

Please reply to:

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Date: 24 December 2025

Notice of meeting

Environment and Sustainability Committee

Date: Thursday, 8 January 2026

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:

J.A. Turner (Chair)	T. Burrell	N. Islam
J.R. Boughtflower (Vice-Chair)	J.P. Caplin	A. Mathur
L. Barker	D.C. Clarke	H.R.D. Williams
M. Beecher	S.M. Doran	P.N. Woodward
M. Bing Dong	K.M. Grant	

Substitute Members: Councillors C. Bateson, S.N. Beatty, 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 customer.services@spelthorne.gov.uk Telephone 01784 451499

Agenda

Page nos.

1. **Apologies and Substitutes**

To receive any apologies for absence and notification of substitutions.

2. **Minutes**

5 - 8

To confirm as a correct record the minutes of the Environment and Sustainability Committee meeting held on 13 November 2025.

3. **Disclosures of Interest**

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

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

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

At the time of publication of this agenda no questions were received.

5. **Formal Endorsement of SCC Retrofit Strategy**

9 - 102

Committee is asked to:

1. Approve the formal endorsement of Surrey County Council Retrofit Strategic Action Plan; and
2. Approve the Chair of the Environment and Sustainability Committee to sign the endorsement letter.

6. **Adoption of the Spelthorne Design Code**

103 - 320

Committee is asked to agree that the Spelthorne Design Code be recommended for adoption at Full Council

7. **HMO Supplementary Planning Document Consultation Draft**

321 - 356

Committee is asked to:

Agree that the Consultation Draft of the Spelthorne Houses in Multiple Occupation (HMO) Supplementary Planning Guidance (SPD) be published for a 4 week public consultation under Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012.

8. **Budgets, Fees and Charges (E & S)**

Report to follow

Committee is asked to:

1. Review the draft detailed revenue budget for 2026/27 for Environment & Sustainability Committee and agree any amendments,
2. Review the draft detailed Capital Budget for 2026/27 for Environment & Sustainability Committee; and
3. Recommend to Corporate Policy & Resources Committee to approve the proposed budgets.

9. Forward Plan 357 - 360

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

10. Exclusion of Public & Press (Exemption Business)

To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

11. Service Plans - E & S

Committee is asked to consider the Service Plans for the Environment and Sustainability Committee.

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| a) | Neighbourhood Services | 361 - 388 |
| b) | Spelthorne Direct Services | 389 - 400 |
| c) | Service Plan - Planning Development Management | 401 - 418 |
| d) | Strategic Planning | 419 - 432 |