alternative, additional funds needed for the proposal, in that the Council's eligibility to apply for a Football Foundation grant changed. This change precluded local authorities from applying directly for the grant and meant part of the expected funding for the proposal was not realised.
- 3.21 In addition to the lack of the anticipated alternative funding source, an updated assessment of need and feasibility has been undertaken, and the Leisure & Community Development Team have submitted an updated proposal. It should be noted that very recent updates have been proposed, since consideration at the Strategic CIL Task Group on 23 September, where six sites were included. The proposed amendment would take forward improvements to playing pitches for football at four sites (listed below, with further detail at Appendix E) which are considered to provide the greatest potential benefits in meeting local needs.

- Ashford Recreation Ground;
  - Bishop Duppas Recreation Ground;
  - Kenynton Manor Recreation Ground;
  - Shepperton Recreation Ground.
- 3.22 The two sites considered by the Strategic CIL Task Group no longer included in the proposal are Lammas Recreation Ground in Staines, which floods on a regular basis meaning the site is currently unsuitable for investment of funds (without extensive and expensive flood alleviation measures) and Littleton Recreation Ground, Shepperton, where a lack of ancillary facilities, notably no public toilet provision means it is unappealing for football clubs to hire.
- 4. Risk implications**
- 4.1 CIL funding is not paid out until work is complete and an invoice is provided to the Council meaning financial risks are minimal. Only funding received by the Council is allocated to projects, reducing risks.
- 4.2 CIL funding is collected for the specific purpose of providing funding towards the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development in the Borough. There is potential reputational risk of not spending the funds collected.
- 4.3 Strategic and Local CIL funding proposals are each considered annually, an approach which has inherent risks as future bids are unknown. In the review and appraisal of CIL funding proposals, due diligence needs to be undertaken to understand potential risks and identify any issues. Further due diligence is underway on one application noted in this report (detailed at 3.11-3.15 of this report) to alleviate risk.
- 4.4 At this stage it is not clear what will happen to CIL funding collected after Local Government reorganisation is enacted and Spelthorne borough becomes part of West Surrey. There is potential that funding may be spent across the larger geographic area which will provide less localised benefits to Spelthorne residents.

## **5. Financial implications**

- 5.1 As set out in section 3, there are £1,839,697 Strategic CIL funds available for allocation in this spending round (2024-25). This is the available balance up to 31 March 2025, which relates to the 2024-25 funding round. CIL funds accrued in the period since 1 April 2025, together with remaining CIL funds from this year, will be available in next year's (2025-26) CIL funding rounds.
- 5.2 The available Strategic CIL funds are based on 80% cumulative total CIL receipts (as per paragraph 2.1 of this report). The amount of Strategic CIL funds committed from previously agreed CIL bids are then subtracted, and funds no longer required from previously agreed allocations added, to give the available amount. This is set out below.

**Table 1: Calculating available Strategic CIL funds**

<b>Calculating available Strategic CIL Funds</b>	<b>Value</b>
Total CIL collected by the Council to 31 March 2025:	£12,370,307
Strategic CIL collected to 31 March 2025 (80%)	£9,896,246
Committed Strategic CIL funds	- £8,166,549
Strategic CIL funds no longer required	+ £110,000
Strategic CIL funds available in this 2024-25 spending round	£1,839,697

- 5.3 Detail of the applications recommended for approval can be seen in Appendix D and Section 3. It should be noted that the Strategic CIL applications (Decision 1.a) and referred Local CIL applications (Decision 1.b) recommended for approval would both be funded from the Strategic CIL fund. A table summarising CIL applications and values, totals and remaining Strategic CIL funds to be carried forward to next year (2025-26) is below.

**Table 2: This year's CIL applications for approval, values and totals**

<b>CIL applications</b>	<b>Value</b>
<b>Decision 1.a. Strategic CIL applications, combined value £298,435</b>	
Surrey Police – 10 ANPR cameras	£56,935
Halliford Park - Play area improvements	£80,000
Littleton Park - Play area improvements	£70,000
Orchard Meadow - Play area improvements	£30,000
Ashford Park Primary School – 3G pitch, community hub and outdoor learning area	£61,500
<b>Strategic CIL Bid to note</b>	
Staines BID – discounted parking scheme	£39,121
<b>Decision 1.b. Referred Local CIL applications, combined value £395,585</b>	
Sunbury Sports Association – club improvements	£144,000
Cedars Recreation Ground Tennis Courts	£27,155
Bishop Duppas Recreation Ground Tennis Courts	£66,180
Charlton Village Multi-Use Games Area (MUGA),	£90,000

Dunford Hall Scouts Club fire door & toilets refurbishment	£25,000
Replacement boardwalk at Dawson Hall & Manor Park (part funded by Local CIL, £29,550)	£43,250
<b>Total CIL applications (excluding Staines BID scheme)</b>	<b>£694,020</b>
<b>Remaining Strategic CIL funds</b> (from £1,839,697 as set out in Table 1)	<b>£1,145,677</b>

- 5.3 The Council's Finance Team record CIL receipts, which has been paid to the Council by developers or landowners. They also record payments made to approved CIL projects. The Finance Team do not record CIL funding allocations that are not yet paid out but are approved. The Strategic Planning team record CIL funding allocations not yet paid, as this funding is already approved and should be accounted for when making CIL funding decisions.

## **6. Legal comments**

- 6.1 Community Infrastructure Levy (CIL) is a discretionary planning charge on new development introduced by the Planning Act 2008. It is designed to help fund local and sub-regional infrastructure identified in local planning authorities' development plans. CIL Regulations 2010 provide governance detail.
- 6.2 The CIL Working Group assess bids for Strategic CIL funding and will make recommendations to this committee for approval
- 6.3 The award of CIL funding is to be documented in a legal agreement and Legal Services will provide support.

## **Corporate implications**

### **7. S151 Officer comments**

The Council is required by legislation and national planning guidance to allocate CIL funds collected from development to infrastructure projects that will support growth and development in the area. The Council holds the funds until they are applied. The amount of Strategic CIL available for allocation in this spending round (2024-25) is £1,839,697. A total of 12 CIL funding applications were agreed by the Strategic CIL Task Group on 23 September 2025, and 11 are recommended for approval by this committee. The 11 applications have a combined value of £694,020.

### **8. Monitoring Officer comments**

- 8.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

### **9. Procurement comments**

9.1 The report covers details about applications for improvements to play areas, the Charlton Village Multi-Use Games Area at Hetherington Play Park and tennis courts. These proposals are intended to go through the Council's procurement process. Officers will follow the contract standing orders and involve Procurement accordingly.

9.2 For the three play parks considered, Pipeline Registrations reference numbers are as follows:

Halliford Park Play Area – 2025032

Littleton Park Play Area - 2025033

Orchard Meadow Play Area – 2025034

## 10. Equality and Diversity

10.1 The proposals recommended for CIL funding would bring a number of benefits with regards to equalities and diversity across the Borough. These are listed against each proposal in turn below:

- **Surrey Police – installation of 10 ANPR cameras** will help to keep all residents, visitors and businesses in the Borough safe and secure, and may also boost public confidence about safety. In helping the Police implement a cost-effective means of policing, it supports the Police deploy resources more effectively and meet specific demands.
- **Play area improvements and renovations in three parks** -outdoor play is important to children's learning and development, and promotes physical activity and well-being. As free to use facilities located within residential areas, play areas are accessible to the Borough's children. Disabled access has been considered by members of the Strategic CIL Task Group (see Appendix C).
- **Ashford Park Primary School - 3G pitch, community hub and outdoor learning area** -the proposal is clear in its intention to cater to the needs of an expanding population, particularly where development is leading to increased density of population. It seeks to provide inclusive recreational, sports and community facilities, to support local families, particularly those at disadvantage.
- **Staines BID – discounted parking scheme.** The purpose of this scheme is to provide an additional affordable BID parking scheme for people on low-incomes or in part-time roles. This will help improve access to employment, help mitigate day to day costs of working and prevent disadvantage through low/ part time work, or unemployment. The scheme will take the London National Living Wage (£13.85/hour) as a threshold to access the scheme.
- **Six Local CIL applications referred from Local CIL spending boards, detailed in section 3 of this report.** These proposals bring a range of public benefits to equality and diversity. The Sunbury Sports Association proposal aims to widen access and participation to sports, recreation and

community facilities to girls and women, and also brings benefits to people with disabilities, the vulnerable and older local residents through improved access and additional provision for Surplus to Supper Club. Tennis court improvements bring physical activity, health and wellbeing benefits and as they are free to use, offer inclusivity to the community. The other three proposals all create improvements and enhance access and inclusion to community facilities, such as play and community halls, to support inclusivity and engagement across a range of activities.

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

- 11.1 The schemes recommended for approval in this report meet the purposes of CIL funding, for the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development of its area, and for the types of infrastructure outlined in CIL guidance and legislation. CIL is part of the Government's and Council's objective to take forward sustainable development and growth. Granting the recommended applications CIL funding is important to supporting this objective.

## **12. Other considerations**

- 12.1 There are no further considerations.

## **13. Timetable for implementation**

- 13.1 As set out in the Council's Strategic CIL Funding Guidance ([Strategic CIL Funding Guidance Notes.pdf](#)) projects must be able to commence within the twelve months following the award and acceptance of the terms and conditions. Where relevant, CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

## **14. Contact**

- 14.1 Gillian Bernadt [G.Bernadt@spelthorne.gov.uk](mailto:G.Bernadt@spelthorne.gov.uk) or Jane Robinson [J.Robinson@spelthorne.gov.uk](mailto:J.Robinson@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 no unpublished background papers.

### **Appendices:**

**Appendix A: Infrastructure Delivery Plan (2024) [INF006 Infrastructure-Delivery-Plan-2024-With-minor-revisions-January-2025.pdf](#)**

**Appendix B: CIL Applications - Assessment Criteria and Scoring.** Outlines the Council's criteria for assessing Strategic and Local CIL applications.

**Appendix C: Questions and requests for further information (from the Strategic CIL Task Group) and responses from applicants.** At the Strategic CIL Task Group on 10 September members raised questions about the applications

presented, and this document records those questions and the responses received from applicants. Note that one application listed was not agreed by the Group (SCIL1 Great Oaks Collage, Sunbury Common) and three schemes were withdrawn.

**Appendix D: Table of Strategic CIL applications and referred Local CIL applications recommended for Environment & Sustainability Committee Approval**

**Appendix E: Updated Football Playing Pitch Proposal, October 2025**

## **Appendix B: CIL Applications – Assessment Criteria and Scoring**

<b>Criteria and considerations</b>	<b>Weighting</b>	
	<b>Strategic CIL</b>	<b>Local CIL</b>
<b>Supporting growth</b> Consideration of the extent to which the project supports development in the borough, including: <ul style="list-style-type: none"> <li>- How the project helps mitigate the impact of additional development</li> <li>- The fit with policies or objectives in the Local Plan</li> <li>- The fit with known infrastructure needs identified in existing plans and strategies</li> </ul>	<b>30%</b>	<b>20%</b>
<b>Benefits to residents/community support</b> <ul style="list-style-type: none"> <li>- Scale of benefit</li> <li>- Clear evidence of local support</li> <li>- Evidence that the project corresponds with known priorities for the local community</li> </ul>	<b>20%</b>	<b>40%</b>
<b>Match funding</b> Consideration of the proportional contribution of CIL to total project costs and the extent to which CIL funding would enable additional funding to be secured No funding from other sources – 0 1-20% funding from other sources – 1 21-40% funding from other sources – 2 41-60% funding from other sources – 3 61-80% funding from other sources – 4 81% + funding from other sources - 5	<b>20%</b>	<b>10%</b>
<b>Value for money</b> Consideration of: <ul style="list-style-type: none"> <li>- CIL sought in relation to benefits to the local area</li> <li>- Suitability to be considered for CIL funding</li> <li>- Alternative funding sources available and considered</li> </ul>	<b>20%</b>	<b>20%</b>
<b>Deliverability</b> Assessment of feasibility of scheme: <ul style="list-style-type: none"> <li>- Stage of project development</li> <li>- Status of funding</li> <li>- Long term sustainability of project</li> </ul>	<b>10%</b>	<b>10%</b>

Each criteria is scored from 0 (doesn't meet criteria at all) to 5 (strongly meets criteria).

### **Explanation of different weightings**

**Supporting growth** – strategic CIL projects are expected to be more focused on addressing Borough level (or wider) infrastructure needs e.g. health, education, that are increased through growth and development, and given a 30% weighting. Local CIL projects may reasonably have less scope to support growth, although it is still a consideration, so are afforded 20% weighting.

**Benefits to residents/ community support** – this is considered to be of greater importance for local CIL projects, for which benefits to local residents and the community are likely to be key to their purpose.

**Match funding** – while encouraged for both strategic and local CIL projects, smaller community groups and organisations may have less ability and leverage to bring in funding from alternative sources. Weighting is therefore lessened (to 10%) for local CIL applications.

**Value for money** and **deliverability** are considered equally pertinent for strategic and local CIL applications and are afforded the same rating.

## Appendix C - Strategic CIL applications: Questions and requests for further information and responses from applicants

Applications reference and link to documents	Questions/ further information requests (raised at pre-meet, 10 Sept)	Response from applicant
<b>Surrey Police ANPR cameras (SCIL2)</b>	Are there are any funds available from Surrey Police for the application's proposed ANPR cameras	There are extremely limited funds available for new/additional ANPR infrastructure. The bulk of the budget is reserved for maintaining/managing our existing infrastructure and associated revenue costs (including, staffing costs, equipment, estate, fleet). Additionally, the applicant states that Surrey Police would take on all ongoing management and maintenance costs. They have a contract in place for management / maintenance and all ongoing costs would be absorbed into their asset management revenue budget.
<b>Staines BID – parking (SCIL3)</b>	<p>i. What companies or businesses in Staines would this parking scheme benefit (ie whose employees would CIL funds be assisting by reducing their parking rate)?</p> <p>ii. Would the scheme be advertised, how and who to?</p> <p>iii. What is the threshold or maximum pay of employees (e.g a certain salary or level of pay) for the scheme's reduced parking rate to be applicable, how would people apply and how would that be</p>	<p>i. All businesses in the town centre. We will not restrict this to businesses that are members of the BID, as we believe that would be unfair on smaller businesses.</p> <p>ii. The scheme will be advertised through our weekly e-newsletters and our printed newsletters (distributed every three months) to local businesses.</p> <p>iii. The threshold is the London National Living Wage (£13.85/hour) or employment on a temporary contract of less than three months. People can apply by contacting the Visit Staines team via email or visiting our offices.</p>

	administered? iv. how will the scheme will be funded in future years?	<p>The Visit Staines team will administer the scheme. We are also working with the Elmsleigh Shopping Centre Management Team, who have extensive experience in car park management and employee scheme administration.</p> <p>iv. iv. The scheme will be self-funded through the income it generates. Profit: The scheme will not generate profit for Visit Staines BID. The income will cover annual costs, and any surplus will be passed on by Visit Staines to Spelthorne Borough Council.</p>
<b>Play area - Halliford Park (SCIL7)</b>	<p>For each play area, please provide: More information about what anti-social behaviour there has been in the parks where the 3 applications are located; and an outline of the target audience (age groups, disabled access) for each play area.</p>	<p>Some damage to one item in Halliford Park which was covered via insurance and replaced same. The park is under a lot of trees and the existing wood is rotting and that is more of an issue than any ASB, which is minimal. This is the reason we applied for funding as it needs to be replaced. Age range 3 – 14. Halliford gate is accessible</p>
<b>Play area - Littleton Park Shepperton (SCIL8)</b>		<p>Littleton Park has no ASB issues. Age group is 3 – 12. Play area is close to the car park and gate is accessible. Littleton would become more accessible as the money applied for is to remove the carpet surface and install wet pour which is more user friendly.</p>
<b>Play area - Orchard Road Sunbury (SCIL9)</b>		<p>Orchard Meadow is a small play area and biodiversity area and the small amount of funding would allow us to update the current equipment and perhaps put one new item there like a small climbing frame of the same type, ie natural</p>

		look. Target group: any age, stepping stones etc 3 – 14. Disabled access – kissing gate with key to metal gate.
<b>Ashford Park Primary School (Late Application) - 3G Pitch community hub and outdoor learning area (SCIL10)</b>	<p>1. Clarification about the cost and funding of the MUGA, presented as part of the application, at £500,000. Is the intention that this is fully funded through Your Fund Surrey and is there any update on that? Do you know when a decision on that application is expected?</p> <p>2. What are the intended days and hours of use of the MUGA and community hub?</p>	<p>1. MUGA Cost and Funding: It was always understood funding through Your Fund Surrey, would match fund and not fully fund the MUGA. The school has been fortunate to gradually build up reserves of £250,000 for this project over a 10 year period, due to careful budgeting and a commitment to long-term sustainability. The match funding will enable the school to provide a MUGA for a large primary school, whilst also building an even stronger community hub and extended usage. We had initially liaised with Halliford Colts, with the intention of installing a 11 v 11 MUGA at a cost of just over £1million, but the club weren't able to access funding of a further £250,000. This has meant scaling back the project to a 9 v 9 pitch and within it we will also be able to offer 7 v 7 and 3x 5 v 5 sized pitches at a total project cost of £500,000. We are therefore in a fortunate position to move forward immediately, if we are successful with our Your Fund Surrey bid request of £250,000.</p> <p>The school has already instructed and committed a separate amount of £18,170.76 for surveys and applications (not part of bid).</p> <p>2. Intended Use – Days and Hours: The MUGA and community hub are intended to be accessible to both the school and the wider community. The facilities will provide enhanced learning opportunities, the promotion of a healthy lifestyle and a safe social space. The proposed hours of use are: Weekdays (Term Time):</p>

		<p>School use: 08:00–16:30</p> <p>Community use: 17:00–21:00</p> <p>Weekends and School Holidays:</p> <p>Community use: 09:00 – 21:00. These hours are subject to refinement based on community consultation and operational planning, but they reflect our commitment to ensuring the facilities are well-used and inclusive.</p> <p>A comprehensive response including an initial design of the MUGA and detail of surveys and application (not included in the bid) has been provided.</p>
<b>Referred Local CIL application</b> Cedars Recreation Ground Tennis Courts	Could you provide photos to show the condition of the courts and need for upgrading?	Three photos were provided and shared with the group
<b>Referred Local CIL application</b> Bishop Duppas Recreation Ground Tennis Courts	Could you provide photos to show the condition of the courts and need for upgrading?	Two photos were provided and shared with the group.

## **Appendix D: Table of Strategic CIL applications and referred Local CIL applications recommended for Environment & Sustainability Committee Approval**

The total value of CIL applications recommended for approval by the Strategic CIL Task Group is £733,141. This is based on the tables below. Approval for 11 out of 12 of these, totalling £694,020 is being sought from the Environment and Sustainability Committee. Officers are undertaking further due diligence regarding the final proposal for £39,121 (Staines BID discounted parking scheme). If appropriate, it will be brought to a future meeting of the Environment and Sustainability Committee for consideration.

Strategic CIL Applications 2025 agreed by Strategic CIL Task Group (23 September 2025)					
CIL application	Application summary	Applicant organisation	Ward where project is located	Strategic CIL funds agreed	Match / alternative funding
<b>Surrey Police ANPR cameras ( SCIL2)</b>	Installation of 10 no. ANPR cameras	Surrey Police	All areas except Staines (Staines was subject to previous, 2023 approved CIL bid)	£56,935	£21,065 unused funds from 2023 bid allocation to be pulled through to this bid, subject to approval. Total project cost £78,000
<b>Play area - Halliford Park ( SCIL7)</b>	Halliford Park Play Area - renovation and replacement of play equipment & surface	Spelthorne Borough Council (Neighbourhood Services)	Halliford & Sunbury West	£80,000	£0
<b>Play area - Littleton Park Shepperton ( SCIL8)</b>	Littleton Park Play Area - safety surfacing replacement	Spelthorne Borough Council (Neighbourhood Services)	Laleham & Shepperton Green	£70,000	£0
<b>Play area - Orchard Meadow</b>	Orchard Meadow Play Area - equipment renovation (renovate wooden play	Spelthorne Borough Council	Sunbury East	£30,000	£0

<b>Sunbury ( SCIL9)</b>	equipment and replacement of some items with a new climbing frame)	(Neighbourhood Services)			
<b>Ashford Park Primary School – 3G Pitch, community hub and outdoor learning area ( SCIL10)</b>	Ashford Park Primary School 3G Pitch, community hub and outdoor learning area.  Note this application was submitted late, on 25 July, after 30 June deadline for strategic applications.	Ashford Park Primary School	Ashford Town, potential wider community benefit	£61,500	£61,500 from the school. Total project cost £123,000.
<b>Total</b>				<b>£298,435</b>	
<b>Strategic CIL Bid to note</b>					
<b>Staines BID – discounted parking scheme ( SCIL3)</b>	Discounted Parking Scheme for Staines Town Centre employees in part time and/or low income roles. The initiative aims to offer affordable daily parking rates and improve workplace accessibility.	Visit Staines, BID Manager	Staines Town, & wider benefit	£39,121	£5,267 from Visit Staines. Total project cost £43,588

Local CIL Applications referred from Local CIL Groups and agreed by Strategic CIL Task Group (23 September 2025)					
CIL application	Application summary	Applicant organisation	Local Spending Board Area	Strategic CIL funds agreed	Match / alternative funding
<b>1.Sunbury Sports Association</b>	New changing rooms for girl/women cricketers and Sunbury bowls club members, new ladies toilet, new wheelchair accessible front entrance, more space/ improved facilities for Surplus Supper (charity)	Sunbury Sports Association (SSA)	Sunbury & Upper Halliford	£144,000	£10,000 Your Fund Surrey offered by Cllr Buddhi Weerasinghe
<b>2. Cedars Recreation Ground Tennis Courts</b>	Resurface the tennis courts at Cedars Recreation Ground and replace surrounding fencing.	Spelthorne Borough Council (Neighbourhood Services)	Sunbury & Upper Halliford	£27,155	£0
<b>3.Bishop Duppas Recreation Ground Tennis Courts</b>	Resurface the tennis courts at Bishop Duppas Recreation Ground and replace surrounding fencing.	Spelthorne Borough Council (Neighbourhood Services)	Shepperton, Laleham and Charlton Village	£66,180	£0
<b>4. Charlton Village MUGA</b>	Installation of a Multi-Use Games Area (MUGA) in Charlton Village, at Hetherington Play Park. To	Charlton Village	Shepperton, Laleham and Charlton Village	£90,000	£0

	include a new porous surface, basketball nets and lines for football & basketball	Residents Association			
<b>5.Dunford Hall Scouts Club fire door &amp; toilets refurbishment</b>	Replacement of fire doors and refurbishment of toilets (male and disabled) in Dunford Hall	7th Ashford Scouts	Shepperton, Laleham and Charlton Village	£25,000	£0
<b>6.Replacement boardwalk at Dawson Hall &amp; Manor Park (part funded by Local CIL)</b>	Dawson Hall Boardwalk replacement -Local CIL funding of £29,550 agreed, of a total £72,800 requested – Local CIL Board have referred the remaining amount (£43,250.50)	Cygnets Nursey & 1st Shepperton Girl Guiding	Shepperton, Laleham and Charlton Village	£43,250.50	£0
<b>Total</b>				<b>£395,585.50</b>	

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## **Appendix E - Updated Proposal for Football Playing Pitches, October 2025**

(from Mary Holdway, Leisure Development Manager)

An application for Strategic CIL was submitted in 2022 and secured for £68,050. At the time, we had understood that the Football Foundation were due to open a grant application process for local authorities. However, the application criteria for this subsequently changed and as a local authority, we can't apply directly. The previous application identified 19 pitches across 9 sites, of which 12 were currently marked. For the 2025/26 season, only 7 pitches are marked across 4 sites.

Pitch inspections have been carried out on the two most used Council sites and estimated costs of works are:

Bishop Duppas Recreation Ground - £8120

Kenyngton Recreation Ground - £7840

The pitch report only assessed two pitches at Kenyngton Recreation Ground. However, there are three, even four pitches that have been used at this site. Within the Playing Pitch Strategy 2019, the pitches are at the lower end of 'standard' quality, but one adult pitch is 'poor' (uneven and limited grass). We have had user feedback for several years that the pitches are uneven affecting match play. The pavilion at Kenyngton Manor is leased out and the Council receive an income from this. If the pitches aren't at a reasonable playing standard, then this could impact on the usage and income.

Shepperton Recreation Ground is regularly booked by a local private school and Lammas Recreation Ground is used by a junior club. Other sites that have had usage but are not currently used are Ashford Recreation Ground and Littleton Recreation Ground. A report showed works at Ashford to cost £8120.

Football has not been played at the following sites for several years, so no work is being proposed at this current time on Cedars Recreation Ground, Laleham Park and Long Lane Recreation Ground.

Currently, we are requesting that approximately £8,000 is allocated to 4 sites as below:

Bishop Duppas Recreation Ground

Kenyngton Recreation Ground

Ashford Recreation Ground

Shepperton Recreation Ground

A minimum of £20,000 is proposed to be spent towards levelling the pitches at Kenyngton Manor Recreation Ground.

The Council have recently commissioned KKP to undertake a Playing Pitch and Open Spaces Assessment. As part of this process, pitches will be inspected. As work on pitch improvements cannot take place during the season if being used by Clubs, it is proposed that any urgent rectifications identified within the report, then funding could be allocated appropriately for these works. The report may also identify if pitches that have previously been used, could be brought back into action.



### Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

#### Stage 1

##### Report checklist – responsibility of report owner.

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	Yes	1/9/2025
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	Yes	2/9/2025
Relevant Group Head review	Yes	2/9/2025
MAT+ review (to have been circulated <b>at least 5 working days before Stage 2</b> )	Yes	8/9/2025
This item is on the Forward Plan for the relevant committee	Yes	5/9/2025
	Reviewed by	
Finance comments	OO	3/9/2025
Risk comments	JT	3/9/2025
Legal comments	JC	11/9/2025
HR comments (if applicable)	N/A	

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

#### Stage 2

##### Report checklist – responsibility of report owner.

ITEM	Completed by	Date
Monitoring Officer commentary – at least <b>5 working days before MAT</b>	JC	11/9/2025
S151 Officer commentary – at least <b>5 working days before MAT</b>	Ola Owolabi	03/9/2025
Confirm final report cleared by MAT	MAT	23/9/2025

# Environment & Sustainability

Date of meeting Thursday 13 November 2025

<b>Title</b>	Play facility in Memorial Gardens, Staines Upon Thames (SUT)
<b>Purpose of the report</b>	To make a Key Decision
<b>Report Author</b>	Jackie Taylor Group Head Neighbourhood Services
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	Community Environment Services
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ul style="list-style-type: none"> <li>• Agree for a new play facility to be built within Memorial Gardens SUT, to replace the five swimmers' statue, subject to planning approval.</li> <li>• Authorise the Group Head Neighbourhood Services to commence a planning application for the installation of a new play facility.</li> <li>• Authorise the Group Head Neighbourhood Services to commence a consultation for the installation of a new play area in Memorial Garden SUT.</li> <li>• Authorise the Group Head Neighbourhood Services to commence the procurement process for the construction and installation of a new play facility and safety surfacing in Memorial Gardens SUT including site preparation.</li> <li>• Authorise the Group Head Neighbourhood Services to select the preferred tenderers and award the contracts not exceeding the CIL Community Infrastructure Levy CIL funding of £300k set out in this report.</li> <li>• Authorise the Group Head Corporate Governance to enter the contracts and necessary legal documentation for the preparation of the site and the purchase and installation of the new play equipment and safety surfacing.</li> </ul>
<b>Reason for Recommendation</b>	<i>This new play facility will utilise the empty space in Memorial Gardens, following the relocation of the five swimmers' statue and provide a much-needed play facility for the increasing number of properties that have been built within SUT. It is anticipated that this new play provision will increase footfall into the town centre, thereby boosting the economy of SUT.</i>

## 1. Executive summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li><i>The Five Swimmers statue has been relocated from Memorial Gardens to a private development within SUT, leaving an empty space within the Memorial Gardens.</i></li> <li><i>The local CIL Board has approved £300,000 in funding to support the creation of a new play facility within Memorial Gardens, SUT.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Several new high-rise developments have been built within SUT who have referred to the local green spaces as provision within planning applications.</i></li> <li><i>There are no existing children's play facilities within the town centre.</i></li> <li><i>The local CIL board has agreed to fund the purchase and installation of a new play facility within Memorial Gardens</i></li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li><i>Commence a public consultation to gather feedback from members of the public and key stakeholders on the proposed development.</i></li> <li><i>Initiate a planning application, followed by a procurement process for groundworks, play equipment, and installation.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Create project documents.</i></li> <li><i>Commence an external consultation exercise.</i></li> <li><i>Commence the procurement process for all aspects of purchase and installation.</i></li> <li><i>Award the contracts.</i></li> <li><i>Commence installation of the play facility</i></li> </ul>

## 2. Key issues

- 2.1 The underground electrical plant room which operated the five Swimmers statue was flooded in 2014 and due to the extensive damage could not be repaired. The statue remained in place but was not operational. In 2022 the statue was removed from Memorial Gardens due to structural defects and was placed in storage pending a decision on the future of the statue.
- 2.2 In 2024 a construction company offered to host the statue within the private gardens of a new development in SUT. The statue was repaired and can now be seen in working order by the public in the garden area of this new development of flats.
- 2.3 The moving of this five swimmer's statue has left a large inaccessible area in Memorial Gardens, which is considered by many as a waste of public open space.
- 2.4 The area the swimmer's statue sat in is approximately 50cm below ground level and fenced on all sides and provides no amenity value.
- 2.5 In 2025 a Community Infrastructure Levy (CIL) bid was submitted to the local CIL board seeking £300k of funding to install a much-needed children's play

facility within this area. This funding has subsequently been approved by the board. The new play facility would be suitable for children under the age of twelve years and would serve the new flatted communities that have been developed within SUT. It is also anticipated that this new play facility will encourage more families into SUT which could lead to an improvement of the footfall and subsequently the economy of this key shopping area in Spelthorne.

### **3. Options appraisal and proposal**

- 3.1 **Option 1 PREFERRED OPTION** Procure, prepare the site, and install all required services and equipment to complete this project which will provide a much-needed children's play area within the town centre for residents and visitors alike.
- 3.2 **Option 2** Do not install a new play facility within Memorial Gardens; this area could then just be opened for use by removing the fencing and used as a general seating. The agreed funding from CIL would then need to be returned to the general local CIL fund for SUT. This option is not recommended as this has the potential to create an area open to anti-social behaviour.
- 3.3 **Option 3** Reconsider the purpose and use of this funding and seek potential alternative options for use of this fenced off empty space.

### **4. Risk implications**

- 4.1 The need to raise the level of this area requires specialist engineering advice which has been sought externally, early indications suggest that there will be no issues related to raising the level of the ground.
- 4.2 Where creating new play facilities there is always a risk that these facilities might attract youths who cause Anti-Social Behaviour (ASB) in the town. The provision of this new facility could create a "meeting place" and lead to a further increase of ASB in the town centre.
- 4.3 Installing playground equipment may be considered "development," which will require planning permission. Because of this and as part of the planning process Spelthorne will undertake a consultation period to gather views on the proposed new installation.
- 4.4 Given the proximity of the new play area to the River Thames, it will be necessary to identify and address any environmental concerns raised by the Environment Agency.
- 4.5 There is a risk that consultation with the local community, which is vital to understand their needs identifies that there is no local or wider support for a new play facility in this location.
- 4.6 Initial enquiries have been made with key stakeholders regarding the proposal to install the new play area. Feedback received from these stakeholders has highlighted several concerns and potential risks associated with the proposal. Appropriate mitigation measures will be developed and considered as part of the forthcoming public consultation process, subject to agreement by the committee.

#### **Police**

There are concerns regarding the proposed location of the play area, as it is out of public view, has limited lighting and CCTV coverage, and may become

a hotspot for antisocial behaviour (ASB) after hours, similar to other parks in the borough. Additionally, its proximity to the river raises safety concerns for young children, and the presence of another nearby play park at Lammas Park could create additional management and resource demands.

### **Fire Service**

The fire service supports the police's concerns about the site's proximity to the River Thames, noting that it may attract more children and young people, thereby increasing water safety risks. If the proposal proceeds, a water safety awareness event could be organised during peak periods to promote safe behaviour near the river.

### **Environment Agency**

Issue: The proposed development lies within 20 metres of the River Thames, a designated main river.

Implication: Works within this distance may affect the river's flood defences, water quality, and ecological value.

Issue: The site is underlain by a Secondary A Aquifer, which contributes to local river flows and supports water supply.

Implication: There is potential for groundwater contamination if appropriate pollution controls are not in place.

Issue: The site lies within a Source Protection Zone 3, which safeguards groundwater used for public drinking water.

Implication: Activities with potential to pollute groundwater are subject to stricter control.

## **5. Financial implications**

- 5.1 Funding of £300k for the engineering works and purchase of new play equipment, the local CIL board has agreed safety surfacing and fencing, and it is anticipated that this amount will cover all costs.
- 5.2 However, it is possible that once the procurement exercise is complete the £300k allocated funding will not be sufficient to meet all costs. If this is the case a further application to CIL or CPRC to meet any additional costs may be forthcoming.
- 5.3 Once the new play area has been commissioned the play facility will be inspected, monitored, and maintained by the parks team along with all other play areas in the borough. Any associated costs will be absorbed within the existing grounds maintenance budgets.
- 5.4 This new facility may increase the cost of the Councils overall insurance policy.
- 5.5 As part of local government reorganisation, directions have been issued under section 24 of the 2007 Act to those councils being reorganised to ensure new agreements will be in the best interests of the new council(s) or the residents of the area, and do not undermine or diminish the benefits or savings anticipated as a result of unitarisation, or which may have an effect on the financial position of the new council/s. There is a risk that due to this direction this expenditure of £300k on a new play facility for Memorial Gardens may be called into question.

- 5.6 The Secretary of State's Direction under section 24 of the Local Government and Public Involvement in Health Act 2007 (the Section 24 Direction) and the restrictions it places on different types of expenditure by Spelthorne Borough Council without the consent of the successor Council in the period to 1 April 2027 (Vesting Day).

**6. Legal comments**

- 6.1 All contracts must comply with the Procurement Act 2023 and the Council's Contract Standing Order Procedural Rules. The Council has a duty to deliver best value under the Local Government Act 1999.
- 6.2 Legal Services are to be instructed to prepare contract documentation.

**Corporate implications**

**7. S151 Officer comments.**

- 7.1 The total project cost is estimated at £300,000, which has been fully funded through an approved allocation from the local Community Infrastructure Levy (CIL) board. This funding is expected to cover all associated costs, including groundworks, equipment purchase, and installation. Should procurement costs exceed this amount, a further application to CIL or the Corporate Policy and Resources Committee (CPRC) may be required. Ongoing maintenance and inspection of the new play facility will be incorporated into existing grounds maintenance operations, with no immediate pressure on revenue budgets. However, there may be a marginal increase in the Council's overall insurance premium due to the addition of a new public asset.

**8. Monitoring Officer comments.**

- 8.1 All the relevant legal implications have been considered.

**9. Procurement comments**

The Procurement Team will be consulted to assist with the carrying out of a compliant tender exercise in accordance with the Procurement Act 2023 and the Council's Contract Standing Order Procedural Rules

**10. Equality and Diversity**

- 10.1 To ensure equality and diversity when building a new playground, we focus on universal design by providing a range of accessible, inclusive equipment and surfaces for all abilities, such as flat, wide paths and sensory play components.
- 10.2 Additionally, we ensure the surrounding environment, such as accessibility to the site, is also inclusive and consider the site's aesthetic and features reflect the diversity of the users.
- 10.3 The procurement process will take the National Model design code into consideration which encourages the design of children's play facilities to be inclusive and accessible.

**11. Sustainability/Climate Change Implications**

- 11.1 When building a play facility, climate change has several key implications which will all be considered at the procurement stage.
- (a) Robust waste management for construction.

- (b) Using sustainable, and where possible locally sourced materials.
  - (c) Consider shade and appropriate materials to keep the play space safe.
  - (d) The need for durability in play equipment must be carefully balanced with environmental conservation from the materials through to conservation.
- 11.2 The eco-friendly materials gaining prominence in playground equipment include:
- 1. **Recycled Plastics:** By re-purposing plastics, the playground industry contributes to reducing plastic waste. Recycled plastics are now being used to create robust, weather-resistant playground structures.
  - 2. **Sustainable Wood:** Wood sourced from responsibly managed forests presents an eco-friendly alternative. It is biodegradable, renewable, and has a lower carbon footprint compared to traditional materials.
  - 3. **Rubber from Recycled Tires:** Old tires, previously a significant waste problem, are being repurposed into safety surfaces for playgrounds, providing a soft landing for children and reducing waste.
- 11.3 The effective procurement of suitable play equipment will ensure the playground is a cherished space of play, learning, and community engagement for all.
- 12. Other considerations**
- 12.1 Leisure Services support any intervention that makes it easier for local communities and young people to be active in their daily lives, and which make better places to live, and bring people together.
- 12.2 This aligns with Sport England's strategy, Uniting the Movement which sets out their vision: Sport and physical activity has a significant role to play in improving the physical and mental health of the nation, supporting the economy, reconnecting communities and rebuilding a stronger society for all. In relation to connecting communities they state: The built environment is one of the key factors in the stronger and more connected communities we all want.
- 12.3 Sport England state that positive experiences for young people form the foundation for a long and healthy life. Their starting point is that all children, irrespective of their abilities, should enjoy being active, and the establishment of a playground in SUT would support this endeavour.
- 12.4 Feedback from stakeholders will be taken into account, and appropriate mitigation measures will be proposed within any planning application to address concerns, satisfy planning requirements, and resolve identified issues.
- 13. Timetable for implementation**
- 13.1 The timetable will be subject to committee approval, planning approval and the procurement process. Having completed all these stages successfully we would anticipate that installation of this new play facility would commence during the latter part of 2026.
- 14. Contact**
- 14.1 Jackie Taylor Group Head Neighbourhood Services 01784 46418

**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: there are none**



### Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

#### Stage 1

##### Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	No	
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	Yes	Sent 06/10/25
Relevant Group Head review	Yes	29/09/25
MAT+ review (to have been circulated <b>at least 5 working days before Stage 2</b> )	Yes	29/09/25
This item is on the Forward Plan for the relevant committee	Yes	June 2025
	Reviewed by	
Finance comments	Yes	7/10/25
Risk comments	n/a	
Legal comments	LH	07/10/25
HR comments (if applicable)	n/a	

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

#### Stage 2

##### Report checklist – responsibility of report owner

ITEM	Completed by	Date
Monitoring Officer commentary – at least <b>5 working days before MAT</b>	LH	09/10/2025
S151 Officer commentary – at least <b>5 working days before MAT</b>	T.Collier	9/10/25
Confirm final report cleared by MAT	MAT	14/10/25



# Environment and Sustainability Committee

13 November 2025

<b>Title</b>	Spelthorne Open Spaces and Biodiversity Strategy
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Catherine Munro, Deputy Group Head Neighbourhood Services
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	n/a
<b>Corporate Priority</b>	Community Environment Services
<b>Recommendations</b>	<b>Committee is asked to:</b>  To consider and approve the updated Open Spaces and Biodiversity Strategy .
<b>Reason for Recommendation</b>	This report is to note and approve the new Strategy.

## 1. **Executive summary of the report** *(expand detail in Key Issues section below)*

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>The last Parks and Open Spaces Strategy ran out in 2024 and this is a new updated and revised document detailing plans going forward for both the Council's open spaces and biodiversity in the borough.</li> <li>It also includes the Biodiversity reporting duty that is statutory</li> <li>A report has already been approved by Committee</li> </ul>	<ul style="list-style-type: none"> <li>A current Strategy enables the Council to bid for external funding to aid in refurbishment of parks and enhance biodiversity</li> <li>A current Strategy will enable us to bid for external funding in light of reduced Council budgets.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>To review and update the Strategy</li> </ul>	<ul style="list-style-type: none"> <li>The updated Strategy will be considered by this Committee and if</li> </ul>

## **2. Key issues**

- 2.1 The last Parks and Open Spaces Strategy ran from 2014 – 2024.
- 2.2 The new proposed Strategy details the current grounds maintenance regime since it was taken back in house in 2017. It also includes a Playground Improvement Plan which will help when applying for funding.
- 2.3 The last Strategy was a long document whereas the new proposed Strategy is more focussed on the day to day management of the Council's open spaces and driven towards improvements for parks and play facilities for Spelthorne residents.
- 2.4 The new proposed document has been written and collated over the last 9 months.
- 2.5 The new Strategy includes sections on the current biodiversity within the borough and the plans to increase it considering the government's Statutory Biodiversity Duty and Planning's Biodiversity Net Gain.
- 2.6 The Strategy also includes an Action Plan and a section on Playgrounds to ensure that play value for young people in the borough will continue to be provided and enhanced. This was absent from the last Strategy.
- 2.7 The document is concise, laying out the current provision and as well as plans to continue to enhance in order to provide good quality open space for residents of the borough.
- 2.8 Open Spaces and Biodiversity Strategies in other local authorities have been reviewed when writing Spelthorne Councils.

## **3. Options appraisal and proposal**

- 3.1 Option 1 - To consider the report and approve the new Strategy (preferred option). This will enable the Council to apply for external funding and details the level of good quality open space in the borough.
- 3.2 Option 2 – to not approve the report and have an out of date Parks and Open Spaces Strategy
- 3.3 This will reduce the number of opportunities available to apply for external funding to enhance the Council's open spaces and biodiversity. This includes but is not exclusive to National Lottery and any other government funding.

## **4. Risk implications**

- 4.1 The main risk is that without a current Open Spaces and Biodiversity Strategy, sourcing and applying for external funding, which is key to maintaining these areas, will be very difficult.

- 4.2 After the Local Government Reorganisation, all existing open spaces and their maintenance, will probably be reviewed and a new Strategy will be commissioned and created.

## **5. Financial implications**

Any works that arise from the Strategy will come from existing grounds maintenance and biodiversity budgets. The current Parks and Biodiversity budget is £121,600 which will be spent maintaining and enhancing the open space.

## **6. Legal comments**

- 6.1 Under section 40 of the Natural Environment and Rural Communities Act 2006 (as amended by the Environment Act 2021) the Council has a statutory duty to consider biodiversity in all its functions and determine appropriate policies.
- 6.2 The revised Open Spaces and Biodiversity Strategy assists in discharging this statutory duty.

## **Corporate implications**

## **7. S151 Officer comments**

The S151 officer confirms that all the financial implications have been taken into account and that all the recommendations are fully funded from budget. Having an updated Strategy may assist in attracting external funding.

## **8. Monitoring Officer comments**

- 8.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

## **9. Procurement comments**

There are no procurement implications arising directly from this report.

## **10. Equality and Diversity**

- 10.1 The Strategy takes into account the whole borough.
- 10.2 Access to the Council's open spaces is important for all residents and Spelthorne has a high number of parks and facilities for users from all over the borough.

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

- 11.1 The increase in biodiversity in the borough, as detailed in the strategy will enhance sustainability with respect to grounds maintenance on Council owned sites.

**12. Other considerations**

12.1 There are none.

**13. Timetable for implementation**

13.1 The Strategy will come into immediate effect.

**14. Contact**

14.1 Catherine Munro

14.2 c.munro@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:**

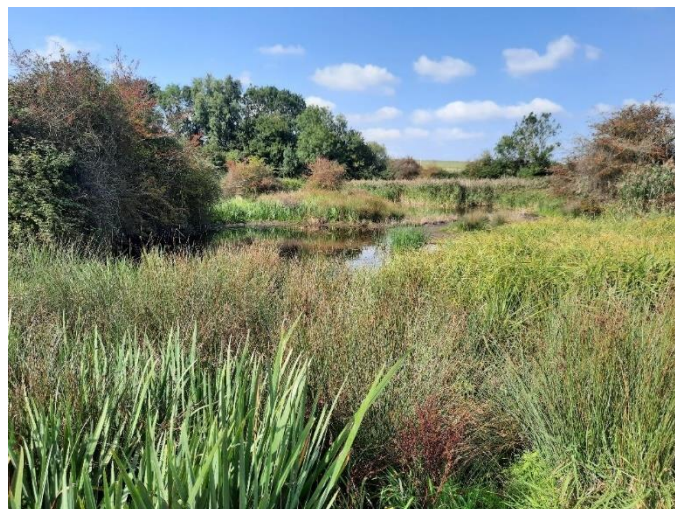
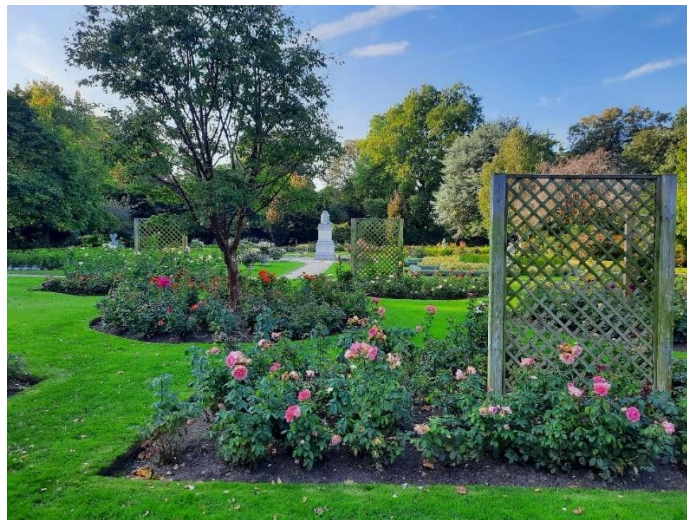
Appendix A – Spelthorne Open Spaces and Biodiversity Strategy 2025-2035

**2025-2035**

**Open Spaces and Biodiversity  
Strategy**

**For**

**Spelthorne Borough Council**



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## 1. Executive Summary

With a global climate crisis and the lessons learned from the recent pandemic the importance of our parks and open spaces has never been greater. Parks and Open spaces make very significant contributions to the environment and biodiversity, they are essential to health, well-being, social cohesion and a sustainable economy; this is particularly the case when they are well-used and maintained and contribute to the quality of life of the community they serve. Conversely when they are not well maintained or used, they often detract from these objectives.

Our vision for our parks and open spaces is summarised as follows:

**“Provide high quality, accessible open space and associated facilities for the use of the Borough’s residents and visitors, for a variety of purposes, taking into account the resources which are available to provide and maintain these open spaces.”**

Key to achieving this will be:

- Investing in infrastructure and the skill base of the staff that manage and maintain them.
- Understanding service needs and responding to our communities.
- Effectively and efficiently utilising our resources and as resources permit enhancing our parks and open spaces.
- Setting aside parts of the council’s parks and open spaces for wildlife-friendly management as these areas will act as the habitats, corridors and stepping stones necessary for wildlife to thrive within Spelthorne.
- Sustainable management.
- Maintaining infrastructure and the natural environment well.

Crucial to achieving high quality parks and open spaces that are valued is taking a realistic, proactive, strategic approach to the provision and care of parks and open spaces resulting in raising their profile and usage and ensuring they meet the needs of the community.

This Parks and Biodiversity Strategy will achieve this by developing a clear and shared vision amongst its variety of stakeholders that demonstrates the contribution that open spaces of all categories make to the wider health, social and environmental agendas. The strategy will also focus on promoting a sense of community whilst maximising the outcomes from existing resources and spending, and through leveraging-in external funding via parks and community groups.

At the core of this strategy are the Action Plans, which combines a series of recommendations, and targeted enhancements to existing Parks and Open Spaces.

## **2. Introduction**

### **2.1 Scope of the Strategy**

**2.1.1** This strategy supersedes the previous one and sets out Spelthorne Borough Council's approach to preserving, managing, and enhancing parks and open spaces for the local community and visitors alike.

This strategy covers parks and open spaces but excludes:

- allotments
- burial grounds
- the nursery

This is due to the fact that they provide a different function (mostly statutory) for residents in the borough.

**2.1.2** It is recognised that these areas provide important open spaces for major activities, however there are over 80 dedicated parks and open spaces within Spelthorne, and it is on these that this strategy focuses.

**2.1.4** The Spelthorne Parks and Open Space Strategy 2025 builds on previous strategies and seeks to integrate it within a local, regional and national context which defines the value and role of parks and open space within Spelthorne and sets out a framework for the borough's future approach to the management and development of parks and open spaces. Importantly, this strategy provides a concise action plan and operationally affordable solutions to current dilemmas of resource availability and operational capability within the context of a flexible strategic approach.

### **2.2 The Purpose of this Parks and Open Space Strategy**

**2.2.1** The purpose of this strategy is to:

- Establish a clear overall approach to the provision of adequate parks & open spaces to meet the current and future needs of the community.
- Provide a basis for consultation with stakeholders.
- Identify issues and problems and seek to resolve them.
- Ensure that the delivery of parks and open space services achieve corporate and community needs.
- Create a policy framework for the enhancement, accessibility and use of parks and open spaces.
- Determine priorities for action and the resources and timescale necessary for implementation.

**2.2.2** The strategy will guide the council's policy and operational work by:

- Providing a clear and shared vision between the community, and other stakeholders and setting out a clear reference point.

- Establishing the value of parks and open spaces in achieving corporate, strategic, community and stakeholders' objectives.
- Enhancing the quality of life of local communities and the environment by promoting a sense of civic pride in their parks and open spaces.
- Setting out priority actions including the development of biodiversity and park action plans.
- Maximising and prioritising outputs from existing resources including capital and revenue budgets
- Provide a basis on which to respond to spatial planning policy.

## **2.3 Definitions, Typology and hierarchy of Open Space**

**2.3.1** Best practice promotes definitions of different typologies of open spaces and an associated hierarchy. It is clear that:

**“All open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can act as a visual amenity”.**

There are no statutory requirements for the provision of open space and no legally enforced minimum levels of provision. Traditionally, levels of provision have been based on a target area of open space per capita. This gives a very broad picture for a whole town and does not take account of local variations within a town or city.

Whilst the National Playing Fields Association (NPFA) standard relates open space provision to population and recommends that there should be a minimum 2.43 hectares of outdoor playing/recreational space per 1000 people. It is best practice is to develop local hierarchies and standards.

Spelthorne has 179 hectares of operational parks/recreation grounds, 72 hectares of additional land leased out, together with 144 hectares of common land, a total of 395 hectares.

This equates to 3.83 hectares per 1000 population. This is greater than the recommended level and shows that the Borough is well-provided for, but it should be noted that it does not take into consideration the distribution of open space, the quality of it, people's access to it or non-recreational roles and uses of open space.

A hierarchy of the different types (Typology) specific to Spelthorne has been developed and is summarised in **Appendix A**.

### **Effective catchment distances**

It is important to understand the catchment distances for each typology of open space and these are as defined in **Appendix A**.

They relate to the typical effective catchment area for each park type. The effective catchment area represents the area from which 70-80% of park users are likely to be drawn from. There are a number of factors considered in this assessment.

## **Mapping**

All parks and open spaces are currently mapped on GIS, including common land. These designations currently need to be updated to the new classifications.

## **Outdoor Sports Facilities**

Compared with best practice, Spelthorne has sufficient outdoor sports facilities. Generally, the quality, usage and accessibility of sites of this type are good throughout the Borough.

## **Local Indicators for supply**

National standards have been developed for a number of open space typologies, including play areas and sports.

However, best practice is that local authorities should develop their own open space classification to reflect local characteristics, demographics, existing facilities and the recreational and non-recreational functions of open spaces. An understanding of the types of open space, in these contexts, will provide a more rigorous basis for analysing the results of the site audits and enable an assessment of whether the range and types of open space functions in the local area meet the needs of local people.

In Spelthorne, this is **Destination, local and neighbourhood parks**.

When developing these local standards, the council has considered amongst other aspects child densities that provide an indication of the need for children's play provision within the Borough and is a useful indicator of a changing need across the demographic age profile.

## **3 WHERE ARE WE NOW**

### **3.1 Strategic Context**

#### **3.1.1 Geography**

The borough of Spelthorne is situated in the north of Surrey, bordering two other Surrey boroughs, three London boroughs and two Berkshire unitary councils. Located 15 miles south-west of central London, Spelthorne is a compact urban area covering 51 square kilometres, bordered by the M25 to the west, the River Thames to the south and west, the London Borough of Richmond-upon-Thames to the east and Heathrow Airport to the north. The major population centres are Ashford, Shepperton, Stanwell, Sunbury and Staines all having their own distinctive characteristics with no physical boundaries between them.

The River Thames runs through Spelthorne Borough and provides a focal point for visitors to the area. Many of Spelthorne's attractive parks and open spaces are situated beside the river, and include:

- Lammas Recreation Ground, Staines
- Laleham Park, Laleham
- Shepperton Tow Path, Shepperton
- Manor Park, Shepperton
- Riverside walks in Sunbury

- Bronze field, Ashford
- Ash Link Local Nature Reserve, Charlton
- Studios Walk, Shepperton
- 

Spelthorne is a relatively small borough with 65% of the area being designated green belt. The remainder of the Borough is designated as urban landscape. A high proportion of the surface of the Borough is occupied by water and this geography intensifies the concentration of the population in the borough, which is the second most densely populated in Surrey.

### **3.1.2 Economy**

A relatively high proportion of the population is “economically active” (either in work or seeking work). In the 2021 census the unemployment rate was 4%, slightly below the national average. There are some relatively small areas of deprivation in parts of Stanwell and Sunbury Common. For these small pockets of deprivation, the main issues are low income, lack of or poor employment, poor education and skills and crime and disorder.

### **3.1.3 Demographics**

Data from the 2021 Census shows that:

- The overall population of Spelthorne was 103,000, an increase of 7.7% in the last decade
- Population density is high and in the top 30% for England
- Age demographics are average with a good spread in each age range, however a rise in the older demographics is expected
- There is diverse ethnicity in the borough with 78.7% white British, 3.8% Indian and 3% from Eastern Europe. 1.6% are from black ethnic groups.
- Whilst the majority identify as Christians many have no belief and there are significant numbers of Buddhists and Hindus
- Unemployment was 3.1% but this represented the 3<sup>rd</sup> largest comparative rise in England
- Almost half have very good health, those in good health was around a third with fair to very bad making up the rest
- Those with significant disabilities was 5.7% with a further 8.7% with limited disabilities

This information is collated from the information that was available in the 2021 Census. In terms of this strategy, it means that open space is particularly important given the population density and increase, together with the impact of open space on improving health. Care needs to be taken in terms of catering for ethnic and religious diversity.

## **3.2 Policy framework**

### **3.2.1 The Spelthorne Corporate Plan**

The corporate plan has been recently revised to set out the vision, aims and objectives and priority actions for the borough.

Three out of the 5 priorities directly relate to parks and open spaces, namely Resilience, Environment and Services. Many of the actions relate specifically to parks and open spaces and several more will have contributions through them. These priorities are summarised below:

- The protection of areas that our communities love
- Responding to climate change with the environment being intrinsic to everything we do
- Keeping the council's premises clean, tidy, safe, well-signed and welcoming
- Healthier communities
- Effective management and investment in assets
- Promoting the borough and supporting the economy
- Managing our open spaces, tree planting, minimising flooding
- Protecting and enhancing the environment, including biodiversity
- Promoting and assisting environmental groups

Details of how parks and open spaces contribute to the community and corporate values and priorities is shown in section 3.4.

## **3.3 Policies relating to open spaces**

### **National and Local Planning Policy Framework**

There are a number of both national and local policies that set out the framework for parks and open spaces. These are summarised below and further information where not shown below is provided in **Appendix B**.

#### **The National Planning Policy Framework (NPPF)**

This sets out the best practice policy framework and is the most comprehensive approach to date. This is the framework adopted for this strategy.

It sets out:

- Quantity, proximity and spatial and to a degree quality requirements across Sports provision, play and young persons facilities, and a variety of types of open spaces (Typology)
- It recommends that planning authorities should regularly assess the provision of each typology and facility against community needs and the standards set out by the NPPF.

- Spelthorne Borough Council has undertaken this in order to develop this strategy. This may be accessed with the following link [Open Space Assessment](#)

## **Local Policies**

### **Policy Objectives**

The Council recognises that two of the most pressing challenges to be addressed at all scales in the 21st century are climate change and the loss of biodiversity. Addressing these challenges, as well as supporting development which delivers health and wellbeing benefits for our community lies at the heart of achieving sustainable development. The natural environment plays a key role in meeting these objectives and as such the protection and enhancement of the Borough's natural environment is fundamental to securing a sustainable future for Spelthorne. Spelthorne benefits from a diverse natural environment, highly valued by our communities and offering a wide range of benefits; our natural environment plays a key role in making the Borough an attractive place to live and work. Within our parks and open spaces, we will seek to protect, maintain and enhance existing open spaces and areas for recreation and encourage quality and accessibility improvements. Priority will be given to areas where specific deficiencies in access or quality have been identified.

### **Biodiversity**

Within the context of the 2021 Environment Act, Spelthorne has developed a number of policies in relation to biodiversity. These are summarised below:

Spelthorne's open spaces incorporate a variety of habitats, from amenity grassland and woodland to meadows, wetlands, ponds and rivers. Much of the common land within the Borough is designated as Sites of Special Scientific Interest (SSSI) meaning these are recognised as areas of national importance in the conservation of biodiversity. The parks and open spaces within the Borough are integral to our provision of green and blue infrastructure, they assist in efforts to combat climate change, provide flood relief benefits and help to combat biodiversity loss. The introduction of mandatory Biodiversity Net Gain (BNG) through the Environment Act 2021 introduces a potential funding stream for the enhancement of existing greenspaces to benefit wildlife which will also improve the visual appeal of open spaces and provide other benefits to residents and the environment. A policy and process to gain funding is required and it must be noted that BNG is a competitive process.

Spelthorne has a well-developed policy of creating, maintaining and enhancing habitats, however in some areas whilst significant recent improvements in the area, the policy with regards to some areas is less developed, in particular set aside grass areas.

### **Trees**

The tree equity score (sets a national standard in each UK country to help make the case for investment in areas with greatest need) for Spelthorne is 84 and lower than the Surrey average. This is mainly due to the urbanisation of the borough compared to the rest of Surrey.

Woodland and amenity trees soften and enhance the environment and have significant value to biodiversity and sustainability. We have developed the following policy:

We will further engage in tree planting programmes where appropriate, but following the “Right Tree, Right Place, Right Reason” principles which recognise that other habitats have their own intrinsic value which may outweigh the benefits of additional trees. For example, species-rich grassland supports valuable populations of wildlife which would not persist in woodland. Requests for tree planting within parks and open spaces will be considered on a case-by-case basis. Selecting the appropriate species for a location is critical, with the predicted impacts of climate change and disease meaning that some tree species are unlikely to survive to maturity.

### **Wild flora**

In 2022, from a total estate of approximately 180 hectares, 0.7 ha (0.4%) was set aside for wildflower planting. By Summer 2024, the wildflower planting within parks was extended to 6.06 hectares.

We have developed the following policy if agreed by Committee:

Wildflower planting in parks and open spaces will be encouraged where appropriate and where this will not have an overly deleterious impact on the provision of other recreational benefits within the area. Wildflower planting will be native and predominantly perennial species mixes which are better suited to the management of open spaces. These perennial meadows are more sustainable than annual wildflower meadows as they do not require annual rotovating of the soil which damages soil structure, beneficial organisms and spreads weeds. Where species-rich grassland is already present, the planting of additional species will not be appropriate.

### **Urban Areas**

There is great potential to increase biodiversity and wildlife value in urban areas of Spelthorne. Heightened interest in the natural environment has led to a growth in the number of community groups being actively involved in its protection and enhancement. The Council seeks to support the uptake of schemes such as the Blue scheme which look to improve the biodiversity of spaces under the control of other public bodies, and where resources permit and is appropriate will seek to offer advice to community groups looking to undertake biodiversity projects within the borough.

### **Local Planning Policies**

A range of local planning policies are set out in the Local Plan (A strategic framework for the future development of the borough).

In summary they provide for:

- The protection and enhancement of open spaces and biodiversity
- The provision of a range of typologies of open space from play areas to sports facilities to areas for biodiversity etc.
- A hierarchy of open spaces

- Setting out the open space requirements for developers, including provision on and off-site and financial contributions
- Biodiversity Net Gain requirement

### **3.4 The Value of Parks and Open Spaces**

Parks and open spaces make very significant contributions to community aims and objectives and the council's core values, from physical and mental health benefits to social cohesion and environmental, few services that the council provides have such a wide range of benefits across the sphere.

The following lists these benefits with more information provided in **Appendix C**

#### **3.4.1 Health and Wellbeing value of parks and open spaces**

- Physical health and wellbeing
- Mental health
- Education and development

#### **3.4.2 The Social value of parks and open spaces**

- Social cohesion
- Social history
- Community engagement
- Resolving social issues

#### **3.4.3 The Economic value of parks and open spaces**

- The local economy
- Tourism
- Individual economic benefits

#### **3.4.4 Environmental value**

- Biodiversity
- Climate change mitigation
- Access to nature
- Sensitively designed and managed open areas also support services such as flood regulation, air quality improvements and carbon sequestration and provide opportunities for education and training

#### **3.4.5 Stakeholder and public views**

The site assessments completed for the quality assessments included talking to members of the public whilst they were using the open space and asking them what they valued about parks and open spaces. More than 100 people were asked their views on site. The following summarises some of their responses as to why they value their park:

- A place to relax, walk and meet others
- Play sports
- Volunteer
- See nature
- Take the children out
- Walk the dog
- Run and use the fitness trail and several other activities
- They are a green lung for the borough
- They make the city green and a nice place to live
- I volunteer here and meet other people
- I go to events in parks, they are really good
- I love the meadows it makes me feel I am in the countryside

Stakeholders at the consultation forums identified the following value of parks and open spaces:

- Its space for me as I do not have my own
- A great place to meet others

### **3.4.6 The link between quality and value**

The quality of open spaces is intrinsically linked to the level of its value. Where parks and open spaces are in poor condition, not only will this reduce the value of their contribution to wider objectives in many cases the benefits that should be obtained may be reversed.

An open space that is devalued by litter, poor maintenance, graffiti and poor infrastructure and facilities often becomes an area where initial anti-social behavior escalates into crimes, drug dealing and significant social issues.

Furthermore, there is a correlation between the facilities and activities within open spaces and value. Whilst open spaces attract people and communities from diverse backgrounds, this does not necessarily in itself bring them together. As such the value of activities and events that encourage people to share experiences together cannot be underestimated and are essential to open spaces achieving the maximum contribution to community cohesion.

### **3.5 Standards and Quality Assessments for Parks and Open Spaces**

#### **3.5.1 Service delivery**

The service is delivered directly by the council through their Grounds Maintenance section based within Neighbourhood Services.

An options appraisal for future delivery was completed as part of developing this strategy. This concluded that the delivery model is effective and when compared with other councils of a similar nature delivers value for money.

The national benchmark standard for parks and open spaces is the Green Flag Awards. This sets out criterion for the site and its management. This standard however cannot be applied to all typologies and so a revised best practice version primarily based upon the green flag criteria was developed for site assessments and utilised to look at more strategic issues. This has for example more emphasis on infrastructure and play and young person's facilities.

Standards of provision have been developed for the following typologies of open space where it is important that local needs are provided for locally on a consistent basis:

- Parks and Open Spaces.
- Provision for children and teenagers.
- Outdoor sports fields and playing field needs.
- Natural or semi-natural greenspace.

Appendix D shows the details and the status of each park listed in the Borough.

#### **3.5.2 Current performance and achievements**

The site visits and recent awards demonstrate that Spelthorne Parks and open spaces are, when compared with other similar authorities well managed. Grounds Maintenance is well executed across all sites inspected with only minor issues identified. This assessment is supported by the comments of the public who were asked for their views when the site assessments were completed.

The assessments identified, the following issues to address:

- Continue to review the management regime for set aside habit areas in particular grass areas.
- Carry on assessing areas in order to eradicate pernicious weeds and introduce native flora of local provenance

#### **3.5.3 Recent achievements include:**

- Sunbury Walled Garden achieving the Green Flag Award for the past 5 years
- South and South East in Bloom achieving the coveted gold standard for the past 10 years
- Significant increases to the set-aside areas across the estate to improve biodiversity

- A comprehensive programme of gym equipment being installed
- Refurbishment programme for all play areas

The above demonstrates a high level of commitment and skills from the council and those responsible for managing its open spaces.

### **3.6 Assets and Funding**

#### **Assets**

The parks and open spaces network in Spelthorne are a total of 179 hectares of operational parks/recreation grounds, 72 hectares of additional land leased out, together with 144 hectares of common land, a total of 395 hectares.

This includes:

- Destination Parks
- Local and Neighbourhood Parks
- Large tracts of land set-aside for biodiversity and nature
- 8 multi-use games areas
- 25 tennis courts, 4 bowling greens, 2 outdoor basketball courts
- 11 football pitches
- 9 pavilions and a wide range of other buildings
- Playgrounds, skateboard parks and BMX facilities, youth shelters and a Splash Park.

#### **Funding**

The overall revenue is currently commensurate with the scale of the estate and the intricacies of the diverse services offered. Reductions to the level of funding would have both a detrimental effect on the services provided and the contributions that parks and open spaces make to community and corporate aims and priorities.

External sources of funding include, developer contributions and applications for grants etc. These must continue to be sourced however cannot be relied on to sustain the service over the longer term. Opportunities from Biodiversity Net Gain should be maximised but again cannot be relied on in a competitive environment for these funds.

There are significant pressures to capital budgets for example:

The play improvement budget is comparatively healthy when compared with other authorities of a similar nature, however when shown as a percentage of the capital value of the equipment, over a longer period of time this may need to be reviewed.

Site assessments identified issues with older pieces of equipment that will need to be addressed.

The open spaces provide some of the most beautiful and desirable locations within the borough. Accepting that the balance between community provision, consideration for further income

generation and potential commercial activity will create a more sustainable funding model.

### **3.7 Themed Areas**

#### **3.7.1 Provision for children and young people**

The council has made a very significant commitment to this. For example, within its current corporate plan 5 play areas are to be developed and refurbished. Already 3 of these are complete. A number of community outdoor gyms have also been installed.

#### **Children's play areas**

##### **Ashford**

Clockhouse Lane and Rosary Gardens, TW15 2HH - playground including inclusive play equipment, MUGA, Outdoor gym, tennis courts, football.

Hengrove Park Station Crescent, TW15 3HN - playground, MUGA, outdoor gym

The Wickets, off Woodthorpe Road, TW15 2RR – playground

Woodthorpe Road, TW15 3LQ – playground

Alexandra Road play area, TW15 1TP – playground and Basketball court

Feltham Hill Road play area, TW15 1LN – playground and outdoor gym

##### **Charlton Village**

Hetherington Road, Charlton Village, TW17 0SW – playground, MUGA

##### **Laleham**

Thames side, TW18 1SS – playground, outdoor gym.

Shepperton Road, TW18 1SJ – playground

Greenfield Park, Middle Green, TW18 1QX – playground, outdoor gym

##### **Shepperton**

Bishop Duppas Park, Walton Bridge Road/Russell Road, TW17 8NR – playground, tennis courts and football.

Littleton Recreation Ground, Laleham Road, TW17 0JS – playground, MUGA, football

Shepperton Recreation Ground, Glebeland Gardens/Grove Road, TW17 9DH – playground, outdoor gym, football, table tennis.

Donkey Meadow, Gaston Bridge Road, TW17 8HA – playground

Halliford Park, Upper Halliford Road, TW17 8SN – playground

Studios Road play area, Studios Road, TW17 0QW – playground

##### **Staines-Upon-Thames**

Lammas Recreation Ground, Wraysbury Road, TW18 4XZ - playground, spray ground, outdoor gym, BMX/skatepark, tennis.

Staines Park, Commercial Road/Knowle Green, TW18 2QJ – playground, basketball court, football, outdoor gym, tennis courts.

Moormede Play area, Waters Drive, TW18 4RN – playground

## **Stanwell**

Long Lane Recreation Ground, Long Lane/Cordelia Gardens/Cranford Avenue, TW19 7ER – Playground, basketball, BMX/Skate Park, football, mini tennis.

Stanwell Recreation Ground, Oaks Road, TW19 7LL – playground, tennis.

Nuthatch Close play area, Nuthatch Close, TW19 7BN – playground

Lauser Road, /Town Lane, TW19 7PT – BMX ramps, basketball

Village Park, Hadfield Road, TW19 7JQ – playground

Stanwell Moor Recreation Ground, Horton Road, TW19 6AQ – playground, outdoor gym

Victory Close play area, Victory Close, TW19 7BU – playground

## **Sunbury**

Cedars Recreation Ground, Green Street, TW16 6QQ – playground, outdoor gym, tennis, football.

Groveley Road Recreation Ground, Groveley Road, TW16 7NW – playground

Kenyngton Manor Recreation Ground, Bryony Close, TW16 7RH – playground, MUGA/basketball courts, BMX Ramps, football, outdoor gym.

Spelthorne Grove, Staines Road West, TW16 7DB – playground

Sunbury Park/Orchard Meadow, TW16 6AB – natural play area.

Old Bathing Station, Fordbridge Road, TW16 6AW – playground

Multi-use games areas (MUGAs - containing facilities for basketball, football and cricket) and informal kick-about areas.

## **Neighbourhood Equipped Area for Play (NEAPs)**

- These areas cater for children eight years and older, with at least eight types of play area. There should be opportunities for ball games or wheeled activities. Ideally, they should be located no more than 1500m away from all homes.

## **Local Equipped Area for Play (LEAPs)**

- These areas cater for children between the ages of 4 and 8 years old. Ideally, there should be at least 5 types of play area, and that provision matches the demographic requirements as set out above ensuring that all play spaces and facilities are safe to use and maintained to the necessary standard.

Open space provides an important opportunity for children's play needs. It is widely acknowledged that the importance of children's play extends far beyond the activity itself by contributing towards the child's development through the application of a range of physical, social and emotional outlets.

The key issues relating to children's play are the nature, extent, challenge and location of play provision. It is also acknowledged that age, gender, safety and risk issues are of importance. The actual location of play provision has the most immediate and lasting influence on its use and adoption by the community.

Spelthorne Borough Council provides a range of play facilities in parks, open spaces and on housing estates. These include playgrounds, skateboard parks and BMX facilities, youth shelters and a Splash Park.

### **3.7.2 Biodiversity**

Biodiversity is essential to the fabric of human life. We rely heavily on this fragile yet so important network of life. This is fundamental to the extent that without, for example, pollinators our food production would collapse leading to wide-spread famine and economic disaster.

Areas that are more biodiverse contribute more to the mitigation of global warming and to our mental health, indeed biodiversity is intrinsic to all we do and our survival.

The UK is one of the least biodiverse nations on the planet having lost many of our natural habitats, for example, some 97% of wildflower meadows have disappeared, much of our forests and woodland together with a myriad of other habitats in very significant decline.

With the 2021 Environment Act, this has been recognised nationally with a number of mechanisms put in place to seek to reverse this decline. Legally binding targets such as halting the decline in species abundance by the end of 2030, increasing species abundance by the end of 2042 with interim targets set and reducing the risk of species extinction are now set. Nonetheless with large population increases predicted and apparent within Spelthorne (7.7% in the last decade alone) the pressures that adversely affect biodiversity continues to intensify.

The impact of any proposals to extend Heathrow Airport will also need to be assessed, particularly in terms of noise, air and light pollution.

Our parks and open spaces make essential contributions to biodiversity. Appropriate management regimes and set-aside areas together with the careful management of areas for biodiversity are key to addressing these intensified pressures.

The council manages its parks and open spaces appropriately and differently according to the primary purposes of each site. It has gained protective status such as Sites of Special Scientific Interest (SSSI), Local Nature Reserve (LNR) and Site of Nature Conservation Interest (SNCI) for a number of its sites and manages these in accordance with the requirements for these designations. It has designated a number of sites where the primary purpose is to protect and enhance biodiversity:

- Ash Link (LNR), Charlton TW17 0RQ
- Staines Moor (SSSI), Staines-upon-Thames TW19 6EQ
- Dumsey Meadow (SSSI), Laleham TW17 9PB
- Sunbury Park/Orchard Meadow (SNCI), Sunbury-on-Thames TW16

Other sites that are not specifically designated for biodiversity include:

- Bronzefield, Ashford TW15 3JZ
- Studios Walk, Shepperton TW17 0JZ
- Hawke Park (aka TP26), Sunbury-on-Thames TW16 6HQ

### **Natural and Semi-natural urban green spaces**

Natural and semi-natural green spaces, such as woodlands, grasslands, and wetlands form part of the natural biodiversity of the borough. The council seeks to balance the opportunities for recreation and biodiversity on these sites.

This will also involve local communities and partners in the management and promotion of these areas.

### **Amenity Grassland (maintained grass)**

There are many opportunities to create areas set-aside for biodiversity without damaging the potential for community use. Large areas for biodiversity have already been created, however appropriate management regimes to clear invasive plants and create the conditions for native flora and fauna to thrive need to be developed and implemented

The council has made very significant improvements to biodiversity in the past few years including:

- Setting aside large areas of grassland for ecological management
- Managing its areas specifically set aside for biodiversity well and in doing so increased biodiversity at the majority of these sites
- Contributing to the emerging nature recovery strategy
- Working with Colne Valley Regional Park to secure a wide-range of projects to improve biodiversity, access to them and appropriate interpretation
- The current corporate plan has several specific targets relating to improving biodiversity these are reflected in the action plan of this strategy.

Spelthorne Borough Council does not act alone in its efforts to protect and improve biodiversity. Its key partners include:

### **Surrey County Council**

The county council are in the process of developing the county-wide local nature recovery strategy: *Surrey Nature Recovery*. Whilst currently in development, the strategy aims to:

- Set a biodiversity vision for the county
- Evaluate, prioritise, protect and enhance areas of biodiversity
- Prioritise making these areas better, bigger and joined with a hierarchy of actions
- Create new sites where possible

- Look at the wider environment to create buffer zones around areas of particular importance
- Consider the impact of climate change on biodiversity
- Increase the protection available to sites and biodiversity in general
- Identify and maximise funding opportunities, i.e. BNG, Flood management funds and grants

This strategy identifies the following areas in Spelthorne as particularly important for biodiversity

- Staines Moor and surrounds
- Areas around and including Laleham Park
- Sunbury Park

It will be essential to work in partnership to influence the pending strategy and implement actions to improve biodiversity as improvement depends on connectivity and other wider factors such as pollution as well as individual areas.

### **Surrey Wildlife Trust (SWT)**

The Trust operates both within the county and wider, however do not have any specific sites they manage within the borough of Spelthorne. SWT have undertaken over the years significant project work within Spelthorne however nothing of particularly significant note in the last year or so.

SWT have no current strategy however have developed a work plan. This work plan is in its draft stage. There are no specific impacts within Spelthorne. SWT represent a useful resource and in particular to develop funding opportunities from BNG.

### **Colne Valley Partnership**

This local charity is involved in biodiversity themed projects both within Spelthorne and along the Colne Valley

The Colne Valley Regional Park (CVRP) aims to protect and enhance the 43 square miles of countryside to the west of London, covering parts of Spelthorne, 21% of Spelthorne is within the Colne Valley Park. The CVRP holds significant geographic importance in Spelthorne due to its proximity to Staines and its accessibility from across the northern part of the Borough.

Over recent years, various schemes have been implemented in Spelthorne to improve parts of the River Ash to enhance its flow and shape to be of greater benefit for local people, through establishing more opportunities for accessible walks. They have also secured funding and completed a wide variety of projects in Spelthorne.

They continue to deliver biodiversity improvement projects utilising predominantly external funding.

In 2023/24 over £9.45 of projects were delivered for every £1 invested into the park by Local Authorities and Corporate Supporters. The CVRP also carries significant lobbying weight within both the private sector and in central Government and access to this can be of benefit.

Their 6 objectives are:

- **Landscape:** maintain and enhance the landscape, historic environment and waterscape
- **Countryside:** safeguard our countryside from inappropriate development
- **Biodiversity:** conserve and enhance biodiversity
- **Recreation:** provide opportunities for countryside recreation, accessible to all
- **Rural Economy:** achieve a vibrant and sustainable rural economy, including farming and forestry
- **Community Participation:** encourage community participation by volunteering and environmental education, and promote health and social benefits of access to high quality green space

### **Thames Water**

They have identified the following objectives:

- Creation of new habitats and improvement in management of 12 of their Sites of Special Scientific Interest, this includes Staines Moor.
- Scrub management on the following sites: • Staines Moor SSSI (King George VI RES & Staines N&S RES) Maintain support for conservation grazing & Public access – manage & monitor bonehead ditch & continue scrub removal.

## **4 WHERE DO WE WANT TO BE**

### **4.1 Our Vision**

The council's vision is to:

***“Provide high quality, accessible open space and associated facilities for the use of the Borough's residents and visitors, for a variety of purposes, taking into account the resources which are available to provide and maintain these open spaces.”***

### **4.2 Our aims and objectives are summarised as:**

- Investing in infrastructure and the skill base of the staff that manage and maintain them.
- Understanding service needs and responding to our communities.
- Effectively and efficiently utilising our resources and as resources permit enhancing our parks and open spaces.
- Enhancing biodiversity by better management, bigger areas set aside and connecting wherever possible our sites and links to others.
- Sustainable management.
- Maintaining infrastructure and the natural environment well.

### **4.3 Consultation**

The council wants to engage our communities to understand what they need and actively empower them to participate in improving our parks and open spaces. Engagement with local residents' associations, users and supporters' groups, for example Friends of Sunbury Park, Civic Pride and Spelthorne Natural History Society and other identified stakeholders is key to keeping the community involved.

The recent corporate plan has identified that Our residents want:

- ✓ Access to green spaces and clean streets
- ✓ Effective services that we all use
- ✓ A Council that wants to tackle climate change
- ✓ Sensible management of Council finances

This strategy seeks to take on board what our residents want

### **4.4 Partnership Working**

The council aims to work in partnership with the public, private and voluntary sectors to manage and enhance parks and open spaces, and where feasible engage with them as volunteers. Developing strong relationships with external people and organisations to develop a range of expertise that will develop and enhance this service, is a vital step in the implementation of this Parks and Open Space Strategy. Given this the action plan has specific actions and performance targets in relation to this.

### **4.5 Branding and Marketing the Service**

An essential component of an effective Parks and Biodiversity Strategy is the marketing and promotion of the services and the amenities provided via the Communications Team, again the action plan reflects this.

## **5 HOW WILL WE GET THERE**

In order to ensure that we achieve our vision and aims and objectives we have developed a strategic action plan.

These actions will be phased over the 10-year period of the strategy.

Action deadlines are categorised as:

Short term-within the first 2 years of the strategy

Medium term- within years 3 to 6 of the strategy

Long term-within the final period of the strategy

## 5.1 Strategic Action Plan

Action	Responsibility	Resources	Target completion	Performance indicator
<b>Biodiversity Theme</b>				
Remove invasive weeds on set-aside areas			Short-term	Habitat conditions created where native flora and fauna thrive
Review maintenance regimes on set-aside grass areas			Short-term	Habitat conditions created where native flora and fauna thrive
Introduce appropriate native flora into set-aside areas			Short to medium term	Increased habitats and pollinators
Complete ecological surveys of sites that are set-aside for biodiversity			Short-term	Biodiversity on-site understood and opportunities for improvement maximised
Develop site specific biodiversity plans for key sites			Medium-term	Plans establish actions required to improve biodiversity on specific sites
Implement emerging biodiversity action plan			Throughout the strategy	Phased improvements in accordance with plan
Establish potential sites for Biodiversity Net Gain (BNG) funding			Short-term	Understanding of developer sites and potential for off-site funding for council land Partnership working with SWT
Develop prioritised sites and plans for BNG funding			Short-term	Sites prioritised according to criteria i.e. proximity to developments, improvements and costs etc
Implement biodiversity improvements with BNG funding			Medium to long terms	Subject to sites and funding 30-year management plans required
Develop partnership working with Surrey Wildlife Trust			Throughout the strategy	Projects delivered in Spelthorne and land adjacent to BNG potential explored
Contribute to the emerging county-wide Nature Recovery Strategy			Short-term	Contributions ensure that sites for biodiversity in Spelthorne are included in the strategy and appropriate actions and allocation of resources are made
Prioritise habitats according to the Nature Recovery Strategy and local needs			Medium-term	Efforts are focussed on the most important habitats

Implement the actions from the Nature Recovery Strategy			Medium to long-term	Dependent on the emerging SCC strategy
Continue to work in partnership with Colne Valley River Park			Throughout the strategy	Regular liaison with Projects delivered with
Develop partnership working with Thames Water			Throughout the strategy	Sites owned by Thames Water are protected and appropriately managed
Consider additional protective designations			Throughout the strategy	Research appropriate designations for each site and gain where appropriate and possible
Consider the impact of the proposed extension to Heathrow Airport			Long-term	Dependant on what is proposed and happens Biodiversity is protected and pollution minimised
Contribute corporately and to partners and Surrey County Council in developing a climate change and resilience plan			Short-term	Mitigation measures i.e. increasing the size and connectivity of sites are put in place as resources permit
Implement measures from the climate change and resilience plan			Medium to long-term	Climate change mitigation measures in force, i.e. flood alleviation diverting waters to open spaces where appropriate
Identify habitats with high biological carbon sequestration potential and planting species which can adapt to future environmental changes			Throughout the strategy	Climate mitigation measures in place to protect biodiversity
Develop Arboricultural strategy			Medium to long-term	Tree management and planting policies and procedures embedded. Climate change mitigation, stock resilience etc Tree planting opportunities maximised; mini forests established Plants and trees utilised to reduce flooding risk
<b>Provision for Children and Young People Theme</b>				
Complete installation of 2 additional play areas	Parks Officer	S106	Short-term	Additional range of play equipment to meet LAP/LEAP/NEAP standard
Establish capital program for repairs/replacement of safety surfaces	DHG NS	Officer Time	Short-term	Play areas are maintained in a safe condition
Seek resources to further improve facilities for play areas	Parks Officer	External funding	Medium-term	Resources secured including developer contributions and external funding where possible Developer contributions maximised
Update existing children and young person's facilities and where possible create new facilities	Parks Officer	External Funding	Long-term	Community needs fulfilled as resources permit

General Parks and Open Spaces				
Identify Park specific budgets	DGH NS	Officer Time	Short-term	Understanding of costs for each main site
Secure external funding for improvements	Parks Officer	Officer Time	Throughout the strategy	Resources in place to establish funding potential and bids Developer funding maximised Funding secured Improvements implemented
Ensure appropriate developer funding for new sites and where appropriate improvements to the network	Planning	S106 Officer	Throughout the strategy	Planning guidance, and legal agreements in place that maximise developer contributions
Review signage	Parks Officer	Officer Time	Short to medium-term	Corporate style and approach. Green Flag standards met where appropriate to site
Develop a marketing strategy for the service	Communications + Parks Officer	Bulletin	Medium-term	Strategy considers audience, community needs, mode of communication (including electronic, website) etc.
Promote and assist the development of community environmental groups across the Borough	Biodiversity Officer	Officer Time	Throughout the strategy	Community groups develop environmental initiatives and enhance biodiversity in our parks and open spaces, supporting the Climate Change Strategy Local groups enhance biodiversity through planting wildflower meadows in suitable locations
Review maintenance fleet	Grounds Maintenance	Parks Team	Medium-term	Electric vehicles are considered, carbon imprint reduced
Review plant and equipment	Grounds Maintenance	Parks Team	Medium-term	Modern cost-effective methods continued, and carbon imprint reduced
Develop and implement Continued Professional Development Plan	NS Team	All staff	Throughout the strategy	Gap analysis identifies needs that are fulfilled Staff enabled to perform at highest level

## 6.MONITORING AND REVIEW MECHANISMS

- To ensure that the strategy is delivered the following monitoring and review mechanisms shall be deployed:
- Individual officers will be assigned to lead on specific actions and their progress will be monitored and managed in appropriate reviews with their line manager.
- A formal review of the strategy will be undertaken in year 3 and year 7, this review will consider any significant changes that are required to policies and actions.

- At each report stage any delays will be discussed and appropriate remedial action will be determined.

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## Spelthorne Borough Council Services Committees Forward Plan

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 1 November 2025 to 31 May 2026

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Members' briefing pack 12 11 2025	Surrey Climate Change Adaptation and Resilience Strategy (Surrey Adapt)	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 13 11 2025	Approval of Community Infrastructure Levy (CIL) funding	Key Decision	Public	Jane Robinson, Principal Planning Officer
Environment and Sustainability Committee 13 11 2025	Changes to Community Infrastructure Levy Bidding Rounds 2025/2026	Key Decision	Public	Jane Robinson, Principal Planning Officer
Environment and Sustainability Committee 13 11 2025	Green Initiatives Fund Bid - Electric Charge Points	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 13 11 2025	Green Initiatives Fund Bid - Internship Stipend	Non-Key Decision	Public	Arthur Stokhuyzen, Climate Change Officer
Environment and Sustainability Committee 13 11 2025	Open Spaces and Biodiversity Strategy	Non-Key Decision	Public	Catherine Munro, Deputy Group Head Neighbourhood Services

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 13 11 2025	Play Facility in Memorial Gardens, Staines-upon-Thames	Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services
Environment and Sustainability Committee 08 01 2026	Budget Report	Non-Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Environment and Sustainability Committee 08 01 2026	Fees and Charges	Non-Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Environment and Sustainability Committee 08 01 2026	Green Initiatives fund Bid - Solar Panels	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 08 01 2026	Service Plans	Non-Key Decision	Public	Heather Morgan, Group Head - Place, Protection and Prosperity, Sandy Muirhead, Group Head - Commissioning and Transformation
Council  Environment and Sustainability Committee	Re-adoption of Climate Change Supplementary Planning Document	Non-Key Decision	Public	Jane Robinson, Principal Planning Officer
Environment and Sustainability Committee  Council	Adoption of Local Plan	Non-Key Decision	Public	Jane Robinson, Principal Planning Officer

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee  Council	Adoption of the Spelthorne Design Code	Non-Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning