

**Minutes of the Environment and Sustainability Committee
8 January 2026**

Present:

Councillor J.A. Turner (Chair)
Councillor J.R. Boughtflower (Vice-Chair)

Councillors:

L. Barker	J.P. Caplin	K.M. Grant
M. Bing Dong	D.C. Clarke	A. Mathur
T. Burrell	S.M. Doran	H.R.D. Williams

Substitutions: Councillors K. Howkins (In place of P.N. Woodward)
J.R. Sexton (In place of M. Beecher)

Apologies: Councillors N. Islam

In Attendance: Councillors C. Bateson

1/26 Minutes

The minutes of the meeting held on 13 November 2025 were agreed as a correct record.

2/26 Disclosures of Interest

There were none.

3/26 Questions from members of the Public

There were none.

4/26 Formal Endorsement of SCC Retrofit Strategy

The Committee considered a report from the Climate & Energy Lead requesting endorsement of Surrey County Council's Retrofit Strategic Action Plan. Endorsing the action plan would ensure that Spelthorne aligned with county-wide climate commitments and strengthen the Council's position within shared funding, delivery, and skills-development programmes. The action plan aimed to reduce emissions, improve energy efficiency in homes, and help meet Surrey-wide and national Net Zero commitments.

The Committee noted that social landlords had been invited to discussions regarding the strategy alongside representatives from all relevant industries and other local authorities. They would not be mandated to engage with the action plan, however there was an aim to create a culture that encouraged participation and knowledge sharing. There was no financial or material resource commitment other than officer time, which had already been taken into account.

The Committee **resolved** 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.

5/26 Adoption of the Spelthorne Design Code

The Committee considered recommending that the Spelthorne Design Code be recommended for adoption by Council. The Spelthorne Design Code had been created in a collaboration between the public, technical stakeholders, and a Task Group consisting of cross-party members. The work was supported by officers in the Strategic Planning team and consultants. The design code aimed to encourage the delivery of sustainable and locally distinctive development across the Borough.

Once adopted, the design code would be promoted by the Council, and planning applicants would be required to complete relevant checklists and reports. The Council could also apply the design code to applications received.

The Committee thanked those involved in the development of the code.

The Committee **resolved** to agree that the Spelthorne Design Code be recommended for adoption at Full Council.

6/26 HMO Supplementary Planning Document Consultation Draft

The Committee considered the commencement of a statutory consultation on Spelthorne Houses in Multiple Occupation (HMO) Supplementary Planning Document (SPD). An addendum was also provided to the Committee of minor amendments to the document. The SPD sought to address concerns from residents and elected members regarding the location, impact and quality of

HMO proposals. The SPD set out a four-stage approach to assessing all planning applications for new HMOs: a Neighbourhood Impact Assessment, Proximity Impact Assessment, Planning Standards Assessment, and Design Assessment. The thresholds for the assessments had been established following a review of best practice across the country. Unless all four assessments were satisfactorily met, the application would be recommended for refusal.

The Committee acknowledged the consultation would invite comments from residents, developers, and stakeholders on the draft document, and these would be presented to the Committee before a final decision. The Committee were assured that further work was being undertaken to assist residents in reporting any HMOs of concern, and to provide guidance to tenants and landlords about their requirements.

The Committee **resolved** 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.

7/26 WITHDRAWN - Budgets, Fees and Charges (E & S)

This item was withdrawn from the agenda.

8/26 Forward Plan

The Committee received the forward plan for future Committee business.

The Committee **resolved** to note the forward plan.

9/26 Exclusion of Public & Press (Exemption Business)

The public and press did not need to be excluded for the meeting as the remainder of the items on the agenda had been withdrawn.

10/26 WITHDRAWN - Service Plans - E & S

This item was withdrawn from the agenda.

11/26 Neighbourhood Services

This item was withdrawn from the agenda.

12/26 Spelthorne Direct Services

This item was withdrawn from the agenda.

13/26 Service Plan - Planning Development Management

This item was withdrawn from the agenda.

14/26 Strategic Planning

This item was withdrawn from the agenda.