Please reply to:
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Date: 11 November 2026

Notice of meeting

Environment and Sustainability Committee

Date: Thursday, 19 November 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)	D.C. Clarke	L. E. Nichols
J.R. Boughtflower (Vice-Chair)	J.T.F. Doran	J.R. Sexton
L. Barker	K.M. Grant	H.R.D. Williams
M. Beecher	K. Howkins	P.N. Woodward
T. Burrell	A. Mathur	

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

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.

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 10 September 2026.

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. Options paper alternative locations for a Multi-Use Games Area following the decision not to proceed at Memorial Gardens **9 - 20**

Committee is asked to:
1. Note that the Environment & Sustainability Committee has resolved not to proceed with the proposed Multi-Use Games Area (MUGA) at Memorial Gardens, Staines-upon-Thames.
2. Consider the following four potential locations for a MUGA, listed alphabetically: Laleham Park, Lammas Park, Moormede Recreation Ground and Staines Park.
3. Consider the options to select one of the four potential locations for officers to consult on and agree that the consultation outcome, site-specific feasibility findings, estimated financial implications and recommended next steps be reported to a future meeting of the Environment & Sustainability Committee.
4. Note that, if no location is selected, no further action will be taken to pursue a MUGA through this options process.

6. Staines Masterplan – Adoption as an Interim Technical Note and progression as a Supplementary Plan **21 - 218**

Committee is asked to:
Make a recommendation to Council to

1. Approve the draft Staines Masterplan, attached at Appendix A, as an Interim Technical Note, having considered the representations received during public consultation. The Interim

Technical Note shall take immediate effect as a material consideration in the determination of planning applications and appeals within the Masterplan area. For the avoidance of doubt, the Interim Technical Note does not form part of the development plan and does not introduce new planning policy beyond that contained within the adopted Spelthorne Local Plan 2024–2039/40 and relevant national planning policy.

2. Approve the Staines Masterplan as the draft Supplementary Plan for the purposes of the Town and Country Planning (Local Planning) (England) Regulations 2026, and authorise officers to undertake all necessary procedural steps required for its preparation, including:

- publication of the notice of intention to prepare a Supplementary Plan;
- update to the Local Plan timetable;
- undertake statutory consultation and;
- following consideration of representations received and making any minor changes or corrections required as a result, submission of the Supplementary Plan for independent examination.

3. Authorise the Chief Executive to make minor changes and corrections to the documents prior to submission, in consultation with the Chair and Vice Chair of Environment & Sustainability Committee
4. Inform West Surrey shadow authority of the Council's intention to progress the Staines Masterplan as a Supplementary Plan and following Vesting Day, gives consideration to continuing the examination process and determining whether to proceed to adoption.

7. Strategic CIL **219 - 248**

Committee is asked to:

1. Approve Community Infrastructure Levy (CIL) funding for the applications set out below, following consideration by the Strategic CIL Task Group and recommendation to the Environment and Sustainability Committee:
   i. Strategic CIL funding applications for:
      - Visit Staines BID – replacement of town centre digital kiosks
      - Spelthorne Borough Council – resurfacing 10 play areas across the borough

   ii. Two Local CIL applications referred from Local CIL spending boards.

8. Green Initiative Fund Request - Colne Valley Regional Park - Recommendation from Climate and Nature Working Group **249 - 266**

Committee is asked to:

- Approve Colne Valley Regional Park Trust (CVRPT) application for Green Initiatives Fund (GIF) funding for the sum of £20,000; and

- Delegate authority to the Deputy Chief Executive to finalise and enter into the Grant Funding Agreement with CVRPT

9. Green Initiative Funding Application **267 - 320**

Committee is asked to:
Approve Green Initiative Fund (GIF) funding of £16,000 towards the replacement of the existing all-electric heating system at Ashford Cemetery Lodge, Ashford TW19 7AD with an appropriately designed low carbon heating system - air source heat pump (ASHP).

10. Environment and Sustainability Committee Q2 2026/27 Performance Report **321 - 332**

The Committee is asked to consider and acknowledge the Q2 2026/27 Key Performance Indicators for Environment and Sustainability Committee.

11. Updates from Task and Finish and/or Working Groups **To Follow**

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

Community Infrastructure Levy Task Groups

12. Forward Plan **333 - 336**

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

Minutes of the Environment and Sustainability Committee
10 September 2026

Present:

Councillor J.A. Turner (Chair)

Councillors:

L. Barker	K.M. Grant	J.R. Sexton
M. Beecher	K. Howkins	H.R.D. Williams
D.C. Clarke	L. E. Nichols	P.N. Woodward

Substitutions: Councillors D. Saliagopoulos (In place of A. Mathur)

Apologies: Councillors J.R. Boughtflower, T. Burrell and J.T.F. Doran

39/26 Minutes

The minutes of the meeting held on 18 June 2026 were agreed as a correct record.

40/26 Disclosures of Interest

There were none.

41/26 Questions from members of the Public

The Chair informed the committee that Question Two submitted with the committee agenda had been withdrawn since publication.

Question from Riverside Residents (Staines) Coalition Partners:

“As leader of the 2024 independent research by Royal Holloway, University of London, into groundwater flood risk in Staines, Dr Jonathan Paul unarguably knows more than anyone about the highly complex characteristics and dynamics of what is recognised to be a critical threat from new developments to the town’s residents, its environment and sustainability. The threat is increasingly exacerbated by climate change. Several months ago we (and Dr

Paul himself) were told that Dr Paul would be an integral member of the group working on the Council's new policy directive to ensure the below-ground structures of all new developments in the town will not further increase the risk of flooding in the area around them. This has not happened, with no explanation to him or us. How and when does the Council intend to engage with Dr Paul on the content of the new policy?"

Response from Chair:

"The Council remains committed to working with Surrey County Council, as the Lead Local Flood Authority, and the Environment Agency to prepare a Groundwater Technical Note. The Council is currently progressing procurement of this work. Once commissioned, engagement will take place with relevant technical stakeholders, including Dr Jonathan Paul, whose expertise and contribution to the Royal Holloway groundwater flood risk research is recognised and valued. Dr Paul has indicated that he is willing to engage in the process and provide comments on draft documents. Subject to procurement being completed as anticipated, the Technical Note is expected to take approximately four months to prepare, allowing for its adoption before 31 March 2027."

Some members of the committee expressed dissatisfaction with the status of the update. It was proposed by Councillor Nichols and seconded by Councillor Williams that an update be brought to a future meeting. This suggestion was rejected as some members of the Committee felt that the November meeting was too late for an update, so the Chair suggested this be circulated via e-mail when received.

42/26 Public consultation response for proposed Multi-Use Games Area in Memorial Gardens Staines-upon-Thames

The Committee considered a proposal for a Multi-Use Games Area in Memorial Gardens, Staines-upon-Thames following public consultation. The consultation received 760 responses, with 74.47% of respondents indicating they were unsupportive/very unsupportive of the proposal. Written comments indicated that a majority of respondents did not think the location was suitable for the proposal, and objected to the loss of green space near the riverside. The Police had also responded in support of the principle, but objected to the proposed location. As the consultation outcome did not satisfy the threshold established by the Committee in March 2026, it was recommended that the project not proceed.

Some members of the Committee expressed concern over the data presented as part of the consultation as they felt this did not accurately reflect the demographic that the proposal would appeal to. The Committee were reminded that a majority of respondents indicated that they were current users of the Memorial Gardens. Members of the Committee acknowledged that they would wish for the proposal to progress, but not on the proposed site.

The Committee **resolved** to

1. Acknowledge the outcome of the public consultation on the proposed Multi-Use Games Area in Memorial Gardens, Staines-upon-Thames;
2. Agree that the current Memorial Gardens Multi-Use Games Area proposal should not progress in its present form and location, having considered the consultation outcome, site-specific issues, financial implications, legal considerations and deliverability matters; and
3. Note that any future consideration of alternative recreation provision, alternative locations or lower-impact improvements would require a separate options report, funding route, consultation where appropriate, and relevant committee or successor authority approval.

The Committee **resolved** that future consideration of alternative recreation provision, alternative options or lower-impact improvements be brought to the next committee meeting.

43/26 Council Emergency Plan V9.0

The Committee considered updates to the Spelthorne Borough Council Emergency Plan. The Emergency Plan served as the Council's formal framework for emergency preparedness, response and recovery. The Council has a legal obligation to maintain up-to-date emergency plans and to ensure it can deliver its requirements. The key change to the document was dividing it into separate policy and operational response documents.

The Committee acknowledged a number of incidents in the borough and the agencies in charge of dealing with them as well as the risk ratings for emergencies. The Committee noted there was little information available at this time as to how West Surrey as the successor authority would be dealing with emergencies. It was proposed by Councillor Nichols, seconded by Councillor Sexton and **resolved** that the Committee be presented with information on the arrangements that will replace the current Council Emergency Plan once known.

The Committee **resolved** to agree the update to the Spelthorne Borough Council Emergency Plan.

44/26 Governance Assurance update - Meeting the Council's Zero Carbon Targets and Wider Environmental Responsibilities

The Committee considered a report that sought to inform and assure members on the "Meeting the Council's Zero Carbon targets and Wider Environmental Responsibilities" section of the Council's Governance Assurance Register.

The Committee noted that opportunities for future work were limited due to Local Government Reorganisation and the departure of key team members.

The Committee wished to convey their thanks to the team who had undertaken work so far.

The Committee **resolved** to

1. Note the current overall assurance level for the Governance Assurance Area “Meeting the Council’s Zero Carbon Targets and Wider Environmental Responsibilities” included in the Council’s Governance Assurance Register and;
2. Acknowledge the key focus areas, concerns and issues relating to this Governance Assurance Area as set out in the appendix.

45/26 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 and Nature Working Group.

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

46/26 Forward Plan

The Committee received the forward plan for future committee business.

The Committee **resolved** to note the forward plan for future committee business with the inclusion of a report on Emergency Plan Arrangements in the Successor Authority, and a r report on Alternative Options for Recreation Provisions.

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	29/9/26
Relevant Group Head review	Shared for comment	29/9/26
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)	Shared for comment	29/9/26
This item is on the Forward Plan for the relevant committee	yes	29/9/26
	Reviewed by	
Finance comments (circulate to Finance)	AB	03/11/26
Risk comments (circulate to Lee O'Neil)	LO	07/10/26
Legal comments (circulate to legal@spelthorne.gov.uk)	LH	23/09/26
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 rec'd
Monitoring Officer commentary – at least **5 working days before MAT**	L Heron	23/09/26
S151 Officer commentary – at least **5 working days before MAT**	T.Collier	14/09/26
Commissioner engagement	J. Kingston	11/11/2026
	Delete as applicable:	No issues
Relevant MAT member sign-off		
Report reviewed by Management Team		

Environment & Sustainability Committee

Date of meeting Thursday 19 November 2026

Title	Options paper alternative locations for a Multi-Use Games Area following the decision not to proceed at Memorial Gardens
Purpose of the report	To consider four alternative locations for a Multi-Use Games Area and select one site for public consultation.
Report Author	*Jackie Taylor, Group Head Neighbourhood Services*
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	Community Environment
Recommendations	**Committee is asked to:** 1. Note that the Environment & Sustainability Committee has resolved not to proceed with the proposed Multi-Use Games Area (MUGA) at Memorial Gardens, Staines-upon-Thames. 2. Consider the following four potential locations for a MUGA, listed alphabetically: Laleham Park, Lammas Park, Moormede Recreation Ground and Staines Park. 3. Consider the options to select one of the four potential locations for officers to consult on and agree that the consultation outcome, site-specific feasibility findings, estimated financial implications and recommended next steps be reported to a future meeting of the Environment & Sustainability Committee. 4. Note that, if no location is selected, no further action will be taken to pursue a MUGA through this options process.
Reason for Recommendation	To present Members with four alternative potential locations for a Multi-Use Games Area and for the Committee to consider and, if appropriate, select one potential location for a single site to be taken forward for public consultation. The Environment & Sustainability Committee has resolved not to proceed with the proposed MUGA at Memorial Gardens. In doing so, the Committee instructed officers to return to the November meeting with an options paper setting out alternative potential locations.

1. Executive summary of the report

What is the situation	Why we want to do something

• On 10 September 2026, the Environment & Sustainability Committee agreed not to proceed with the proposed MUGA in Memorial Gardens, Staines-upon-Thames, and instructed officers to return in November with an options paper setting out alternative potential locations.	• The Council should consider whether improved free-to-access recreation for young people could be provided in a more suitable location. National physical activity evidence and local strategies identify inactivity, health inequalities, parks and open spaces, and community wellbeing as priorities, supporting further proportionate investigation without committing the Council to delivery.
This is what we want to do about it	**These are the next steps**
• This report sets out four potential locations for Members to consider, listed alphabetically: Laleham Park, Lammas Park, Moormede Recreation Ground and Staines Park. It does not seek approval to deliver a MUGA at this stage; its purpose is to enable Members to identify one site for public consultation.	• If the November Committee selects one of the four sites, officers will begin a consultation exercise on that site and will report back with the outcome, site-specific feasibility considerations, estimated funding implications and any recommended next steps. If Members do not select any of the four sites, no further action will be taken to pursue this matter. • This staged approach supports the Council's Best Value duty by avoiding any premature commitment to expenditure, construction or delivery. If a site is selected, local need, community support, site suitability, capital and revenue costs, deliverability and long-term management implications will be tested through consultation and reported back to Committee before any further decision. If no site is approved, the matter will conclude with no further action.

2. Key issues

2.1 In March 2026, the Environment & Sustainability Committee considered proposals for a semi-informal, open-access MUGA within Memorial Gardens, Staines-upon-Thames. Following consultation and consideration of the outcome, the Committee agreed on 10 September 2026 not to proceed and instructed officers to return in November with an options paper setting out alternative potential locations.

2.2 As instructed by the Committee, officers have identified four potential locations for Members to consider, listed alphabetically: Laleham Park, Lammas Park, Moormede Recreation Ground and Staines Park.

2.3 The Spelthorne Health and Wellbeing Strategy 2022–2027 supports accessible and affordable physical activity, greater use of parks and open spaces, and stronger communities. It records that 26.3% of children in Spelthorne are inactive. The Corporate Plan 2024–2028 Action Plan and Open Spaces and Biodiversity Strategy 2025–2035 also support healthier lifestyles and high-quality, accessible open-space provision that responds to community need.

2.4 National guidance recommends that children and young people average at least 60 minutes of moderate to vigorous physical activity each day across the week. Sport England's Active Lives Children and Young People Survey shows that a significant proportion do not meet this benchmark, supporting consideration of accessible opportunities for physical activity.

2.5 Together, the local and national evidence provides a rationale for exploring free or low-cost outdoor recreation for children and young people but does not establish that a MUGA is the only or preferred response or justify a delivery decision at this stage.

2.6 The previous proposal demonstrated interest in improved informal sports and recreation space, but the consultation and Committee decision established that Memorial Gardens was not the right location for that scheme. This report does not revisit that decision; it considers whether the underlying need for accessible youth recreation could be met more appropriately at an alternative location.

2.7 The evidence base is therefore sufficient to justify a proportionate next step, but not sufficient at this stage to justify a delivery decision. Members are not being asked to approve construction, funding or planning. They are being asked to consider and, if appropriate, select one potential location for consultation so that local need, likely users, accessibility, community impact, environmental constraints, safety concerns, management issues and deliverability can be tested before any future recommendation is made. This would form part of any business case for pursuing any further work.

2.8 In considering whether to take one site forward for consultation, Members should have regard to the Council's Best Value duty and the need to secure economy, efficiency and effectiveness in the use of public resources. At this stage, the proposed approach is proportionate because it does not commit the Council to construction, funding or procurement. Instead, it allows the Council to test whether there is sufficient local need and community support, whether the selected site is suitable and deliverable, what capital and revenue costs may arise, what long-term management and maintenance implications would need to be funded, and whether the likely community benefit would justify any future investment.

2.9 The consultation will be developed in line with the Council's consultation, communications and data protection requirements. Materials should show the indicative siting, scale, fixed-fencing approach, proposed operating arrangements and whether lighting is proposed. Engagement should include young people, schools, park users, disabled users, nearby residents and people without digital access. A further report will be brought back before any decision on design, funding, planning or delivery.

3. Options appraisal (sites listed alphabetically)

Criteria	Laleham Park	Lammas Park	Moormede	Staines Park
Strategic fit and local need	Could provide additional recreation within a large park setting. Its ability to meet the intended community need would need to be tested.	Could complement existing play, leisure and recreation uses. Local need and the effect on the overall mix of uses would need to be tested.	Could provide free-to-access recreation for the surrounding neighbourhood. Local need and the relationship with other provision on that site would need to be tested.	Could complement the park's existing recreation role. Local need and the relationship with current activities would need to be tested.
Accessibility	Walking, cycling, public transport, parking and inclusive access require assessment, including access for young people without private transport.	Existing park access and nearby leisure use may assist access, but walking, cycling, public transport, parking and inclusive access require assessment.	Walking, cycling, public transport, parking, safe routes and inclusive access require assessment.	Walking, cycling, public transport, parking, safe routes and inclusive access require assessment.
Site capacity and existing uses	Potential locations may be available, subject to confirmation of dimensions, ground conditions, park character and effects on existing users.	Potential locations would need to be assessed against existing facilities, activity levels, informal recreation and park capacity.	Available space, dimensions and an appropriate location require confirmation. Effects on informal open space and existing users would depend on detailed siting.	Potential locations would need to be assessed against existing pitches, informal recreation and other land constraints.
Residential amenity and community safety	Proximity to homes, natural surveillance, noise, lighting, evening use and management require assessment.	Existing footfall may contribute to natural surveillance, but proximity to homes, noise, lighting, evening use and management	Proximity to homes, noise, lighting, natural surveillance, evening use and anti-social behaviour risks require assessment.	Proximity to homes, noise, lighting, natural surveillance, evening use and anti-social behaviour risks require assessment.

Criteria	Laleham Park	Lammas Park	Moormede	Staines Park
		require assessment.		
Environmental considerations	Flood risk, drainage, biodiversity, trees, landscape character and loss of open space require site-specific assessment.	Flood risk, drainage, ecology, trees, landscape and loss of open space require site-specific assessment.	Trees, ecology, drainage, flood risk, landscape and loss of open space require site-specific assessment.	Trees, ecology, drainage, flood risk, landscape and loss of open space require site-specific assessment.
Deliverability	Legal title, flood risk, access, services, planning, ground conditions, cost and operational requirements require confirmation.	Legal title, flood risk, access, services, planning, park capacity, cost and operational requirements require confirmation.	Legal title, access, services, planning, ground conditions, cost and operational requirements require confirmation.	Legal title, Fields in Trust status, access, services, planning, existing uses, cost and operational requirements require confirmation.
Consultation focus	Test local need, accessibility, preferred siting, effects on park character and users, and proposed management arrangements.	Test local need, accessibility, effects on existing facilities and park users, park capacity, and proposed management arrangements.	Test local need, accessibility, preferred siting, effects on neighbours and park users, and proposed management arrangements.	Test local need, accessibility, effects on existing sport and recreation, effects on neighbours, and land constraints.

3.1 The appraisal identifies potential benefits and constraints for each of the four sites. The information currently available does not provide a sufficient basis to identify one site as demonstrably preferable overall. Each option would require further site-specific assessment, and Members should consider the criteria in the round when selecting one location for consultation.

3.2 Officers are not recommending one location over another at this stage. The purpose of the report is to enable Members to consider the relative merits and constraints for Laleham Park, Lammas Park Moormede Recreation Ground and Staines Park and if appropriate, to select one site for public consultation.

3.3 This is a high-level screening appraisal rather than a comparative feasibility assessment. The consultation findings and site-specific work, including accessibility, legal and land constraints, environmental impacts, residential amenity, effects on existing users, costs, funding and operational

arrangements, will be reported back to Committee before any recommendation is made on whether or how to proceed.

4. Risk implications

Risk	Issue	Mitigation
Consultation and community support	Any of the four sites may attract objections from residents, park users or stakeholders due to perceived loss of open space, changes to park character, noise, lighting, anti-social behaviour, parking pressure or displacement of existing activities.	Consult on only the one site selected by Members, provide clear information on siting, scale, management and alternatives considered, and report the outcome back before any delivery decision is made.
Planning, legal and land constraints	Each site may have constraints relating to covenants, Fields in Trust protections, planning policy, permitted use, access, highways, flood risk, ecology or other site-specific restrictions.	Undertake legal, planning, title, flood risk, ecology and highways checks before a final recommendation or planning application is progressed. There is currently no budget for these costs, and this would need to be considered.
Ground conditions	Site-specific ground conditions or existing below-ground features may need to be considered as part of any future feasibility work. These could affect the detailed design, programme or cost.	Review available site information and, if the proposal progresses, undertake proportionate surveys or ground investigation where appropriate. Any findings would be considered through the design, cost planning and delivery process.
Environmental and open space impact	Installing a hard-surfaced MUGA with fixed fencing could affect grassed open space, trees, biodiversity, drainage, landscape character and climate resilience at any shortlisted park.	Select the least harmful location within the chosen site, avoid sensitive habitat or trees, assess drainage and flood risk, and include appropriate landscaping, materials and maintenance measures.
Community safety and anti-social behaviour	A MUGA could become a gathering point and may increase concerns about noise, litter, vandalism, intimidation, misuse, evening activity and conflict with other	Design in natural surveillance, involve community safety partners, and confirm maintenance, cleaning and inspection arrangements before delivery.

	park users if not suitably designed and managed.	
Financial and funding risk	The previous CIL bid was withdrawn as it was specific to the Memorial Gardens MUGA proposal. Any of the four alternative sites would require a new cost estimate, surveys, design work, planning costs, site preparation and a new CIL bid. A separate funding route would also be needed for costs that are not eligible to be met from CIL.	Do not commit to construction until a full business case, revised cost plan, funding route and revenue maintenance implications have been approved.
Operational and delivery risk	Delivering a MUGA at any of the four sites may be affected by procurement timescales, surveys, planning, local government reorganisation, contractor availability, ground conditions and ongoing maintenance responsibilities.	Prepare a staged project plan after consultation, including gateways for feasibility, funding, planning, procurement and successor authority approval where required.

5. Financial implications

5.1 The March 2026 report identified indicative costs of up to £500,000 for the Memorial Gardens MUGA, plus early-stage survey, assessment and planning costs. The previous CIL bid was specific to that proposal and has been withdrawn.

5.2 For this options report, an initial indicative capital allowance, by way of a CIL bid of up to £300,000 will need to be progressed if a single alternative site is selected. Construction at an alternative location is expected to cost considerably less because of the revised specification, including fixed rather than removable fencing, better construction access, less environmental impact and greater design flexibility. The allowance remains indicative and subject to detailed design.

5.3 The allowance is not site-specific and does not indicate a preferred option. Final costs will depend on the selected location, detailed design, fixed fencing requirements, site conditions, surveys, planning, inflation and procurement.

Financial item	**Amount/position**
Indicative total project cost	£300,000
Estimated planning application and further studies revenue cost	Approximately £35,000 for planning application preparation and further studies. Funding has not yet been identified, and these costs cannot be funded from CIL.

Funding position	No delivery funding is currently approved. A new CIL bid would be required for any selected alternative site, and a separate funding route would be needed for any non-CIL eligible revenue costs.

5.4 No delivery funding is approved. If, following consultation, the Council wishes to progress a scheme, a new CIL bid would need to be submitted and assessed through the relevant governance processes before any delivery decision. CIL can fund only eligible capital expenditure; the estimated £35,000 cost of preparing a planning application and further studies, together with any other ineligible costs, would require a separate funding source which might be from revenue.

6. Legal comment

6.1 In making a decision on which alternative site should be taken forward for consultation, Members must have regard to relevant considerations including community need, accessibility, environmental impact, site constraints, deliverability, cost, consultation requirements and the previous decision not to proceed at Memorial Gardens.

6.2 The decision sought at this stage is limited to selecting one location for public consultation. It does not authorise design, planning, procurement, funding submission or delivery of a MUGA. Any future decision to progress a scheme would need to be supported by site-specific feasibility work, consultation feedback, legal and property checks, financial implications and any required committee approvals.

6.3 The Council should ensure that any consultation on the selected site is fair, clear and proportionate, explains the scope of the proposal and alternatives considered, and allows consultees a proper opportunity to comment before any further decision is taken.

Corporate implications

7. Commissioners' comments

7.1 There are no comments from Commissioners.

8. S151 Officer comments

8.1 The S151 Officer confirms that the financial implications have been identified in the report. There is also currently no funding provision for costs that are ineligible for CIL funding. The build costs could potentially be funded from capital receipts, but this would reduce the resources available to repay debt.

9. Monitoring Officer comments

9.1 Save as set out in the body of this report, there are no further legal implications arising from the recommendations in this report. All applicable issues associated with the selected location will be addressed in subsequent reports.

10. Procurement comments

10.1 There are no procurement implications arising from the decision to select a site for consultation. Procurement advice will be required if, following consultation and further approvals, the Council decides to progress design, surveys, works or delivery.

11. Equality and Diversity

11.1 The objective of improving access to free outdoor recreation for older children and young people remains relevant. Selecting one site for consultation will allow Members to test community views on whether that location would provide accessible, inclusive and appropriate recreation provision.

11.2 The consultation should consider access for different communities and users, including children and young people, families, disabled users, residents without private gardens, existing park users and nearby residents. The outcome will inform whether a future proposal should be developed and what mitigation or design changes may be required.

12. Sustainability and Climate Change Implications

12.1 Any selected site will require further assessment of ecological impacts, flood risk, drainage, trees, loss of grassed open space, sustainable materials, maintenance, climate resilience and the role of public open space. These considerations should inform the consultation material and any future recommendations to Members.

13. Other considerations

13.1 The four potential locations in the Staines area identified for consideration, listed alphabetically, are Laleham Park, Lammas Park, Moormede Recreation Ground and Staines Park. Before any decision is made on delivery, each location would require further site-specific assessment of accessibility, Fields in Trust considerations, planning requirements, environmental impact, flood risk, residential amenity, existing park use, operational management, cost and deliverability.

13.2 At this stage, Members are not being asked to approve a MUGA scheme or authorise expenditure on delivery. The decision is confined to identify, if appropriate, one selected location for consultation so that community feedback and site-specific implications can be understood before a further report is brought back.

Business Case Requirement

13.3 A detailed business case will be required before any decision is taken to progress a MUGA in Staines-upon-Thames. The business case needs to assess the strategic need for the facility, demonstrate alignment with the Council's corporate priorities and health and wellbeing objectives, quantify current and future demand, and evaluate the social, economic and community benefits that could be achieved. It also needs to consider capital and ongoing revenue costs, funding opportunities, site constraints, operational and maintenance requirements, potential income generation, risks, and alternative options.

13.4 The business case will provide the evidence base necessary to determine whether the project represents value for money, is financially sustainable, and delivers sufficient community benefit to justify investment.

14. Local Government Reorganisation Implications

14.1 The Memorial Gardens MUGA proposal will not proceed. The decision sought in this report is to select one alternative potential location for consultation only and does not create a commitment to deliver a scheme before Local Government Reorganisation or Vesting Day.

14.2 If, following consultation, Members later wish to progress a MUGA at the selected site, further approvals will be required. Any future proposal would need to take account of transition arrangements, available resources, funding requirements, procurement principles, contract approval requirements and the priorities of the successor authority.

15. Timetable for implementation

15.1 The current Memorial Gardens MUGA proposal will not proceed following the Environment & Sustainability Committee's decision on 10 September 2026. No further delivery timetable applies to that scheme. Officers will instead present this options paper to the November Committee for Members to select one alternative potential location for consultation.

15.2 If Members select a site, officers will commence a consultation exercise on that single location. The consultation findings, any site-specific feasibility issues, funding requirements and proposed next steps will be reported back to Members before any commitment is made to design, planning, procurement or delivery.

15.3 The indicative timetable, subject to Committee decision and officer capacity, is set out below;

Milestone	Indicative date
Consultation commencement date	27 November 2026
Consultation closes	8 January 2027
Report consultation results back to Committee	18 March 2027

16. Contact

16.1 Jackie Taylor, Group Head Neighbourhood Services *j.taylor@spelthorne.gov.uk*

Background papers: There are none

Appendices: There are none

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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**	**ongoing**
Relevant Group Head review	**Yes**	**23/10/26**
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)	**Yes**	**23/10/26**
This item is on the Forward Plan for the relevant committee	**Yes**	**18/06/26**
	Reviewed by	
Finance comments (circulate to Finance)	**AB**	**06/11/26**
Risk comments (circulate to Lee O'Neil)	**LO**	**29/10/26**
Legal comments (circulate to legal@spelthorne.gov.uk)	**LH**	**29/10/26**
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 rec'd
Monitoring Officer commentary – at least **5 working days before MAT**	**L Heron**	**29/10/26**
S151 Officer commentary – at least **5 working days before MAT**	**T.Collier**	**26/10/26**
Commissioner engagement	**D. McLaughlin**	**11/11/2026**
	Delete as applicable:	Comments in S. 7
Relevant MAT member sign-off		**03/11/26**
Report reviewed by Management Team		**03/11/26**

Environment and Sustainability Committee

19 November 2026

Title	Staines Masterplan – Adoption as an Interim Technical Note and progression as a Supplementary Plan
Purpose of the report	To make a recommendation to Council
Report Author	*Laura Richardson*
Ward(s) Affected	Riverside and Laleham Staines South Staines
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community Addressing Housing Need Environment
Recommendations	**Committee is asked to:** **Make a recommendation to Council to** 1. Approve the draft Staines Masterplan, attached at Appendix A, as an Interim Technical Note, having considered the representations received during public consultation. The Interim Technical Note shall take immediate effect as a material consideration in the determination of planning applications and appeals within the Masterplan area. For the avoidance of doubt, the Interim Technical Note does not form part of the development plan and does not introduce new planning policy beyond that contained within the adopted Spelthorne Local Plan 2024–2039/40 and relevant national planning policy. 2. Approve the Staines Masterplan as the draft Supplementary Plan for the purposes of the Town and Country Planning (Local Planning) (England) Regulations 2026, and authorise officers to undertake all necessary procedural steps required for its preparation, including: • publication of the notice of intention to prepare a Supplementary Plan; • update to the Local Plan timetable; • undertake statutory consultation and; • following consideration of representations received and making any minor changes or corrections required as a result, submission of the Supplementary Plan for independent examination.

	3. Authorise the Chief Executive to make minor changes and corrections to the documents prior to submission, in consultation with the Chair and Vice Chair of Environment & Sustainability Committee 4. Inform West Surrey shadow authority of the Council's intention to progress the Staines Masterplan as a Supplementary Plan and following Vesting Day, gives consideration to continuing the examination process and determining whether to proceed to adoption.
Reason for Recommendation	1. The Staines Masterplan provides a clear framework for the future regeneration, enhancement and growth of the town centre. Adoption as an Interim Technical Note will enable it to be used immediately as a material consideration in planning applications and appeals. 2. Progressing the Masterplan as a Supplementary Plan will provide an opportunity for further statutory consultation and independent examination, strengthening its status within the planning framework and supporting consistent decision-making. 3. Following statutory consultation it may be necessary to make minor changes and corrections to the documents prior to submission. In order to progress the Masterplan in line with the timetable and to ensure submission before Vesting Day there will be insufficient time to return to Committee to seek this approval. 4. Advancing the Masterplan at this stage will help establish a locally informed vision for Staines ahead of Local Government Reorganisation and support its consideration by the future West Surrey authority.

1. Executive summary of the report

What is the situation	Why we want to do something
• The Staines Masterplan was originally intended to be prepared and adopted as a Supplementary Planning Document (SPD). However, as part of planning reforms introduced by the Levelling Up and Regeneration Act the Government	• The Staines Masterplan has been prepared by David Lock Associates to provide a clear vision and framework for the regeneration, growth and enhancement of the Borough's principal town centre.

removed the SPD regime in June 2026 before the masterplan document could be progressed to adoption.	• The Masterplan has been informed by extensive stakeholder engagement, work with the Member Task Group and public consultation, with consultation feedback incorporated into the final document. • The Council now needs to establish the status of the document to ensure it can continue to guide planning, regeneration and investment decisions.
This is what we want to do about it	These are the next steps
• Progress the Staines Masterplan through a twin-track approach by adopting it as an Interim Technical Note and progressing the same document through the statutory process for adoption as a Supplementary Plan.	• Environment and Sustainability Committee recommends approval to Council. • Council considers adoption of the Masterplan as an Interim Technical Note. • Subject to approval, officers commence the statutory process required to progress the document as a Supplementary Plan, including consultation, examination and engagement with the future West Surrey authority.

2. Key issues

2.1 The Staines Masterplan is a key project that will help shape the future growth, regeneration and long-term development of the Borough's principal town centre. The Masterplan provides a comprehensive framework to guide future development, public realm improvements, movement and connectivity, green infrastructure, investment and placemaking initiatives. Its preparation and implementation are matters of significant interest to residents, businesses, developers, landowners and elected Members.

2.2 The policy basis for preparing a masterplan is strongly supported by national planning guidance. The National Planning Policy Framework (NPPF) 2026 encourages local planning authorities to establish clear design expectations and utilise tools such as masterplans to secure high-quality sustainable development. Planning Practice Guidance (PPG) recognises masterplans as an effective mechanism for establishing a clear vision for complex locations and supporting the coordinated delivery of growth, infrastructure and placemaking objectives. The National Model Design Code (NMDC) also identifies masterplans as an important tool in creating cohesive and distinctive places.

2.3 The Masterplan has been prepared by David Lock Associates on behalf of the Council and builds upon the strategic direction established by the adopted Spelthorne Local Plan 2024-2039/40. The document provides a long-term

vision and framework for Staines and seeks to support the successful delivery of planned growth whilst improving the quality, attractiveness and resilience of the town centre.

2.4 Extensive engagement with Members, residents, businesses, statutory consultees and other local stakeholders has informed the Masterplan. Public consultation on the draft took place between 22 July 2026 – 24 August 2026, generating 167 responses, with over 400 people engaging through consultation events, including public exhibitions. Feedback indicated broad support for the Masterplan's overall direction and informed amendments to the final document.

2.5 The consultation sought views on the proposed vision, objectives, spatial framework and key interventions identified within the document. The consultation process included a programme of public exhibitions, stakeholder engagement and online consultation. Overall, consultation responses demonstrated broad support for the Masterplan and its strategic direction. Approximately 72% of respondents indicated that they supported or strongly supported the vision and objectives set out within the document. For a detailed overview of the consultation process and key findings please see Appendix B and C.

2.6 The areas receiving the greatest levels of support included:

- Improvements to public spaces and the public realm;
- Increased greening and enhancement of green infrastructure;
- Improvements to the riverside environment and connections to the River Thames;
- Improvements to walking and cycling routes; and
- Improvements to Staines railway station and associated connectivity

2.7 With regard to implementation of the Masterplan, it is likely that there will be a future CIL funding request (which may be local or strategic) to support it's delivery.

2.8 In addition to public consultation responses, comments were received from a range of statutory consultees and stakeholders, including Surrey County Council, the Environment Agency, Transport for London, Network Rail, Sport England, Colne Valley Regional Park and neighbouring authorities. Officers and David Lock Associates have reviewed all representations received and amendments have been made where appropriate to improve clarity, strengthen supporting text and address matters raised through consultation.

2.9 A report presented to the Corporate Policy and Resources Committee on 1 December 2025 anticipated that the Masterplan would be adopted as a Supplementary Planning Document (SPD). However, under changes resulting from the Levelling Up and Regeneration Act, the Government removed the ability for Local Planning Authorities to prepare new SPDs in June 2026 and introduced a new Supplementary Plan process. At that time the Masterplan had not progressed sufficiently to be considered for adoption under the pre-existing SPD regime.

2.10 Officers have therefore considered the most appropriate route for progressing the Masterplan. It is proposed that the document is adopted as an Interim Technical Note to enable its immediate use as a material consideration in

planning decisions, whilst simultaneously being progressed through the statutory process for adoption as a Supplementary Plan. This twin-track approach ensures the Council can derive immediate benefit from the work that has been undertaken in developing the Masterplan whilst seeking to secure greater weight for the document through the new planning framework.

3. Options appraisal and proposal

3.1 Legal advice has been sought on the available options for progressing the Masterplan and securing its formal status within the planning framework. The options considered were:

- Progressing the Masterplan as a Supplementary Plan;
- Adopting the Masterplan as a technical note;
- Incorporating the Masterplan into the future Local Plan, through the Local Plan Immediate Review (LPIR) process.

Option 1: Recommended option – Twin-Track Approach

3.2 Having considered the legal, planning and practical implications of each option, a twin-track approach is recommended through which the Masterplan will be immediately adopted as an interim technical note followed by its formal progression as a Supplementary Plan.

3.3 This approach enables the Council to derive immediate benefit from the Masterplan whilst also pursuing a longer-term route to securing greater weight within the planning framework. An Interim Technical Note can be utilised immediately as a material consideration in planning decisions, whilst progression as a Supplementary Plan provides a route to formal examination and potential adoption the West Surrey Council under the new planning system.

3.4 It is therefore recommended that Council progresses the Masterplan through the following stages:

1) **Adoption as an Interim Technical Note**. This would enable the Masterplan to be used immediately as a material consideration in determination of planning applications and appeals within the Masterplan area. Adoption by the Council would provide a clear statement of the Council's position and aspirations for the Masterplan to inform wider regeneration, investment and corporate objectives. The Interim Technical Note would not form part of the development plan and would not introduce planning policy beyond that contained within the adopted Spelthorne Local Plan 2024-2039/40 and relevant national policy.

2) **Progression as a Supplementary Plan.** The same document would be progressed as a draft Supplementary Plan through the statutory process including consultation and independent examination. This approach provides the opportunity to secure additional weight for the Masterplan and greater certainty regarding its future role in planning decision-making, whilst helping to ensure that the significant work undertaken to date continues to be recognised through the period of LGR.

Option 2 – Not Recommended – Incorporation into the Local Plan Immediate Review

3.5 An alternative option would be to incorporate the Masterplan into the future Local Plan through the LPIR process. However, this approach provides no immediate route to any formal status in planning policy and would leave a degree of uncertainty about the future of the Masterplan.

3.6 Whilst current Government guidance is for authorities to continue progressing existing Local Plans, the future implications of LGR are less certain. Future decisions on plan-making will rest with the successor authority, which may choose to continue separate Local Plan reviews or could choose to pursue a single authority-wide Local Plan.

3.7 Should a new authority-wide Local Plan be prepared, it is likely to take several years to reach adoption and would need to balance competing priorities across the wider West Surrey area. There is therefore no guarantee that the Staines Masterplan would be taken forward in its current form or prioritised within the successor authority's wider planning programme.

3.8 In addition, any Masterplan content incorporated into a future Local Plan would carry limited weight in planning decisions until that plan reached an advanced stage of preparation. This could leave a prolonged period during which development proposals in Staines would be assessed without an adopted framework specifically for the town centre.

3.9 The successor authority could incorporate elements of the Masterplan into a future Local Plan if it considered this appropriate. However, relying solely on this route would delay the immediate benefits of adoption as an Interim Technical Note and forgo the more direct route to formal status offered by the Supplementary Plan process.

4. Governance and Risk Considerations

4.1 The recommended twin-track approach is considered to present the lowest overall risk, enabling the Staines Masterplan to inform planning decisions immediately while providing a route to greater weight in the longer term. Adoption as an Interim Technical Note would allow its immediate use as a material consideration in determining planning applications and appeals, while progression as a Supplementary Plan would provide a route to formal examination and potential adoption.

4.2 The principal risk is that the future West Surrey Council may decide not to continue the Supplementary Plan process or adopt the document. Progressing the Masterplan through the statutory process, including submission for independent examination before Vesting Day where possible, would demonstrate the Council's commitment and provide a clear evidence base to inform the successor authority's decision.

4.3 There is a small risk that the statutory consultation may raise issues that would require a material change to the Masterplan, which could result in a delay in the process. However, one round of consultation has already been undertaken, which informed the draft being considered. The report on the outcomes of this consultation can be found at Appendix B and how they have been taken into account in the draft Staines Masterplan can be found on

pages 124 – 127 of the Masterplan document. It should be noted that all relevant statutory consultees have been engaged at an early stage in the development of the Masterplan and have submitted representations to the consultation, which were taken into account.

4.4 There is insufficient time to complete the statutory Supplementary Plan process and secure adoption before Vesting Day. Adopting the Masterplan as an Interim Technical Note would nevertheless establish an agreed framework to guide the future development of Staines while the statutory process continues.

5. Financial implications

5.1 The costs associated with preparing the Staines Masterplan have been met from previously approved budgets.

5.2 Subject to Council approval, there will be additional costs associated with progressing the document as a Supplementary Plan, including statutory consultation, publication requirements and independent examination. These costs will be met from existing Planning Policy budgets and any future budget requirements will be reported through the Council's normal financial management arrangements.

5.3 The recommendations in this report do not commit the Council to future capital expenditure or infrastructure delivery. Any projects, interventions or investment proposals arising from the Masterplan would require separate business cases, funding approvals and decisions through the Council's established processes.

6. Legal comments

6.1 The Council has the statutory powers under the Town and Country Planning Act 1990 and the associated regulations to prepare and adopt planning guidance in the exercise of its planning functions.

6.2 The proposed Interim Technical Note is intended to provide such guidance pending the adoption of a formal supplementary plan.

6.3 The Council must ensure that material considerations, including the National Planning Policy Framework, are properly accounted for and that the procedural requirements for consultation and plan preparation are met.

6.4 The Council must also have due regard to its Public Sector Equality Duty under section 149 of the Equality Act 2010 in considering the proposed Interim Technical Note.

Corporate implications

7. Commissioners' comments

7.1 Commissioners welcome the Master Plan as a positive milestone, providing a clear vision for regeneration, attracting investment and creating a more vibrant

town centre. It demonstrates ambition, strategic direction and a commitment to delivering lasting benefits for local communities.

8. S151 Officer comments

8.1 The S151 Officer confirms that all financial implications have been taken into account and that the recommendations are fully funded from within the current and future years budget.

9. Monitoring Officer comments

9.1 Subject to the matters set out in this report, and provided that all applicable statutory and procedural requirements have been addressed and complied with, the proposal can be considered legally compliant.

10. Procurement comments

10.1 The Council's Procurement team have been engaged throughout the preparation of the Masterplan and will continue to be involved as required in the procurement of a specialist Independent Inspector to undertake the Examination of the Supplementary Plan.

11. Equality and Diversity

11.1 Equality, diversity and inclusion have been important considerations throughout the preparation of the Masterplan. The Engagement Strategy sought to maximise participation and ensure a broad range of views were captured from residents, businesses, community groups and other stakeholders.

11.2 A range of engagement methods have been utilised during the preparation of the Masterplan including, setting up a Citizens' Panel, Workshops, public exhibitions, online engagement activities and consultation events. These approaches were designed to provide opportunities for participation by as wide a range of people as possible.

11.3 No adverse equality impacts have been identified arising from the recommendations within this report.

12. Sustainability/Climate Change Implications

12.1 Delivering sustainable development is a fundamental principle of the planning systems and underpins the objectives of the Staines Masterplan. The Masterplan seeks to support the creation of a vibrant, accessible and resilient town centre whilst balancing economic, social and environmental objectives.

12.2 The Masterplan promotes a range of measures that support climate change mitigation and adaptation, including enhancements to walking and cycling connectivity, improvements to public transport accessibility, increased greening and urban tree planting, sustainable drainage measures, biodiversity enhancements and the creation of high-quality public spaces.

12.3 The Masterplan also recognises the importance of climate resilience, flood risk management and sustainable placemaking in helping to ensure that Staines remains adaptable to future environmental challenges.

13. Other considerations

13.1 There are none.

14. Local Government Reorganisation Implications

14.1 Local Government Reorganisation creates uncertainty regarding future planning priorities and governance arrangements. Progressing the Staines Masterplan through the recommended twin-track approach will ensure that a clear, logically informed framework for the future development and regeneration of the town centre is established prior to Vesting Day, enabling it to inform planning and investment decisions immediately whilst increasing the likelihood that it can be carried forward and considered by the future West Surrey authority.

15. Timetable for implementation

Milestone	Target Date
Council considers recommendation and approves Masterplan as an Interim Technical Note	3 December 2026
Interim Technical Note takes immediate effect	3 December 2026
Publication of Notice of Intention to Prepare Supplementary Plan	December 2026
Commencement of statutory Supplementary Plan consultation	Mid January
Consideration of consultation responses and finalisation of submission version	Early March
Submission of Supplementary Plan for independent examination	Mid March
Vesting Day for West Surrey Council	1 April 2027
Independent examination (subject to Inspector availability)	Mid March – Mid June
Consideration of Inspector's recommendations by West Surrey Council	Summer 2027
Adoption decision by West Surrey Council	Summer 2027

16. Contact

16.1 Laura Richardson – Strategic Planning and Projects Manager

l.richardson@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: Staines Masterplan Draft for Consultation
Appendix B: Staines Masterplan Public Exhibition Consultation Outcomes
Appendix C: Staines Masterplan Public Exhibition Consultation Outcomes Infographic

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STAINES MASTER PLAN

future focused, locally shaped

November 2026

SPELTHORNE
BOROUGH COUNCIL

STAINES


STAINES
UPON THAMES

Contents

Part 1

Part 1 of the masterplan sets out a vision for the town centre and a summary of key projects and opportunity sites.

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Opportunity Sites 22
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Part 2

Part 2 of the masterplan sets out detailed policies and guidance for the future development of the town centre.

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List of Policies

Planning policies for the determination of proposals within the town centre area are highlighted throughout, and listed below.

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TC2 Streets and Spaces. 40
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Staines-upon-Thames

Town Centre Masterplan

Part 1



Staines-upon-Thames stands upon the threshold of substantial growth and investment. The Town Centre Masterplan (the masterplan) aims to ensure that everyone in the community can benefit from this development, providing a framework to guide the sustainable growth, design and investment over the coming years. Staines-upon-Thames is at the heart of a wider area of change, growth, connection and opportunity.

The proposals set out in the masterplan have benefitted from a significant degree of public support gained through an extensive consultation and engagement process. On average, 72% respondents either supported or strongly support proposals within the masterplan. Of particular importance were proposals for improving the quality of places and spaces in the town centre including the provision of more open green space.

Other themes which received significant support in having the most potential to enhance the town centre were improvements to the railway station; public spaces across the town centre; the riverside environment; walking routes; and cultural offer. Although proposals associated with more housing and high-rise buildings, and the potential loss of car parking, received less support, it was recognised that any increase in population in the town centre must be supported by proposals for enhanced infrastructure, including education provision, community and healthcare provision, and reducing traffic congestion.

The Opportunity

Staines-upon-Thames has an unprecedented opportunity for change and improvement in the coming years. It is well-connected to its surroundings, London, the South East and the wider world via Heathrow. Potential future transport investment could give it even greater connectivity.

It is located on one of the world's great rivers, the Thames, and has access to the green spaces, water and natural networks that have always attracted people to live here.

The surrounding region is experiencing economic growth and investment, from major employers through to small businesses. Central London is only 35 minutes away on frequent trains. New homes and facilities will help support the local economy.

Taken together, the masterplan aims to prepare Staines-upon-Thames to make the most of a future of economic opportunity, healthy living and sustainable development. It will broaden the reasons to live, visit and work in Staines, enhance life for existing residents, and help to create new neighbourhoods where people can feel connected and part of the community.

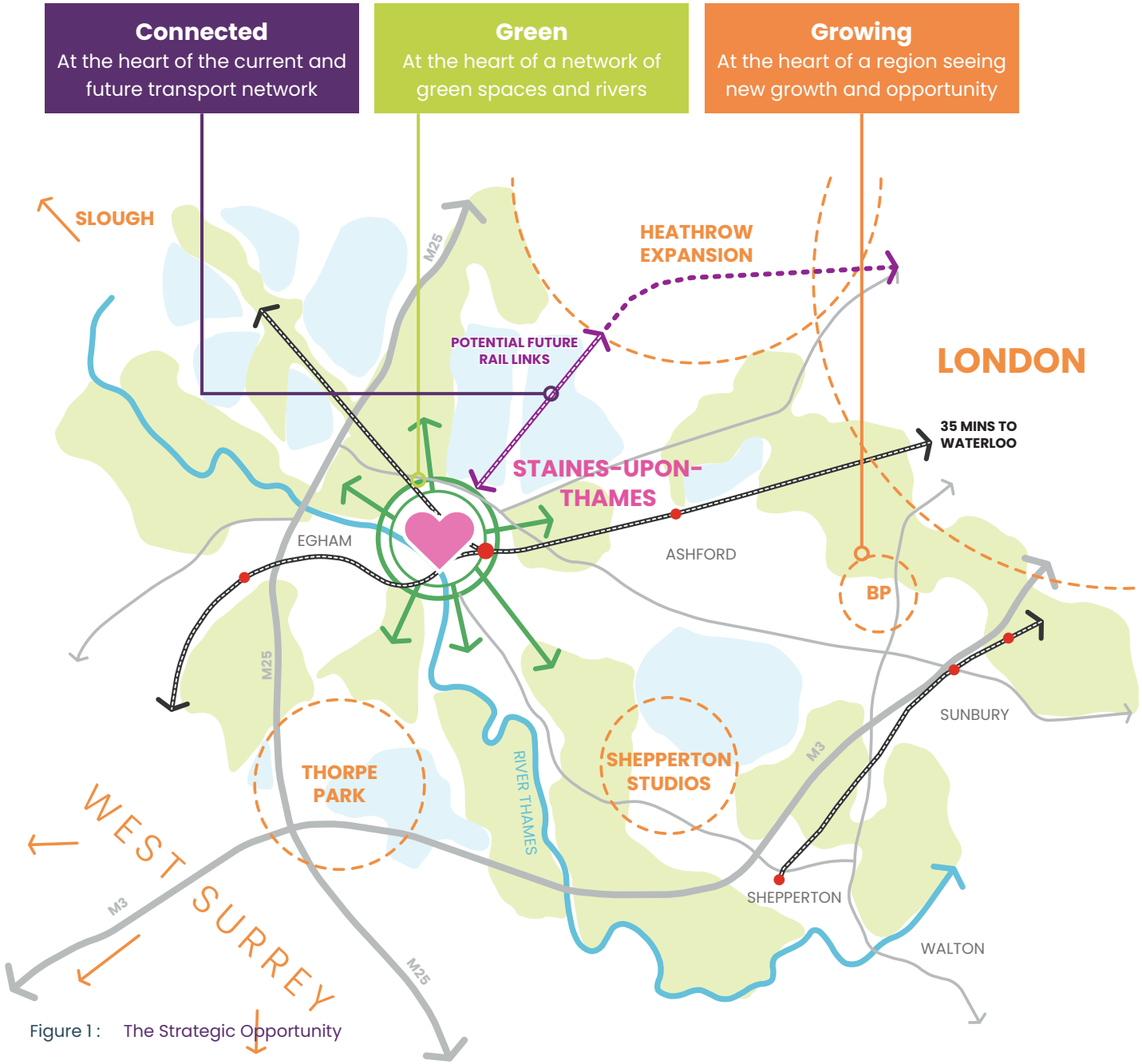


Figure 1 : The Strategic Opportunity

Vision for the Town Centre

Staines-upon-Thames will be greener, better connected and more walkable, with a wider mix of activities for everyone. It will continue its role as a successful shopping hub, provide new spaces for culture to grow and rediscover and celebrate its long neglected rivers.

Staines-upon-Thames is a riverside market town with a long and varied history. The masterplan will strengthen this identity by:

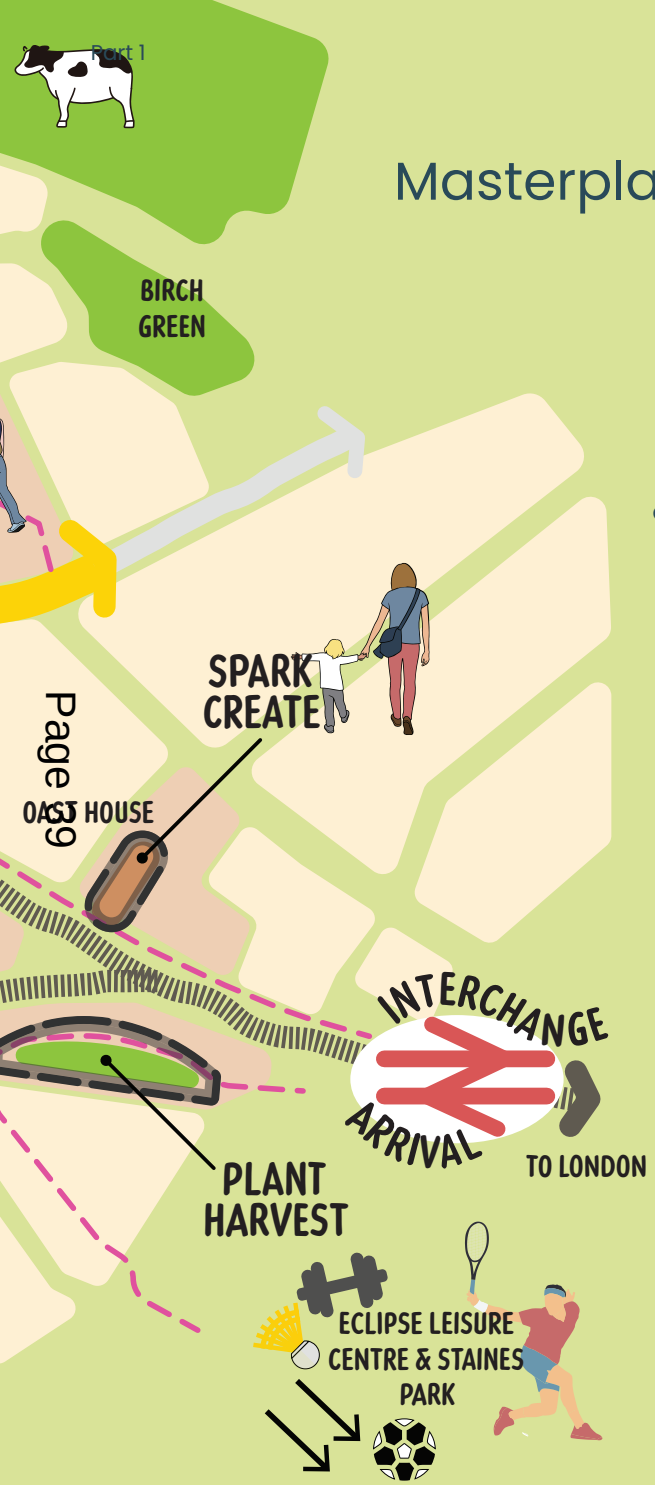
- Enhancing the spaces next to the Rivers Thames, Colne and Wraysbury and making it easier to get to them
- Making sure all new and existing neighbourhoods are connected to the core of the town centre's shopping streets
- Reusing and repurposing key heritage assets such as the Oast House and providing new space for culture

The transformation of spaces, streets and new places will be underpinned by development of new mixed-use neighbourhoods that will provide a wide mix of new market and affordable homes, to address the housing crisis, support more community facilities and shops, and give more people the opportunity to enjoy and contribute to the life of a revitalised town.



Figure 2 : Town Centre Vision

Masterplan Objectives





SUPPORTING A RICH MIX OF ACTIVITIES AND OPPORTUNITIES FOR ALL

A town centre that provides opportunities to live, work and do business as well as relax and spend time within an attractive and connected environment

STRENGTHENING CULTURE AND CELEBRATING HERITAGE

Renewed spaces that can support cultural, leisure and community uses with vibrant, active places, like The Bridge and The Oast House



MAKING THE MOST OF OUR NATURAL ENVIRONMENT

Greening our Town Centre with an open and high-quality riverfront and a series of open, interesting places and habitats



MAKING A MORE RESILIENT AND SUSTAINABLE PLACE

Accommodating new well-designed development and supporting infrastructure in a sustainable location, with flood resilience and climate change considered throughout



CREATING AFFORDABLE NEIGHBOURHOODS THAT FEEL PART OF THE TOWN

New places to live close to amenities, parkland and rejuvenated riverside spaces, community facilities, playspaces and parklands all within easy walking distance from one another , and with a mix of types of homes, tenure and ways of living

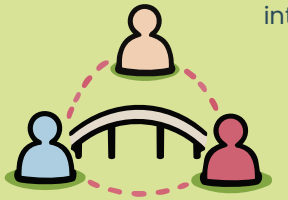
IMPROVING HEALTH AND WELLBEING

Opportunities for active travel, linked trips, and spaces that are connected, enabling communities to get and about



IMPROVING CONNECTIONS

Making the town centre a welcoming place to arrive in, by whichever transport choice visitors and residents make, with better public transport interchanges, modern parking places, and connected and direct walking and cycle routes





IMPROVING THE QUALITY OF OUR PLACES AND SPACES

Opportunities for existing and future communities to enjoy the town centre, ensuring street and spaces are busy, overlooked and making the town centre a safe place to spend time during the day and into the evening

Development Principles Plan

The Town Centre Development Principles Plan sets out the key elements of the Masterplan that will enable it to be taken forward and delivered. These include:

- key projects for implementation across the town centre; and
- opportunity sites and indicative layouts for future development.

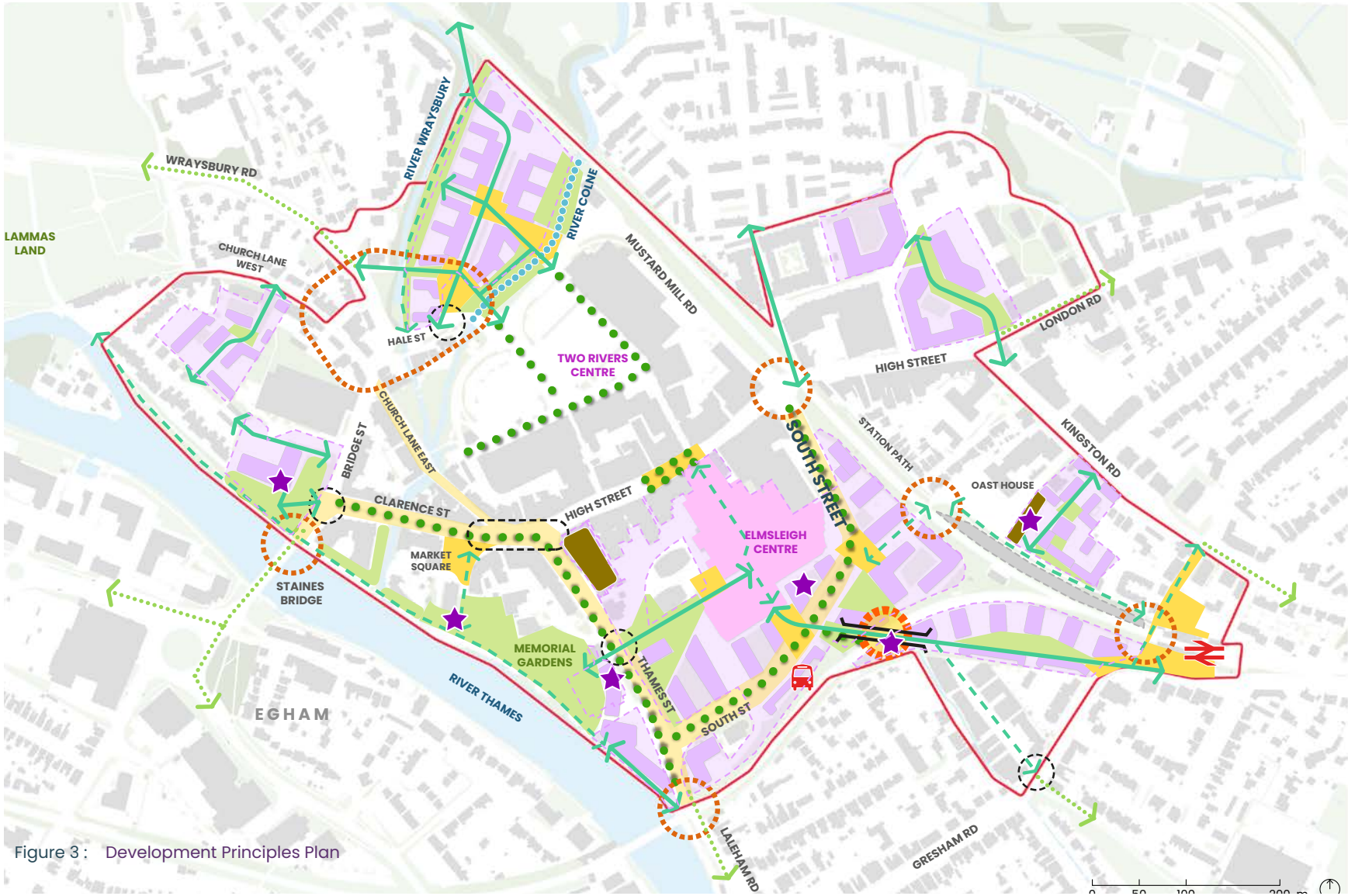


Figure 3 : Development Principles Plan

KEY PROJECTS

- Town Centre Boundary
- New Walking and Cycling Bridge
- Rail Station Improvements
- New Bus Station
- Gateway Enhancements
- River Colne Biodiversity Enhancements
- Street Improvements

PUBLIC REALM

- New Walking and Cycling Connections
- Enhanced Walking and Cycling Connections
- Wider Cycle Network Improvements
- New or Enhanced Road Crossing
- New or Enhanced Green Space
- New or Enhanced Public Realm
- New Street Trees

OPPORTUNITY SITES

- Opportunity Sites
- Indicative Development Layout
- Reuse of Existing Heritage Asset
- Key New Community Facility
- Elmsleigh Centre Improvements
- Future Railway Station Expansion

Illustrative Masterplan

The illustrative plan sets out an aspirational vision of how development in the future could come together to achieve the masterplan vision.

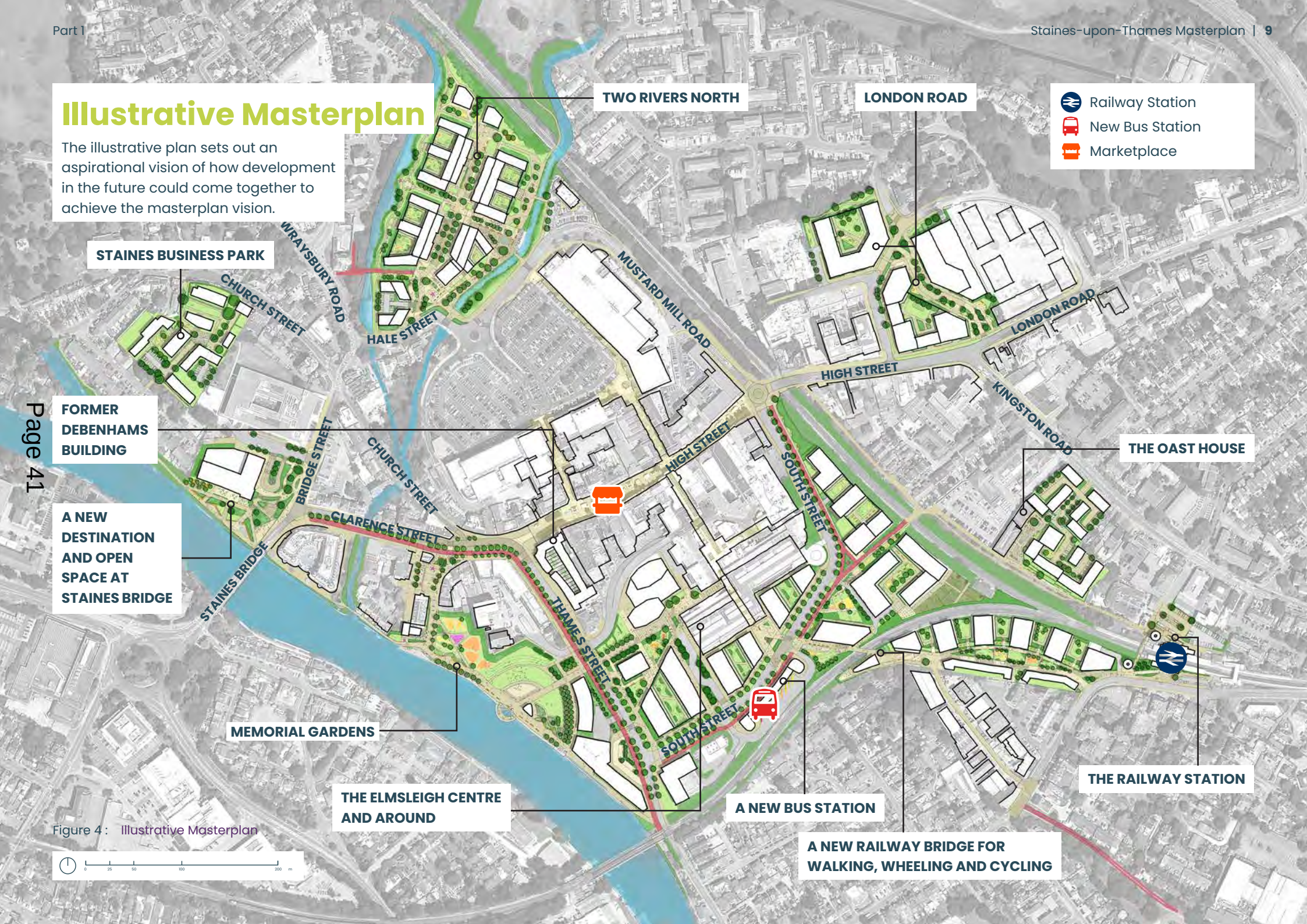


Figure 4 : Illustrative Masterplan

The Key Places

Staines-upon-Thames town centre is broughout together by a series of key places that provide structure and place identity, and will help to bring together planned change and development.

This section sets out the key places and their role in the town centre, and the key projects within them that will help to deliver:

- A destination riverfront to be proud of
- More attractive, walkable streets and spaces
- A wider mix of culture and recreation
- Easier to get to from surrounding neighbourhoods
- The equivalent of more than four football pitches of new green space
- A healthy and sustainable place to live



Figure 5 : The Key Places

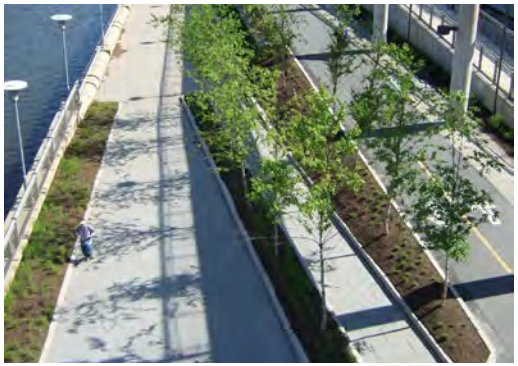
The ‘Staines Cross’

Connecting everyone to the vibrant, mixed-use heart of Staines-upon-Thames.

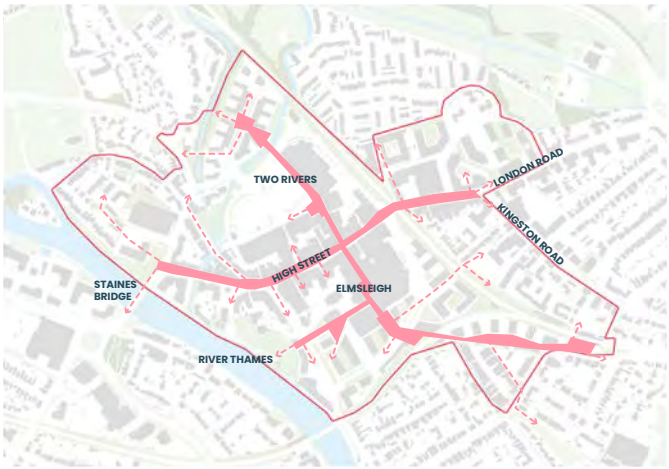
At the heart of Staines-upon-Thames is a core set of walkable, attractive and mixed-use retailed-focused streets that knit the town centre together. It is focused on the area around the High Street, stretching north through to Two Rivers, and to the south of the High Street around the Elmsleigh Centre. The masterplan calls this the ‘Staines Cross’.

Proposed new neighbourhoods and key projects are focused on connecting people to this vibrant and thriving heart of the town, and connecting it to the Rivers, the other key asset of the town centre. The character of its core along the High Street will be protected.

Public realm improvements will improve crossings, the quality of streets, and the connectivity to surrounding existing neighbourhoods. Development of opportunity sites will emphasise connections to the Cross and enhance its quality of place throughout.



Ramped accessible connection to the riverside





Street trees and planting to soften Two Rivers car park edge



Emphasise the importance of the Market space with planting, seating and surface treatment



Continuous footways on side street to improve pedestrian experience





Reconnect and reactivate Old Market Square and Clarence St with redesign of crossing

The River Thames, Colne & Wraysbury

A complete revitalisation of the most underused asset of the town centre, with new uses, landscape, new and extended green open spaces, and better connections to the town.

Staines-upon-Thames has grown around its rivers. New parks and open spaces will make the rivers a key attraction and an important part of the town. With a variety of activities and different types of spaces, there will be something for everyone to enjoy.

Staines Bridge

The current Bridge Street Car Park site could host a variety of uses that suit the riverfront location, connecting the streets down to the river and creating an exceptional new open space. The arches under Staines Bridge could be opened up to provide smaller, characterful spaces for smaller, independent businesses.

Two Rivers North

A new neighbourhood at Two Rivers North will be focused on providing access for people to the rivers Colne and also the Wraysbury, through a green linear park on the Wraysbury, and a more formal park and frontage on the Colne and facing the town centre. The River Colne has potential for restoration of its natural habitats and flood management capacity.

There could be physical access down the restored river as an extension to the public realm. An attractive new square with some retail will provide a reason to visit and facilities for new residents to enjoy.

Memorial Gardens

Is at the heart of the town's riverfront. It will be a destination in its own right, safe, active and well-connected to the town's other uses and neighbourhoods. New crossings and street improvements will help people to get to the riverfront. Expanded green open space will provide more breathing room for the town and space for events.

A multi-age play space will be located at the Market Square end to create a destination use. Sympathetic, low-rise and architecturally distinctive buildings will frame the space to the southeast with cafes and community spaces, reducing the impact of traffic from Thames Street and providing a reason to visit and stay.









Figure 6 : The Rivers - extract from Illustrative Masterplan



TWO RIVERS NORTH ILLUSTRATIVE VISUALISATION

MEMORIAL GARDENS ILLUSTRATIVE VISUALISATION

Enhancing Culture and Character

Staines-upon-Thames has a rich cultural and industrial heritage. The masterplan proposes new spaces to support new creative, cultural and community spaces, creates new neighbourhoods that reflect their heritage, and locates taller buildings so they respect and conserve the most valued places and spaces.

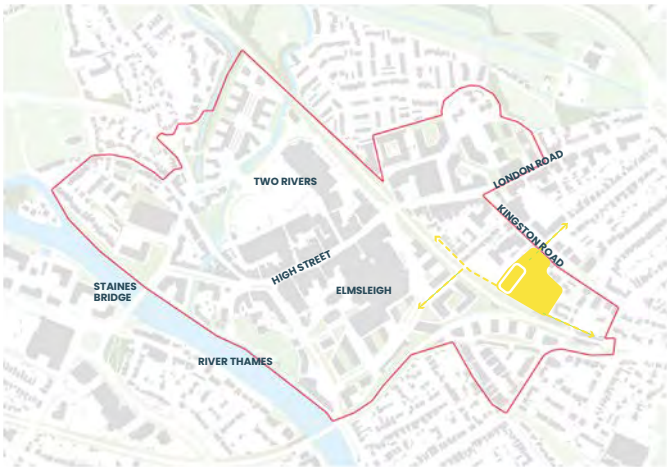
The Oast House

The Oast House site is focused on the listed building known as the Oast House, which inspires a character based on its former brewery use. As a well-connected but slightly 'off-the-beaten-track' location, it lends itself to providing space for a range of smaller-scale culture, art, creative workshops, makerspaces, family and community uses. It would complement other places in Staines that are more retail or riverfront spaces.

New homes around the Oast House will be mid-rise and fine-grain, reflecting the heritage and neighbourhood around the site, with high architectural and public realm quality. These would be framed around a new 'yard' and largely car-free spaces that provide a pedestrian link from Kingston Road to Station Path.

Preserving the character of Staines's most valued places

The Masterplan protects the character of the streets and spaces that are most valued by residents by considering the views from those streets, locating taller or bulkier buildings further into new town centre neighbourhoods. New neighbourhoods in areas of historic significance draw on their heritage to inform the design of buildings and spaces.





Live-work units, Camberwell



Buttermarket, Redruth -
hub for artists, food entrepreneurs and the local community.



Hartlepool Post Office -
repurposed as business incubator units

High Quality Streets

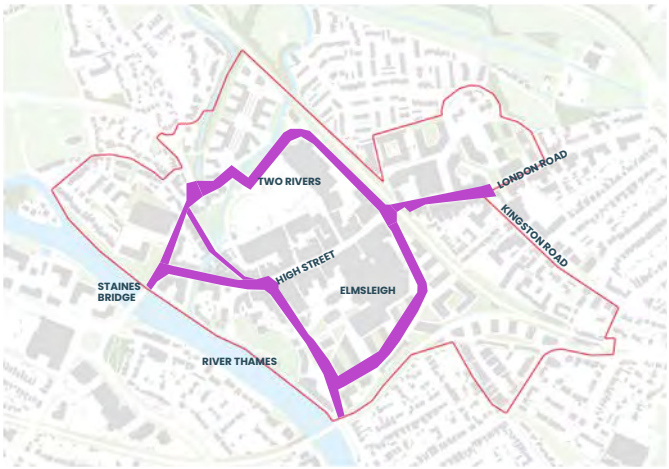
Many of the streets that surround the core of the town centre are noisy, difficult to cross and unpleasant or unsafe for cycling and walking. Thames Street cuts the town centre off from the River Thames and its surrounding neighbourhoods, and prevents active use of the street for people and 'spill-out' uses such as cafes.

Thames Street, South Street and Clarence Street

A new approach to the design of Thames St, South St and Clarence St is proposed, using design to influence the speed and behaviour of traffic, and to improve the quality of space for people. Street design updates, targeted interventions at key crossings, space for cycling and walking, and the extensive use of planting and street trees will be able to transform these streets from a 'racetrack' to a pleasant and safe town centre street environment.

Complementing this will be improvements and changes to Mustard Mill Road, Hale St and Bridge St, to achieve improvements to cycling and walking provision, and to ensure that the whole town centre benefits from a holistic change to the highway network.









Gateways

Arrival points to the town centre, needing to be welcoming, safe and highly functional for all users. These 'gateways' also provide an opportunity for placemaking through enhancements to the public realm and new development proposals

Staines-upon-Thames is well connected, and future rail links to Heathrow could make it even more so. Improving the route between the station, town centre and riverfront will make it easier to walk and cycle around the town, and reduce congestion by offering a choice about how to reach the town centre.

Railway Station

The railway station is a key gateway to the town centre. However, it is poorly connected to the town centre, and should be an attractive, welcoming and inspiring space for a growing town with excellent transport connectivity. The proposals should seek to improve the quality of the northern entrance, and create a significant new space at the southern entrance which connects to a proposed new bridge through to the town centre.

The railway station should be an attractive, welcoming and inspiring space for a growing town. Potential future connections to Heathrow Airport and even the Elizabeth Line will enhance its importance.

The masterplan proposes improvements to the quality of the northern entrance to help provide more space for people, bus interchange and dropoff.

The southern entrance would provide onward connection towards the new bridge to the town centre. There will be new retail space, wayfinding so it is obvious for arriving passengers where to go, seating, extensive planting and facilities such as secure cycle parking at both entrances.

New Walking and Cycling Bridge

The town centre is enclosed on all four sides by railways or rivers. The southeast of the town has the fewest ways of getting into the centre, on streets that have little space for walking or cycling.

The Bus Station

The masterplan proposes a new bus station near its current location, providing greater service levels using less land. The design, similar to that seen at Kingston's new Cromwell Road bus station, would include safe, covered waiting spaces and live passenger information.

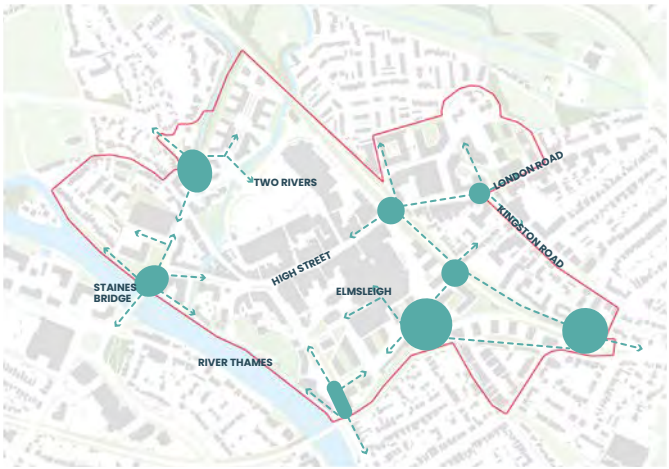
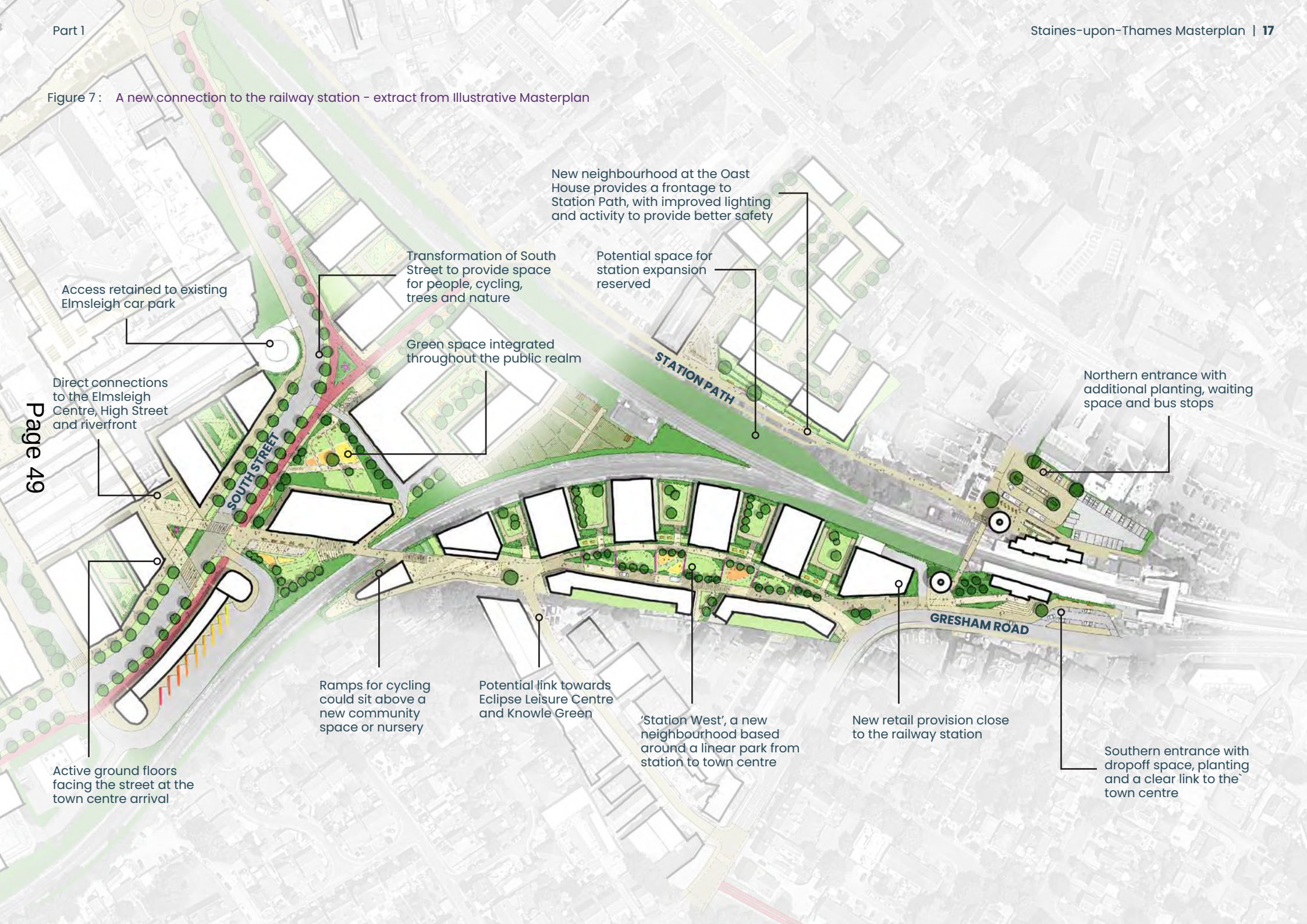








Figure 7 : A new connection to the railway station - extract from Illustrative Masterplan



New Neighbourhoods

A series of new mixed-use neighbourhoods will be green, sustainable, connected and healthy places to live in the town centre. Active, healthy and green, they will extend parkland qualities into the heart of Staines town centre, and will provide places for people to live and contribute to the vitality of the town centre.

There are a number of existing sites that could come forward for redevelopment.

Station West

An integral part of the town centre proposals is the Station West site, which is currently occupied by Jewsons, which could be redeveloped to balance enhanced connectivity between the station and Staines Cross together with opportunities for new places to live and a neighbourhood park.

Staines Business Park

Located at the heart of Staines village, the potential redevelopment of site offers the opportunity to create an attractive urban village environment focused on small-scale spaces and an attractive mix of townhouses and small scale apartment buildings. It could also open up a connection towards the south and the riverfront and take advantage of views back towards St Mary's Church, subtly integrating into the street scene at Church Street.

The public realm will be focused on creating a quiet and calm environment for residents, connected towards the river to the south and the village to the north. Small, intimate spaces with trees and high quality surface materials will be framed by 3-5 storey homes and apartments.

London Road

Two sites in the London Road area have the potential to deliver high-density residential development, with some retail space complementing London Road. The context has a number of high density schemes in place or emerging, and proposals should consider how the northern part of the site can effectively transition towards the residential areas to the north.

The design of these neighbourhoods was developed following the shared principles from the design charette, particularly creating new connections between surrounding areas and the town centre, and prioritising spaces for people to use.

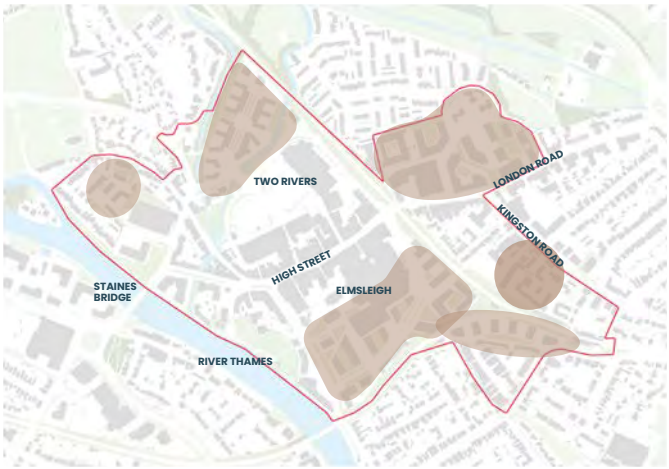








Figure 8 : Design Charette event, April 2026. Working with a representative group of the local community to develop site proposals



A Sustainable Approach

At the heart of the masterplan are a range of sustainable and resilient development principles that have informed all proposals and strategies.

Sustainability in the masterplan considers environmental sustainability and resilience to future climate change, such as increased likelihood of flooding or extreme heat events. It also considers the social and economic sustainability of the town centre and area it serves, supporting economic growth and resilience and the future sustainability and vibrancy of the community and the facilities that serve them.

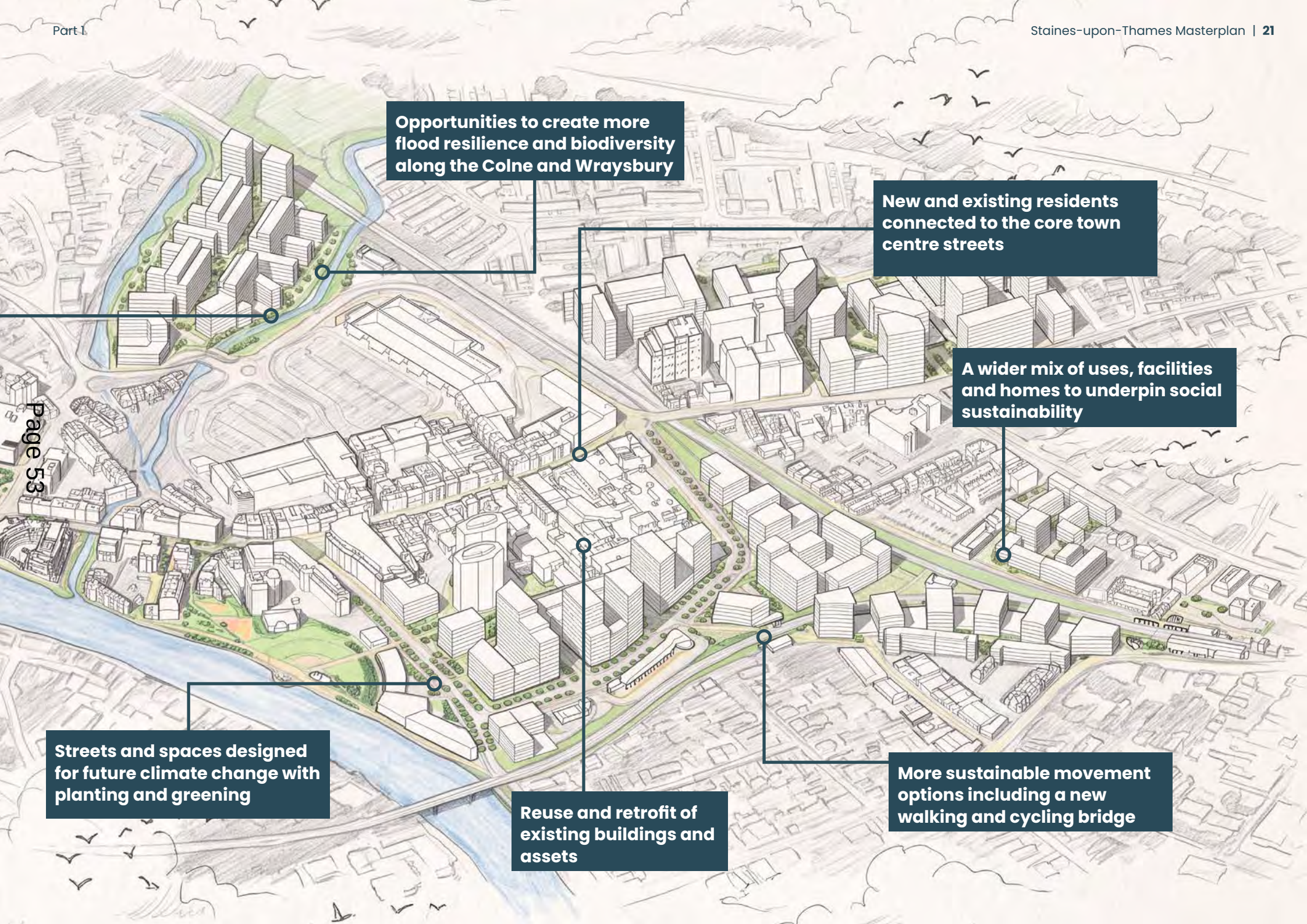


Spelthorne's Climate Change SPD (2026) and Design Code (2026) cover the specifics of what is expected for sustainable design of new buildings and public realm, covering both mitigation of climate change and adaptation to its effects.

The core sustainable development principles underpinning the masterplan are:

- Enabling more sustainable travel patterns into and around the town centre, allowing more people to choose to arrive and move around by walking, cycling and public transport
- Enabling more homes and uses to be accommodated on sustainably-connected land in the town centre
- Locating development and open spaces in the most resilient locations for future climate change and flooding events
- Ensuring new planting and greening can take place throughout the town centre to help create cooler and more pleasant spaces, manage surface water and enhance biodiversity
- Connecting new and existing residents to the core retail streets to underpin the financial vibrancy and resilience of the town centre in the long-term
- Planning for a wider mix of uses and types of homes in the town centre to underpin its social resilience and sustainability
- Identifying opportunities to reuse existing buildings, and to more effectively use brownfield land for the use of people and nature
- Ensuring development can comply with the sustainability requirements of the Design Code and Climate Change SPD




Opportunities to create more flood resilience and biodiversity along the Colne and Wraysbury
New and existing residents connected to the core town centre streets
A wider mix of uses, facilities and homes to underpin social sustainability
Streets and spaces designed for future climate change with planting and greening
Reuse and retrofit of existing buildings and assets
More sustainable movement options including a new walking and cycling bridge

Opportunity Sites

The masterplan identifies a number of key opportunity sites for change and development in the town centre, each of which will contribute to the overall vision.

Each of these are explored and tested in more detail within Part 2.



Two Rivers North
A new mixed-use neighbourhood on the Rivers Colne and Wraysbury



Staines Village
A quiet new neighbourhood with townhouses and apartments within a historic part of the town



Debenhams
Reuse of the existing landmark building for homes, shops and community spaces



Elmsleigh area
A refreshed shopping centre with new homes, facilities, public realm,green spaces and a new bus station



Station West
A new green link and neighbourhood between station and town centre



London Road sites
New homes and local retail with green links



Oast House
A creative hub for Staines with new homes and apartments arranged around courtyards

WRAYSBURY RD
RIVER WRAYSBURY
RIVER COLNE
CHURCH LANE WEST
HALE ST
MUSTARD MILL RD
TWO RIVERS CENTRE
HIGH STREET
LONDON RD
BRIDGE ST
CHURCH LANE EAST
CLARENCE ST
STATION PATH
KINGSTON RD
OAST HOUSE
MARKET SQUARE
STAINES BRIDGE
ELMSLEIGH CENTRE
MEMORIAL GARDENS
RIVER THAMES
THAMES ST
SOUTH ST
LALEHAM RD

Figure 9 : Opportunity Sites

Town Centre Boundary
Opportunity Sites
Indicative Development Layout

Making It Happen

The masterplan identifies key priorities for early delivery which are largely within the control of public sector bodies, and will set the early benchmark for quality and vision for subsequent development. They are focused on improvements to the public realm, open spaces and key underused sites that detract from the current town centre environment.

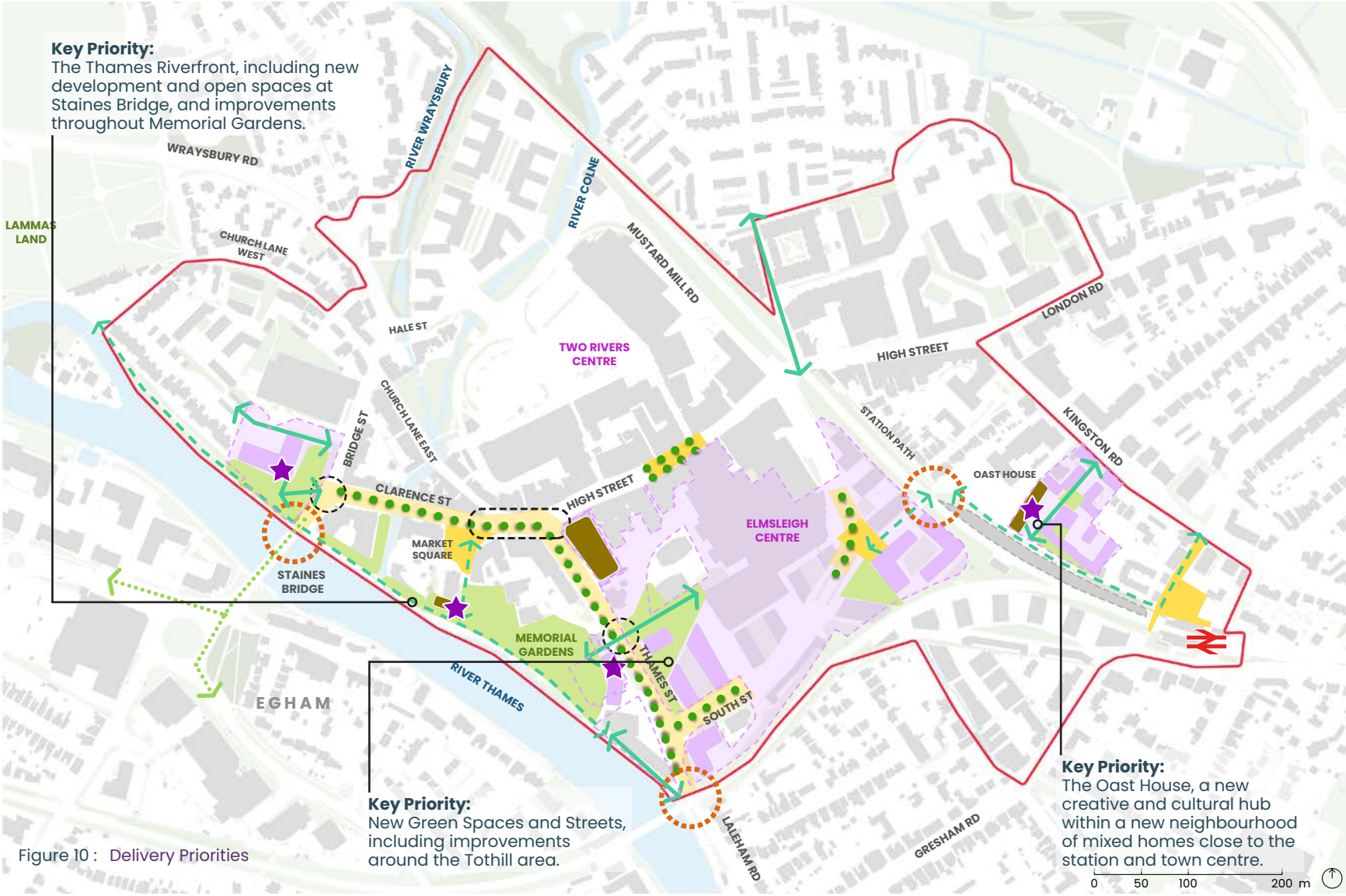


Figure 10 : Delivery Priorities

KEY PROJECTS

- Town Centre Boundary
- New Walking and Cycling Bridge
- Rail Station Improvements
- New Bus Station
- Gateway Enhancements
- River Colne Biodiversity Enhancements
- Street Improvements

PUBLIC REALM

- New Walking and Cycling Connections
- Enhanced Walking and Cycling Connections
- Wider Cycle Network Improvements
- New or Enhanced Road Crossing
- New or Enhanced Green Space
- New or Enhanced Public Realm
- New Street Trees

OPPORTUNITY SITES

- Opportunity Sites
- Indicative Development Layout
- Reuse of Existing Heritage Asset
- Key New Community Facility
- Elmsleigh Centre Improvements
- Future Railway Station Expansion

Part 2

Part 2 of the Masterplan document sets out the proposals for the town centre in detail. It includes the underlying design narrative, policy requirements for new development to achieve, guidance for change in key locations, and sets out an overarching delivery strategy.

Purpose of the Masterplan

The Spelthorne Local Plan (adopted March 2026) allocates sites to deliver 3,282 new homes in the town centre over the period to 2040. This planned growth will add a significant number of new residents to the town centre, in a location with existing local retail, facilities and sustainable transport connections within walking distance of their homes.

The masterplan considers how to integrate:

- High quality public realm and green open spaces
- Heritage and character
- A variety of new affordable and market homes
- Retail, workspace and commercial space
- Transport infrastructure
- Leisure, community, culture and recreation spaces
- Sustainability of design

The Masterplan sets the important principles for development and shows one way in which they could be realised in new development. The designs for the town centre will be tested and developed over the coming years as developments and projects come forward, and will need to set out with the principles set out within this masterplan.

The Masterplan will help guide future infrastructure delivery, the determination of planning applications for individual developments, and will set out the ambition for investment, change and growth in Staines-upon-Thames over the coming years .

How to use Part 2

Policies
Policies for determination of planning applications are highlighted throughout Part 2 in boxes like this.

Key Design Considerations
Supporting design considerations and key guidance that are referenced by Policies are highlighted throughout Part 2 in boxes like this.

Planning Context

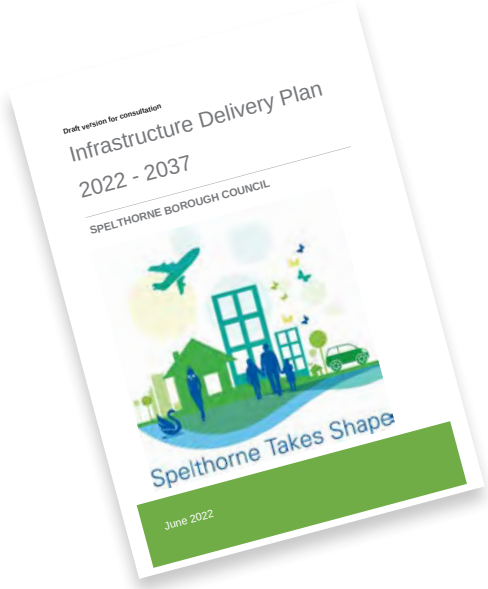
The planning context for the masterplan is established by the Spelthorne Local Plan (the Local Plan), which was adopted by the council in March 2026.

The Local Plan allocates land for 3,282 new dwellings across 13.52ha in the town centre over the period to 2040.

The Masterplan has been prepared for adoption as a Supplementary Plan, to sit alongside the Spelthorne Local Plan, in particular policy SP1: Staines-upon-Thames, and provide more detailed policies for the town centre, with a number of closely-linked sites requiring an overarching vision and objectives, and development principles, as set out in Part 1.

The Masterplan is one part of a suite of documents that will govern different aspects of change within Staines during the plan period.

- The Local Plan sets out the core set of development policies for the whole borough, and allocates land for development
- The Infrastructure Delivery Plan sets out the list of infrastructure that should be delivered to support the growth and development identified in the Local Plan
- The Surrey Local Transport Plan (LTP) sets out the policies and key projects for transport across the whole county, including Staines.
- The Spelthorne Design Code (SDC) articulates design requirements for development across the borough, including detailed requirements for Staines town centre as an area of change.



Infrastructure Delivery Plan
2022 - 2037



Spelthorne Design Code
2025



Spelthorne Local Plan
2024 - 2039/40

Methodology

Preparation of the Masterplan has followed a five-stage process, which builds on a range of previous work and engagement in the Local Plan, Staines Development Framework (SDF) and the Spelthorne Design Code (SDC).

The approach to the masterplan has been to evolve and refine the work undertaken to date on the town centre, building on the concepts and principles developed and consulted upon as part of the SDF and SDC, to prepare a series of town wide frameworks covering movement and connectivity, land use, public realm and placemaking.

The project has been overseen by a Project Board comprising elected councillors, strategic planning officers, an external design adviser and the consultant team.



Staines Development Framework (SDF)
2023
(not adopted)



Local Plan
Adopted March 2026



Spelthorne Design Code (SDC)
Adopted March 2026



Staines Masterplan (SMP)

Stage 1

Baseline Review

- Visioning and Objectives Councillor Workshop
- Review of existing material
- Technical studies and analysis of town centre
- Stakeholder engagement

Stage 2

Town Centre Strategies

- Largely based on existing work from SDF, SDC and results of Stage 1
- High-level approaches across the town centre to Movement, Public Realm, Green Spaces, Built Form and Key Uses

Stage 3

Community Design Charette

- In-depth community event to collaboratively develop visions and designs for some of the key sites in the town centre
- Development of shared design principles to inform design team

Stage 4

Detailed Site Design

- Detailed design of key opportunity sites and key projects across the town centre

Stage 5

Draft Masterplan

- Community Engagement Exhibition (online and in-person) and Events
- Production of draft document

Figure 11 : Project Methodology

Community Engagement

The masterplan builds upon the extensive community engagement work undertaken to inform the Staines Development Framework, the Local Plan and the Spelthorne Design Code. From each of these, a deep baseline understanding of the town centre's issues, community aspirations and concerns has been instrumental in informing the underlying strategies of the masterplan.

The methodology for the Staines-upon-Thames Masterplan started by bringing together all of this work to inform an overall set of town centre strategies, deliberately intending to not revisit and reconsult on past work. A visioning workshop with elected members (the Staines Masterplan Task Group) was held in December 2025 to establish key priorities for the town centre and what aspects of previous work should be taken forward.

A community design charette then enabled the design team to engage on a much deeper level with design aspirations for particular development sites and the town centre as a whole, taking the work to the next stage. The outputs of this charette directly informed the following stage of detailed design work.

A public exhibition and online consultation was held during summer 2026 with 167 responses. Over 400 people attended two in-person events, and there were over 3000 visitors to the online exhibition platform.. A summary of the findings is set out in Appendix A.

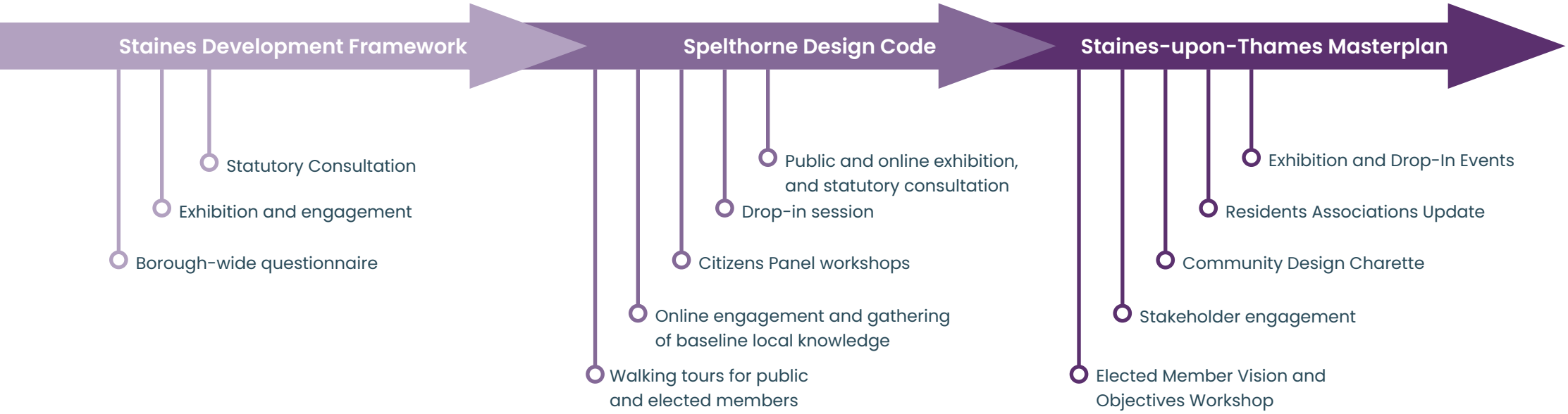


Figure 12 : Community Engagement Process

Design Charette

To inform the emerging Staines Town Centre Masterplan, a facilitated community design charette was run on Saturday 18 April 2026. Twenty-five local residents, community advocates, and people with direct knowledge of Staines gave up their Saturday to explore development and improvement opportunities across four key sites. The panel was drawn from members of and applicants to the Design Code Citizens Panel, and remained broadly representative of the demographics of the borough.

Working in groups through the day, participants developed proposals for each site before presenting to one another in a final plenary session. Site visits were undertaken walking around the four identified sites in the town centre, with work focused on small groups around tables, with opportunities to share back to the wider room.

The charette was an open, generative process. It was a structured opportunity for people who know and care about Staines to bring their knowledge, instincts, and ideas to bear on some of the town's most significant opportunities. It was deliberately not a conventional consultation. There were no predetermined options to tick, no loaded questions designed to produce preferred answers.

Seven shared design principles were agreed as part of the findings of the charrette:



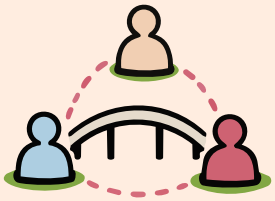
1. People before cars.

Every group sought to reclaim space from vehicles and return it to people, through calmed streets, pedestrian-priority public realm, and parking treated as a problem to engineer around rather than a principle to design from.

2. Sunlight, openness, and wellbeing.

Block orientation, gaps between buildings, private outdoor space, and safe open public realm were treated as health infrastructure, not optional extras.



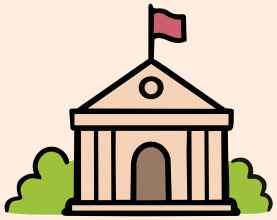


3. Connectivity.

Three new pedestrian crossings were proposed independently by three separate groups, a clear signal that Staines is too fragmented by its railway and rivers, and that reconnecting its parts is a foundational requirement.

4. Heritage and character.

New development should respect Staines' Victorian grain, its listed buildings, and its riverside setting. Poor recent precedents were cited across multiple groups as examples not to repeat.





5. Sustainability as standard.

Solar, heat pumps, green roofs, SuDS, rainwater harvesting, and EV charging were proposed organically by non-specialist participants, across all four sites, as a matter of course.



6. Culture, community, and activation.

Every group proposed arts venues, community spaces, cafés, and youth provision as essential, not optional. Development must do more than provide housing.

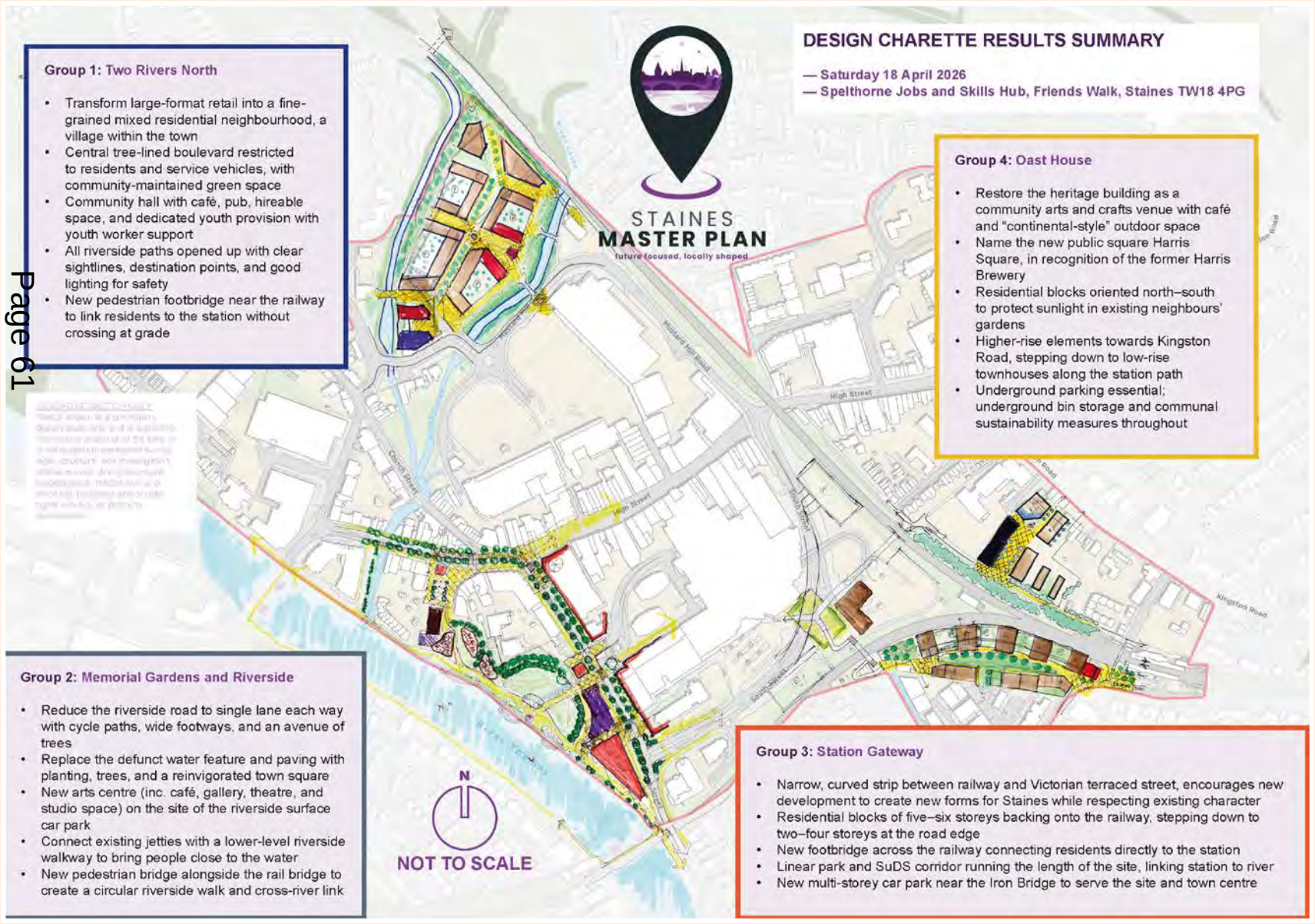


7. Housing for local people.

New homes should serve Staines residents, in a mix of types, tenures, and sizes, and new residents should become genuine participants in the town, not pass through it.

The composite plan of each group's ideas, scanned directly from the drawings produced on the day, are shown below:

Figure 13 : Design Charette combined output











Town Centre Today

Study Area

The study area for the masterplan has been established by the extent of the town centre area as defined within the Local Plan (policy SP1).

Figure 14 : Town Centre Boundary

Historic Development

Staines as a settlement likely had origins in the Roman period. The settlement grew up around a river crossing of the Thames and Colne, probably at what is now the western end of the High Street. The rivers are instrumental in the development of Staines not only through providing the need for a crossing but also as a transport route, water to support settlement, power for mills and water for processing in various industries.

More detail on the historic development of the town centre is set out in Appendix B.



Figure 15 : **1881** - Emerging industry to the north of the town centre

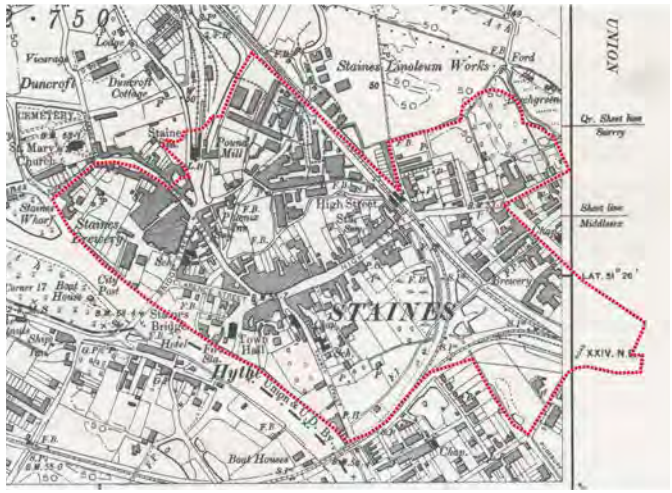


Figure 16 : **1900** - Substantial industry to the north of the town centre, new railway connections, and increasing channelisation of watercourses

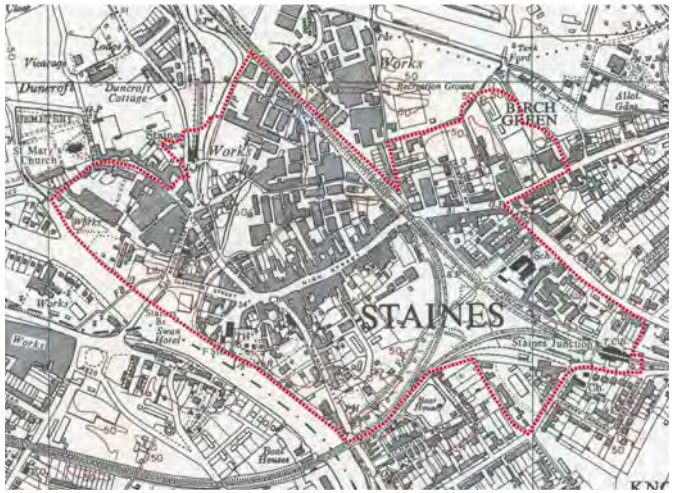


Figure 17 : **1960** - Maximum extent of industrial area. Area around the River Thames is populated by scattered buildings, which face away from the river

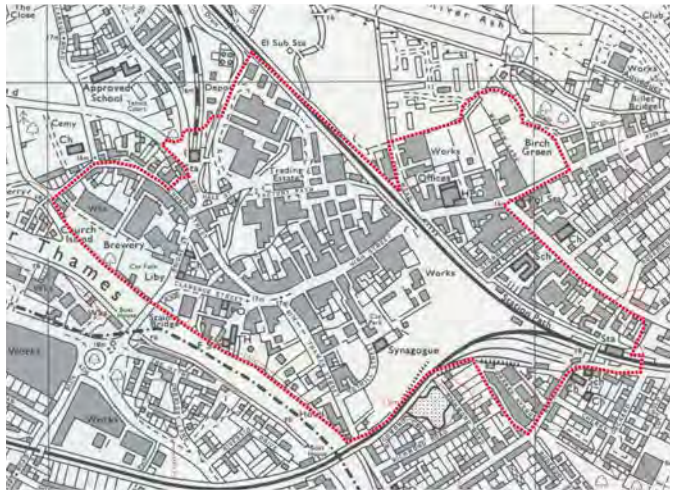


Figure 18 : **1974** - Decline of industry begins. Railway curve removed and the area to the southeast is prepared for development, on an area historically prone to flooding.

Constraints

The town centre is subject to a number of technical and policy constraints and designations which have been considered as part of the masterplan.

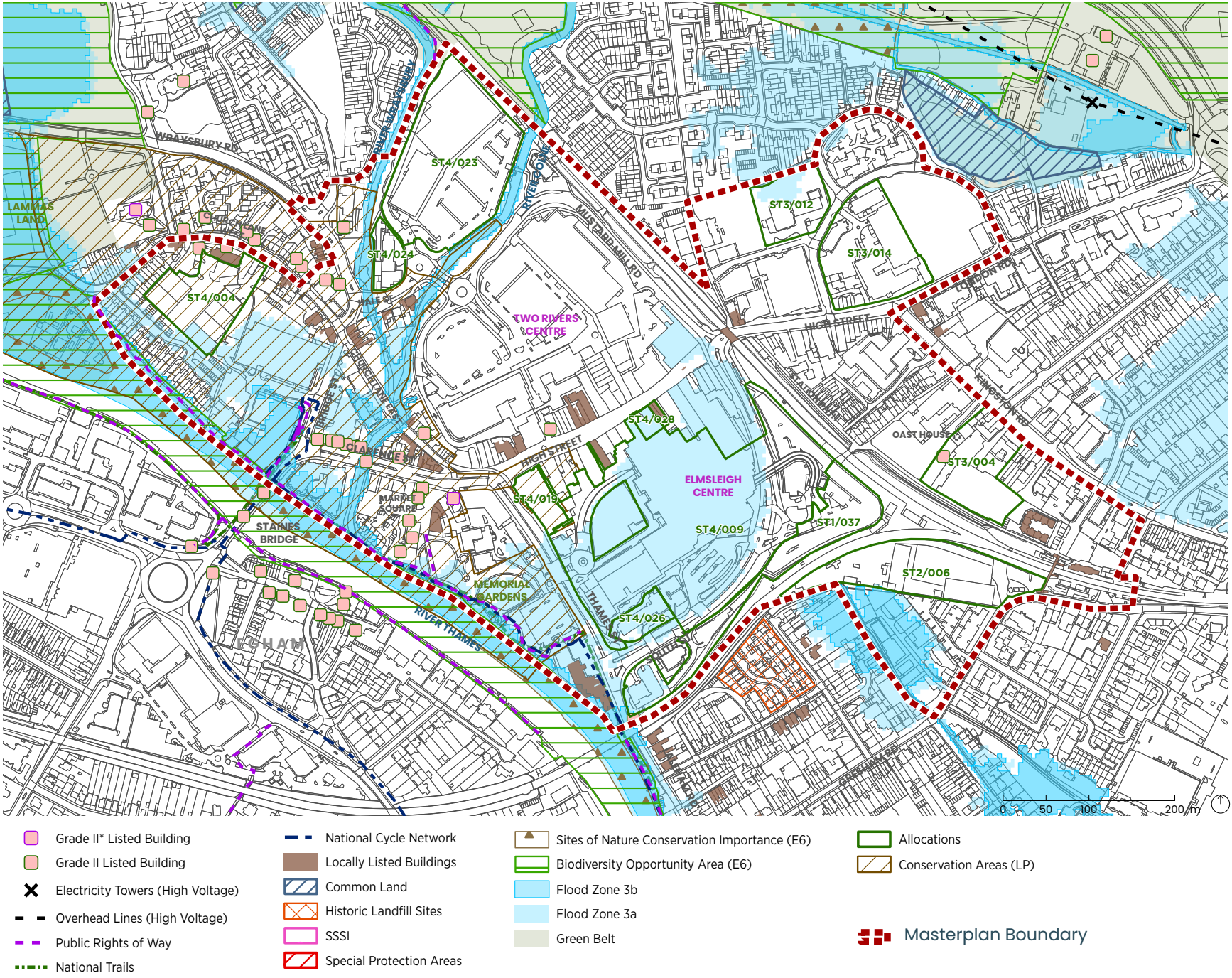


Figure 19 : Technical and policy constraints plan

Analysis

As part of the preparation of the masterplan, an extensive analysis of the town centre was undertaken. The aim of the analysis was to identify those part of the town centre that were valued and worked well, and also those areas where enhancement could be beneficial. The analysis can be summarised under four key themes, set out in detail on the following pages.

Role of the Town Centre

Staines-upon-Thames town centre is the main centre of Spelthorne Borough and is a large retail centre within the wider surrounding catchment. It has excellent and popular retail provision for a town of its size (c. 25,000 residents), with many national chains present both in the high street and 'out-of-town' format. In recent years (since 2020), the proportion of space dedicated to services has risen, with a slight fall in comparison space (retail items that are typically higher-value, non-perishable, and bought infrequently rather than on a daily or weekly basis and compared on price and other factors), reflecting national trends.



Figure 20 : Analysis layers

Streets & Spaces

A town centre with a limited core set of streets and spaces for people

Staines-upon-Thames town centre is thriving, with strong retail and services occupancy, and plans to substantially grow the residential population over the coming 15 years, which will provide strong additional footfall.

At present the core set of walkable, pedestrian-friendly streets that make up the town centre is restricted to the High Street and a few connecting streets into shopping centres. As the town centre grows in population, this limits the available space for adding new retail and other ground-floor space, undermines the attractiveness of the town centre as a place to live, work and enjoy, and creates barriers to integrating new neighbourhoods as a walkable part of town.

The town centre also lacks public spaces and green spaces of sufficient quality and activation to attract users to them as a destination This lack of space and public realm to support 'secondary uses', makes it more difficult for Staines to convert regular shoppers into staying longer in the town centre for cafes, recreation and other non-retail activity.

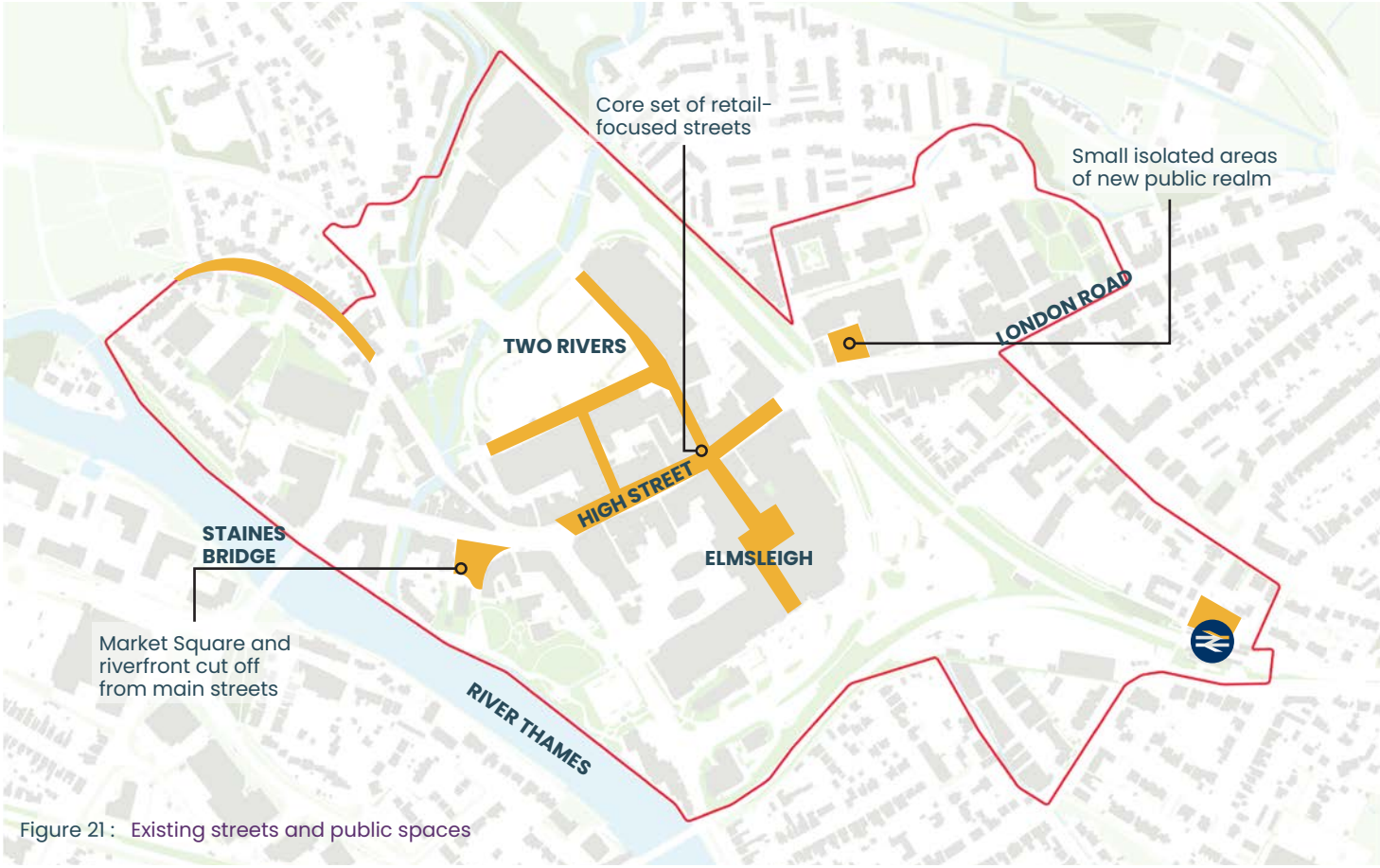


Figure 21 : Existing streets and public spaces

STRENGTHS

- ▲ Strong retail and services occupancy
- ▲ Pedestrianised High Street and shopping centres at the core of the town centre

WEAKNESSES

- ▼ Streets and crossings elsewhere in the town centre feel like they prioritise cars, not people
- ▼ Limited set of attractive streets and spaces will limit potential for a wider mix of uses and independent retailers
- ▼ Poor wayfinding makes it hard to discover the town centre and navigate for visitors

Key
Existing Key Streets and Spaces

Green & Blue Spaces

Poor quality green spaces that are far from the town centre

At the periphery of the town centre are a range of green spaces and natural habitats that can be used for recreation, amenity, ecology and a healthy life. However, they do not extend into the town, and the provision of green spaces or even planting and trees as relief from built form is very poor.

If Staines is to be an attractive and healthy home for people, these spaces and networks will need to be brought into the town centre. Staines-upon-Thames is at high risk from flooding, and developments in the 20th century took up much of the flood zones and channelised rivers, making the problem worse. There are also potential issues around disrupting shallow groundwater flows through new construction. A town centre where people live will need to manage water and flood risk more effectively.

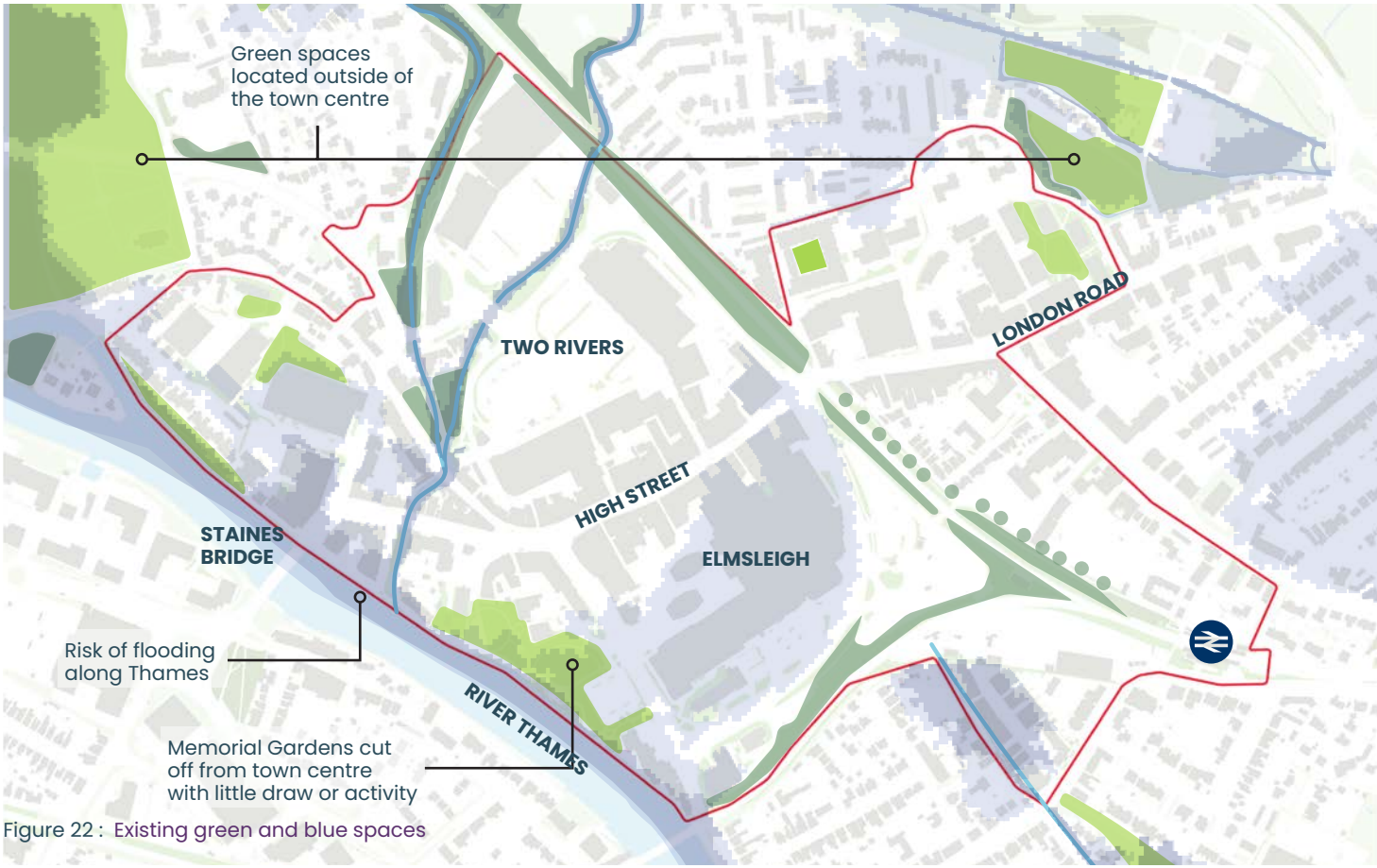


Figure 22 : Existing green and blue spaces

Figure 23 : Memorial Gardens



STRENGTHS

- Extensive green spaces and networks located within walking distance of the town centre
- Memorial Gardens provides green space on the riverfront

WEAKNESSES

- Little green space within town centre
- Few street trees and planting areas to help create shade, cooling and manage surface water from storm events
- Little space for space for recreation, informal activity and children's play
- Potential for river flooding
- Potential disruption to groundwater flow from development if not considered and designed for properly

Key

- Existing Woodland and Natural Habitats
- Existing Green Open Space
- Flood Zone 3b (considered functional floodplain)
- Flood Zone 3a (more than 1% annual event probability)

Connections & Movement

Barriers to the rest of town and the rivers

The core set of walkable streets is surrounded by a ring of car-dominated roads that cut them off from the river(s) and surrounding neighbourhoods, which makes it unpleasant, unsafe or difficult to get into the town centre, as well as providing a poor welcome to the town.

The town centre has limited arrival points, as it is surrounded by water and railway lines on all sides. The bridges and gateways are constrained and give over most of their space to vehicles, so are unpleasant and often unsafe for walking and cycling from surrounding neighbourhoods. Once in the town centre, the lack of active travel infrastructure makes it hard to get about to the place you want to go to. Crossings and streets are designed around the needs of cars, not people.

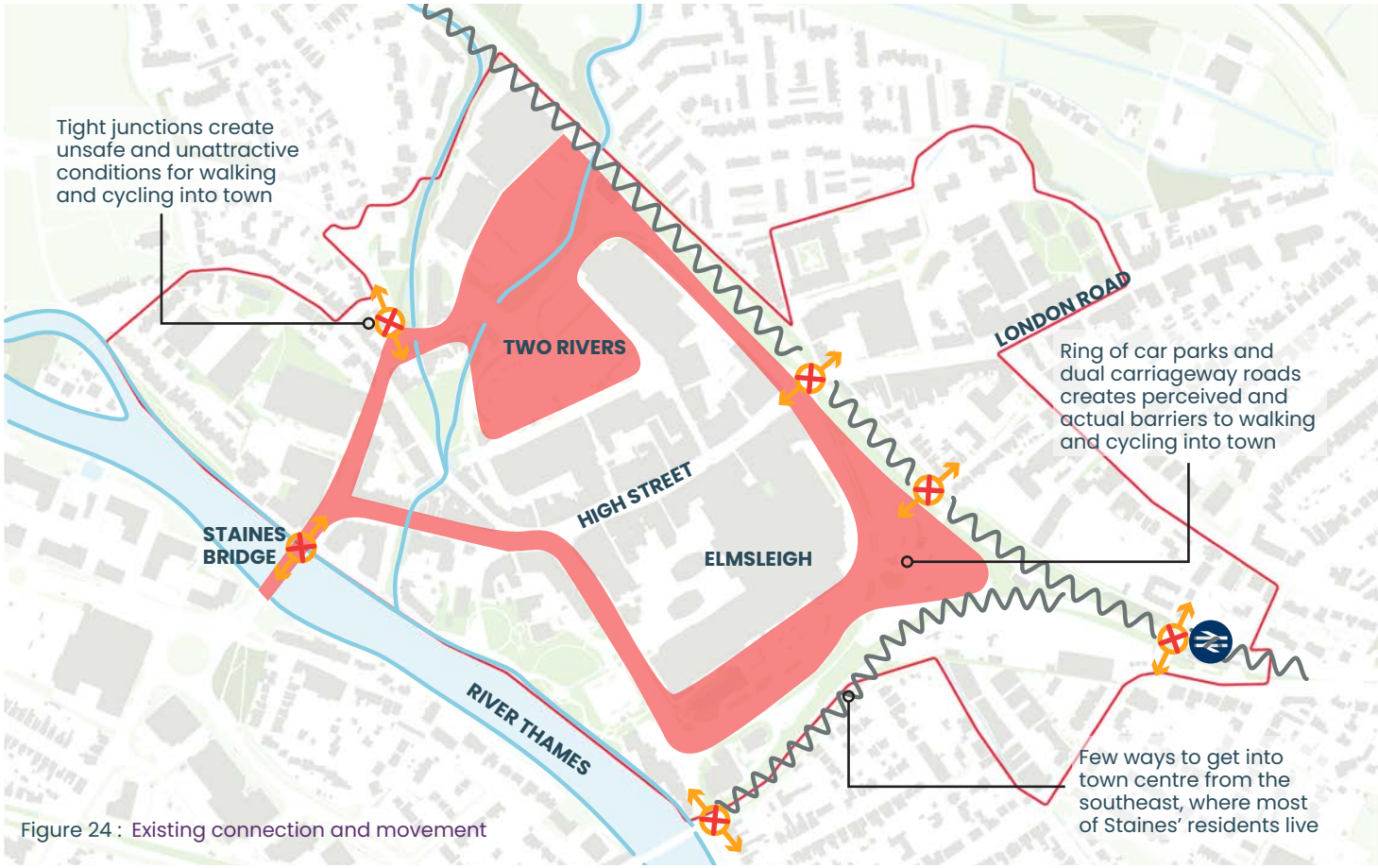


Figure 24 : Existing connection and movement

Figure 25 : Thames Street



STRENGTHS

- Well-connected to rail and road networks
- At the centre of a compact town and surrounding neighbourhoods within walking and cycling distance

WEAKNESSES

- Surrounded on all four sides by railways or rivers, with limited ways to get in or out
- Poor experience for pedestrians and cyclists at all arrival points
- Car-dominated ring of streets and car parks between surrounding neighbourhoods and the town centre

Key

- Car-dominated spaces and streets
- Constrained (for walking and cycling) gateway to town centre
- Severance due to railway lines

Character & Frontages

A mixed townscape, and a mix of uses

The town centre has a wide variety of buildings, with finer grain, low-medium rise along the High Street, Clarence St and Church St forming the attractive heart of the town centre. Away from these areas, buildings are larger and often do not relate well to the streets they are on, with few entrances, blank walls and facades, and architecture that can be jarring in context.

The parts of the town centre that are most valued by the community are those with fine-grain buildings, human-scale streets and regular entrances and active frontages. These parts of the town are also those that are thriving commercially, with high retail occupancy rates and a good mix of uses. Although of poor external design on exterior streets, the internal 'streets' of Two Rivers and the Elmsleigh Centre have similar characteristics and host a wide range of larger retailers successfully, contributing to the town's mix.

A comparison with other towns along the Thames and with similar contexts suggests that the town is lacking in higher-quality independent retailers, with a lack of streets and spaces that might host them - most retail space is within shopping centres. The town also lacks cultural spaces and venues, as well as a wider range of flexible workspaces that might be suitable for smaller and startup businesses. More peripheral streets, such as Church St West, support independent retailers but the poor quality of the public realm makes it more difficult to attract and retain them.

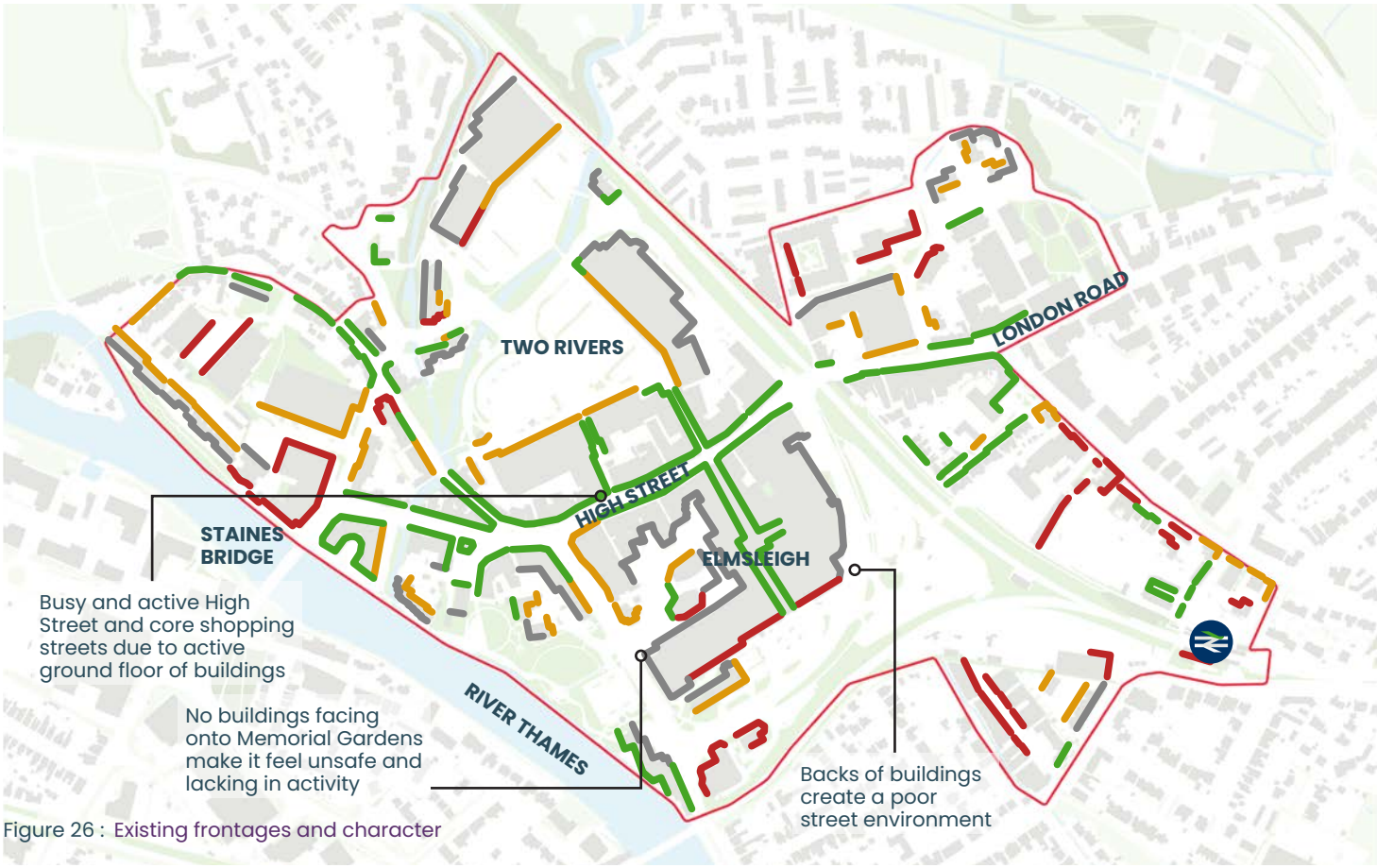


Figure 26 : Existing frontages and character

STRENGTHS

- ▲ Character of High Street, Conservation Area and riverfront valued by the community
- ▲ The most attractive, successful and highly valued places by the community have active ground floors with lots of entrances and 'fine-grain' buildings that vary and change along the street

WEAKNESSES

- ▼ Backs of buildings, service areas and blank walls dominate around the edge of the town centre, making it feel unsafe and unwelcoming, providing an opportunity for anti-social behaviour

Key

- Fine grain ground floor frontage, regular entrances
- Coarse grain ground floor frontage, occasional entrances
- Few ground floor entrances or windows, limited surveillance of street
- Rear/service frontage

Masterplan Strategies

The Masterplan sets out the key strategies, projects and opportunity areas that will underpin change in Staines-upon-Thames town centre.

It provides a basis for future decision-making and design, and ensures that projects and change are co-ordinated to deliver the vision and objectives of the masterplan.

In order to achieve this, the Masterplan identifies four interlinked strategies that encompass the whole town centre:

- Streets and Spaces
- Green and Blue Spaces
- Connections and Movement
- Heritage, Character and Built Form

Each strategy has a corresponding Policy for planning decision-making, and is supported by guidance and key design considerations.

The Development Principles Plan on the following page sets out the key elements of the Masterplan:

- Key projects for implementation across the town centre
- Opportunity sites and indicative layouts for future development

POLICY TC1
Town Centre Masterplan Strategies & Development Principles Plan

Four key design strategies are identified by the Masterplan to delivery change:

- Streets and Spaces (policies TC2 and TC2a)
- Green and Blue Spaces (policy TC3)
- Connections and Movement (policy TC4)
- Heritage, Character and Built Form (policy TC5)

The strategies are articulated on the Development Principles Plan.

Development proposals in the Town Centre must clearly demonstrate how they meet the policy requirements set out in each of the strategies policies TC2-TC5 and the Development Principles Plan.

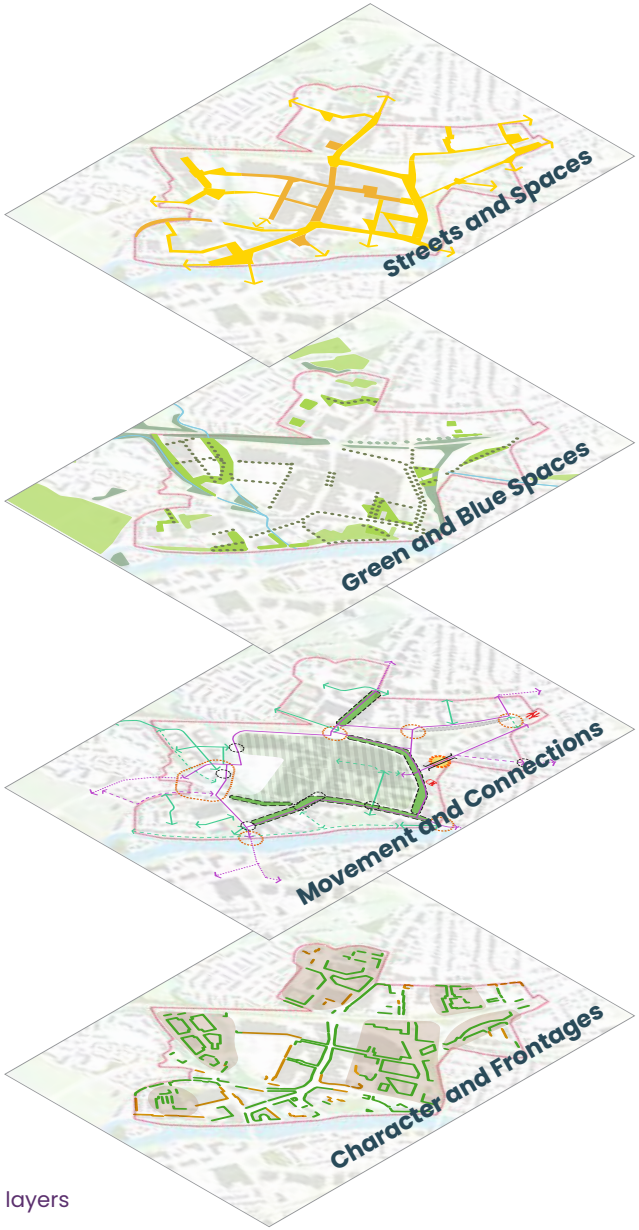


Figure 27 : Masterplan strategy layers

Development Principles Plan

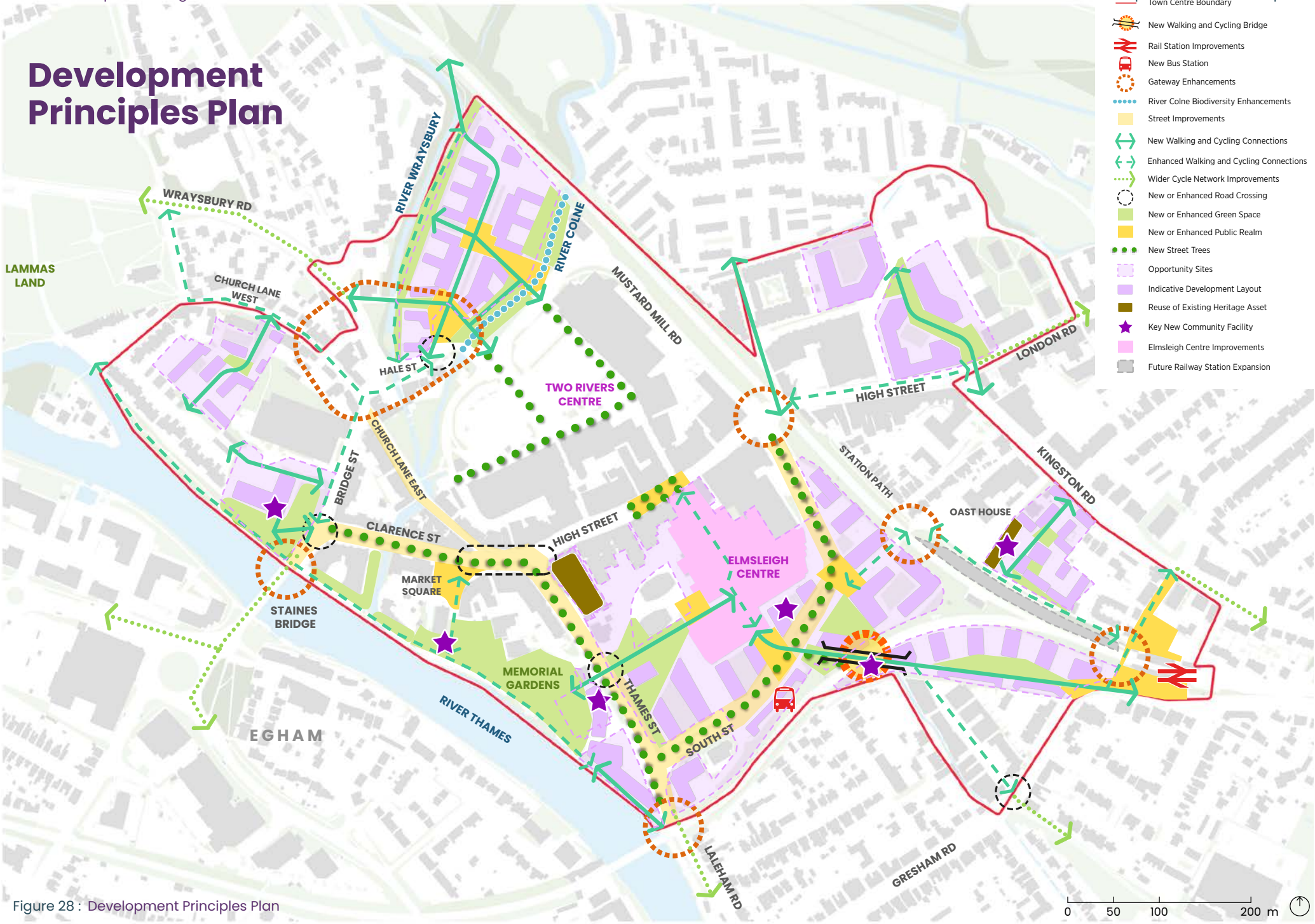


Figure 28 : Development Principles Plan

Streets & Spaces Strategy

Key Proposals

- Extend the network of walkable and attractive streets and spaces to create a larger, continuous network
- Transform South Street, Thames Street and Clarence Street into tree-lined town centre streets
- Connect the core walkable street network to the riverfront and railway station

The aim of the streets and spaces strategy is to transform the street network and wider public realm to make them centre-stage, focused on the needs of people, and creating a setting to host and absorb the needs of visitors and existing and new residents. To do this in the limited space available, new public realm will need to be high quality, inclusive and accessible to all, be multifunctional in use and distinctive in design.

The existing network of core pedestrian-friendly streets will be progressively extended through street transformations and the redevelopment of existing car-dominated areas at the periphery of the town centre. This will enable new residents to access the whole town centre, provide an attractive setting for retail and other key uses, and support further connections to surrounding neighbourhoods and the rivers.

POLICY TC2
Streets and Spaces

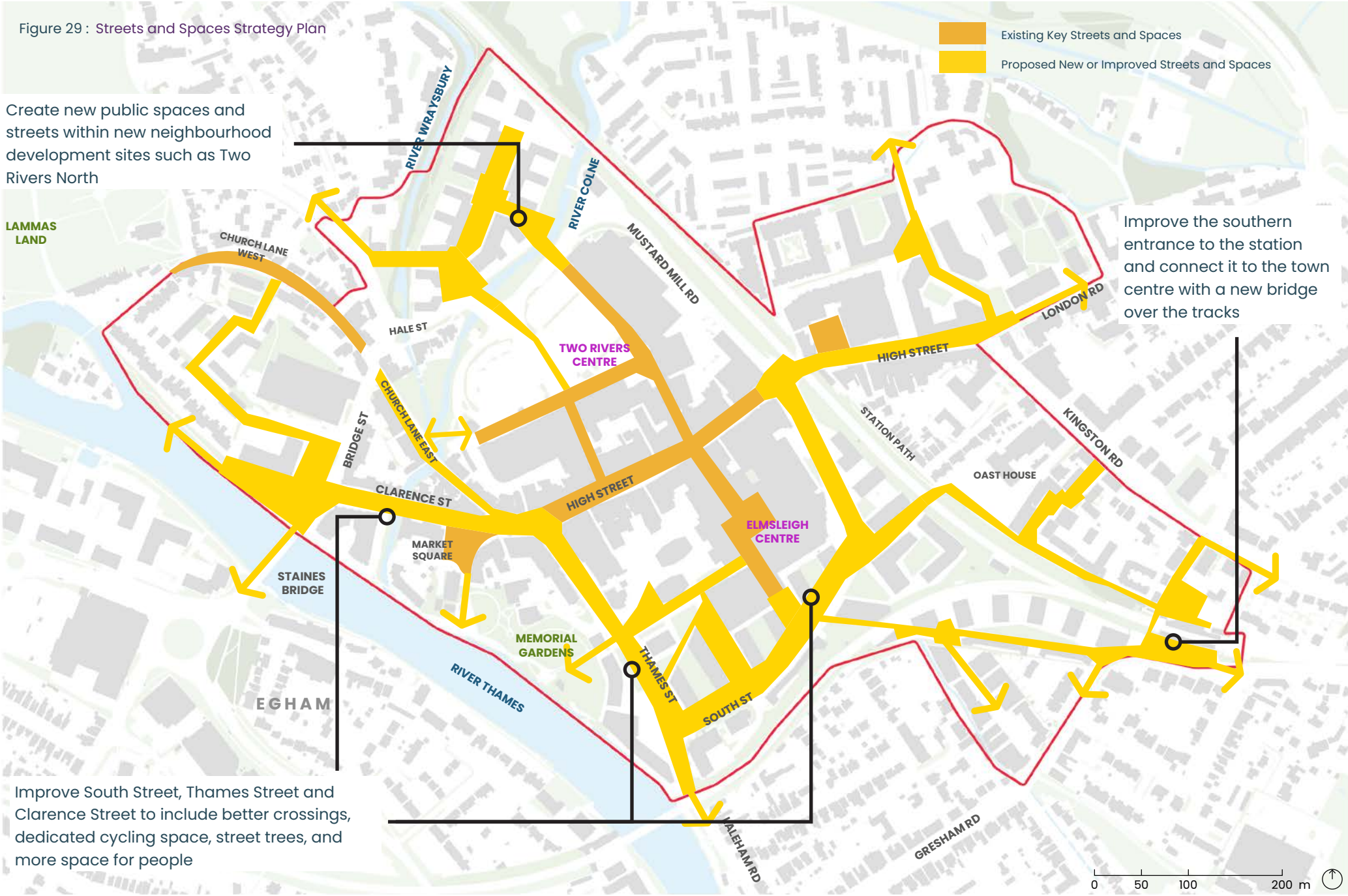
The Council will support and promote the enhancement of streets and spaces within the town centre as identified on the Strategy Plan, as attractive, accessible and multifunctional public spaces that prioritise walking, cycling and placemaking. Development proposals affecting or creating town centre streets must demonstrate how they:

- Extend the network of inclusive, accessible and attractive streets and spaces for pedestrians and cyclists
- Rebalance streets from traffic dominated conduits to tree lined spaces that prioritise sustainable and active travel choices with a focus on enhancing pedestrian accessibility
- Improve connectivity within the town centre and connect the core walkable street network to the riverfront and railway station
- Contribute to a unified and co-ordinated approach to the design of streets as linear public spaces, through the use of materials, landscaping, street furniture, lighting and detailing of the public realm, having regard to the requirements of the Spelthorne Design Code
- Enhance the legibility of the town centre through the incorporation of wayfinding measures, including pedestrian and cycle signage where appropriate

The Council will support proposals for new and enhanced pedestrian crossing facilities, junction improvements, changes to traffic management arrangements, and other highway enhancements where it can be demonstrated that they:

- improve pedestrian, cycle and public transport accessibility and movement; and
- will not result in unacceptable impacts on highway safety.

Figure 29 : Streets and Spaces Strategy Plan



Public Realm

The public realm, and the streets that form the core part of the town centre, is what brings a place together, and is how most people experience the town centre. The Masterplan is underpinned by a focus on improving the quality and function of the public realm, seeking to transform and elevate it for the existing and new communities of the town over the coming years.

A successful public realm is achieved through the early identification of the uses it will be put to, both in the public realm and in surrounding ground floor spaces.

The public realm strategy that underpins the masterplan recognises the strong existing retail core and seeks to expand it to include a wide range of additional uses that can make the town centre more complete. It will help to support:

- A focus on a range of leisure and recreation uses close to the River Thames
- A strengthening of the core retail streets
- Focusing creative and cultural uses around the Oast House, well-connected but slightly 'off the beaten track'
- Space for new neighbourhood communities to make their own

This strategy has informed the design of the spaces and streets throughout the Masterplan.



Figure 30 : Public Realm Uses Concept



New streets in town centre neighbourhoods will prioritise people over cars



Smaller incidental spaces will be included throughout new neighbourhoods to create an attractive townscape



Larger new public spaces will prioritise planting, activity, play and be designed for people first



Historic spaces such as the Market Square can be refreshed with sensitive materials and space integrated for smaller events and activities

POLICY TC2A
Public Realm Design Quality

The Council will support proposals for the public realm that are designed and co-ordinated to ensure the delivery of a locally distinctive, high quality, safe, accessible and useable environment that achieves design consistency across the Town Centre.

Public realm proposals must establish a sense of place, improve legibility and enhance linkages, particularly for pedestrians and cyclists, across the Town Centre and demonstrate how they:

- Create safe, attractive, inclusive and accessible environments for all users.
- Improve legibility, wayfinding and connectivity throughout the town centre.
- Prioritise walking, wheeling and cycling through the design and layout of streets and spaces.
- Integrate high-quality landscaping, tree planting, lighting, street furniture and sustainable drainage measures.
- Deliver a consistent palette of materials and public realm elements that reinforces local identity whilst responding to the character of individual areas.
- Strengthen connections between the railway station, High Street, riverside, new neighbourhoods, public transport facilities and other key destinations.
- Provide multifunctional spaces capable of supporting movement, social interaction, recreation, biodiversity enhancement and climate resilience.
- Address the impacts of future climate change by creating shade, urban cooling, planting and use of sustainable materials.

The design and layout of the public realm must also have regard to the key design considerations for street furniture, street planting, wayfinding, and lighting as set out in the Town Centre Masterplan, and requirements of the Spelthorne Design Code.

Street Furniture Key Design Considerations

New street furniture will form a part of public realm improvements and street transformations. Street furniture is essential to the functioning and usability of public spaces, making them accessible, safe and visually cohesive.

Where street furniture is proposed, it should:

- Be arranged and sited to minimise clutter, maintain clear access and preserve visibility for all users.
- Be inclusive, accessible and safe, supporting a wider range of users and needs through principles of inclusive design.
- Be coordinated with planting, lighting, signage and other public realm components as a part of a holistic streetscape design.
- Support placemaking and social interaction, encouraging people to dwell, meet and engage with public spaces.
- Be designed for longevity, durability and supply of street furniture components, allowing for ease of maintenance, resistance to vandalism, and robustness for intensity of use.

PRECEDENT EXAMPLES



Figure 31 : Street furniture can support a wide variety of spaces and uses



Figure 32 : A consistent approach can help to bring a place together



Figure 33 : Distinctive street furniture can help to provide landmarks and visual identity

Street Planting Key Design Considerations

New and existing planting forms an integral part of the public realm and street transformations. Street planting contributes to greener, healthier, and more climate-resilient environments, and to the character of streets. Where development is proposed, street planting should:

- Reflect the character, scale and function of the surrounding street or space, contributing positively to the identity of individual areas.
- Form part of an integrated public realm strategy, considering movement routes, street furniture, lighting and wayfinding.
- Support the creation of a coherent green network linking existing green spaces, such as Memorial Gardens, to the rivers and new public spaces across the town centre.
- Be arranged to avoid obstructing movement routes, building entrances, servicing, visibility splays and key views, and to ensure natural surveillance and sense of safety.
- Enhance biodiversity by incorporating a diversity of species and planting typologies that provide year-round habitat value, with priority for high-quality, climate-responsive planting.
- Respond to climate change by increasing canopy cover, reducing urban heat island effects, and contributing to sustainable urban cooling, with benefits for the comfort and wellbeing of town centre users. This includes being resilient to climate change and town centre conditions, such as drought, flooding, pollution, compaction and salt exposure
- Be designed for the long-term management, maintenance and replacement of planting.

PRECEDENT EXAMPLES



Figure 34 : Planting within town centre streets







Figure 35 : Above: rain gardens provide water management in streets



Figure 36 : Both left: examples of planting within main traffic streets, Sheffield

Wayfinding Key Design Considerations

Wayfinding and legibility help people read, understand and navigate their environment, aided by tools such as signage, mapping, landmarks and the public realm. Development proposals should:

- Make getting around Staines town centre intuitive, convenient and easy for all users.
- Reinforce the hierarchy of streets, spaces and routes that are visually distinct from one another, aided by landmarks, public spaces and recognisable features.
- Reinforce existing orientating features, such as the River Thames, Railway Station, High Street and Town Hall.
- Integrate wayfinding information without contributing to visual clutter or cognitive overload, employing signage only where necessary.
- Integrate wayfinding into the design of the public realm through paving, landscape design, lighting, public art and architectural features, reducing reliance on standalone signs.
- Adopt a consistent approach to signage, mapping, terminology, materials and graphic design across the town centre.
- Be accessible and inclusive, incorporating inclusive design principles across the public realm and signage.
- Highlight key attractions, destinations, facilities and public transport, with particular emphasis on links between Staines Railway Station, Bus Station, the High Street, Two Rivers, Market Square, Memorial Gardens and the River Thames Frontage.
- Contribute positively to the character and quality of the public realm, ensuring wayfinding elements are designed as a part of the townscape, rather than solely functional infrastructure.
- Where signage is proposed it should be:
  - Orientated to face the primary route;
  - Visible from the secondary route
  - Sited clear of walking/cycle space
  - Accessible to all users.



Figure 39 : Cartography and design should be consistent across the town centre

PRECEDENT EXAMPLES



Figure 37 : Fingerposts should be located at intersections of routes



Figure 38 : Map totems should be provided at major destinations and gateways

Lighting Key Design Considerations

Lighting influences accessibility, legibility and sense of safety of environments, and when designed well can positively contribute to the character and vitality of the town centre. Where lighting is proposed, it should:

- Provide a safe, comfortable and attractive environment for all users during hours of darkness.
- Support the vitality of Staines town centre and evening economy by creating welcoming, well-lit streets, public spaces and routes.
- Have a consistent approach to lighting across the town centre, whilst responding to the character and function of streets and spaces.
- Be integrated with the design of buildings, landscape, public art, wayfinding and street furniture, where appropriate, to create a coordinated public realm and highlight key routes, spaces, features and gateways.
- Enhance important landmarks, heritage assets, public buildings and focal points where appropriate.
- Use energy-efficient technologies that minimise energy consumption, and where possible are powered by renewable sources.
- Minimise light pollution, glare and spill, to ensure it does not affect habitats and neighbouring properties. Extra consideration should be made to avoid adverse effects on biodiversity and ecology around green spaces, watercourses, and areas of habitat value.
- Be adaptable to changing technologies, with thought to the long-term management and maintenance to remain functional, efficient and attractive throughout its lifecycle.

PRECEDENT EXAMPLES

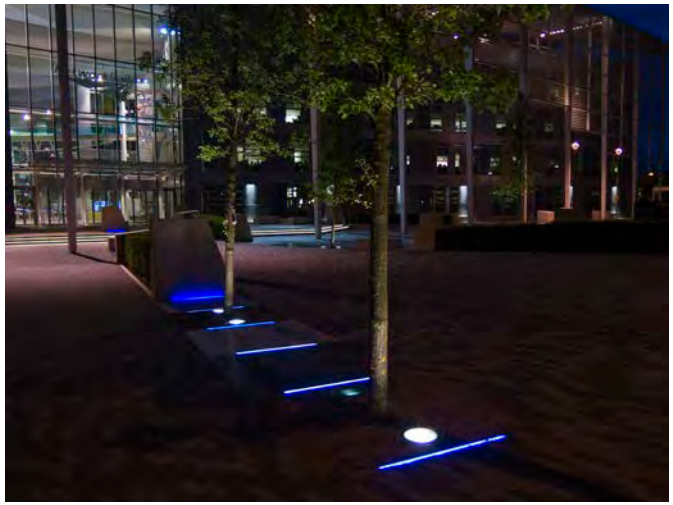


Figure 40 : Feature lighting installations can support placemaking and use of spaces into the evening

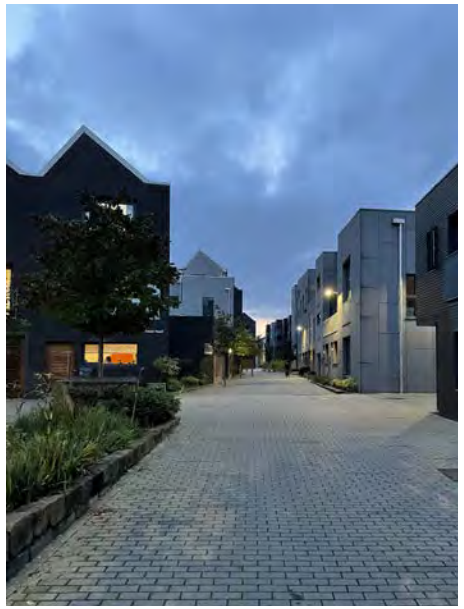


Figure 41 : Street lighting should respond to character and use, e.g. lower levels on residential streets



Figure 42 : Lighting should provide for pedestrians as well as sufficient light levels for vehicles

Green & Blue Spaces Strategy

Key Proposals

- Over 3ha (7 acres) of new green space throughout the town centre
- Tree-lined streets with planting and landscape to help create shade, lower temperatures, manage stormwater water and bring nature into the town
- A green and active Thames riverfront
- Space for recreation and children's play
- Design of development to minimise any impact on groundwater flows

Staines-upon-Thames has developed from a historic bridging point on the River Thames, dating back to at least the Roman period. Its development has thus always been strongly linked to how it relates to the water. In the past, this provided transport links and energy for thriving industries, but today it has a new opportunity to provide recreational space, natural habitats and a healthy, attractive setting for living.

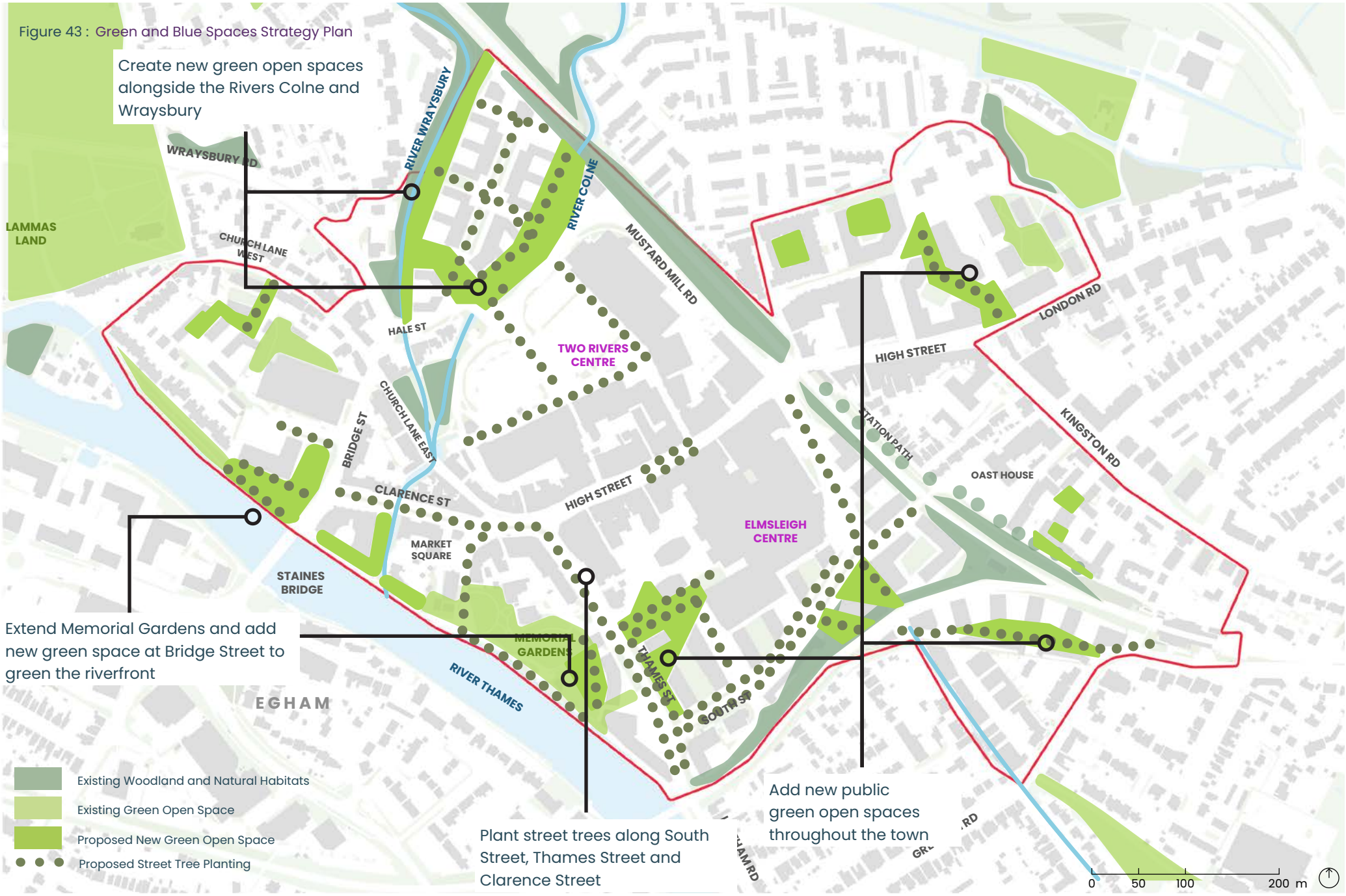
This aim can be further achieved by extending and enhancing the networks of green infrastructure that surround the town centre, and bringing them into the core of the town, where they can provide a range of benefits: amenity space, cooling and shade, water management, ecological networks and air quality improvements. Green spaces should be prioritised in areas of highest fluvial flood risk, and at the heart of new town centre neighbourhoods.

POLICY TC3
Green and Blue Spaces

The Council will support the provision and stewardship of new, and enhancement of existing, green and blue infrastructure within the town centre, as set out in the strategy plan. Development proposals creating or enhancing existing green and blue infrastructure must demonstrate how they contribute to:

- The provision of new green spaces throughout the town centre as set out in the strategy plan, including through the development of Opportunity Sites identified in Policy TC12 Opportunity Sites;
- The creation of tree-lined streets, planting and landscaping that contributes to urban cooling, provides shade, improves environmental quality and enhances biodiversity;
- The transformation of the Thames Riverfront through the provision of new planting, green spaces, improved public realm and opportunities for recreation, leisure and community activity; and
- The provision of accessible spaces for recreation, informal activity and children's play.
- Ecological connectivity, biodiversity enhancement and Local Nature Recovery Strategy objectives.

Figure 43 : Green and Blue Spaces Strategy Plan



Leisure, Recreation and Play

Broadening the range of activities to enjoy within the town centre is a key objective of the Masterplan to ensure the continued vibrance, success and attractiveness of the town for its new and existing residents, and the wider area.

New spaces for play, relaxation, physical activity and outdoor pursuits are proposed throughout the town centre. These include:

- Town-wide attractions such as an all-ages play park and events space in Memorial Gardens
- New green open spaces and enhanced, activated public realm throughout new development Opportunity Sites
- Neighbourhood-focused facilities such as local play and green space
- Residential facilities such as shared gardens and play facilities within apartment development
- Access to the River Thames for watersports

Indoor facilities are also indicated throughout the masterplan, including:

- Reprovision of existing facilities such as the Library, Staines Museum and community spaces as the Elmsleigh area is redeveloped over time
- New flexible cultural and creative space at the Oast House
- Potential riverfront space at Memorial Gardens such as a gallery, theatre or community space with associated café.

Leisure, Recreation and Play Key Design Considerations

Leisure, recreation and play should be broadly concentrated along the Thames and Colne riverfronts, making use of the water and green spaces, and providing a contrast to the busier retail and commercial core. Improved connectivity between these two areas will ensure that those who have come into the town centre for one use (leisure or retail) are able to move between and discover the two, prolonging their time and enjoyment in the town centre.

New facilities and spaces should be designed to achieve the 10 Principles of Active Design set out by Sport England (2023) to achieve high standards of safety and inclusivity for different genders, demographic groups, levels of mobility, neurodiversity and other factors affecting people's ability to use public spaces successfully.realm and signage.

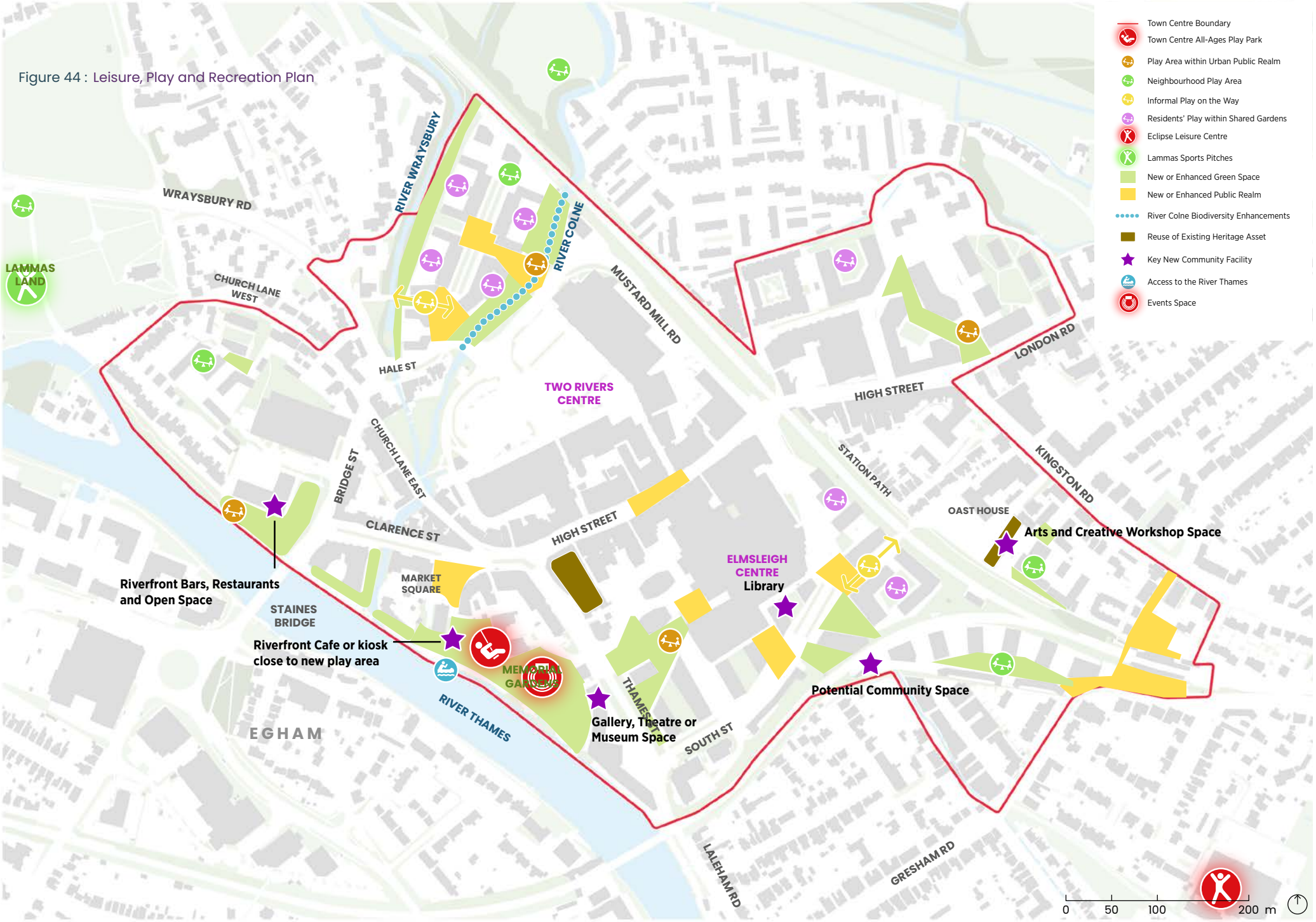




PRECEDENT EXAMPLES OF PLAY IN THE PUBLIC REALM



Figure 44 : Leisure, Play and Recreation Plan



Flood Risk and Groundwater

The presence of water defines the town centre, and the historic development of the town. Staines-upon-Thames is affected by three potential sources of flooding, each of which are addressed by the Masterplan.

River Flooding (Fluvial)

There are three rivers running through or past the town centre (the Thames, Colne or Wraysbury). In addition there are a number of culverted streams (e.g. Sweeps Ditch) which formerly ran on the surface through the town centre. In Spelthorne's Strategic Flood Risk Assessment (2024), a proportion of the town centre has been assessed as being in Flood Zone 3a (>1% annual probability of flooding), with a small amount adjacent to the rivers assessed as Flood Zone 3b (>3.3% annual probability of flooding, functional floodplain).

River Flooding Key Design Considerations

The masterplan sets out the following approaches for development when addressing fluvial flood risk:

- All areas assessed as Flood Zone 3b are unsuitable for built development and should therefore incorporate open space, for example the proposed open space to the northwest of Staines Bridge.
- All development of new homes should be located preferentially outside of Flood Zone 3a. Residential densities in the masterplan are maximised within these areas where possible and compatible with the surrounding context.
- The area around the Elmsleigh Centre is mostly assessed as within Flood Zone 3a. In this area, open space and public realm should be concentrated at the lowest elevation points and areas at highest risk. Ground floors are primarily intended to be commercial, retail or other non-residential uses. A new network of permeable streets will ensure effective evacuation routes in case of flooding to areas assessed as Flood Zone 2.
- Development on areas of Bridge Street Car Park within Flood Zone 3a should adoptsthe same principles as within the area around the Elmsleigh Centre. River level development at the most risk of flooding should be commercial and leisure uses, or other lower risk uses. Potential hotel or other non-residential uses should be situated at first floor (street level), sat well above flood risk and at the same level as the bridge above the river. In the illustrative plan a raised public realm platform connects the hotel entrance to the street, with hotel car parking located underneath. Hotel uses are at a lower risk than normal residential uses, with hotels being able to be closed during flood events and with less risk to personal property.

All sites will be developed in line with the latest modelling and regulations at time of decision.



Figure 45 : Illustrative masterplan extract showing Elmsleigh area open space located in area of potential flooding in extreme river flood event

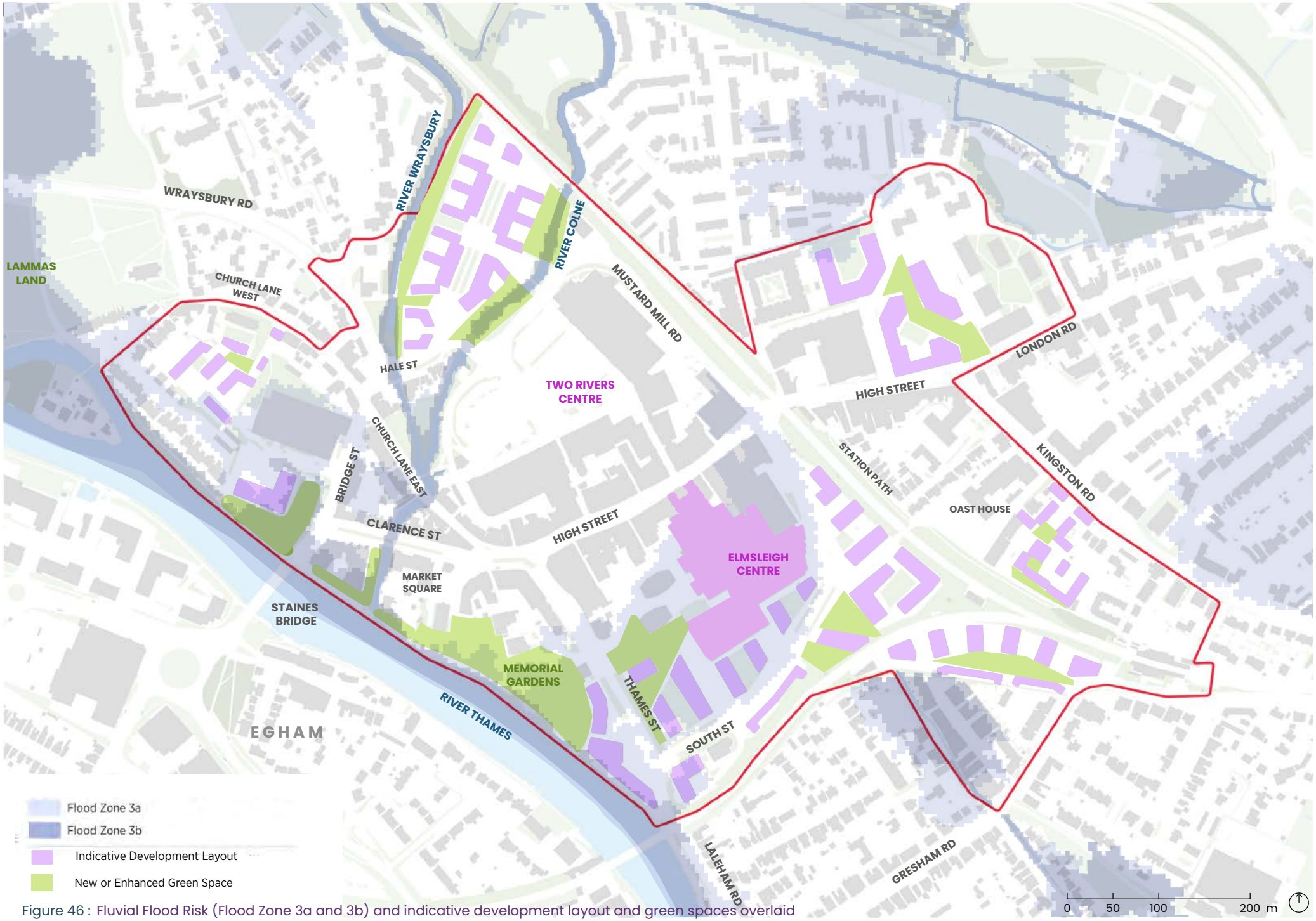


Figure 46 : Fluvial Flood Risk (Flood Zone 3a and 3b) and indicative development layout and green spaces overlaid

Surface Water Flooding

When rain falls in the town centre today, it mostly cannot permeate into the underlying soil due to the predominant use of impermeable materials. In heavy rainfall events, this can create surface water flooding when drainage systems are overwhelmed. Such events will become more likely due to climate change.

To address this, all new development and public realm in the town centre will adopt principles of sustainable drainage systems (SuDS). These aim to 'slow the flow' of water, and make surfaces more permeable, allowing water to be managed before it hits drainage systems.

New development will be expected to achieve an Urban Greening Factor (UGF) as set out in the Spelthorne Design Code and Climate Change SPD, using Natural England's methodology. The Urban Greening Factor, a metric that measures how much green infrastructure and permeable space such as trees, green roofs, and rain gardens is integrated into a site.

In the public realm, sustainable drainage is a key component of a resilient town centre, helping to manage surface water, improve water quality, enhance biodiversity, and contribute positively to the enjoyment and quality of the public realm. The illustrative masterplan demonstrates how this could be delivered, and throughout the masterplan a range of improvements to streets and spaces are proposed which will increase the permeability of the town centre.

Surface Water Key Design Considerations

Design Requirements are set out in the Spelthorne Design Code. Sustainable drainage in the town centre should in particular:

- Respond to the town's waterside setting by integrating features within streets, spaces and green infrastructure, rather than engineered as standalone features.
- Avoid creating barriers to movement, ensuring sustainable drainage features are fully integrated with requirements for accessibility, servicing and pedestrian permeability.
- Deliver multi-functional benefits, combining surface water management with biodiversity enhancement, urban greening, public realm improvements, climate adaptation and opportunities for recreation and education.



Figure 47 : Attenuation features: rain gardens and green roofs



Figure 48 : Conveyance features: swales and rills/channels

Groundwater Flows

Recent research by Jonathan D. Paul et al. (2025), undertaken in the Staines area following the January 2024 flooding, demonstrates that groundwater flooding within the River Terrace Gravels is strongly influenced by local geological variability and urban development. The study concludes that groundwater emergence is influenced not only by prolonged rainfall but also by subsurface obstructions, preferential groundwater flow paths and local hydrogeological conditions, with only a weak correlation to River Thames water levels. The findings highlight the importance of considering groundwater flood risk alongside fluvial and surface water flooding when assessing development proposals within the area.

Groundwater sitting within a layer of permeable soils tends to flow "downhill" relative to the plane of the impervious strata below. When a deep foundation or basement is constructed into the water-bearing strata, the flow can be restricted and distorted. Below the ground, the permeability of the soil limits the speed that water can travel, so the blockage to flow can cause the water level to rise on the upstream side. It is also necessary to understand the combined effect of multiple subterranean developments in a given area, to prevent the unwitting construction of a "wall" of basements across the flow of groundwater, which could incrementally cause significant change to the upstream soil conditions, and potentially flooding on the surface.

Groundwater Flows Key Design Considerations

The masterplan's illustrative studies on development sites assume no use of basement parking, which could present a significant obstacle to the flows of groundwater under the town centre. Use of underground car parking will need to submit evidence on the impact on groundwater flows and assessed as part of planning applications for individual development.

Apartment buildings, particularly those that are taller, will require more substantial foundations than typical lower-rise construction. This could impact upon the flows of groundwater if not considered as part of the design process.

Potential engineering design solutions include:

- Designing foundations and retaining walls to minimise the barrier effect on groundwater flow, where site conditions permit.
- Incorporating permeable pathways or hydraulic relief measures where appropriate to maintain groundwater continuity around subterranean structures.
- Undertaking site-specific ground investigations and groundwater monitoring to establish seasonal groundwater conditions and inform the structural and waterproofing design.
- Assessing the cumulative impact of existing and proposed basements and deep foundations to avoid creating a continuous barrier to groundwater flow across a wider area.

These principles will need to be evidenced and assessed as part of planning applications for individual development.

Connections & Movement Strategy

Key Proposals

- A new railway bridge for walking and cycling for the whole town to use,linking the town centre, train station and a new neighbourhood in the Elmsleigh area
- A new bus station with better waiting facilities and more space for services
- Streets with better crossings and more space for walking and cycling
- Improvements to all the main access points under railways and over rivers

Staines-upon-Thames is a compact town, with most residents within walking and cycling distance of the town centre. It has excellent rail connections to London, and is a hub for local bus services. The town is also a centre for a wider catchment, that is not as well-connected by public transport or active travel.

The movement strategy aims to stitch the town centre better into its surrounding neighbourhoods, and make it easy to get in and out, and limit the impact of through traffic. It also seeks to make sure new residents within the town centre can move about safely and easily when walking and cycling, and access onward connections.

POLICY TC4
Connections and Movement

The Council will support and promote the delivery of a well-connected, accessible and sustainable town centre. Development proposals must demonstrate how they:

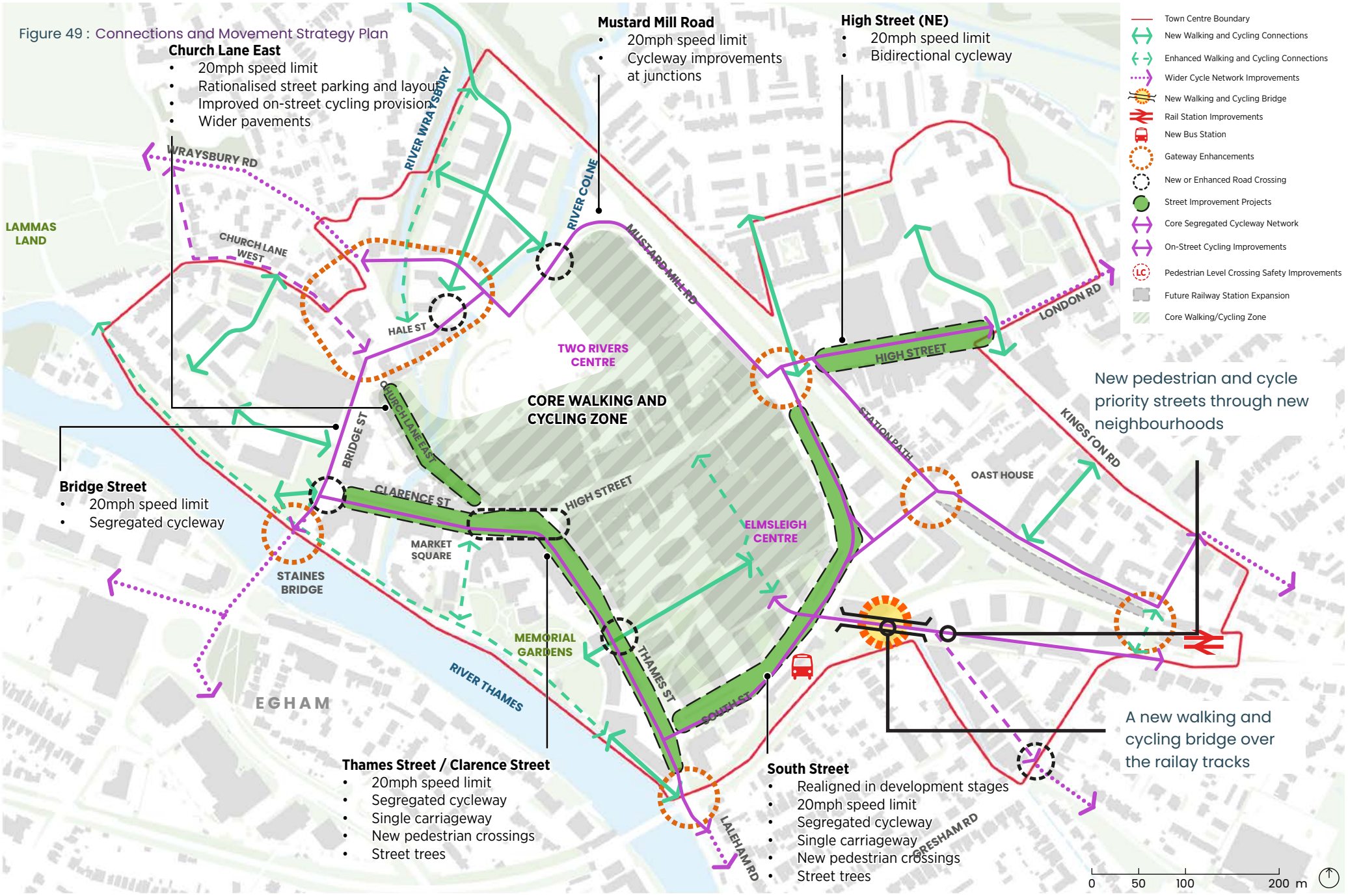
- Establish an integrated movement network that improves connectivity between key destinations, supports sustainable travel choices and reduces barriers to movement for all users
- Connect to proposed walking and cycling improvements in the Spelthorne LCWIP
- Improve existing and deliver proposed streets through the provision of safe, convenient and accessible crossing points, together with enhanced infrastructure and greater priority for walking, wheeling and cycling in accordance with Policy TC1 Street Transformations.
- Are designed to achieve a Core Walking and Cycling Zone that where there is priority to pedestrians and cyclists, frequent cycle parking and vehicle access only for loading and residential parking, with no through routes
- Enhance principal access routes into and through the Town Centre, including key connections beneath railway infrastructure and across river corridors, in accordance with Policy TC11 Town Centre Gateways

The council will support developments that support:

- The delivery of a new pedestrian and cycling railway bridge providing a key connection between the town centre, train station and southeastern neighbourhoods (policy TC2a Public Realm Design Quality)
- The provision of a new bus station offering enhanced waiting facilities and capacity for existing and enhanced services (policy TC9 Bus Station)

Developer contributions towards transport projects will only be sought where supported by policy and evidence and where statutory tests are met.

Figure 49 : Connections and Movement Strategy Plan



Parking

The town centre has significant areas of public car parking, either council-run (mostly around the Elmsleigh Centre) or privately run (around Two Rivers). Several existing council-owned surface car parks are proposed to be redeveloped.

Good availability of public car parking contributes to Staines' wider regional role as a thriving retail centre. Conversely, its provision can encourage high levels of car use which can detract from the attractiveness of the town centre, requiring significant highway and parking infrastructure which currently cuts the town centre off from its surrounding neighbourhoods. Surface car parking in particular is an inefficient use of land in a location which is sustainably located with transport and key facilities on the doorstep.

Cycle Parking Key Design Considerations

Secure, convenient and sufficient cycle parking is of vital importance to encourage more people to see cycling into the town centre as a viable and attractive travel choice.

Cycle parking should be more widely available throughout the town centre, located in close proximity to key destinations and at regular intervals on main shopping streets. Cycle spaces should be visible and well overlooked, and use standard Sheffield-stand type designs for robustness and flexibility.

Secure residential cycle parking for new development should be provided in line with the requirements of the Spelthorne Design Code.



Figure 50 : Visitor cycle parking within the public realm



Figure 51 : Visitor cycle parking within a residential courtyard

Public Car Parking

The masterplan strategy sets out two potential scenarios for future public car parking provision.

- Scenario 1: Retaining the current levels of public car parking, but in more efficient formats such as multi-storey car parking.
- Scenario 2: Reductions in the levels of public car parking. This will be tied to the success of the overall sustainable travel measures in the masterplan, the Spelthorne LCWIP and Surrey's Local Transport Plan, with a resulting modal shift to public transport and walking/cycling over time reducing the need for car parking.

This approach is in line with the wider Parking Strategy set by Surrey County Council (updated 2020) which sets a vision to 'provide parking where appropriate [and] control parking where necessary'. It also aligns with the recent update to the National Planning Policy Framework (NPPF) in August 2026, which has further strengthened the importance of embedding vision-led approaches to planning for transport and parking at the early stages of any development or strategy.

To manage this process, it is proposed that a 'monitor and manage' approach is implemented by the incoming West Surrey Council as a combined transport and planning authority, reviewing the available car parking assets across the town centre and balancing need with alternative sustainable travel modes. Parking supply and pricing can have a significant influence on travel behaviour and regular monitoring of occupancy levels, duration of stay and parking turnover will help identify how travel patterns respond to wider transport interventions. Monitoring will also help identify and mitigate against displacement of parking demand into surrounding residential areas.

Managing car parking in the town centre will help create a more attractive and healthy street environment, improve road safety and retain the economic vitality of the town centre, whilst still allowing for servicing and delivery needs of businesses and providing access by car for those with no viable alternative mode of transport. The exact quantum of parking required throughout the lifetime of the masterplan will be determined through detailed assessment of both individual sites and the town centre as a whole.

This approach has been mirrored locally in Surrey and neighbouring London Boroughs. For example, in Kingston Upon Thames, the Cattle Market Car Park redevelopment has been identified as suitable for redevelopment and parking consolidation within the wider context of the town centre.



Figure 52 : Multi-storey car parks can be clad to provide a more attractive exterior and clear entrances



Figure 53 : The visual and microclimate impact of surface car parks can be reduced with the use of street trees and planting

Residential Car Parking

Further to town centre car parking, any new residential development which comes forward as part of the masterplan will also require adequate parking. It is considered that living in a town centre with access to local services, and with a frequent rail service to surrounding towns and London, means that fewer households are likely to need a car. This approach is not new in Staines, with many recent developments delivering low parking ratios (between less than 0.5 spaces per dwelling) and have managed parking demand through charging for spaces.

This approach, supported by Surrey County Council's Transport Plan, has been applied to the illustrative masterplan schemes for the Opportunity Sites within the masterplan. The exact form of parking will differ dependent on the context of each development, for example Two Rivers North, Elmsleigh and Station Gateway are likely to have podium parking, whereby parking is provided on ground or first floors with development above. In contrast, given the historical context of the Staines Village and Oast House development areas, it is considered more appropriate to provide parking sensitively at ground level within courtyards and adjacent to dwellings.

Individual opportunity sites set out later in this document adopt a variety of approaches to providing appropriate levels of car parking, following recent precedent. Detailed provision of car parking levels will be established through individual planning applications.

Some sites in the town centre, such as Debenhams, Oast House and other smaller sites around the Elmsleigh Centre could benefit from a strategic approach to car parking provision, potentially providing residential parking through reserved spaces or levels within new central car parking facilities within a redeveloped Elmsleigh Centre. Where this would benefit the design of opportunity sites, it is noted in later sections.

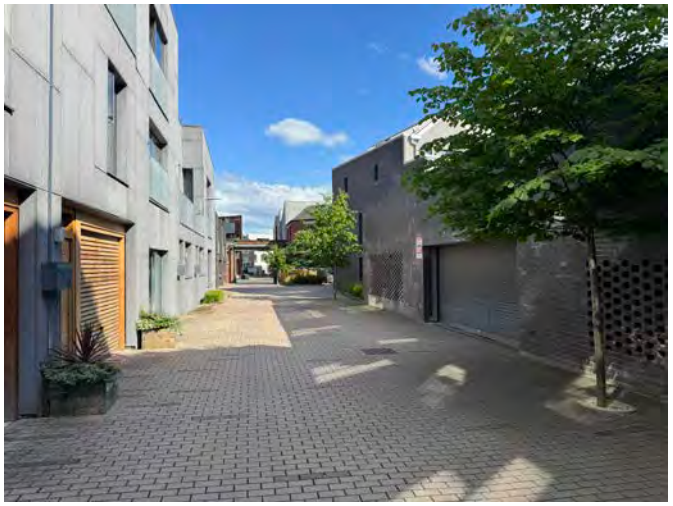


Figure 54 : Lower-rise residential streets can include parking within homes or garages

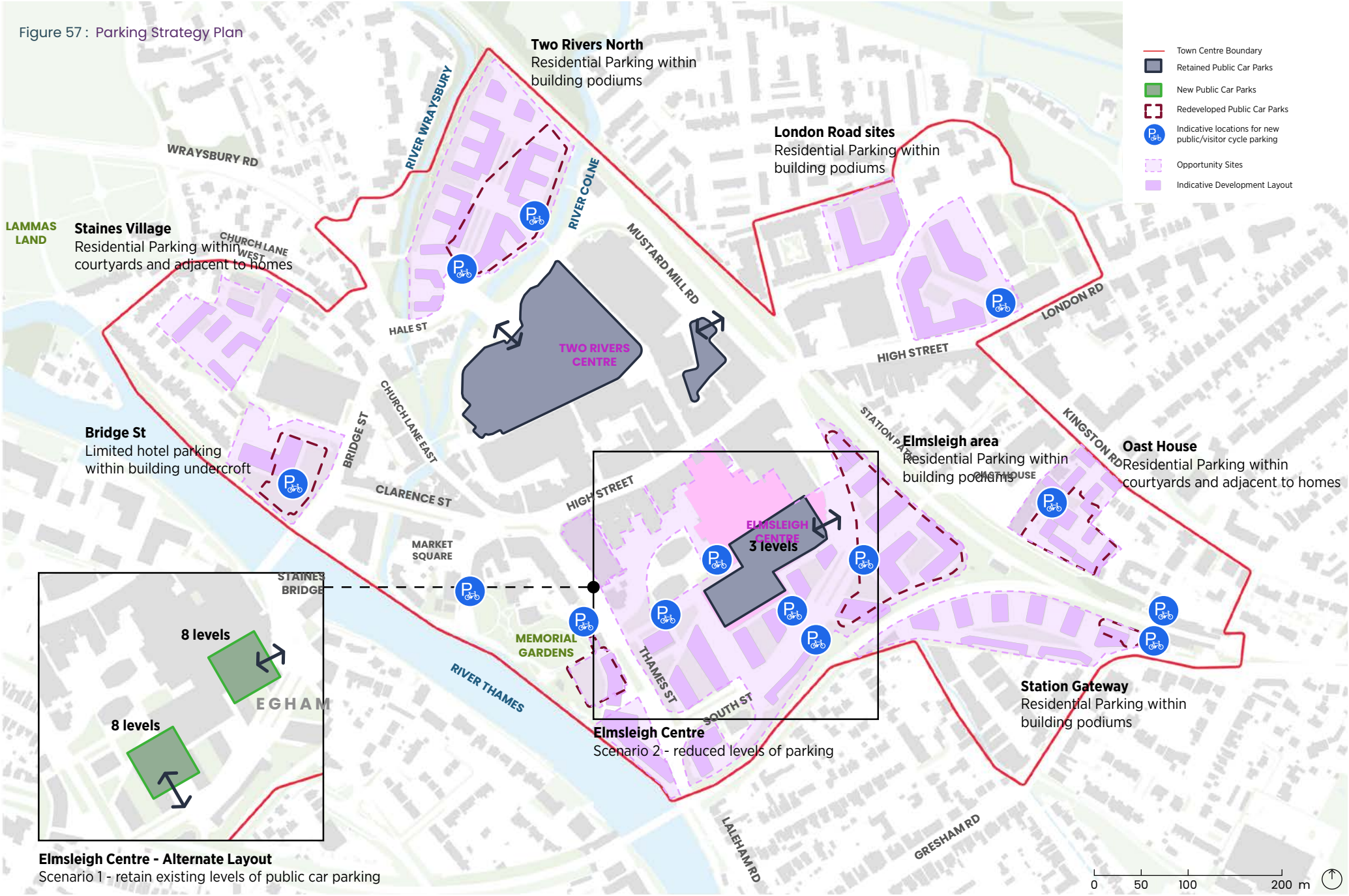


Figure 56 : Entrances to podium or undercroft car parking should be integrated within the overall facade design



Figure 55 : Lower-rise residential streets can include parking within landscaped courtyards

Figure 57 : Parking Strategy Plan



Heritage, Character and Built Form Strategy

Key Proposals

- Protect the character and scale of the High Street
- Locate taller buildings in areas where they will have least impact on streets and surrounding neighbourhoods
- Active ground floors to make streets pleasant, safe and with floorspace for a wide variety of uses and retail

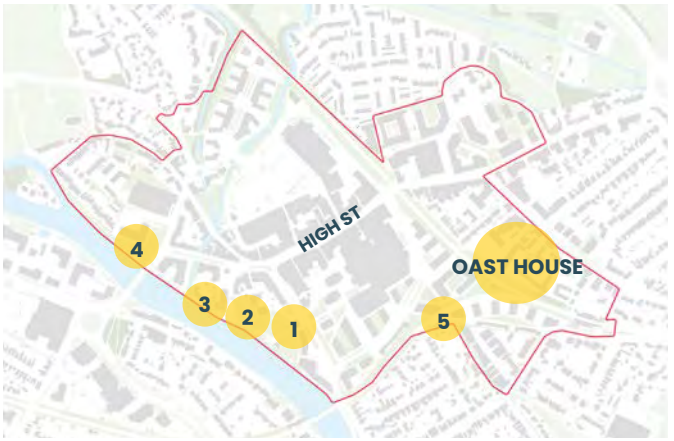
Planned new development will require a higher density of development than currently exists in the town centre. The built form strategy is to protect the scale and character of the core, fine-grain medium-rise streets, and locating taller or bulkier buildings further into new town centre neighbourhoods. Buildings will address the street with appropriately activated ground floors, making the public realm a more pleasant place to be.

A wide variety of commercial and community uses is what makes Staines-upon-Thames a thriving place, and this can be enhanced by locating the right size of units along well-connected streets with good public realm.

Policy TC5
Heritage, Character and Built Form

The Council will support development that reinforces the distinctive character and sense of place of the town centre. Development must demonstrate how it:

- Achieves the Scale and Massing approach set out in the Spelthorne Design Code for Staines and Town Centre Neighbourhoods;
- Locates taller buildings in areas where they have the least impact on the character of surrounding streets, heritage assets or neighbouring residential areas in accordance with the requirements of the Spelthorne Design Code and the principles set out in Figure 60;
- Respects the heights set out for safeguarding constraints for Heathrow Airport;
- Provides active ground floor frontages onto key streets and public realm as set out in the Strategy Plan, that contribute to a vibrant, attractive and safe public realm through the inclusion of uses that generate activity and natural surveillance throughout the day and evening; and
- Supports a diverse mix of commercial, community, leisure, cultural and retail uses at ground floor level where appropriate, helping to sustain town centre vitality and economic resilience



Across the town centre, space for cultural and community uses has been included in the Masterplan.

1. Potential Riverfront Gallery Space

2. Riverfront Event Space in Memorial Gardens

3. Provision of a cafe, kiosk and community space close to a new play area in Memorial Gardens, at the Market Square entrance

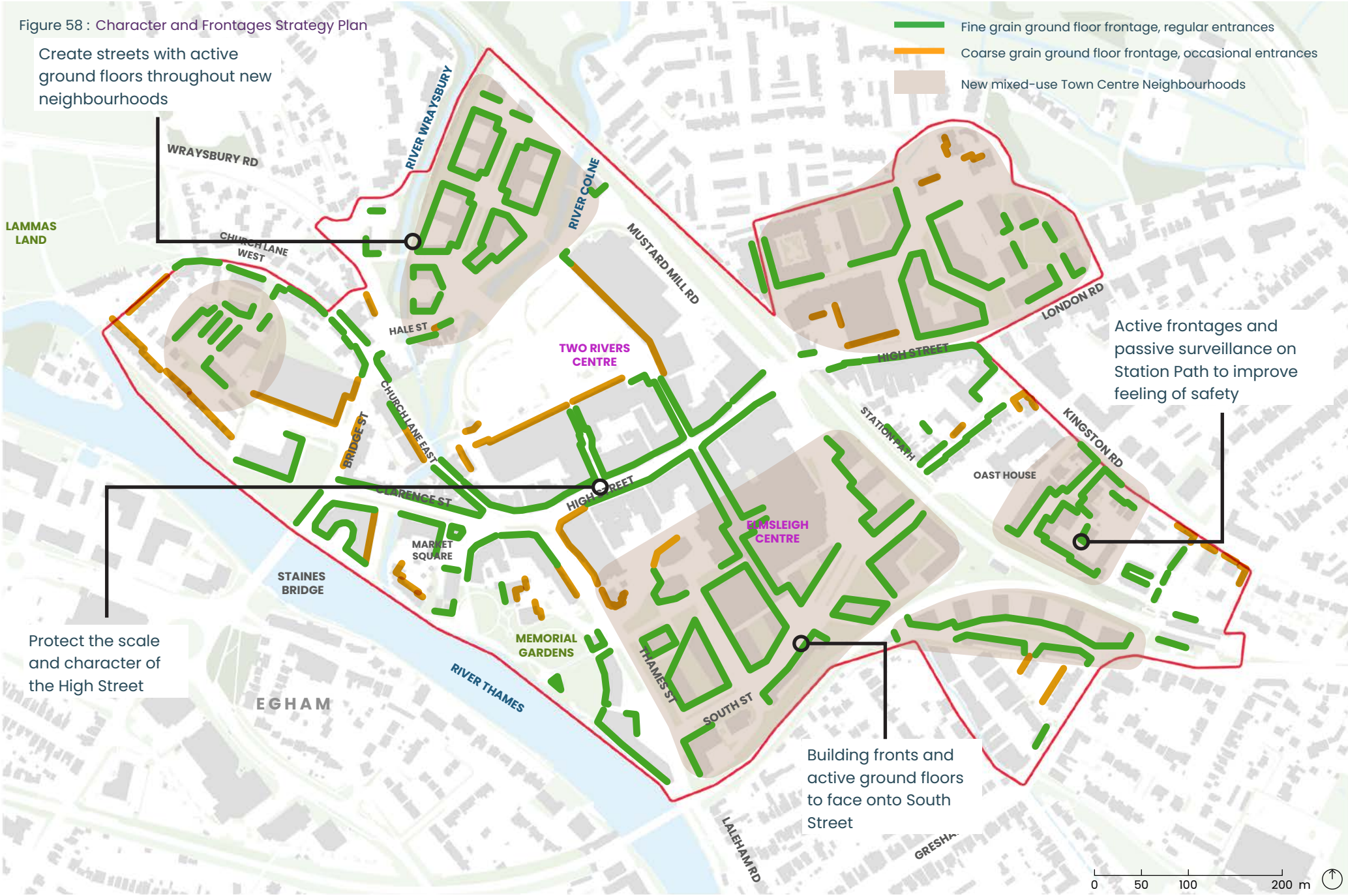
4. Opening up the arches under Staines Bridge for independent businesses to help activate a new space on the riverfront

5. Community Space in 'Station West'

The strategy is strongly related to the development of the Oast House as a new arts and cultural hub, as set out under 'Opportunity Sites'.

Existing facilities such as the Library, Museum and Jobs & Skills Hub will be incorporated into a redevelopment of the Elmsleigh Area , as set out under 'Opportunity Sites'.

Figure 58 : Character and Frontages Strategy Plan



Heritage and Place Identity

To be successful, new development should embrace and reinforce a sense of place. Using tangible and intangible heritage embedded within the design of new places can help establish character. Staines has a long history which can be appreciated in its buildings, streets and waterways. Staines's heritage is not just what can be seen, it is in how people move around the town, communal memories and lost landmarks. Alongside the visible historic buildings and places, these intangible elements help people connect with and value their town, making it their place.

Key elements of Staines Heritage include:

- The importance of water and waterways in the history and shape of the town;
- The old town focused around Staines Bridge and Church St;
- The importance of transport and transport links to Staines growth, including the rivers, the coaching route (Clarence Street and High Street), railways and Heathrow;
- Staines industry including mills, breweries, mustard factory, paper mill and Lino works; and
- Landmarks such as the former Debenhams, Staines Bridge, Staines Town Hall, Staines War Memorial, St Mary's Church, and Brewery Tower Church Street.

There is no one size fits all across the town for using heritage to influence design and placemaking. Not all sites have the same depth of history, so the response to heritage should be proportionate to the site or works. In some areas, such as those around the Oast House and in Staines Village it may be more explicit physical connections such as matching materials and architecture. In other areas it may just be triggering curiosity through providing a new view or route to a historic landmark or incorporating art or pattern in a building's exterior articulation.

Specific design guidance is set out for individual opportunity sites later in the masterplan.

Looking more widely, many parts of the town centre are attractive and valued by the community as part of its place identity as a Surrey riverside market town, with a mix of historic, human-scale buildings and streets. The characteristic scale and townscape quality of these areas has been preserved as part of the masterplan's massing and heights strategy (detailed below), with new development on these streets learning from their context and maintaining the scale and features that make those streets special and valued.

Heritage Key Design Considerations

Addressing heritage and the historic environment in design development should not be primarily focused around mitigation. It should use the history of Staines to positively influence the design of buildings, routes and places. This work should start from a place of knowledge by understanding the history and former uses of a site and its surroundings. This understanding can be incorporated in exciting and innovative ways to achieve a high quality development which may include;

- Scale, massing, materials or surface treatments which reflect past development and uses;
- Layouts which follow historic routes or development patterns or highlight historic natural or built form;
- Using existing landmarks as focal points in views from new development;
- Using building or planting placement and design to frame or better reveal landmarks or historic routes and places;
- Open space and public realm using historic references in planting, street furniture and surfacing materials and design; and
- The use of community projects with new and existing residents to develop interpretation and public art which reflect communal memories and provide a feeling of communal ownership.



Market Square has a beautiful mix of buildings and views to the river, and needs to be brought 'back in' to the town centre by making it a route to a rejuvenated riverfront and with sensitively-designed public realm.



Staines Village has quiet streets, a mix of historic buildings and views towards St. Mary's Church. Historically, the area also hosted a brewing industry tucked behind the main 'village' street.



The High Street has a characteristic scale, width of buildings and set of materials that should continue to define the town as a place and modern market town.



Figure 59 : A refurbished and reused Oast House (left) should provide the design cue for the development of a new neighbourhood around it that responds to its heritage and integrates with its surroundings

Heights and Built Form Massing

Within its historic core of the High Street, Clarence Street and Staines Village, Staines has a characteristic range of existing building heights of between 2-5 storeys. Away from this core, an emerging cluster of taller buildings along London Road reaches up to 12 storeys. Heights within the southeastern area around the Elmsleigh Centre vary, and a recent development (River Town) reaches to 13 and 15 storeys. Maximum building heights within the town centre are capped at 45m (approx. 15 residential storeys) to comply with visibility safeguarding requirements for radar systems at Heathrow Airport.

As well as vertical dimensions, the historic core has a characteristic 'fine grain' of buildings, a term that means small street blocks, narrow building plots and frontages, and diverse, frequent architectural frontage, that makes up the other dimension of massing and provide a more interesting, varied and human-scale environment. Elsewhere, 'coarse grain' buildings predominate, particularly around Two Rivers North and the Elmsleigh/Tothill area.

The massing strategy set out in Figure 60 seeks to respect areas that are attractive and valued by the community as part of its place identity as a Surrey riverside market town. The areas where new town centre neighbourhoods are located strongly correspond to areas of the town centre with an existing townscape that is less valued by the community, and where new development could significantly enhance how Staines-upon- Thames is experienced overall.

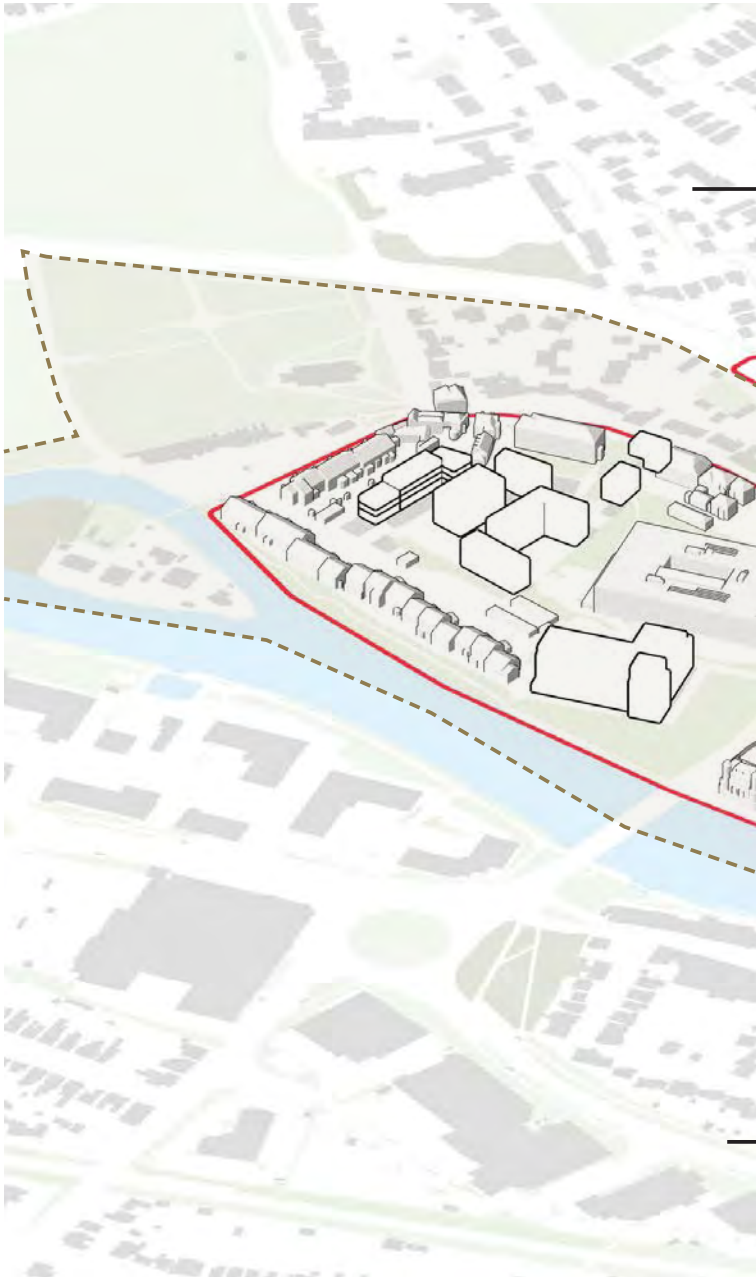
Where higher densities and taller buildings are being considered, they are located so as not to overwhelm existing streets of high townscape quality, and will ensure the streets and spaces that they form a part of are not excessively overshadowed, are of a scale that feels appropriate to the place, and do not create 'wind tunnel' effects around the base of taller buildings.

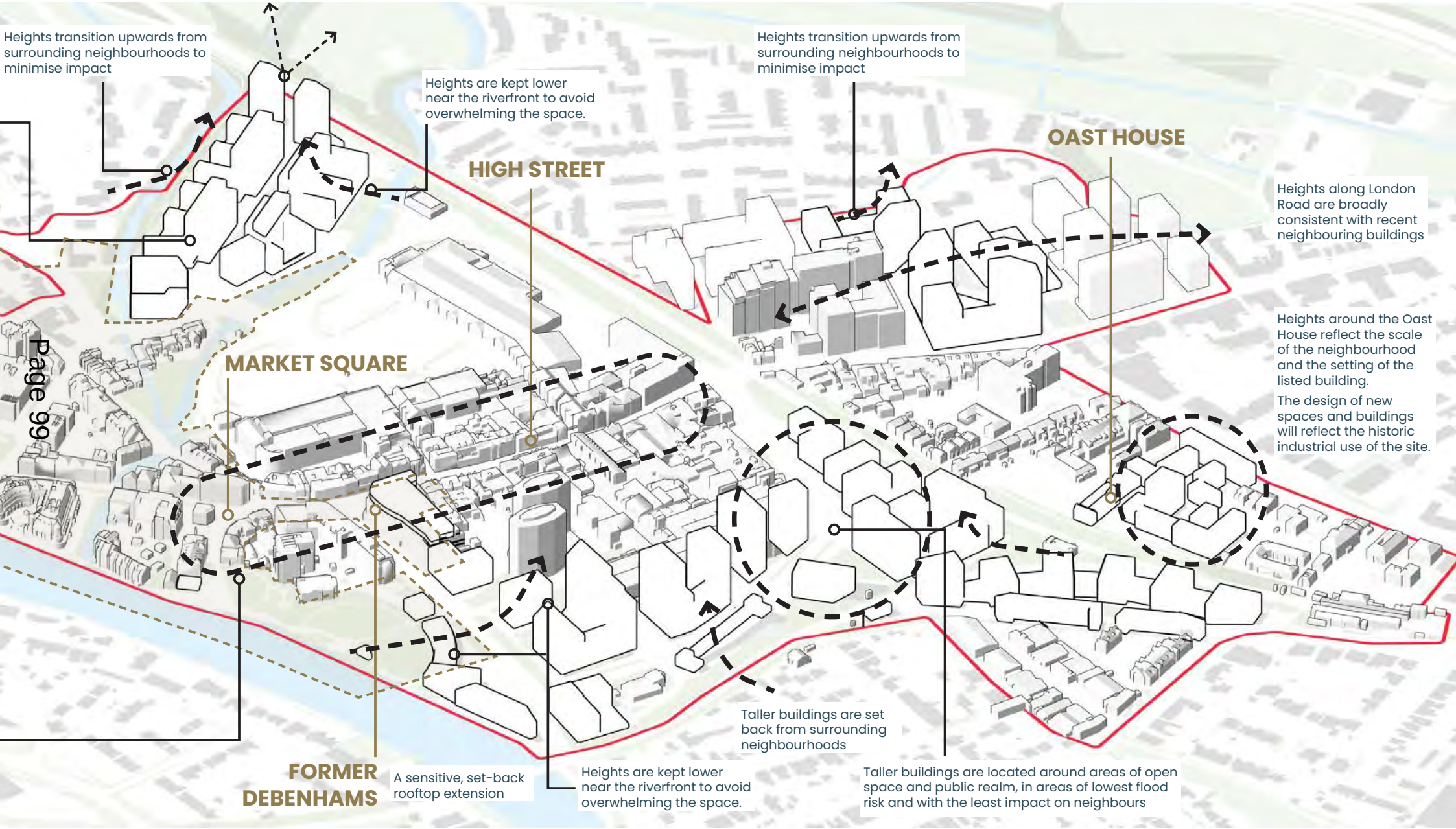
Heights and Massing Key Design Considerations

The Spelthorne Design Code has established a clear approach to massing of both height and the 'grain' of buildings in relation to existing parts of the town centre such as the High Street and River Thames. These principles include:

- Transitions in height and grain at edges neighbouring surrounding areas
- Concentrate taller buildings with coarser grain away from key fine grain streets and river
- Locate taller buildings close to railway edges if possible

The masterplan reflects the Code's requirements and provides further detailed guidance in key areas, as set out in Figure 60. Specific heights and massing design guidance is set out for individual opportunity sites later in the masterplan.




Heights transition upwards from surrounding neighbourhoods to minimise impact
Heights are kept lower near the riverfront to avoid overwhelming the space.
HIGH STREET
Heights transition upwards from surrounding neighbourhoods to minimise impact
OAST HOUSE
Heights along London Road are broadly consistent with recent neighbouring buildings
Heights around the Oast House reflect the scale of the neighbourhood and the setting of the listed building.
The design of new spaces and buildings will reflect the historic industrial use of the site.
MARKET SQUARE
Taller buildings are set back from surrounding neighbourhoods
FORMER DEBENHAMS
A sensitive, set-back rooftop extension
Heights are kept lower near the riverfront to avoid overwhelming the space.
Taller buildings are located around areas of open space and public realm, in areas of lowest flood risk and with the least impact on neighbours

Retail, Commercial and Community Space

Staines-upon-Thames is a popular and thriving retail town centre, with high levels of occupancy and a wide variety of convenience, comparison and experience retail that attract people from across the wider area. To ensure its continued vibrance and success, the masterplan encourages retention and potential expansion of existing retail space or commercial/ community ground floor uses across the town centre, should it be required.

There is considerable benefit to retail and other provision in attracting more people to live within the Town Centre. It is both socially and economically sustainable, can benefit local businesses and employers. It also enhances the viability of public transport in the Town Centre through introducing a larger potential customer base, as well as reducing the potential need for people to make journeys by car because of the local availability of a range of services.

Retail & Commercial Space Key Design Considerations

Retail and commercial space should be concentrated along the 'Staines Cross' set of routes, as the parts of the town centre which are best connected for foot traffic and thus with the highest footfall and connectivity. A variety of potential unit sizes are desirable, with smaller convenience-style units focused within new town centre neighbourhoods serving residents' needs, and larger (although subdivisible) units around the existing shopping heart of the Elmsleigh Centre.



Ground-floor retail and commercial spaces have a vital role to play in activating the public realm and making the town feel vibrant and busy throughout the day



Retail streets on the Staines Cross will be prioritised for people, with space for spill-out uses, cycle parking, planting, and other space as set out in the Design Code.

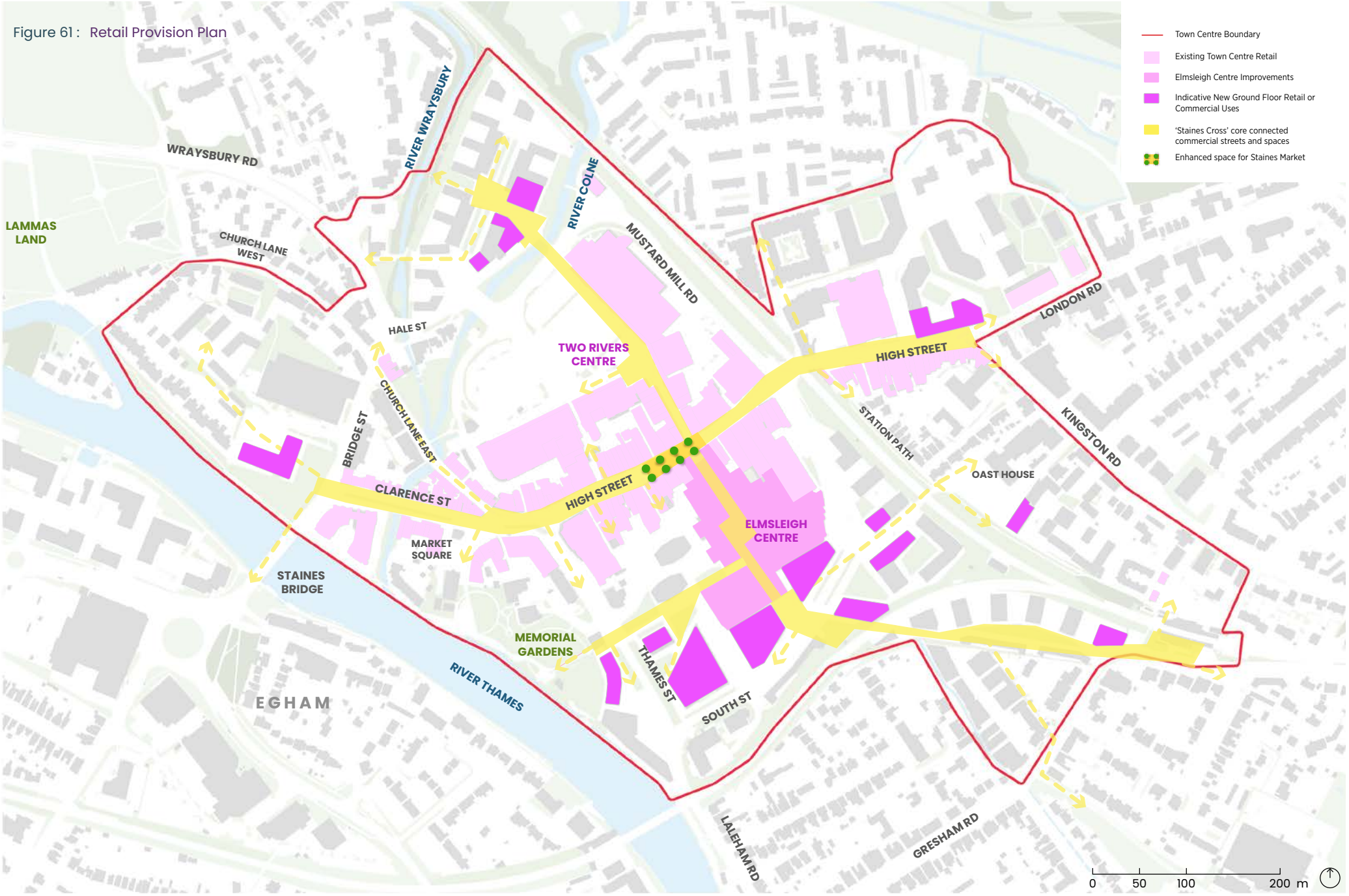


New retail space should be connected to an active public realm through providing 'spill out space'



Emphasise the importance of the Market space with planting, seating and surface treatment

Figure 61 : Retail Provision Plan



Key Projects

The masterplan identifies a number of key projects that are fundamental to achieving the Vision for Staines-upon-Thames, and will help to tie together planned growth and change in the town centre.

For each of the key projects there is a corresponding Policy, and a number of key design considerations are included to inform the future detailed design and layout of each.

The key projects comprise:

- The Rivers;
- Station Bridge;
- Railway Station;
- Bus Station;
- Street Improvements; and
- Town Centre Gateways.

Key Project 1: The Rivers

Staines-upon-Thames has grown around its rivers. New parks and open spaces will make the rivers a key attraction and an important part of the town. With a variety of activities and different types of spaces, there will be something for everyone to enjoy. The provision of new and enhanced open spaces along the rivers is an important part of delivering the Green and Blue Spaces Strategy. Three key locations are identified within the Masterplan together with key design considerations that should be included as part of the design and layout of each space:

- **Memorial Gardens;**
- **Staines Bridge; and**
- **The rivers Colne and Wraysbury**

POLICY TC6
Key Project 1: The Rivers

Three new and enhanced parks and open spaces have been identified to enhance the character of the Town Centre and recognise the importance of the River Thames, River Colne and River Wraysbury to the identity of Staines-upon-Thames, They are shown on the Development Principles Plan:

- Memorial Gardens
- Staines Bridge
- The rivers Colne and Wraysbury

Development of these spaces must demonstrate how design and layout meets the key design considerations set out.

Figure 62 : Rivers illustrative plan

Illustrative Proposals Plan

Memorial Gardens

1. Improved crossings from the High Street
2. Cycling and walking improvements to Thames Street and Clarence Street
3. Expansion of gardens and green space onto current car park
4. New flexible community spaces (e.g. gallery, theatre, events centre) to enclose and activate gardens
5. Potential for redeveloped hotel
6. Floating boardwalk
7. Pavilion/shelter with lawns and formal gardens
8. Events space / performance stage with grass terrace seating
9. Multi-age play facilities around a central tower
10. Access to the river for watersports
11. Potential Café / community space

Two Rivers North (Wraysbury and Colne)

12. New cycle link to bypass Wraysbury Road / Hale Street junction
13. Natural river walk along the River Wraysbury
14. Steps down to a restored river Colne
15. Central Plaza space with retail space
16. Public space with artwork and retail

Staines Bridge

17. New public open space with restaurants, bars, terraces and re-opened arches under Staines bridge hosting independent businesses

Market Square

18. Market Square as a gateway to the river, with new seating, space for games and small events



Figure 63 : Illustrative visualisation of future Memorial Gardens

Memorial Gardens Key Design Considerations

Memorial Gardens is at the heart of the town's riverfront. It will be a destination in its own right, safe, active and well-connected to the town's other uses and neighbourhoods. Development of Memorial Gardens should demonstrate how it delivers the following:

- New crossings and street improvements on Thames St and Clarence St to help people to easily walk or cycle to the riverfront.
- Expanded green open space to provide more breathing room for the town and space for events.
- A multi-age play space at the Market Square end to create a destination use.
- Sympathetic, low-rise and architecturally distinctive buildings to frame the space to the southeast and accommodate cafe, cultural or community spaces, reducing the impact of traffic from Thames Street and providing a reason to visit and stay.
- Provision of active spaces or features at both ends of the gardens to encourage activity and movement through the space.
- Potential to provide for access to the River Thames to facilitate watersports and other river-borne activities, located close to the proposed play area.



Staines Bridge Key Design Considerations

The current Bridge Street Car Park site could be redeveloped to host a variety of uses that suit the riverfront location, connecting the streets down to the river and creating an exceptional new open space. Key design considerations comprise:

- Two levels of public realm, at river level and street level to provide activity adjoining both the river bank and also Staines Bridge, Clarence Street and Bridge Street.
- Retention of the arches under Staines Bridge as part of the river-level public realm, opening them up to provide smaller, characterful spaces for smaller, independent businesses.
- As part of the site is on functional flood plain of the River Thames (Flood Zone 3b), within the modelled extents of this area no level changes shall be proposed as part of the design and layout of the public spaces at river level. No built form should be located within Flood Zone 3b and safe access/egress from buildings in the event of flood must be provided.
- Part of the site at river level should be reserved for undercroft parking and/ or servicing or other uses that would be designed to be floodable, as the current situation.

Figure 64 : Staines Bridge concept

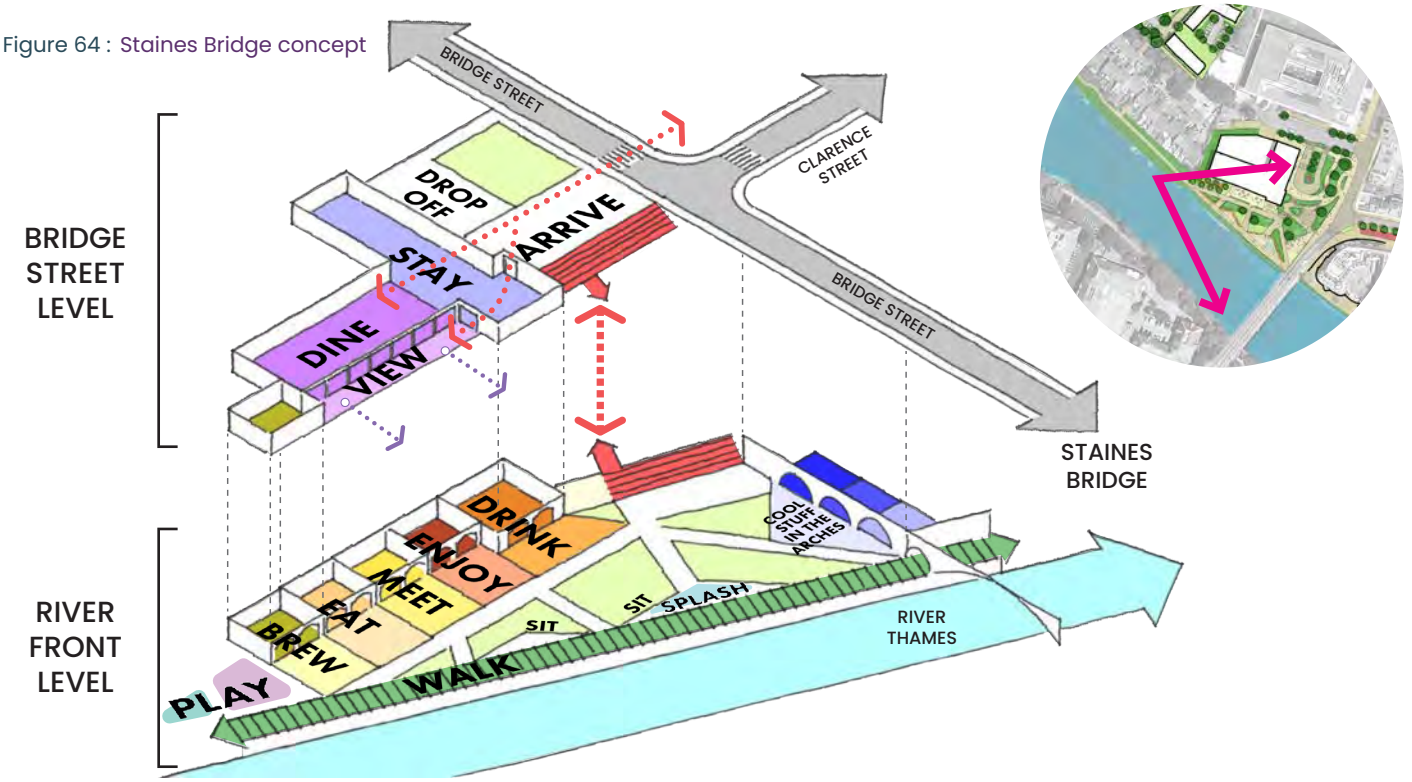




Figure 65 : Example of reuse of arches to provide commercial space



Figure 66 : Example of green space and planting to provide a setting for a walking promenade



Figure 67 : Illustrative visualisation of future River Colne Park

The Rivers Colne and Wraysbury Design Considerations

A new neighbourhood at Two Rivers North will be focused on providing access for people to the rivers Colne and Wraysbury (see Opportunity Sites). Key design considerations will comprise:

- Provision of a green linear park along the Wraysbury, and a more formal park and frontage on the Colne and addressing the town centre.
- Potential for design and layout to allow for the restoration of natural riparian habitats and flood management capacity.
- Physical access down to the restored river Colne could be included as an extension to the public realm.
- An attractive new square with active edges and a mix of uses will be provided as part of the delivery of the Two Rivers North Opportunity Site.







Provision of improvements and connectivity to the River Wraysbury, and associated development of the Two Rivers North opportunity site and the rest of the town centre, is likely to increase pedestrian recreational use of the path along the Wraysbury that leads to Staines Moor. The path crosses an existing uncontrolled pedestrian level crossing on the Staines-Windsor railway line, and increases in usage have the potential to cause safety issues at this location.

To address this issue, several potential solutions are possible and should be explored in more depth with partners, including Network Rail.

- Installation of warning lights at the crossing to alert users to trains, and the installation of CCTV to assist in monitoring of the crossing
- In the event of further increased usage beyond acceptable safety levels, there is potential to close the existing crossing and provide an alternate route between the town centre and Staines Moor. Two potential solutions, both subject to further feasibility testing, are shown to the right:

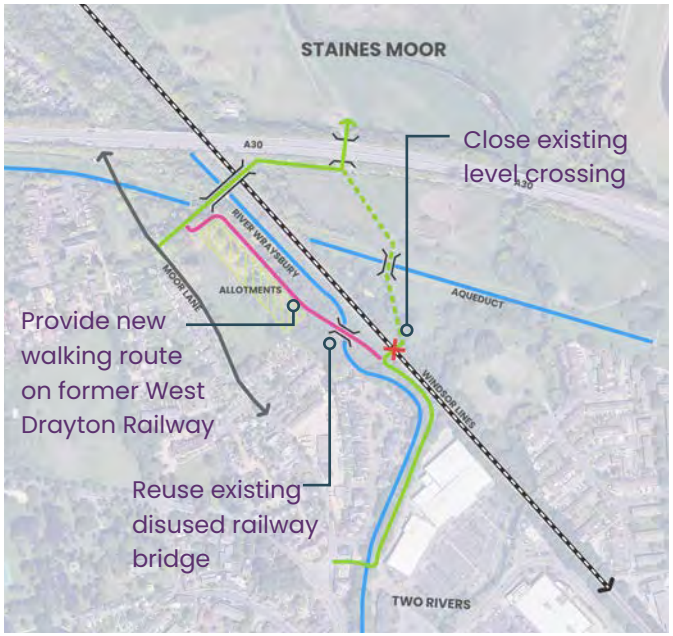


Figure 68 : Level Crossing Solution 1

› Solution 1 provides a new link along the fomer trackbed of the Staines and West Drayton Railway, reusing an existing disused railway bridge.

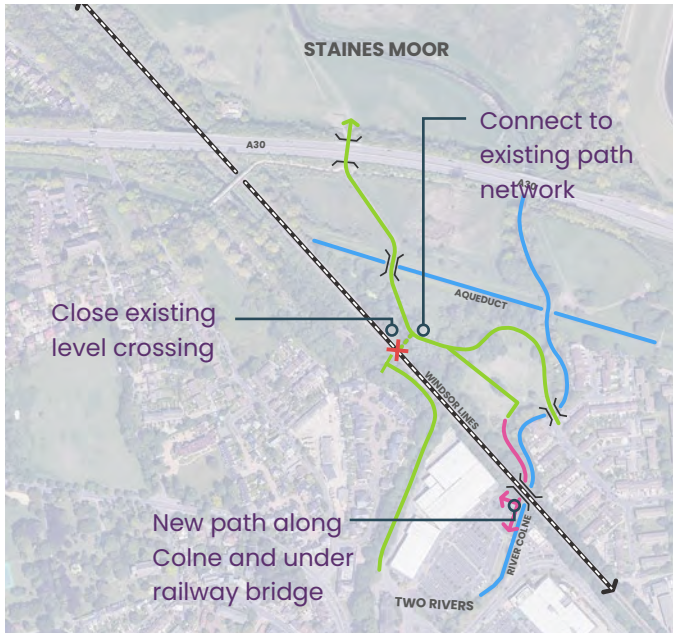


Figure 69 : Level Crossing Solution 2

› Solution 2 provides a potential link to Moormede Recreation Ground along the River Colne, potentially using a cantilevered walkway through the bridge under the railway.

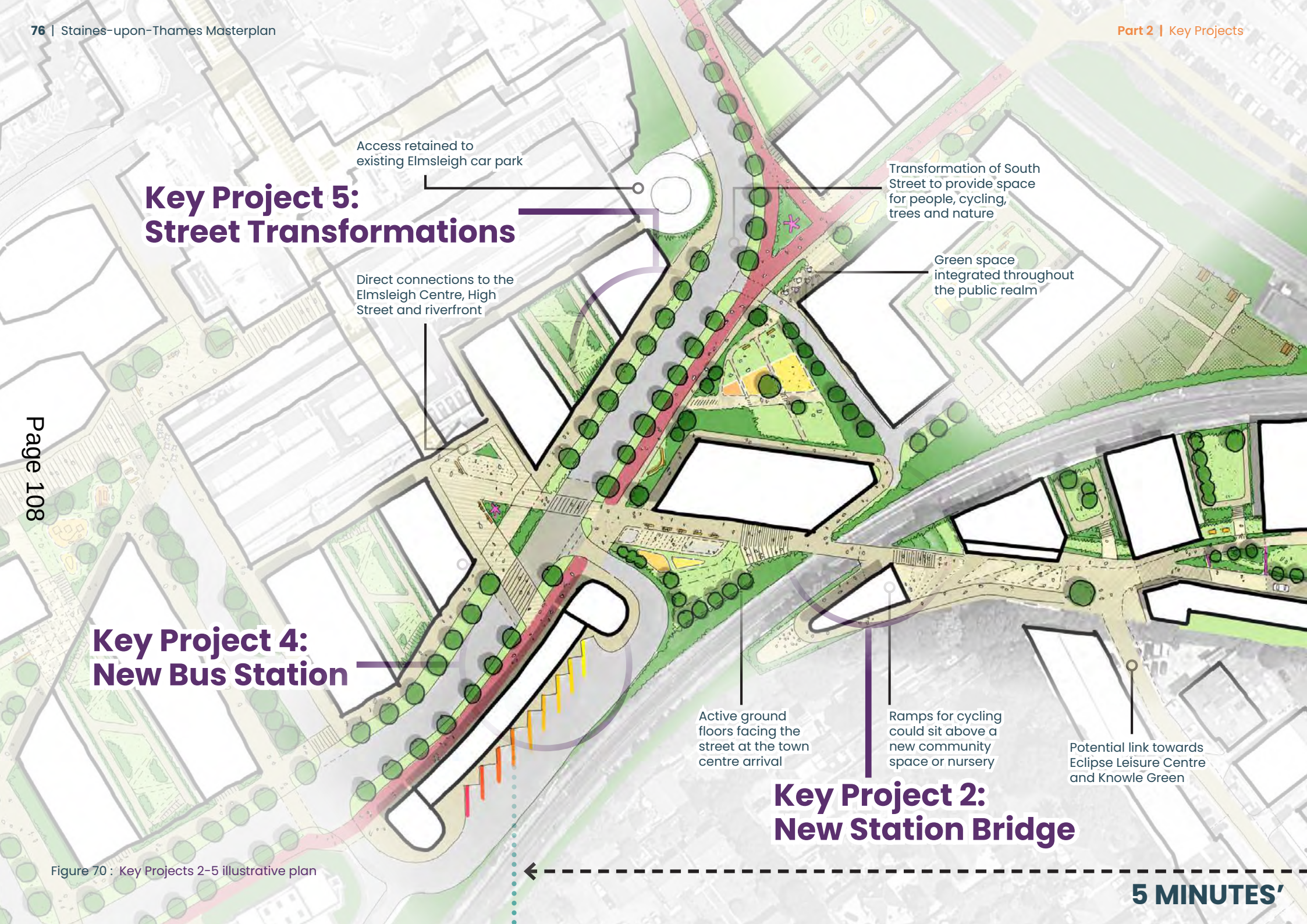
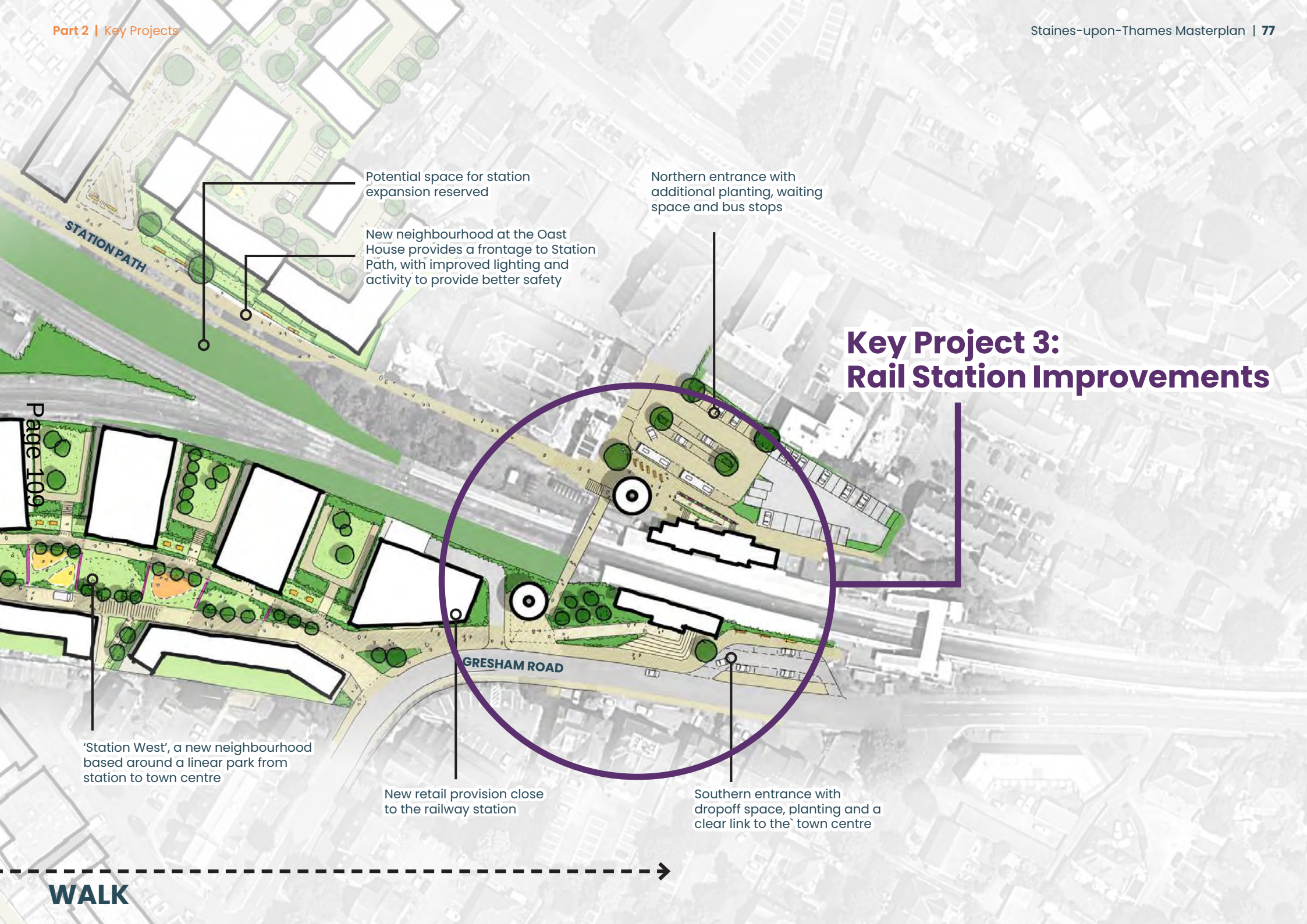


Figure 70 : Key Projects 2-5 illustrative plan

Key Project 3: Rail Station Improvements



WALK

Key Project 2: New Station Bridge

The town centre is enclosed on all four sides by railways or rivers, and access is only possible at a few points. The southeast of the town, although largest by area, has the fewest ways of getting into the centre, and the routes have little space for walking or cycling. It also includes key assets such as the Eclipse Leisure Centre, and the railway station. The railway station has frequent fast trains to central London and the rest of the area. In the future, it is likely to have a direct connection to Heathrow and the Elizabeth Line via the Heathrow Southern Railway proposals.

Existing walking and cycling access to the town centre from the south and east requires the use of two busy main roads (Laleham Road and Kingston Road), with constrained bridges across the railways. Getting from the station to the town centre is also not as easy or direct as it could be. Station Path can feel unsafe due to a lack of passive surveillance, and routes via Gresham Road are indirect.

A new bridge crossing would provide off-street cycling and walking routes to the town centre from the town's southeastern neighbourhoods, would enable a new and improved southern entrance to the rail station, and a new link to the Eclipse Leisure Centre.

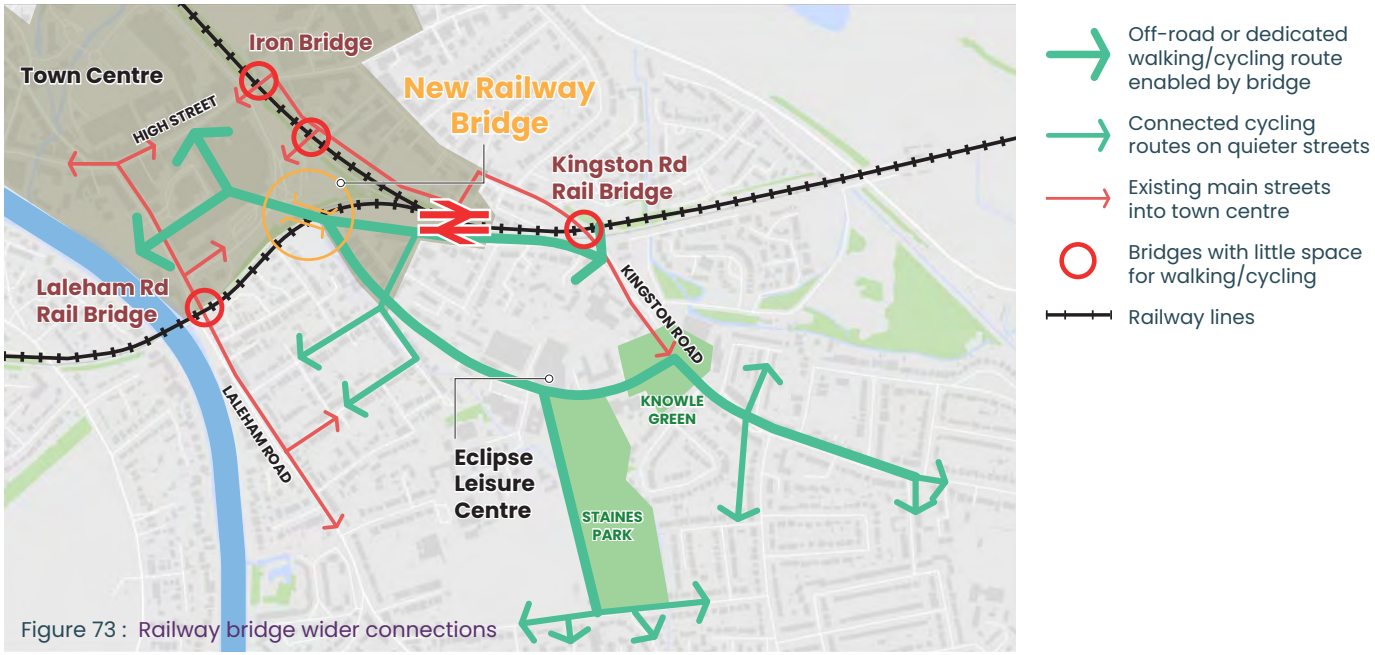


Figure 73 : Railway bridge wider connections



Figure 71 : The bridge should include convenient walking and cycling provision

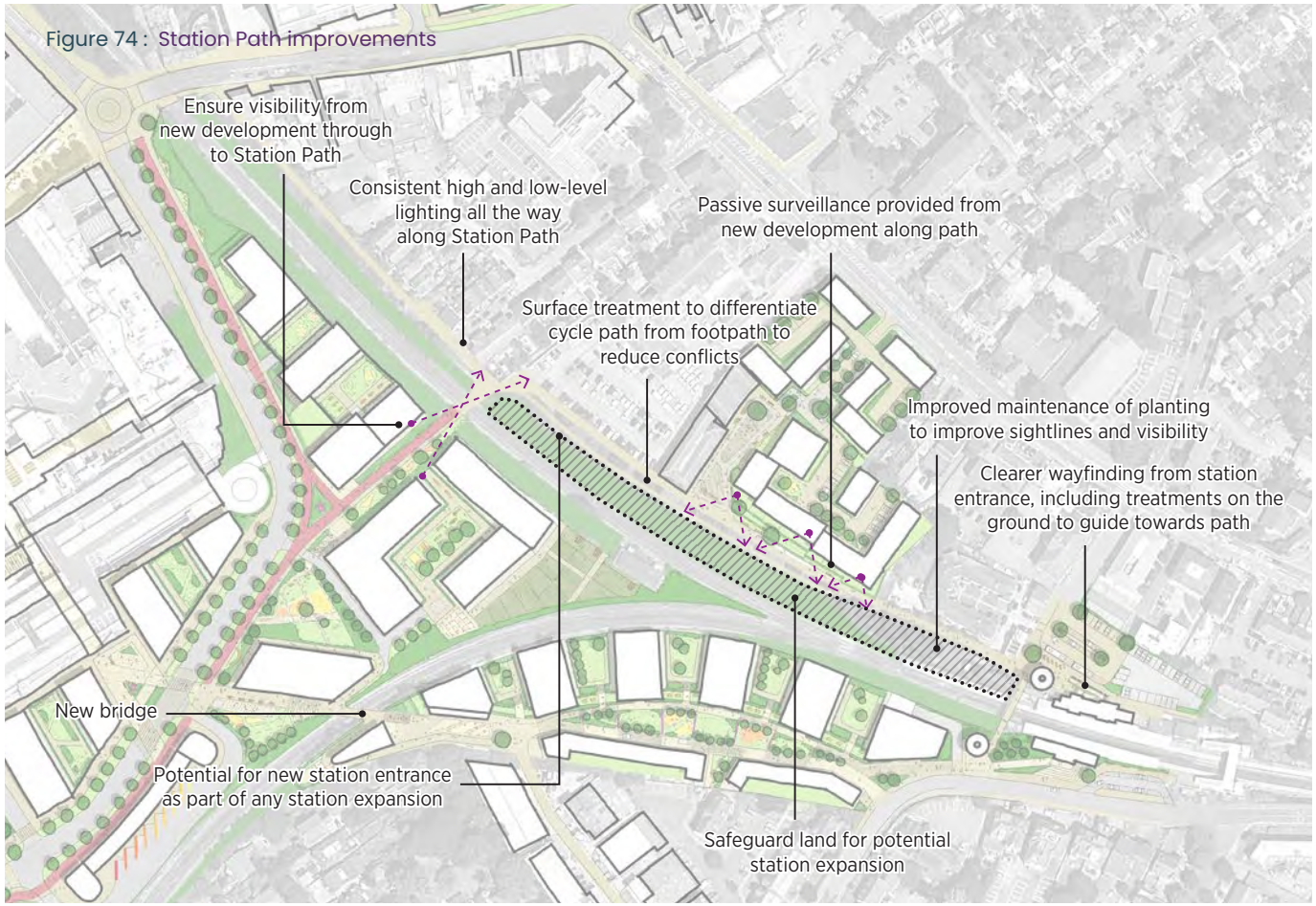


Figure 72 : High quality materials and design can make bridges a local landmark

In the short term, improvements to Station Path and the northern station entrance should be made to make it safer and a clearer route from station to town centre for those unfamiliar with the town.

These include lighting, wayfinding, landscape management and passive surveillance improvements.

Figure 74 : Station Path improvements



POLICY TC7

Key Project 2: Station Bridge

A new pedestrian/cycle bridge between the railway station and the town centre will be supported in order to improve sustainable travel access to and from the town centre and support the growth ambitions for Staines-upon-Thames. The general location is shown on the Development Principles Plan. The Station Bridge must be designed to:

- Connect from the Elmsleigh Centre and current bus station to a new route through allocation ST2/006 and towards the southern entrance of the railway station
- Deliver convenient active travel provision to LTN 1/20 Cycle Infrastructure standards on both sides that tie into cycleways and footways on either side
- Retain maintenance vehicle access to the railway tracks from the eastern side
- Ensure that a new bus station (policy TC9) can be delivered to the northwest of the railway tracks
- Have regard to delivery dependencies and feasibility, Network Rail technical standards and approval, and land ownership positions

Key Project 3: Railway Station

The railway station is a key gateway to the town centre. However it is poorly connected to the town centre, and should be an attractive, welcoming and inspiring space for a growing town with excellent transport connectivity. Potential future connections to Heathrow Airport and even the Elizabeth Line will enhance its importance.

The masterplan seeks to improve the quality of the northern entrance, and create a significant new space at the southern entrance which connects to the proposed new bridge through to the town centre (Key Project 2).

The public realm will be focused on managing the various modes of travel that converge on the station, whilst opening up more space for people, sustainable travel and ensuring complementary retail uses can thrive. It should be obvious for arriving passengers where to go and how to get to the town centre, and there should be seating, extensive planting and facilities, such as secure cycle parking at both entrances.

Co-ordination with Network Rail, Platform4, the train operating company/Great British Railways, and surrounding landowners will be required to deliver all parts of the project. The southern entrance will also require co-ordination with the new walking/cycling bridge over the railway tracks (Key Project 2).



Figure 75 : Retail, residential, planting and high quality public realm - Rochester railway station



Figure 76 : Public realm should be safe and welcoming, and accommodate a range of different travel modes

POLICY TC8
Key Project 3: Railway Station

The masterplan identifies the need to enhance the railway station, to improve sustainable travel access to and from the Town Centre and support the growth ambitions for Staines-upon-Thames. The design and layout of station enhancements must include:

- Improvements to the layout of the northern entrance to provide better interchange between active travel, bus interchange and vehicle dropoff, prioritising walking and cycling in this area.
- Public realm improvements to the southern entrance to provide high quality walking and cycling connections to a new Station Bridge providing access to the town centre (policy TC7).
- Opportunities for new retail space, seating, and extensive planting to improve passenger facilities and experience of using the station.
- Provision of secure cycle parking at both entrances to the station.
- Reserve land to enable future expansion of the railway station to the west, should terminating platforms for a connection towards Heathrow and the Elizabeth line be required.
- Collaboration with Network Rail, train operators and other delivery partners.

Any infrastructure contribution requirements will need to be supported by an appropriate policy basis and evidence.

Key Project 4: Bus Station

The existing bus station serves a large number of through and terminating routes for the local area. It is adjacent to the Elmsleigh Centre, so is convenient for much of the shopping area. It takes up a significant amount of land, uses that land inefficiently, and has poor quality waiting facilities and a lack of real-time information for passengers. It is also somewhat distant from the railway station, which can make interchange between these modes harder.

The masterplan proposes a new bus station near its current location, providing the potential for greater service levels using less land. The design, similar to that seen at Kingston's new Cromwell Road bus station, would include safe, covered waiting spaces and live passenger information.



Figure 77 : Covered waiting space and passenger information



Figure 78 : Real-time information for passengers

POLICY TC9
Key Project 4: Bus Station

The masterplan has identified the need to provide a new bus station, as shown on the Development Principles Plan, to improve sustainable travel access to and from the Town Centre, support the growth ambitions for Staines-upon-Thames, and facilitate development proposals around the Elmsleigh Centre. The design and layout of bus station enhancements must include:

- Sufficient bay or stop provision to accommodate assessed current and future public transport use
- Provision of safe, covered waiting facilities and real-time passenger information
- A high quality, controlled pedestrian crossing across South Street to facilitate connectivity with the railway station
- Design to accommodate the operational needs of local bus operators including TfL
- Driver welfare facilities including 24-hour access to toilets
- Rapid charging facilities for electric buses
- Cycle parking facilities to promote interchange with active modes of travel

Any infrastructure contribution requirements will need to be supported by an appropriate policy basis and evidence.

Key Project 5: Street Improvements

The A308 along Thames Street and Clarence Street moves around 18,000 cars per day through the town centre, of which around two-thirds are simply passing through. The dual carriageway street environment is noisy, difficult to cross and unpleasant or unsafe for cycling and walking. It cuts the town centre off from the River Thames and its surrounding neighbourhoods, and prevents active use of the street for people and 'spill-out' uses such as cafes.

A new approach to the design and layout of Thames Street, South Street and Clarence Street is therefore needed using design to influence the speed and behaviour of traffic, and to improve the quality of space for people.

In contrast, Church Lane East is currently a quiet one-way street with on-street parking. However, the existing footways are very narrow and the materials used do not reinforce the historic and traditional nature of this street.

Finally, changes to Mustard Mill Road, Hale Street and Bridge Street are needed to achieve improvements to cycling and walking provision in the Town Centre. See Connections and Movement Strategy for more details.



Figure 79 : How it could be done: Sheffield Grey to Green street transformations (before top, after bottom)

POLICY TC10
Key Project 5: Street Improvements

The masterplan has identified the need to improve a number of key streets as shown on the Development Principles Plan, to improve sustainable travel access to and from the Town Centre, reduce the dominance of vehicles in the Town Centre, and support the growth ambitions for Staines-upon-Thames. These comprise:

- Thames Street, Clarence Street and South Street
- Mustard Mill Road, Hale Street and Bridge Street
- Church Lane East

The design and layout of these spaces must demonstrate how they deliver the key design considerations for the street transformations.

Proposals will be subject to detailed transport assessment, modelling and highway authority approval.

Contributions towards public realm and highway improvements will only be sought where necessary, directly related to development and fairly and reasonably related in scale and kind.

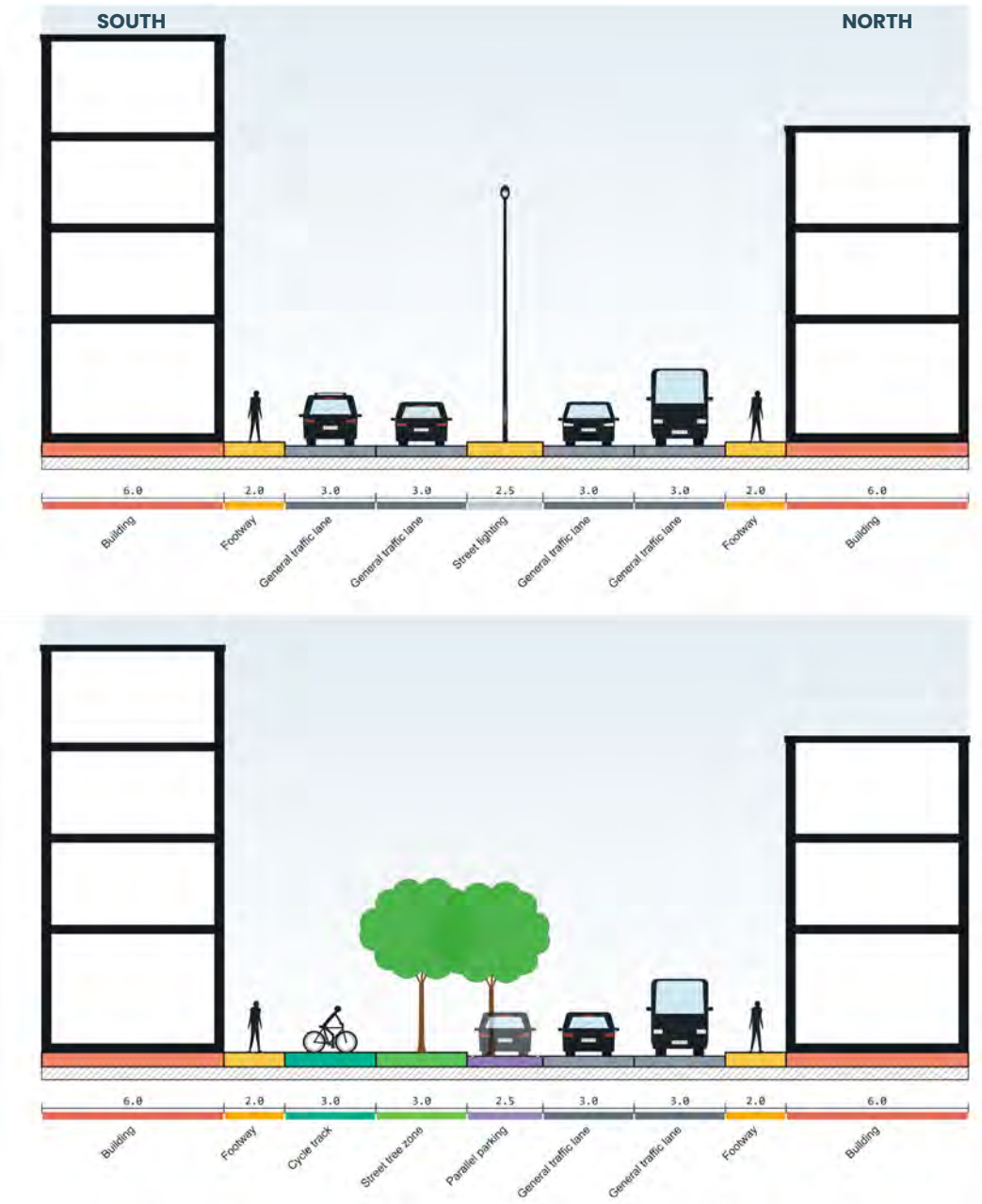
Thames Street, Clarence Street and South Street Key Design Considerations

The A308 will be improved over time to reduce the dominance of vehicle movements and increase the quality of space for pedestrians and cyclists. The illustrative masterplan and sections on the following pages shows one way in which this could be achieved.

Key Design Considerations include:

- improved, direct and more frequent pedestrian crossings
- removal of railings
- new street trees and planting
- speed reductions for vehicles
- changes in the space given over to traffic to provide cycling and walking facilities, for example through the reduction or removal of vehicular lanes
- minor realignment of South Street to unlock more developable land and reduce vehicle speeds

Implementation of proposals on South Street and Thames Street should be co-ordinated and delivered with the phased redevelopment and change of the Elmsleigh Centre, Memorial Gardens and surrounding surface car parks.



CLARENCE STREET TODAY



CLARENCE STREET FUTURE

Figure 80 : Potential reconfiguration of Clarence Street (top: today, bottom: potential future)

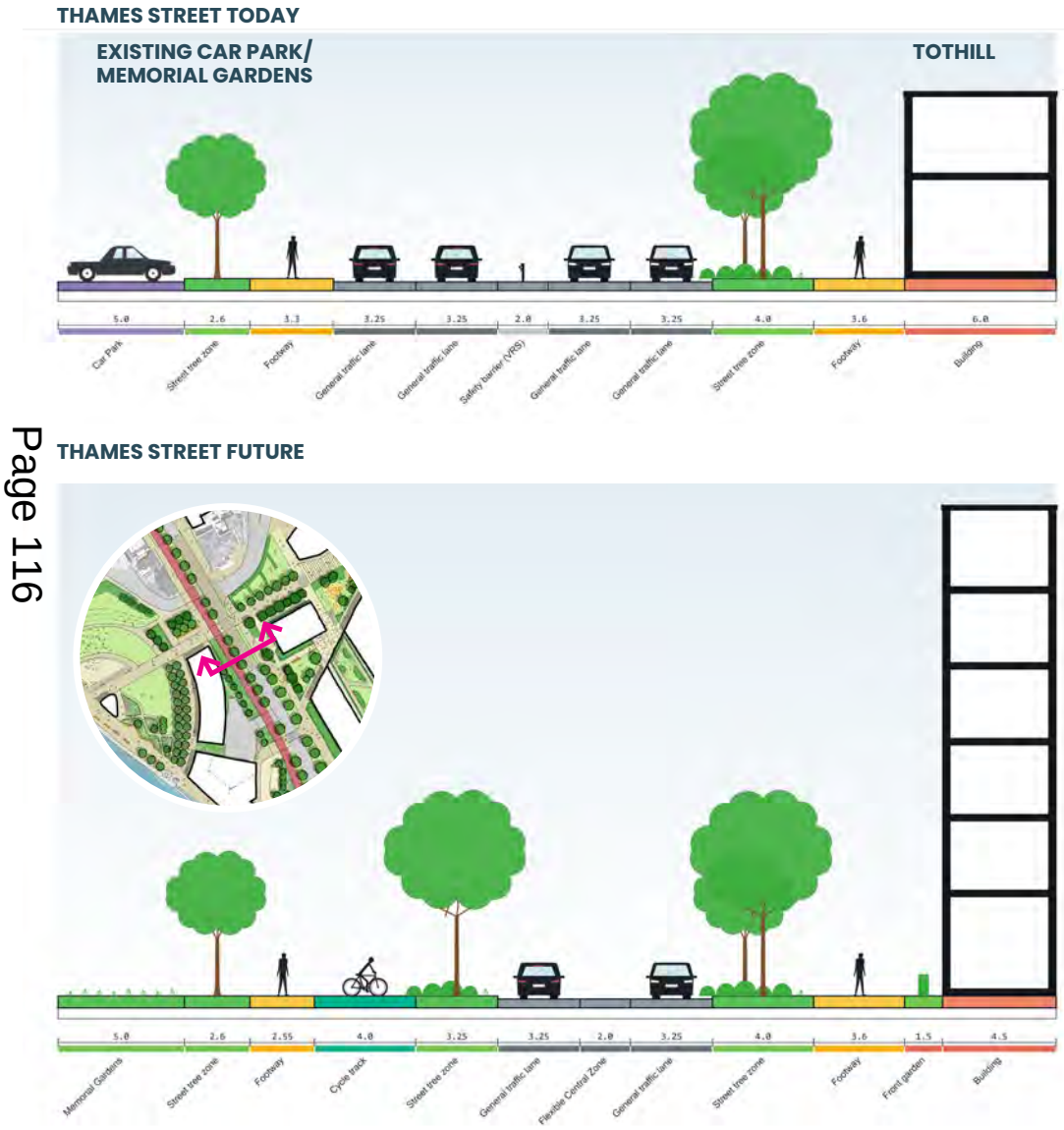


Figure 81 : Potential reconfiguration of Thames Street (top: today, bottom: potential future)

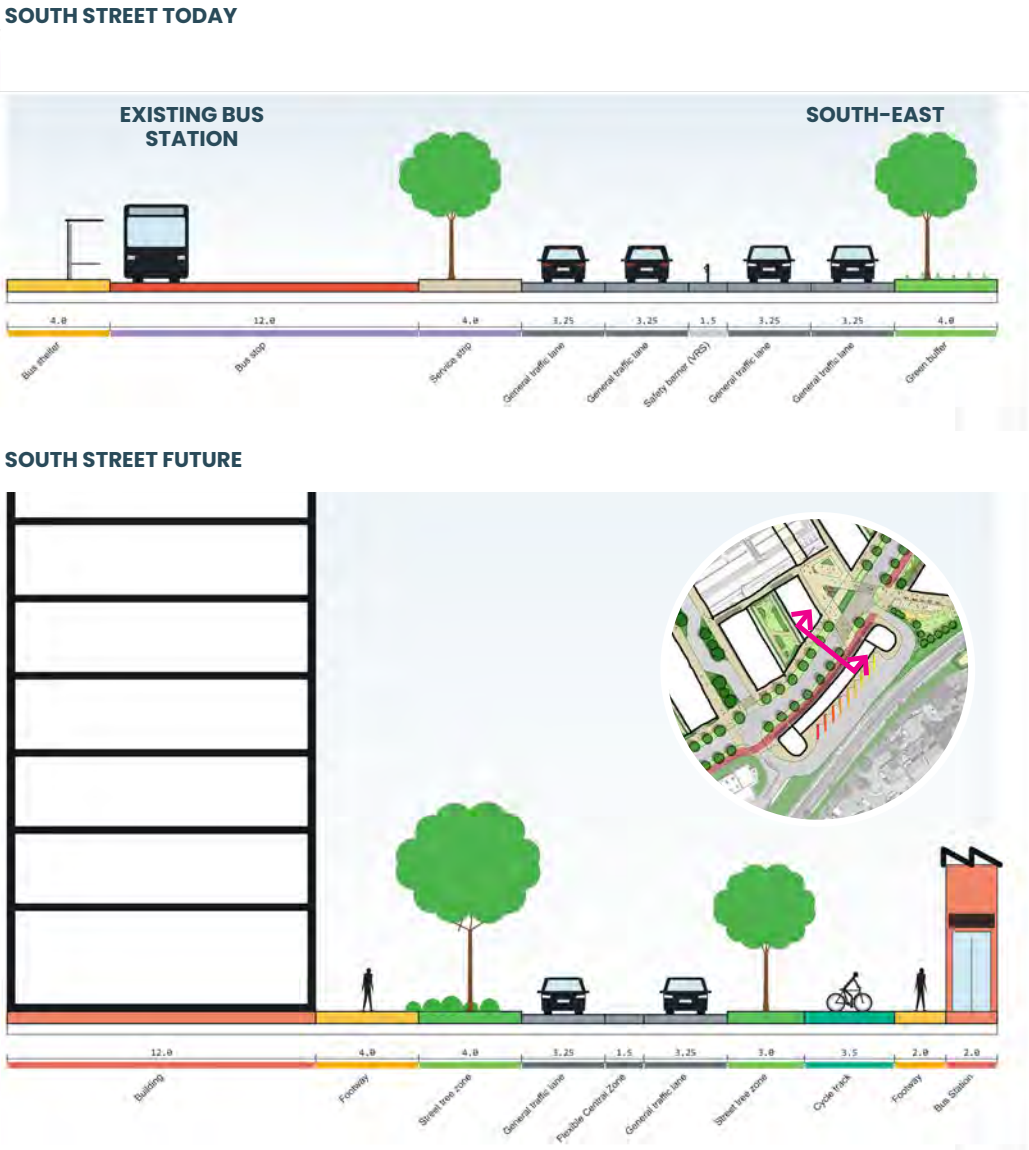


Figure 82 : Potential reconfiguration of South Street (top: today, bottom: potential future)

Mustard Mill Road, Hale Street and Bridge Street Key Design Considerations

Improvements and changes to Mustard Mill Road, Hale Street and Bridge Street, will be focused on achieving improvements to cycling and walking provision, and to ensure that the whole town centre benefits from a holistic change to the highway network.

Key Design Considerations will include:

- improved safety for cyclists and pedestrians when crossing side accesses through road markings, signage and reduced kerb radii
- speed reductions for vehicles
- improved, direct and more frequent crossings



Cycleways should be marked when crossing side streets on Mustard Mill Road, and priority given to cyclists

Church Lane East Key Design Considerations

The design and layout of Church Lane East should reflect its character and overall appearance and improve footfall for the local, largely independent, businesses.

Key Design Considerations will include:

- use of footway and carriageway materials that reflect the historic character of the street
- subtle traffic calming arrangements, such as use of setts and buildouts and widened pavements
- rationalising street parking arrangements with defined parking bays broken up by street trees
- lower speeds for vehicles to provide a safer space for in-carriageway cycling



Defined street parking spaces can improve how a street functions and ensure sufficient space for pedestrians



Use of sympathetic surface materials can improve the appearance and quality of a street



Small pockets of usable public realm can be created in space recovered from carriageways and junctions

Key Project 6: Town Centre Gateways

In addition to a new walking and cycling railway bridge, the masterplan proposes targeted improvements to each of the main access points into the town centre. Improvements are intended to improve the safety and attractiveness of walking and cycling through these key locations, reconnecting the town centre with its surrounding neighbourhoods.

POLICY TC11
Key Project 6: Town Centre Gateways

The masterplan has identified the need to enhance five Town Centre Gateways, which are shown on the Development Principles Plan, to enhance the character of the Town Centre and improve the experience of arriving into the Town Centre, particularly for pedestrians and cyclists. These comprise:

Short-term:

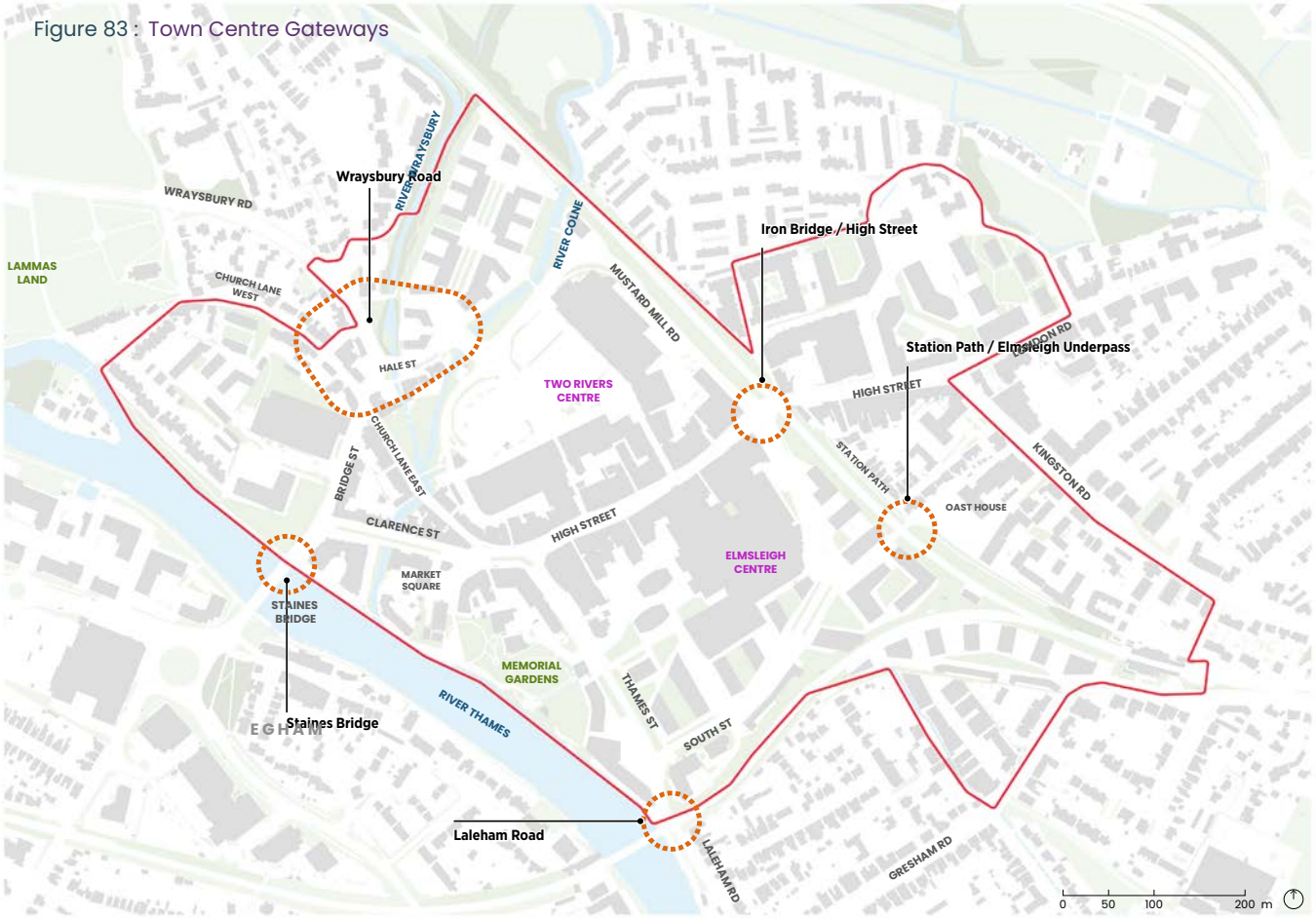
- Laleham Road
- Staines Bridge
- Station Path

Medium/long-term:

- Wraysbury Road
- Iron Bridge/High Street

The design and layout of these gateways must demonstrate compliance with the key design components for each.

Figure 83 : Town Centre Gateways



Laleham Road Key Design Considerations

Pedestrian and cycling space adjacent to the carriageway under the railway bridge on Laleham Road is very restricted. Between the road and the River Thames is a space that hosts the Thames Path and leads to Victoria Gardens.

Victoria Gardens is a small piece of formal planting and seating that sits by the Thames. Its dense planting and design means that the path through the Gardens has poor visibility from the street and houses opposite. On the town centre side of this bridge, an existing set of steps down to the water creates a potential safety issue for those moving through this area.

Key design considerations for this gateway will comprise:

- Enhancements to the landscape scheme in Victoria Gardens to provide better visibility of the path from Laleham Road.
- Introduction of new accessible footpaths in Victoria Gardens to allow for easier use by pedestrians and cyclists.
- Installation of underbridge lighting and safety railings adjacent to the River Thames

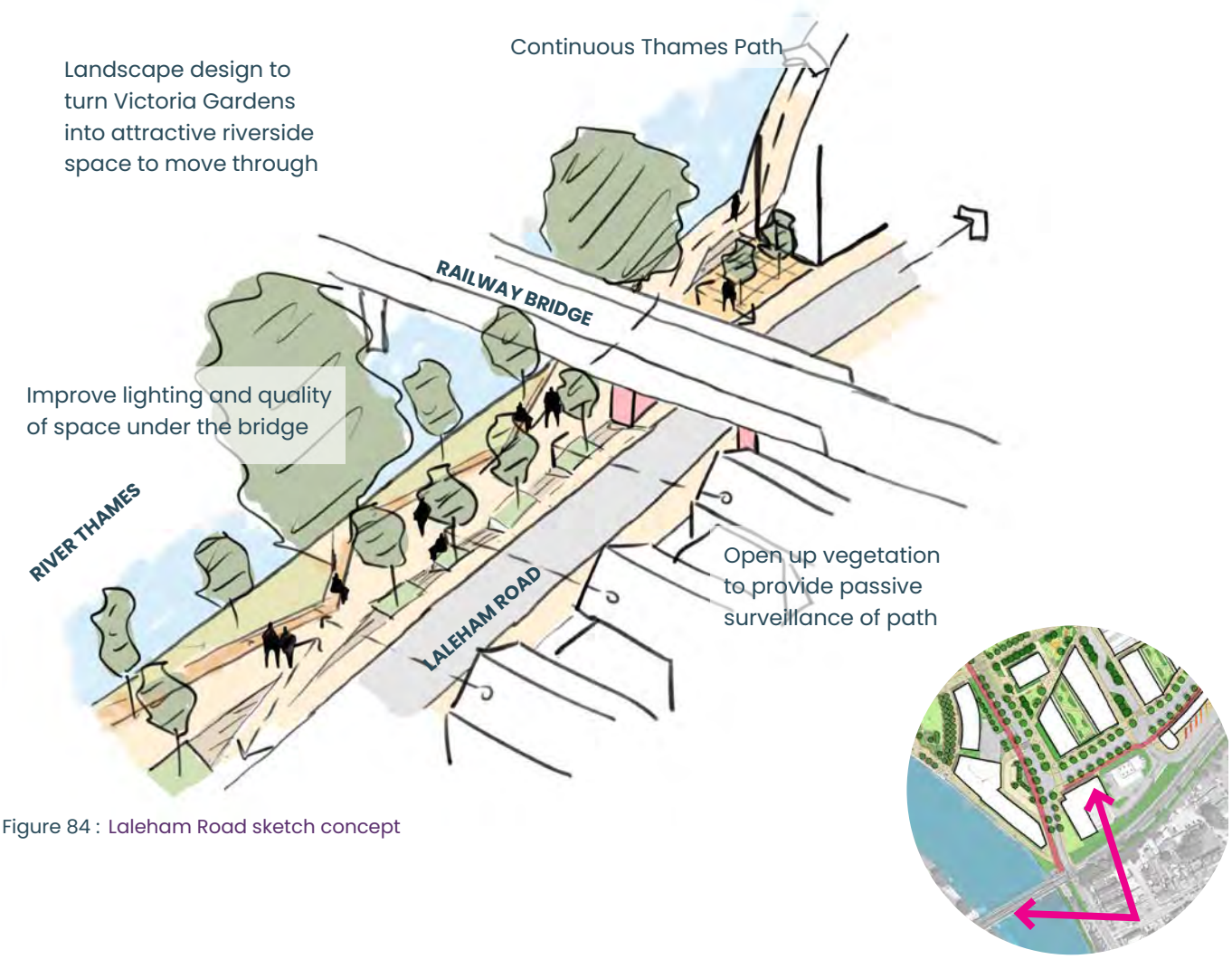


Figure 84 : Laleham Road sketch concept

Staines Bridge Key Design Considerations

Approaching the town centre from Egham, Staines Bridge currently has a painted cycle lane on the southeast side, and a shared cycle/footway behind a barrier on the northwest side, which drops cyclists on to the highway on the Staines town centre side of the river. Redevelopment of the existing Bridge Street car park and improvements to Clarence Street could enable a number of opportunities that improve this situation.



Key design considerations for this gateway will comprise:

1. Potential for a bi-directional cycleway on Clarence Street to connect towards the bridge.
2. Provision of a new crossing at the traffic light junction to enable a tie-in to the existing unidirectional cycle paths, which could have improved segregation through the use of light segregation features.
3. Relocation of the existing northbound cycleway from where it is currently dropped onto the carriageway adjacent to the Bridge Street Car Park site.
4. Potential to add a cantilevered footway above the existing arches to release space on the existing bridge for a continuous cycleway, that would then tie into a new crossing as noted above. This footway would sit above the redeveloped arches under the bridge. Detailed design should seek to not harm the heritage significance of the Grade II listed bridge or its immediate setting.



Figure 85 : Example of protected cycling space at a traffic light intersection

Iron Bridge / High Street Key Design Components

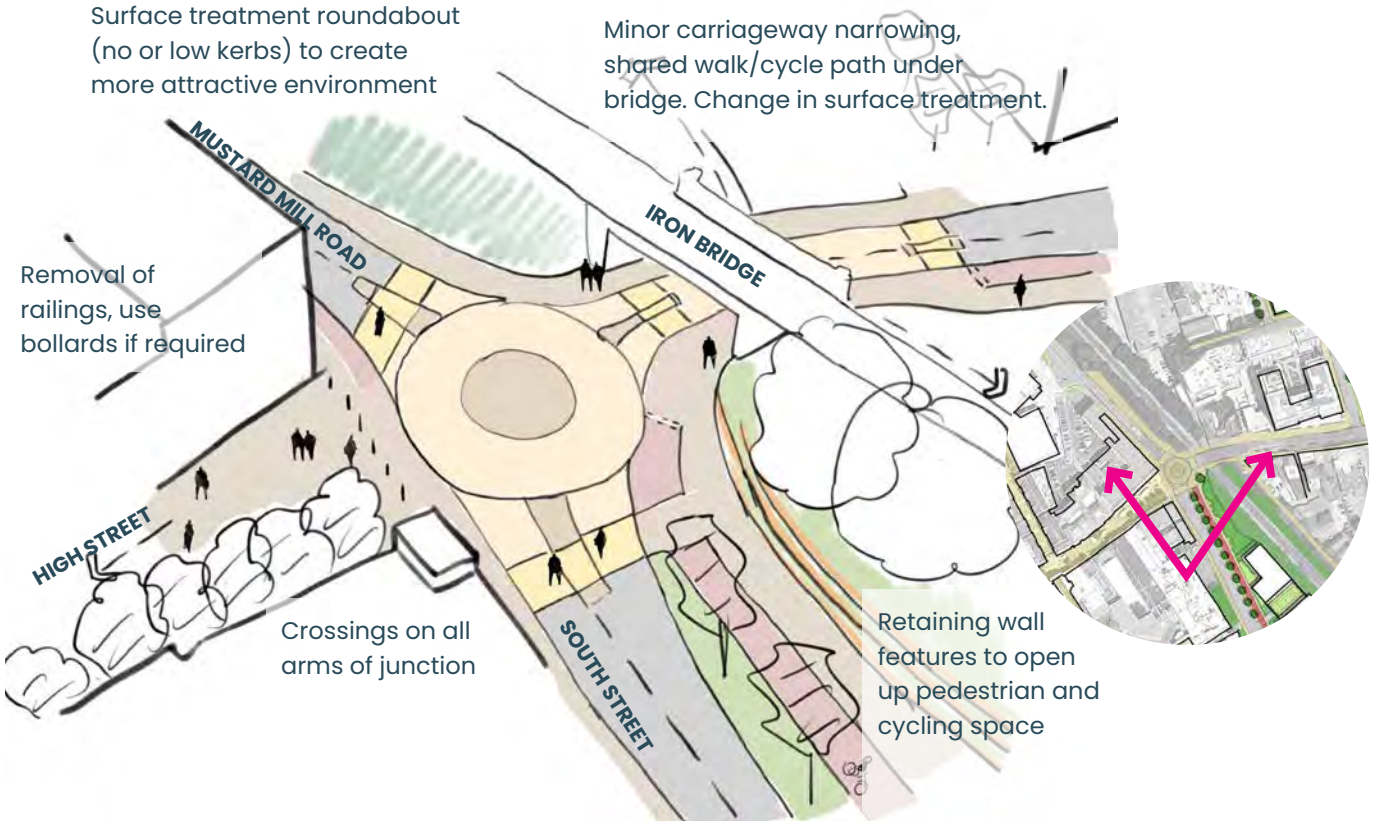
Iron Bridge forms a key gateway to the town centre and High Street from London Road and Kingston Road, and the end of Station Path. At present there are footways on both sides, and on the town centre side there is a traffic-light controlled junction with partial crossing facilities.

As with Wraysbury Road, a series of incremental improvements are possible in this area allowing for slowed traffic flow at a clear 'gateway' and transition to a town centre environment for pedestrians, cyclists, buses and other vehicles. Proposals could also tie into improvements included in the Spelthorne Local Cycling and Walking Infrastructure Plan (LCWIP).

Key design considerations for this gateway comprise:

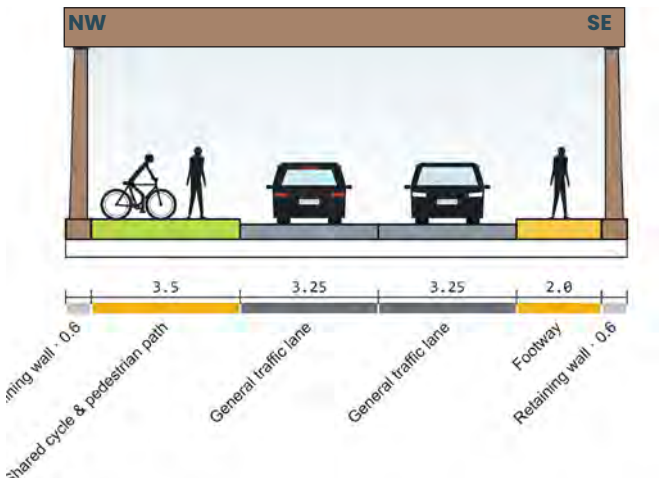
- Changes to the junction to allow pedestrian and cyclist movements to cross on all arms
- Provision of crossings on all arms, including a controlled crossing on the South Street arm where a controlled crossing currently exists.
- Provision of a 2m footway under the Iron Bridge itself on the south side and a 3.5m shared footway and bidirectional cycleway through this pinch point, alongside a 6.5m carriageway to allow for bus use.

Figure 86 : Iron Bridge sketch concept



- Provision of a bidirectional cycle path on London Road, where space exists as part of the wider public realm provided by existing and indicative new developments along the northern side of this street.

IRON BRIDGE POTENTIAL FUTURE



Wraysbury Road Key Design Considerations

Cycling to the town centre from Wraysbury Road requires negotiating the busy and constrained junctions with Hale Street, Church Lane and Bridge Street. A series of incremental improvements are possible in this area.

The intersection of Bridge Street and Church Street forms the key geometric pinch point in the highway network surrounding the core walking and cycling zone. The carriageway narrows to approximately 5.5 m, with narrow footways directly alongside.

Alternative routes are available for some journeys. For example, people cycling along Wraysbury Road could potentially use Vicarage Road and Church Street to access the town centre. However, severance is likely to be greatest for journeys between Wraysbury Road and Staines Bridge, where there are fewer practical alternatives.

Within the existing highway boundary, it will not be possible to provide a solution that maintains free flowing two-way general traffic while also delivering high quality, segregated walking and cycling infrastructure. One way shuttle working may provide an alternative, subject to junction and network modelling, although this would likely have adverse impacts on traffic capacity and congestion.

A comprehensive long-term solution would require the highway boundary to be locally widened at this junction, which would require redevelopment of properties on the eastern side. This would create sufficient space to provide safe, segregated walking and cycling infrastructure, while maintaining the wider function of the junction.

Key design considerations for this gateway comprise:

- Provision of a cycling link from Wraysbury Road into the redeveloped Two Rivers North area, bypassing the junctions with Hale Street, Church Lane and Bridge Street when moving from the west towards the town centre.
- Traffic calming measures on Church Lane West which will improve the quality and safety of on-street cycling
- Formalisation of the cycling route along the access road parallel to Hale Street through clear, continuous markings and materials

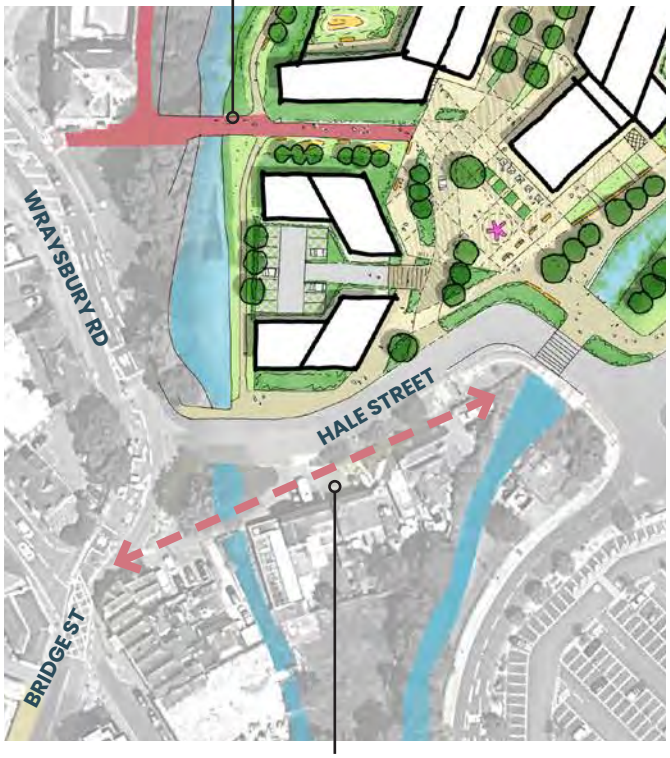


Figure 87 : Indicative interventions around the Wraysbury Road gateway

Station Path-Elmsleigh Underpass Key Design Considerations

New development on the southwestern side of the railway line will provide a new pedestrian street environment leading to the underpass, with building frontages providing passive surveillance of the street, and improved lighting and planting providing a safer and more attractive environment at all times of day.

Key design considerations for this gateway comprise:

- Improved underpass lighting,
- The underpass to retain and enhance its role as a canvas for public art.
- Passive surveillance through the underpass from development to the south



Figure 90 : Station Path underpass, with existing public art



Figure 88 : Views of development through underpasses can improve their perceived safety



Figure 89 : Artwork and surface design can improve the perceived quality of underpasses

Opportunity Sites

The masterplan identifies a number of key opportunity sites for change and development in the town centre, each of which will contribute to the overall vision.



Figure 91 : Opportunity Sites

POLICY TC12
Town Centre Opportunity Sites

Proposals will be supported which demonstrate how development within Opportunity Sites:

- Delivers the identified Key Design Considerations and Development Principles for each Opportunity Site, as set out in this Masterplan.
- Contributes towards the delivery of the Town Centre Masterplan Strategies and identified Key Projects.
- Positively responds to the context of the site including distinctive townscape and streetscape features, buildings, structures and landscape planting.
- Integrates with adjacent sites and neighbourhoods.
- Establishes a safe, useable and well-connected public realm.
- Provides frontages addressing the public realm to provide continuity and enclosure and enhance legibility.
- Achieves a high standard of design quality, sustainability and placemaking.

Where sites are to be delivered in phases, proposals shall demonstrate that individual phases will not prejudice the comprehensive development of the remainder of the site, masterplan strategies, Key Projects or adjoining opportunity sites.

Alternative design solutions are possible where proposals demonstrably achieve the objectives of the Masterplan.

Elmsleigh Area

The south-east of the town centre has a number of allocated sites, some of which are in the ownership of the borough council. The masterplan considers these as a whole to demonstrate how the area can be developed holistically, whilst considering its phased development. This part of the town centre is the most suitable for higher density developmen,t having fewer site constraints, including being at a lower level of flood risk, near the rail station with good levels of accessibility, and least impact on neighbouring residential areas.

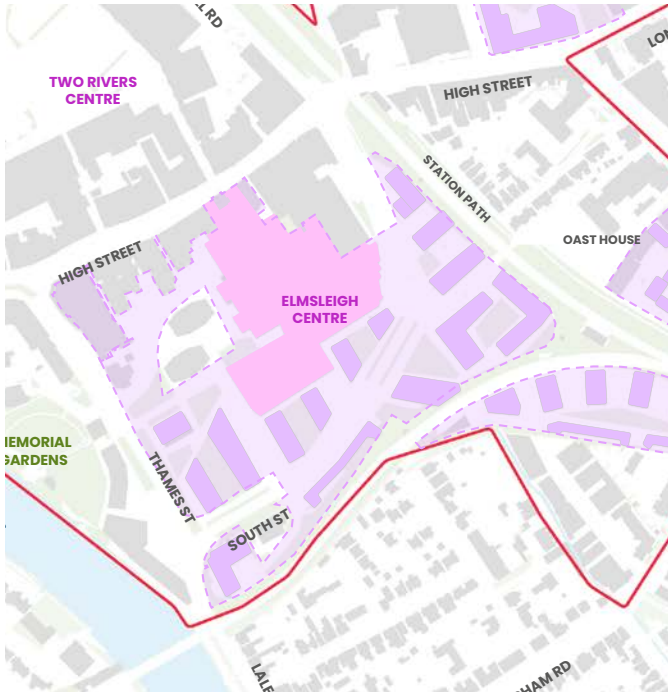


Figure 92 : Opportunity sites in Elmsleigh Area

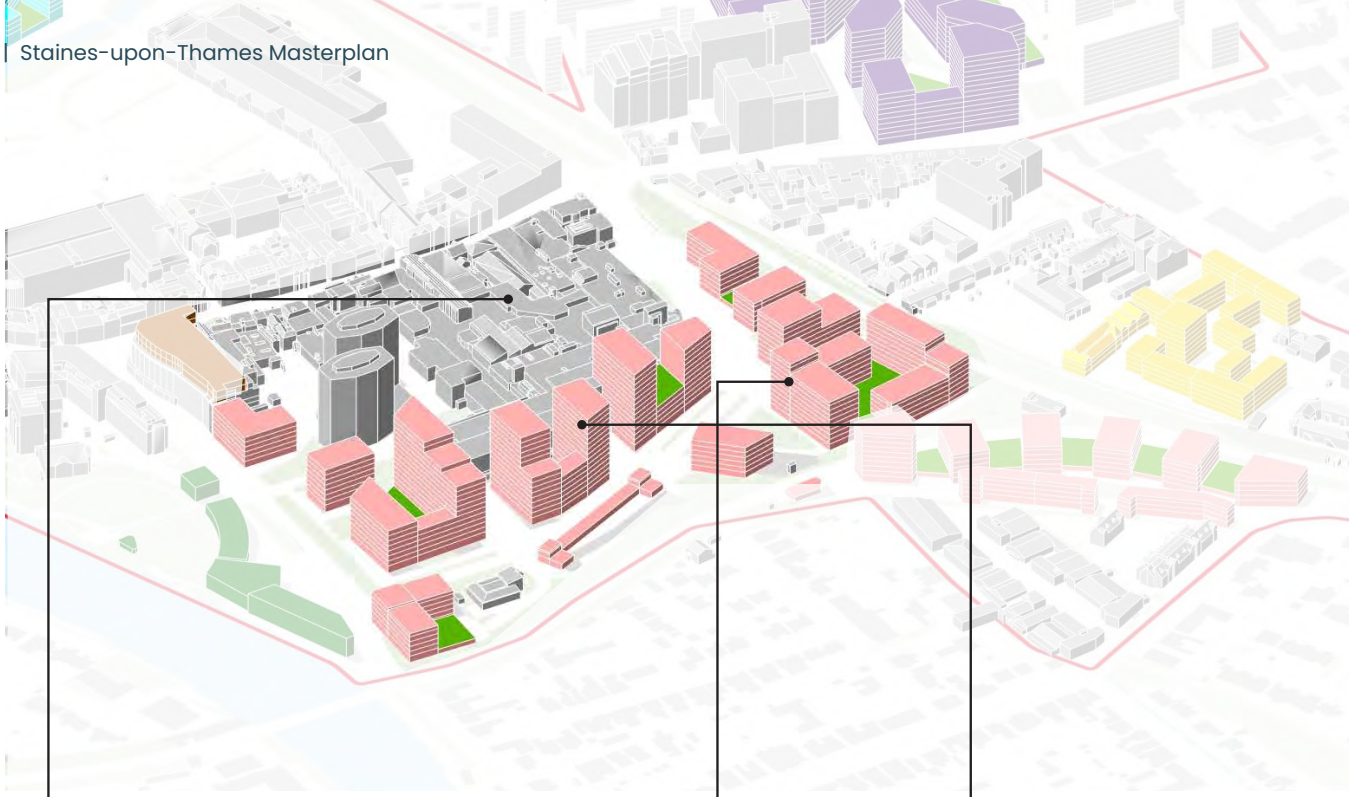
Two future scenarios for the development of this area have been considered (shown on following page).

- **Scenario 1:** Retention of most of the existing shopping centre buildings with targeted redevelopment or retrofit. This involves targeted removal of some existing areas (e.g. along South Street and the largely disused and independent Tothill Car Park area) to enable new streets and space for development with active frontages and high quality landscape. This scenario retains the existing Elmsleigh Multi-Storey Car Park.
- **Scenario 2:** Replacement of most of the existing shopping centre buildings over time. The design approach focuses on retaining the Elmsleigh centre's retail heart, and expanding retail provision to further the vibrancy of the town centre. It adds new green spaces in areas known to be at higher fluvial flood risk, and to create new outdoor spaces for a more robust mix of retail, eating and leisure uses at the heart of a new neighbourhood.

Both scenarios include core development principles of:

- A new bus station
- Connections to the proposed new walking and cycling railway bridge towards the railway station
- Street transformations of South Street and Thames Street
- Green, walkable connections through to the High Street and Riverfront
- A new residential neighbourhood

A comparative assessment of both options is set out below. The illustrative masterplan, Framework Plan and this Site Brief are based on Scenario 1, which fulfils the objectives of the Masterplan with the least potential disruption and potentially lowest capital investment. A summary of Scenario 2 is presented to aid future decision-making with delivery and development partners.



Retained Elmsleigh Centre



Area of the town centre most suitable for higher-density development: lower flood risk, near rail station, least impact on surrounding homes, good access and fewer site constraints

Redeveloped portion of the Elmsleigh Centre could require taller heights to achieve required Local Plan capacity

Scenario 1: Retrofit

- ▲ Retention of most existing retail units to avoid disruption to retailers and the vibrancy of the town centre during a period of change
- ▲ Potentially lower capital development costs (to be tested)
- ▲ Retention of existing structures could reduce embodied carbon emissions from reconstruction (subject to further study)

- ▼ Need for taller heights to accommodate required number of dwellings
- ▼ Reduced car parking provision when compared to Scenario 2, significantly reducing public car parking provision from the town's current provision. This will require a strong and successful sustainable travel strategy, and investment to enable this.



Lower heights within back of High Street 'mews' area

New multi-storey car parking



Heights step up slowly from High Street to ensure existing street character unaffected

Typically 6 storey facing the river with occasional height up to 8 storey on key corners

Scenario 2: Replacement

- ▲ Comprehensive change to enable high quality placemaking throughout to Design Code standards
- ▲ Potential for reduced maximum heights
- ▲ Potential to consolidate residential car parking for a number of sites and still accommodate all public car parking needs
- ▲ Phased redevelopment over time to ensure the town centre remains functional and not dominated by construction during the period of change

- ▼ Potential disruption to existing retailers who will need to move units
- ▼ Potentially higher capital development costs (to be determined)
- ▼ Requirement for long-term, sustained investment and delivery partner to ensure it is completed to the original vision

Elmsleigh Area

Vision and Opportunity

The design vision for the Elmsleigh Area looks to adapt and enhance the existing shopping centre through targeted removal of some areas (e.g. along South Street and the largely disused and independent Tothill Car Park area), enabling new streets and space for development with active frontages and high quality landscape. The existing Elmsleigh multi-storey car park is retained, with green open spaces on podiums for residents, and new public open spaces throughout the area.

The vision also includes a new bus station and walking/cycling link towards the riverfront, railway station and High Street.

Opportunity Site Area: 5.75 ha

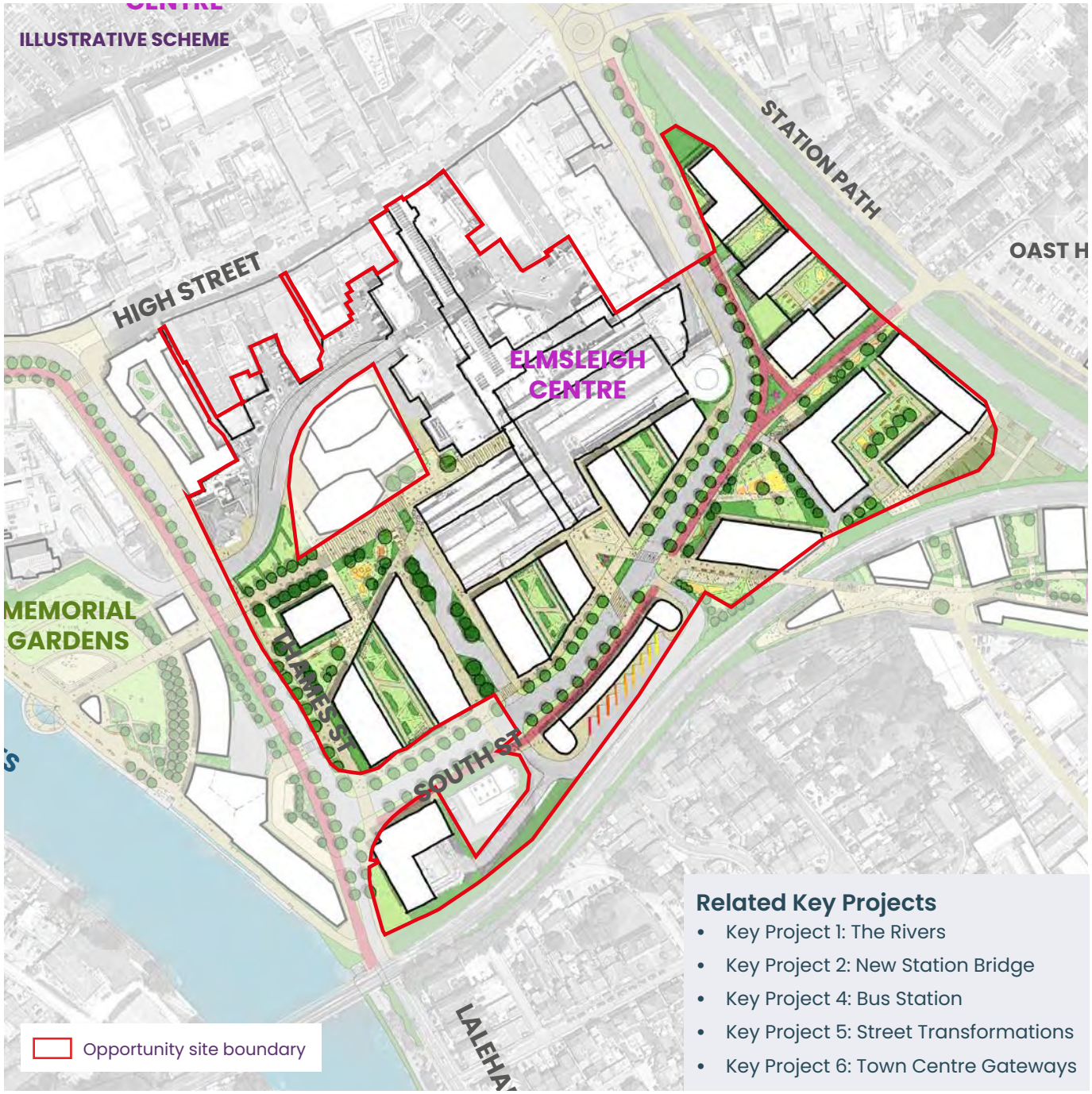
Local Plan Allocation reference: ST4/028, ST4/026, ST4/009, and ST1/037

Allocated capacity: 1,124 dwellings

Local Plan Timescale:years 1 – 15 across sites

Key Potential Uses:

- Retail
- Commercial / Office
- Community, library, museum and other spaces
- Restaurants, food and beverage
- Residential
- Bus station
- Public car parking



Related Key Projects

- Key Project 1: The Rivers
- Key Project 2: New Station Bridge
- Key Project 4: Bus Station
- Key Project 5: Street Transformations
- Key Project 6: Town Centre Gateways



Key Design Considerations

- A comprehensive design approach to the allocated sites to create a coherent space, designed to reflect the Development Principles Plan.
- Preserved and enhanced connection between South Street and the High Street, with new provision for cycling.
- Enhanced public realm along the High Street, with increased street greening.
- New public spaces along South Street, at the confluence of new and existing walking and cycling routes
- A central public space at the confluence of routes, reflecting the importance of the area as part of the 'Staines Cross'
- Sustainable re-use of as much of the existing structure as possible.
- Creation of space for community and commercial uses, at ground floor level, and reprovision of space for library, museum, community and other mixed uses
- Improved ground floor activation and natural surveillance from the frontages along South Street and Thames Street.
- Improved connectivity and visibility to a new Bus Station, walking and cycling bridge to Staines Railway Station and Station Path.
- Phasing of proposals to minimise the loss of trade during development.
- Consolidation of any necessary public car parking from the Memorial Gardens Car Park, Kingston Road Car Park and car parks within the opportunity area in line with a Monitor and Manage approach

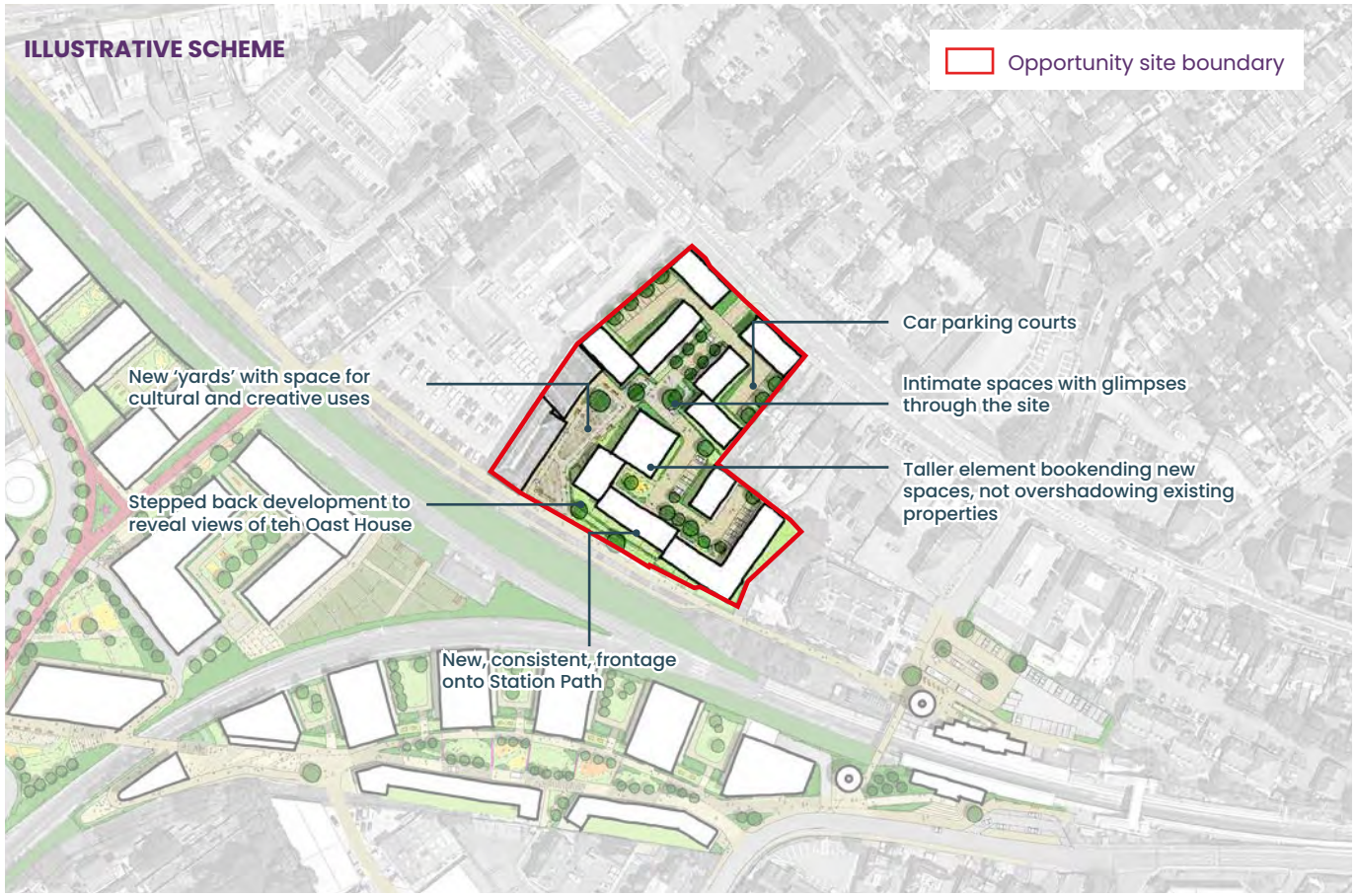
Oast House

Vision and Opportunity

The Oast House site is focused on the listed building known as the Oast House, which inspires a character based on its former brewery use, and should provide space for a range of smaller-scale, creative and cultural uses framed around a new 'yard' and intimate, largely car-free spaces.

New homes will be mid-rise and fine-grain reflecting the heritage of the site, which could allow for a mix of urban family homes and smaller apartments. Given its proximity to the railway station and potential character, homes aimed at younger people are a potential opportunity.

Ideas for the Oast House site were developed as part of the charette. The resulting design reflects the participants' ambition for a public space focused on the listed building, a range of creative uses, a through link to Kingston Road and improvements to the safety and quality of Station Path, as well as a diverse mix of homes.





Opportunity Site Area: 0.92 ha

Local Plan Allocation reference: ST3/004

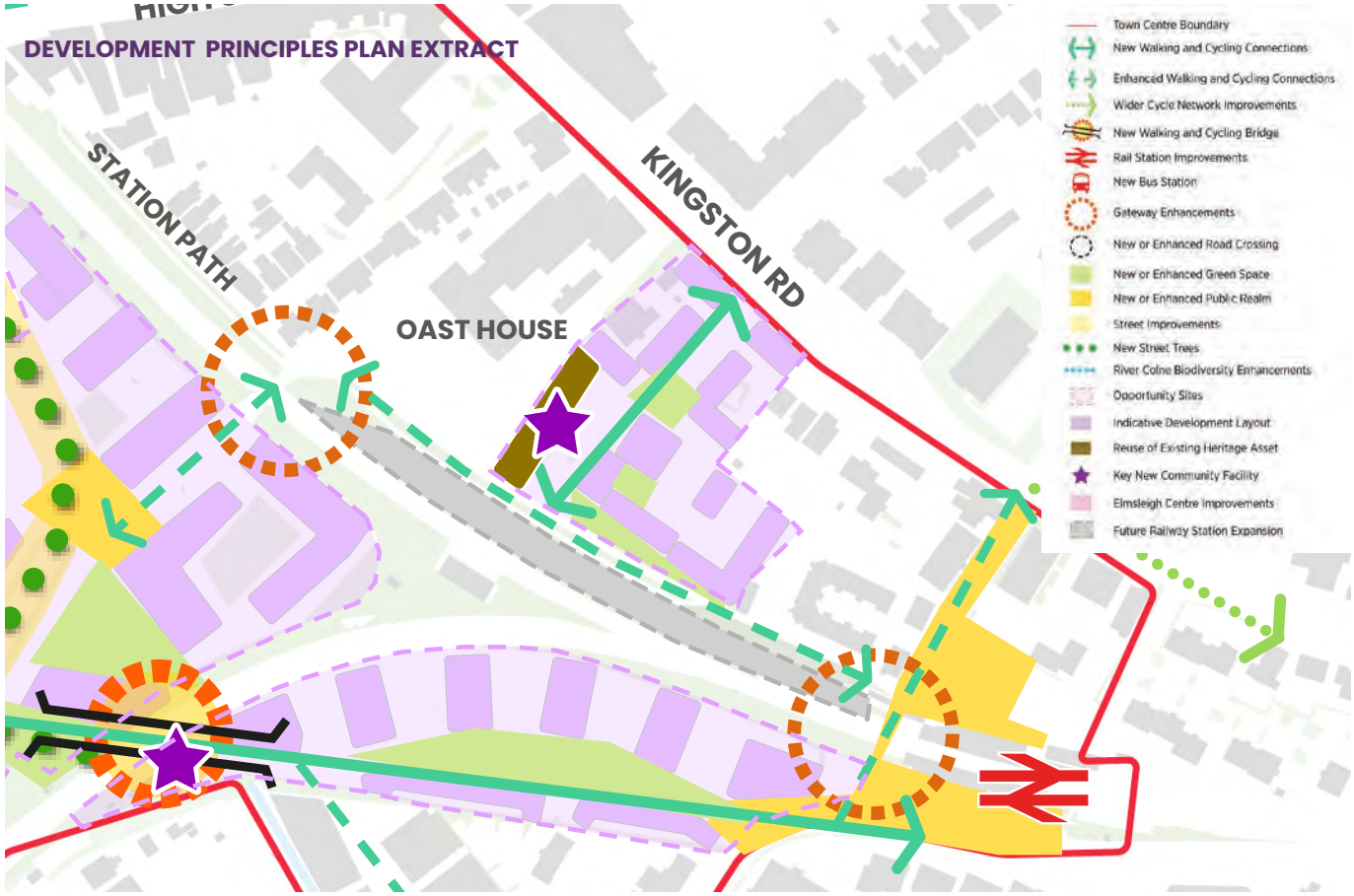
Allocated capacity: 180 dwellings

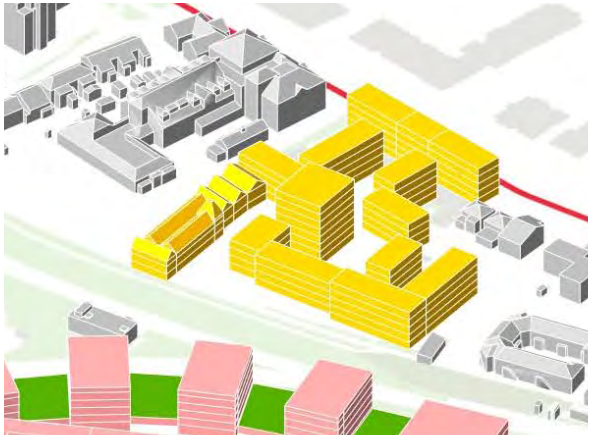
Local Plan Timescale: 1 – 5 years

Key Potential Uses:

- Residential
- Cultural and small-scale creative commercial spaces in renovated Oast House







Heights typically 4-5 storeys across site, with potential for a single 8-storey building in the centre of the site to respond to surrounding building heights and Design Code transition approach.

Related Key Projects

- Key Project 6: Town Centre Gateways

Key Design Considerations

- Creation of a square in front of the Oast House, appropriately scaled in relation to the historic asset.
- Flexible use of the public realm for community and creative uses, including 'spill-out' spaces.
- Improved frontage and overlooking onto Station Path, stepping back to create views of the Oast House.
- New walking and cycling connection between Station Path and Kingston Road.
- Building arrangement and layout to allow for glimpsed views through the site.
- Consistent frontage onto Kingston Road.
- Parking provided in courts and/or undercroft, away from the primary public realm.
- Innovative ways of converting and presenting the Oast House, which reflect both its historic use and new uses, can be explored based on a sound understanding of the building and its significance;
- A 19th century brewery complex character of materially robust buildings and enclosed yards can be used to inform the layout and design approach to the site and its spaces, especially in relation to the listed building;
- The Oast House pyramidal roof should be incorporated as a focal point for routes within the site and from the public footpath; and
- Community involvement in interpretation of the historic uses on the site and public art would positively combine the historic nature of the site and the new uses proposed for the Oast House.

London Road

Vision and Opportunity

Two allocated sites in the London Road area have the potential to deliver high-density residential development with some retail space complementing London Road. The context has a number of high-density schemes in place or emerging, and the design demonstrates how the northern part of the site can effectively transition towards the residential areas to the north, offering an opportunity to provide a wider mix of dwelling types such as duplexes or maisonettes along this edge.

Unlike neighbouring schemes, the spaces at the heart of this site are designed to draw people through from surrounding neighbourhoods towards the town centre and Kingston Road.

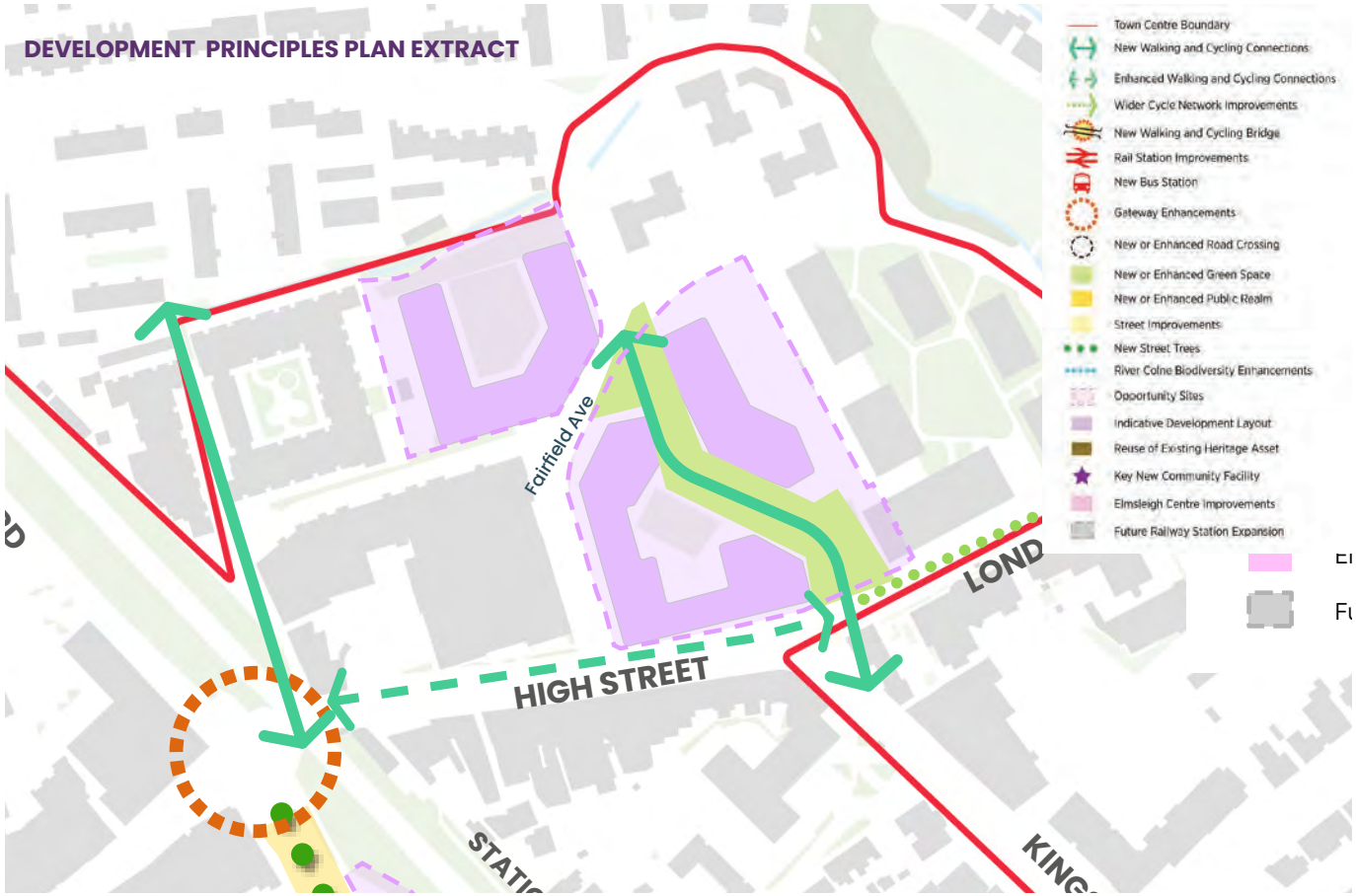
The design of this site was developed following the shared principles from the design charette, particularly creating new connections between surrounding areas and the town centre, and prioritising spaces for people to use.



Opportunity Site Area: 1.84 ha
Local Plan Allocation reference: ST3/012 and ST3/014
Allocated capacity: 580 dwellings
Local Plan Timescale: years 6 – 10
Key Potential Uses:
Residential above ground floor commercial







Key Design Considerations

- Design that reflects this site's important role as a gateway location to the town centre.
- Retail and commercial frontage to London Road on the ground floor.
- Greater height along London Road. Taller buildings to feature visual interest in their roof form, with overall development heights stepping down towards the north, sensitive to neighbouring dwellings.
- Creation of a new walking and cycling connection between London Road and Fairfield Avenue, which doubles as a new green space.
- Residential car parking provided in podiums.
- Heights step down toward existing neighbourhoods
- Heights 12-14 storey to reflect existing built form on London Road

Related Key Projects

- Key Project 6: Town Centre Gateways





Heights 12-14 storeys to reflect existing built form on London Road

Two Rivers North

Vision and Opportunity

Two Rivers North will be a largely residential neighbourhood with a walking/cycling priority boulevard at its heart, flanked by new open spaces facing its surrounding rivers, which are currently underused as public spaces and town centre assets.

Two Rivers North was a site considered by a group at the Design Charette. The key principles and layout have been translated into the proposed scheme.

The public realm will be focused on providing access to the rivers, through a greener linear space on the Wraysbury, and a more formal space on the Colne and facing the town centre. It will enable physical access to the river as an extension to the public realm. An attractive new square with some retail will be located at the end of the 'Staines Cross' as it enters the site over the existing pedestrian bridge.

Opportunity Site Area: 2.53 ha

Local Plan Allocation reference: ST04/022 and ST04/023

Allocated capacity: 805 dwellings

Local Plan Timescale: years 6 – 10

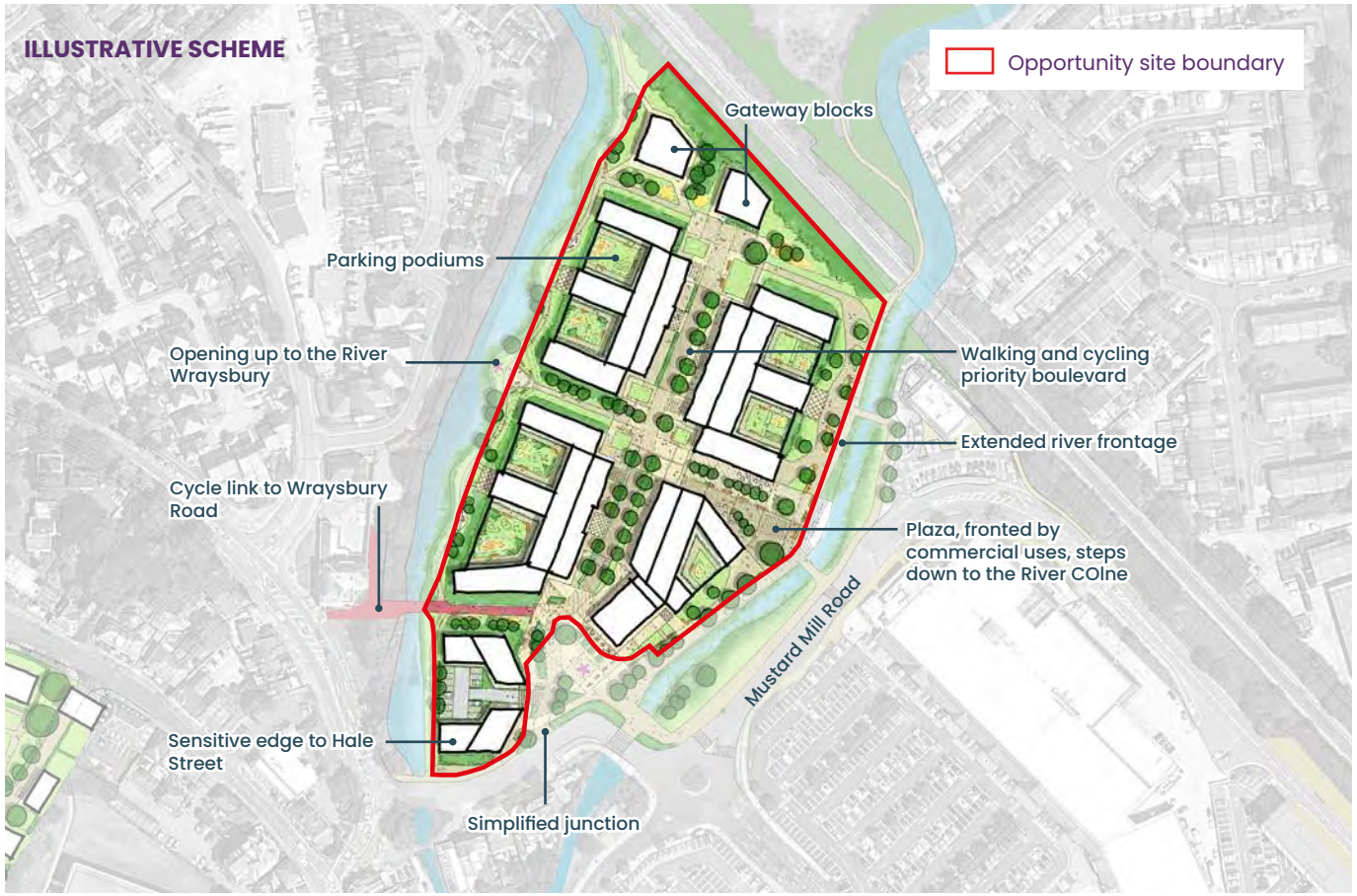
Key Potential Uses:

Residential

Ground floor and riverfront commercial and retail

Related Key Projects

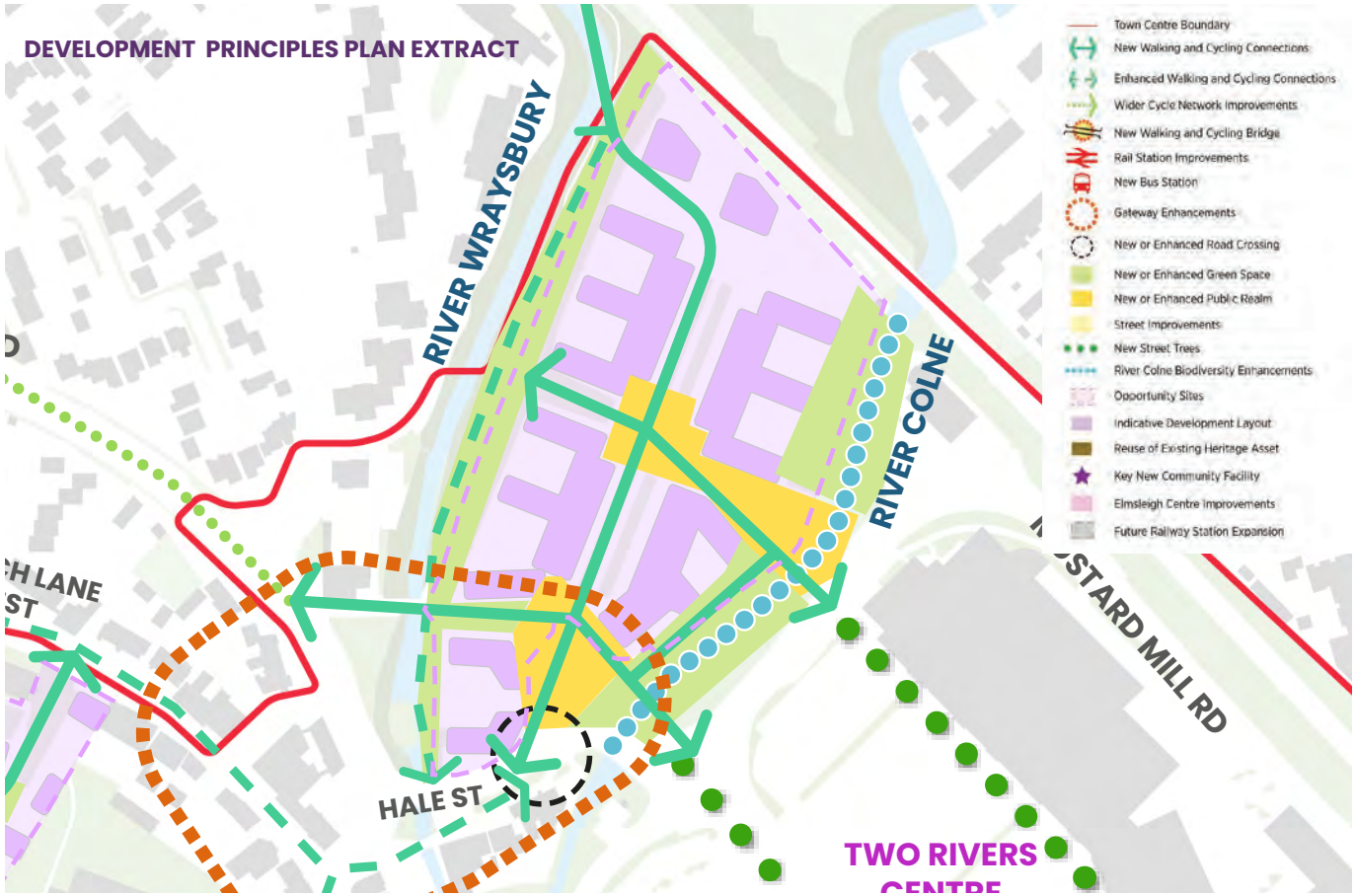
- Key Project 1: The Rivers
- Key Project 5: Street Transformations
- Key Project 6: Town Centre Gateways

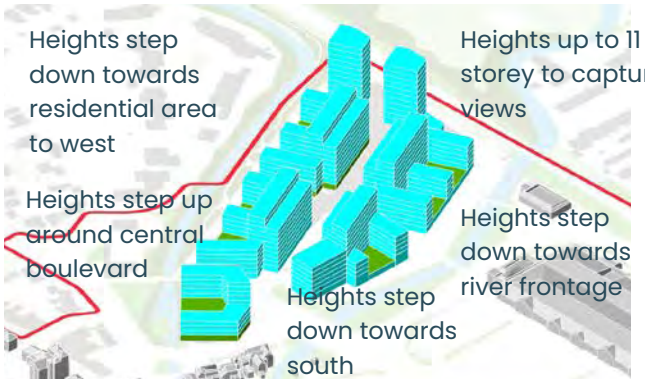












Key Design Considerations

- Walking and cycling priority along new streets, including a central boulevard, where vehicle movements are limited to servicing and parking access.
- Provides new connections including a cycle link to Wraysbury Road.
- New public realm that opens to the Rivers Colne and Wraysbury, with new leisure routes and open spaces along their length.

- Retail and commercial uses on the ground floor of buildings fronting a new piece of public realm that opens up to the River Colne and steps down to the water's edge.
- Greater massing north along the railway line, with building heights stepping down where there are neighbouring dwellings.
- Massing to be informed by a comfortable street scale, where increased heights are stepped back from the street frontage through the use of a 'shoulder' as set out in the Design Code.

- Taller buildings should provide interest and variation from a distance, with marker buildings at key locations that support legibility in line with the Design Code. Heights should step down towards residential area to west, to the Conservation Area to the south, and to the river frontages.

This is the site of the former Linoleum Works, a major employer and presence in the town for generations and a significant part of the town's intangible history. Whilst there is no real indication of the history of the site on the ground now, the redevelopment of this area provides an opportunity to provide a tangible connection to an important past. In developing a scheme;

- Provide points of interest or curiosity within the scheme, for example using lino pattern books to find patterns for building or public realm surface treatments, public art or bespoke street furniture which references the former use of the site;
- Provide better connectivity with the river to help re-establish the historic connection between the water and the site, with the river providing water for processing; and
- Use building, park or road names which directly relate to the former use of the site; these could be names of products, buildings or people previously associated with the linoleum works.

Station West

Vision and Opportunity

An integral part of the town centre proposals is the Station West site, which is currently occupied by Jewsons and industrial yards. It could be redeveloped to provide enhanced connectivity between the station and Staines Cross together with opportunities for new places to live and a neighbourhood park.

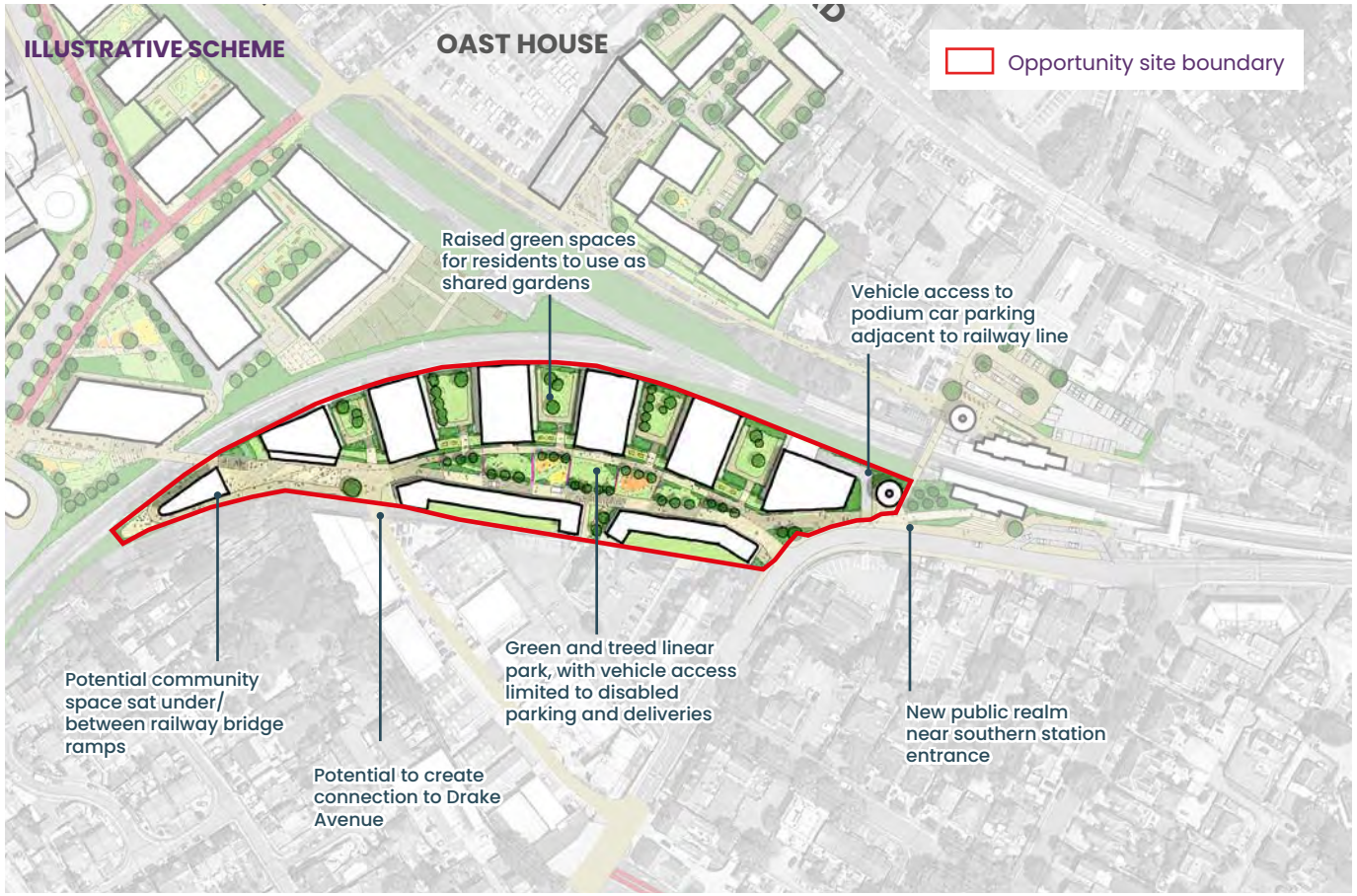
A comprehensive approach to development of the site is supported, enabling essential new infrastructure, new homes in an accessible location, and improvements to the railway station. The proximity to sustainable transport and the town centre means a wide mix of affordable homes and homes for older and younger people could be possible, with types such as duplexes and maisonettes also possible on the southern edge.

The linear park at the heart of the new neighbourhood could support play, community spaces, rest and relaxation and provide a continuous treed link from the station to town centre.

Opportunity Site Area: 1.36 ha
Local Plan Allocation reference: ST2/006
Allocated capacity: 343 dwellings
Local Plan Timescale: years 11 – 15
Key Potential Uses:
Residential
Ground floor commercial/retail close to station

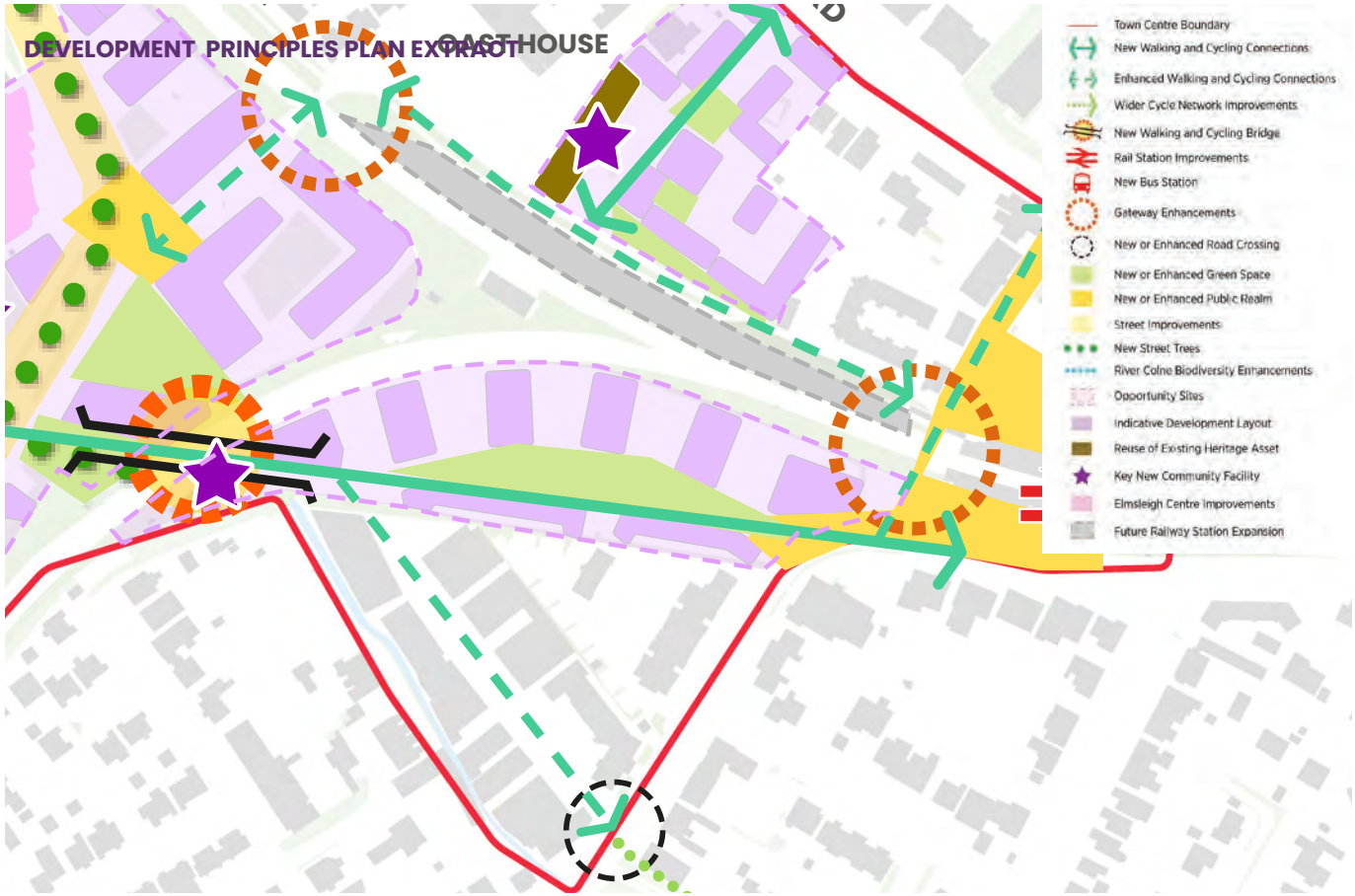
Related Key Projects

- Key Project 2: New Railway Bridge
- Key Project 4: Railway Station Improvements



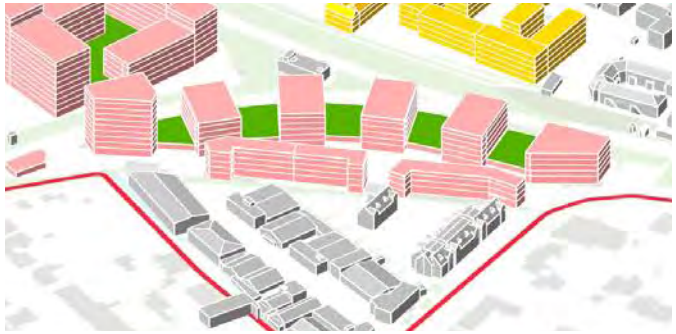






Key Design Considerations

- Retail and commercial frontage near the southern entrance of the railway station
- Heights dropping towards Gresham Road
- Heights rising to match potential development on Elmsleigh Surface Car Park
- Built form arranged to provide raised shared gardens between blocks, as set out in Spelthorne Design Code for 'Railway Edges' area type
- Creation of a new walking and cycling connection between southern station entrance and a new bridge across the railway towards the town centre, which doubles as a new green space.
- Residential car parking provided in podiums close to railway line
- Potential to use space created under railway bridge ramps to create community building
- Vehicle access to linear park limited to disabled parking, Network Rail service access and deliveries
- Vehicle access point the to railway line at the western end of the site to be retained



Heights step up towards town centre

Heights step down towards Gresham Road



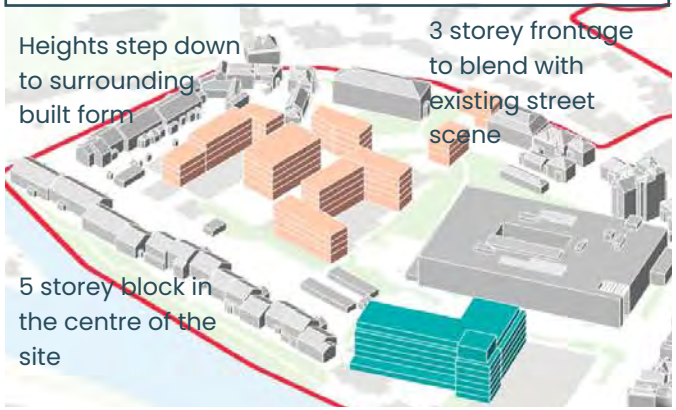
Staines Business Park

Vision and Opportunity

Located at the heart of Staines village, this site offers the opportunity to create an attractive urban village environment focused on small-scale spaces and an attractive mix of townhouses and finer-grain apartment buildings. It will open up a connection towards the south and the riverfront. It will make use of momentary views to St Mary's Church and will be subtly integrated into the street scene of Church St.

The public realm will be focused on creating a quiet and calm environment for residents, connected towards the river to the south and the village to the north. Small, intimate spaces with trees and high quality surface materials will be framed by 3-5 storey homes and apartments.

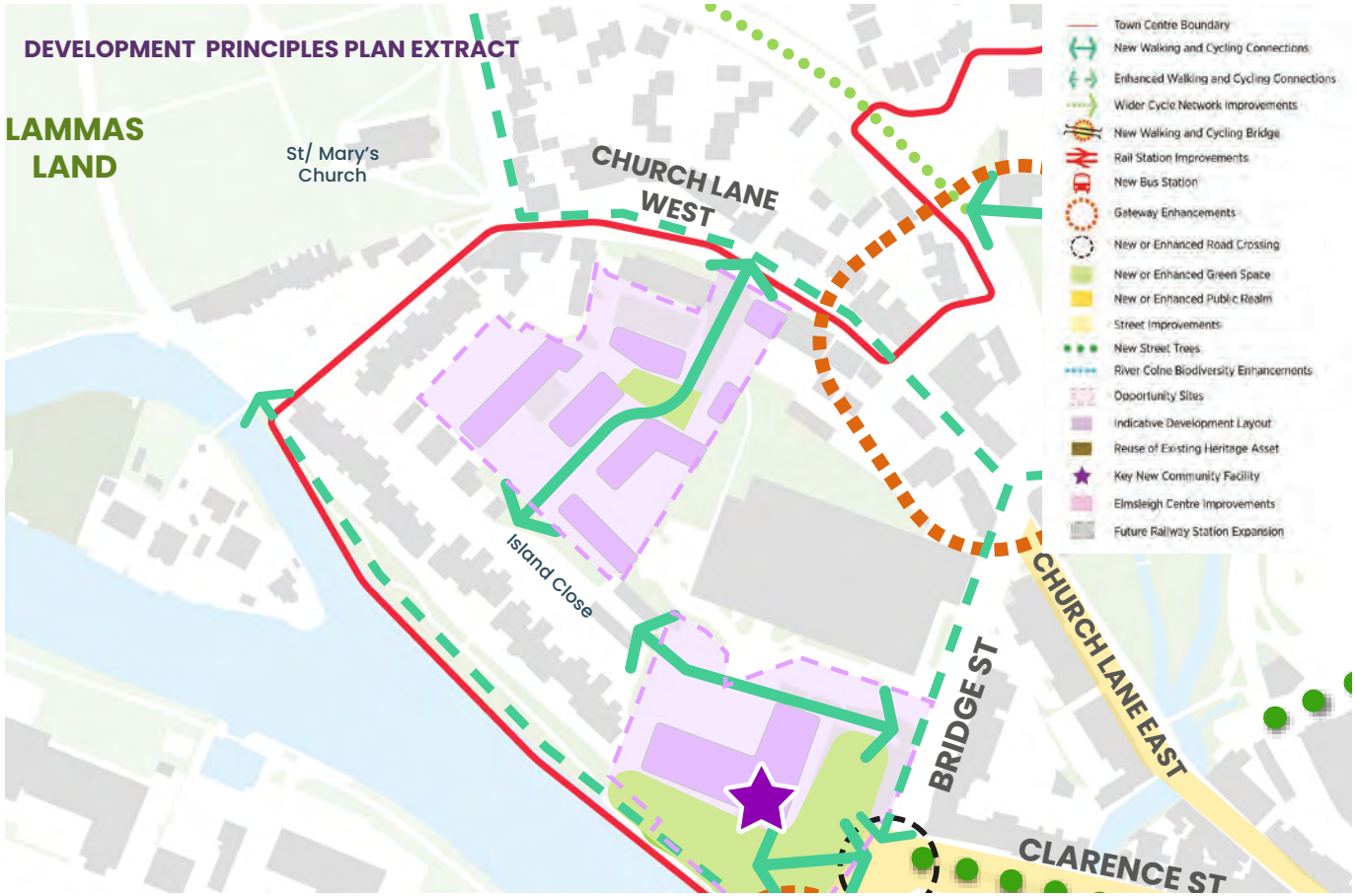
Opportunity Site Area: 0.88 ha
Local Plan Allocation reference: ST4/004
Allocated capacity: 100 dwellings
Local Plan Timescale: years 6 – 10
Key Potential Uses:
Residential











apparent on Church Street and Vicarage Road to embed the development in its historic surroundings;

- Provision of parking, away from the public realm, in courts well-related to their dwellings.

The site currently has a very poor historic and architectural relationship with the Staines Conservation Area. There are significant opportunities to better connect and reflect the historic development of this area of Staines. In developing a scheme the following should be considered;

- Look at innovative ways of providing a new contemporary phase of development which is of comparable quality to the conservation area, in effect adding a new layer of history;
- Use existing historic features bordering and within the site to create a sense of place, embedding the development within its historic surroundings - these could include the boundary wall to 114 Church Street, the locally listed 96 to 104 Church Street and the mature trees.

Key Design Considerations

- Building line and spacing along Church Street is continued.
- Orientation and arrangement, which avoids overshadowing neighbouring dwellings, and is of an appropriate massing.
- New walking and cycling connection, linking Church Lane to Island Close, with a pedestrian-first public realm.
- Intimate pocket spaces, with views to St Mary's Church reinforced in the layout.
- Frontage onto public realm, including both existing and new streets and spaces.
- Greater massing towards the centre of the allocated site, with a comfortable street scale preserved.
- Reflect the scale, massing and materiality of the tight-grained residential development character

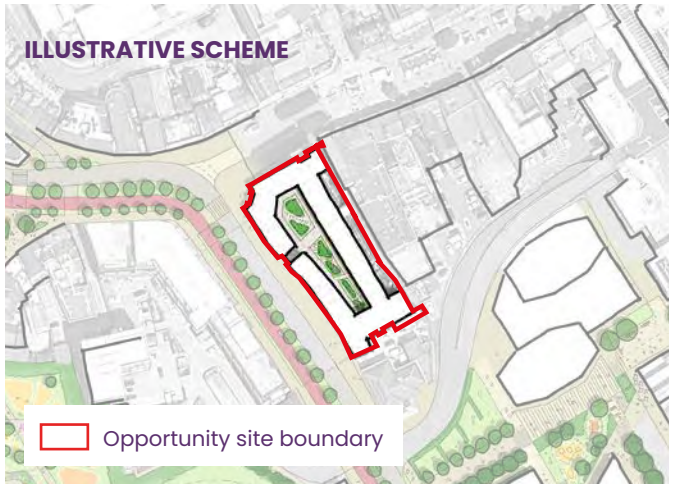
Former Debenhams Department Store

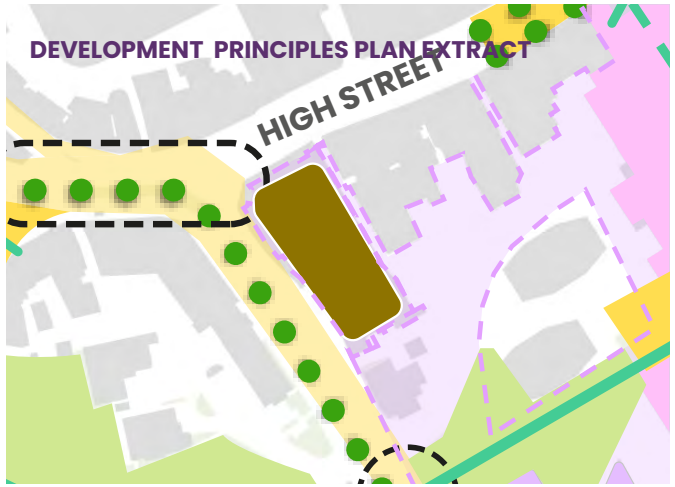
Vision and Opportunity

Debenhams is a valued existing building within the town centre. As a former department store it has deep floor plates which are challenging to convert to residential use. By retaining the existing facade, opening up the interior, and adding two storeys of set-back terrace development above, the essence of the original building and street scene can be retained whilst still providing new homes and ground floor retail. This approach provides a more sympathetic response to the location and street than developing taller 'towers' above the existing base.

The ground floor will be dedicated to retail and other active uses, reflecting its prominent position on the corner of Thames Street and the High Street.

Opportunity Site Area: 0.24 ha
Local Plan Allocation reference: ST4/019
Allocated capacity: 150 dwellings
Local Plan Timescale: Years 6 – 10
Key Potential Uses:
Residential
Ground-floor retail and commercial space
Potential Capacity:
70-80dw
Bespoke layout, 13-15dw per floor
On-site disabled parking
Residential parking to be located within redeveloped Elmsleigh area





CONCEPT DESIGN STUDY

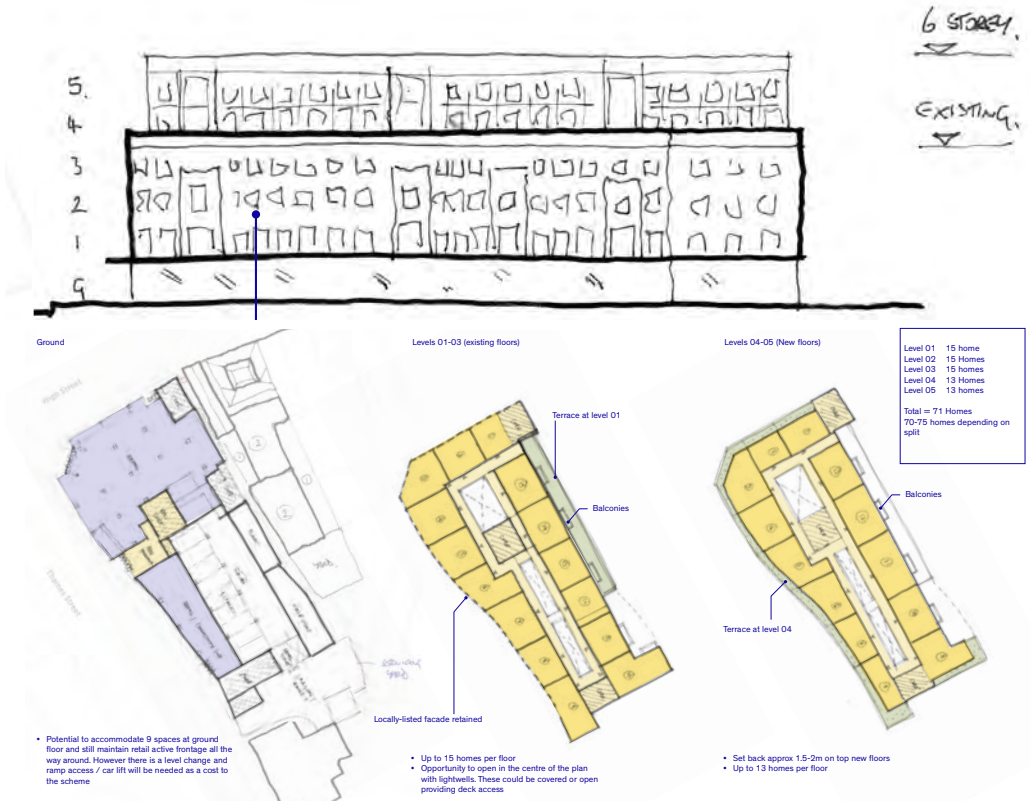


Figure 93 : Concept design study for Debenhams with apartments on upper floors arranged around an internal atrium

Key Design Considerations:

- Preservation of the locally listed façade, with the building retaining its role as a marker between the High Street, Clarence Street and Thames Street
- Enhanced frontage activation at the ground floor with new retail units along Thames Street and the High Street.
- Sustainable re-use of the existing structure where feasible
- Accommodate new dwellings above a commercial ground floor, including additional upper floors, set back from the building frontage.

The former Debenhams is locally listed and within the Staines Conservation Area. It is a local landmark with a strong communal memory. Its sinuous bow elevation to Thames Street is a good example of mid-century townscape which could be used to influence how other new development interfaces with modern public routes. In developing a scheme;

- Look to maintain its landmark presence on the corner of High Street and Thames Street, where it forms the gateway to the shopping area of the High Street;
- There is an opportunity to enhance the rear of the building and its service yard, which are of less architectural interest than the frontages, in a way which better integrates new development in this area.
- Innovative re-use of this key location that provides community and placemaking benefit is encouraged.



Oru Sutton - Coworking, café & restaurant, event space, yoga and wellbeing studios, nursery, rooftop community garden (Takero Shimazaki Architects)



Atriwm, Carmarthen - NHS services, university facilities, gym, soft play, adventure golf, go-karting, civic customer service centre (Camarthenshire County Council)



Mansfield Food Hall - Independent food vendors, cookery school, bars, community events, darts and recreation (ARC Architecture)



Southport Broadbents - Apartments, ground-floor commercial space, heritage restoration (APG Capital / WD Architects)

Figure 94 : Precedent examples of department store reuse and repurposing

Delivery

A considered and realistic approach to delivery is key to the implementation of the masterplan.This is supported by a key driver for development and investment in Staines-upon-Thames which is its planned growth.

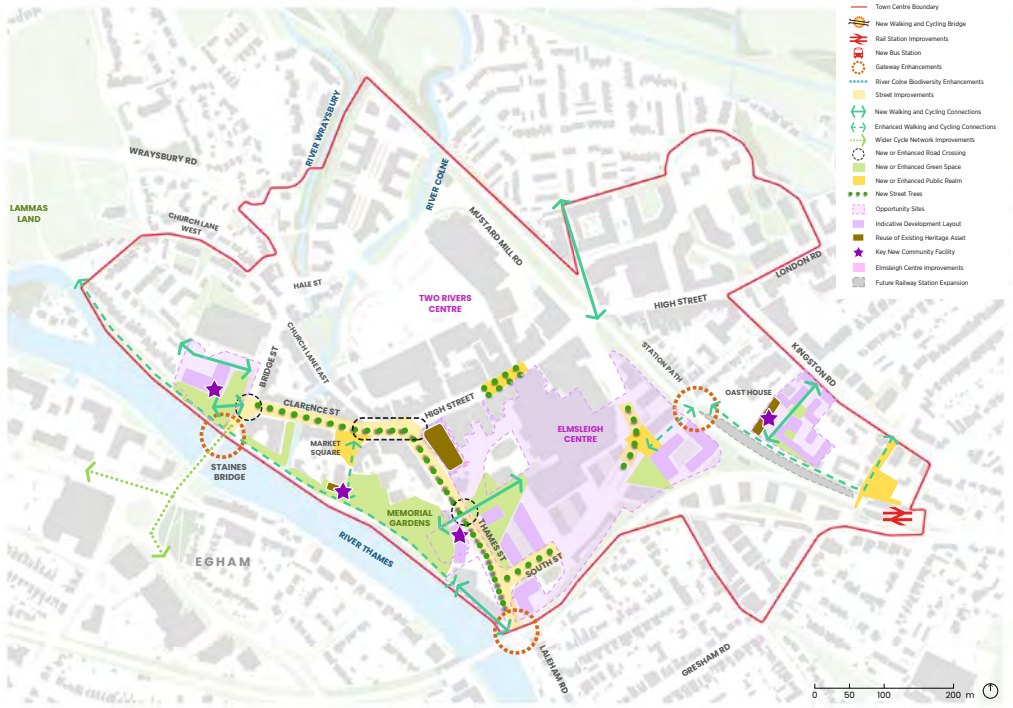
This chapter sets out an overall Delivery Framework for all identified strategies, projects and sites, followed by guidance on key aspects of delivery and long-term stewardship.

The Masterplan has been prepared during a period of Local Government Reorganisation, and with a conscious eye on the implications of this for implementation. By preparing this plan prior to the formal handover of powers to West Surrey Council, it is intended that the Masterplan guides future decision-making by establishing a clear ambition for the new authority, and identifyinh a set of projects and investment priorities to be brought into the new authorities' emerging plans.

Many of the projects identified have the potential to be delivered more effectively within a unitary authority, where decision-making for travel, highways, education and planning are combined into a single organisation.

Spelthorne Borough Council are currently a major landowner in the town centre, and several Opportunity Sites are owned by the council as assets, along with some key areas of open space and public realm. The council is currently reviewing its portfolio and how best to bring forward priority sites in the town centre, and the masterplan will inform this strategy.

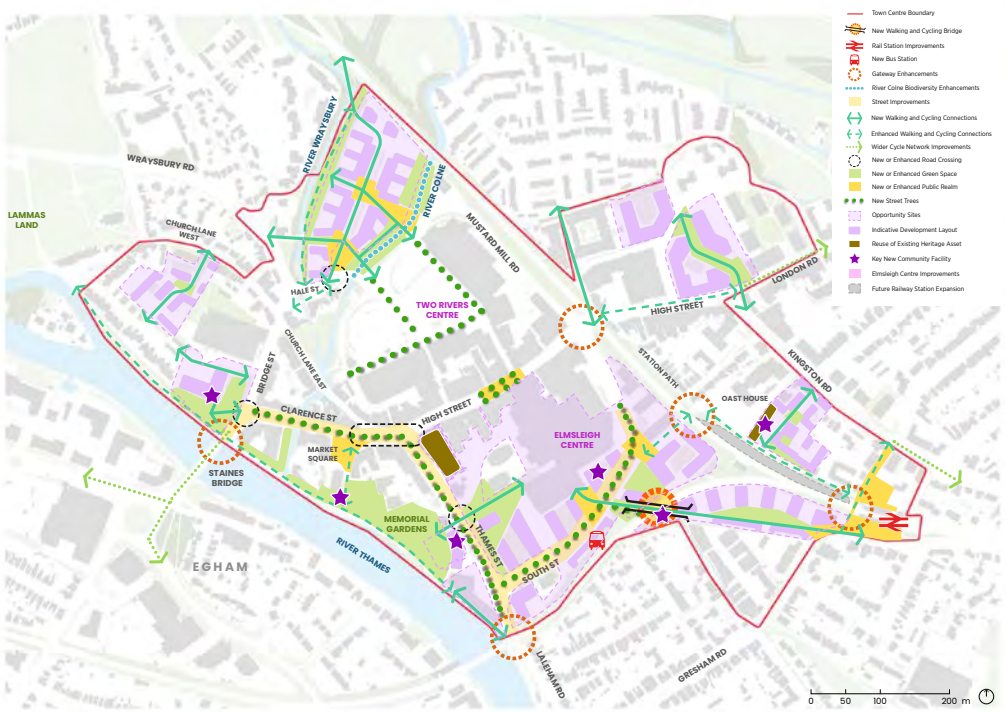
Short-Term Priorities



The following set of plans sets out an anticipated indicative phasing approach to the delivery projects, public realm and opportunity sites across the town centre.

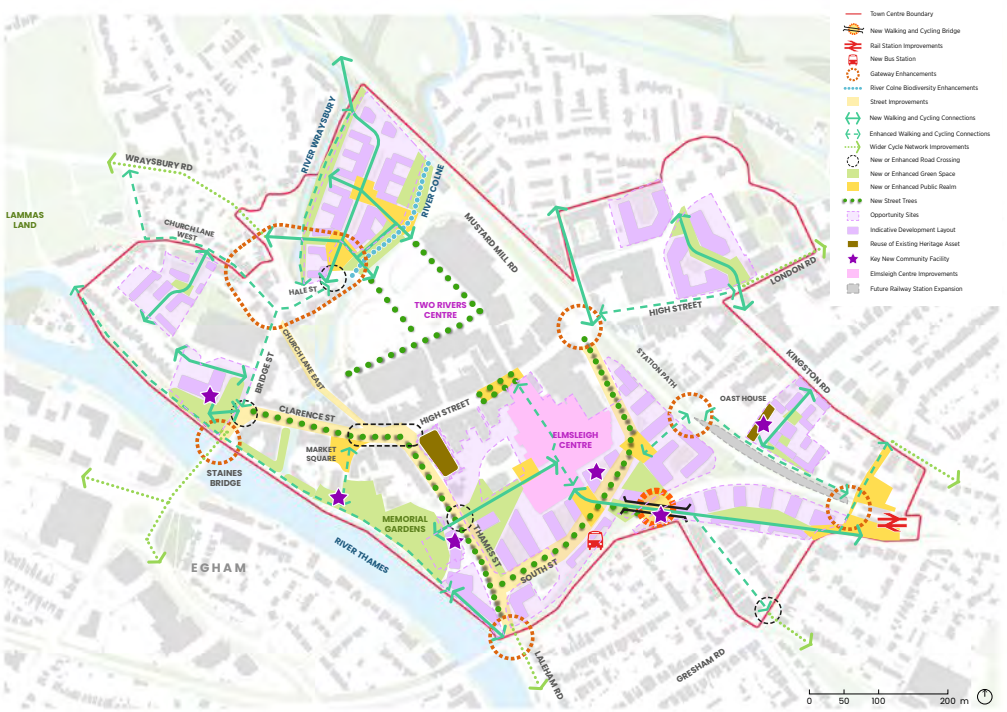
Short-term priorities, aligned with years 1-5 of the Local Plan, focus on high-impact public realm improvements and less complex development opportunity sites.

Medium-Term



Later development, aligned with years 6-10 of the Local Plan, is likely see a substantial proportion of Opportunity Sites coming forward for development, with a range of Key Projects such as the Railway Bridge delivered.

Long-Term



Longer-term development, aligned with years 11-15 of the Local Plan, would see aspirational public realm and connectivity improvements undertaken and the completion of development in and around the Elmsleigh Centre.

Unlocking the Elmsleigh Area

The Elmsleigh Area has a number of allocations and related Opportunity Sites, as well as Key Projects that benefit the whole town centre. Its regeneration will require careful engagement and co-ordination to ensure the opportunities are maximised and not lost through piecemeal development.

It is also necessary to retain flexibility in its delivery, responding to changes in market conditions and viability, and the importance of ensuring a viable and vibrant heart of the town centre throughout a period of change.

An indicative phasing plan for the successful unlocking of a regenerated Elmsleigh Area is shown below. This allows for further future phased redevelopment of the existing shopping centre should market conditions make this the preferable approach.

EARLY PHASES - PRIORITY DELIVERY SITES



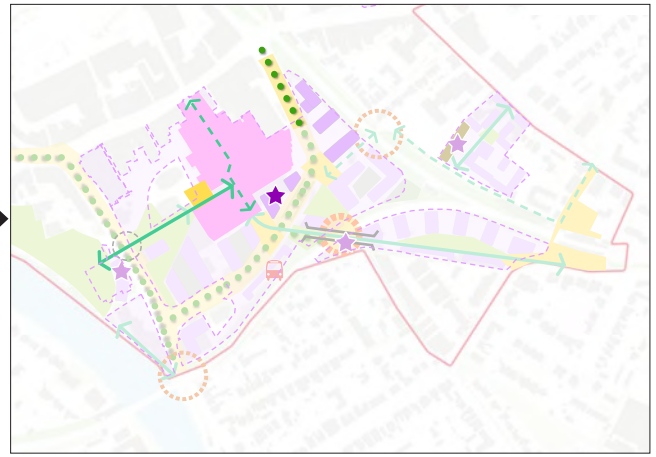
- Development of Tothill Car Park
- Development of eastern part of Elmsleigh Surface Car Park, with changed access to Elmsleigh Multi-Storey Car Park (MSCP)
- Development of the Oast House neighbourhood
- Phased Street Improvements as part of development sites
- Initial Memorial Gardens Improvements (ongoing)

LATER PHASES - STATION CONNECTION



- New Bus Station
- Redevelopment of current Bus Station
- New Railway Bridge
- Development of Jewsons Site
- Phased Street Improvements as part of development sites

FINAL PHASES - REFIT ELMSLEIGH CENTRE



- Remodelling of Elmsleigh to allow for new public realm, river connection and redevelopment of eastern section
- Improvements/refurbishment to the Elmsleigh Centre
- Development of remaining Elmsleigh Surface Car Park

In a 'Replacement Scenario', further phased redevelopment of the existing Elmsleigh Centre can occur from this point, should demand and investment exist

Figure 95 : Indicative phasing approach to redevelopment of Elmsleigh Area

Delivery Framework

The table on following pages sets out the Delivery Framework for the Masterplan, which identifies:

- Projects, policies and opportunity sites
- Anticipated timescales and priorities
- Lead organisation and key partners
- An anticipated delivery approach
- Anticipated funding streams
- Key next steps to achieving delivery

It is arranged by Policies identified in this document:

- Masterplan Strategies
- Key Projects
- Opportunity Sites

Timescale periods are broadly aligned with those set out in the Local Plan:

- Short-Term: Years 1-5 (2024/25-2029/30)
- Medium-Term: Years 6-10 (2030/31-2034/35)
- Long-Term: Years 1-5 (2035/36-2039/40)
- Throughout: from Years 1-15 (2024/5-2039/40)

Some projects will need further evidence and work before including in an updated Infrastructure Delivery Plan (IDP) in the future.

Potential Funding Sources

There are a number of potential funding sources available that the council or successor authority (West Surrey Council) will explore to deliver the masterplan. Some projects may be funded from a mixture of funding sources as appropriate, and major projects in the town centre are likely to use pooled funding from a range of sites and sources to enable delivery.

- Developer contributions secured through Section 106 agreements as part of planning applications, which are suitable for projects to mitigate the impact of new development in line with statutory regulations.
- Community Infrastructure Levy (CIL) on new development, which can be spent in line with the CIL regulations on town centre improvements
- Local Transport Fund capital funding for identified transport projects that deliver wider benefit, or funds from a future Bus Service Improvement Plan (BSIP).
- Funding from specific agencies such as the Environment Agency, Network Rail or Active Travel England for projects that provide benefit to that agency's remit, e.g. improvements to flood management or rail safety.
- Public realm-led regeneration funding such as UK Shared Prosperity Fund (UKSPF), Local Regeneration Fund / Successor Levelling-Up Funding
- Housing delivery funds administered by Homes England, e.g. Housing Infrastructure Fund, Housing Grant and Brownfield Land Release Fund
- National Lottery Heritage Fund which may fund projects that lead to heritage-led town centre renewal.

Site-specific infrastructure and public realm contributions will be considered through the planning application process in line with the Delivery Framework. References to developer contributions do not in themselves establish a requirement for CIL or S106 funding, and that any obligations sought will need to comply with the relevant statutory and policy tests at the time an application is determined.

Policy / Project	Location	Indicative Timescale	Implementation Lead & Key Partners	Delivery Strategy
Masterplan Strategies				
TC2/TC2a Streets and Spaces	Across town centre	Throughout	West Surrey Council Site Developers	Delivered through combination of site-level development and council-led public realm improvement schemes
TC3 Green and Blue Spaces	Across town centre	Throughout	West Surrey Council Site Developers	Delivered through combination of site-level development and council-led public realm improvement schemes
TC4 Connections and Movement	Across town centre	Throughout	West Surrey Council Site Developers	Delivered through combination of site-level development and council-led public realm and infrastructure improvement schemes
TC5 Heritage, Character and Built Form	Across town centre	Throughout	West Surrey Council Site Developers	Delivered through site-level development proposals
Key Projects				
TC6 The Rivers				
Memorial Gardens Improvements	Memorial Gardens	Short-term	West Surrey Council	Council-led phased improvement projects
Staines Bridge	Bridge Street Car Park	Short-term	Site developer	Site redevelopment, led by a site development partner
Rivers Colne and Wraysbury	ST4/023, ST4/024	Medium-long term	Private landowners Network Rail (level crossing improvements) West Surrey Council Environment Agency	Delivered as part site development of Two Rivers North Environment Agency involvement in potential improvements to River Colne Network Rail to deliver improvements to level crossing
TC7 New Railway Bridge	ST1/037, ST2/006	Medium-Term	West Surrey Council Network Rail Site Development Partner	Delivery of the railway bridge will need to be led by West Surrey Council as a major capital transport project, in collaboration with Network Rail as both site developers for ST2/006 and as infrastructure owners of the railway, and future site development partners of the Elmsleigh area.
TC8 Railway Station Improvements	Railway Station, North and South	North: Short-term South: Medium-term	Network Rail West Surrey Council	Delivered as a public realm improvement scheme to be led by West Surrey Council in collaboration with Network Rail as both infrastructure owners and site developers for ST2/006.
TC9 Bus Station	ST4/009, ST1/037	Medium-term	West Surrey Council TfL Site Development Partner	Delivered as part of phased site development of the Elmsleigh area.

Potential Funding Sources	Related Projects	Next Steps
Private sector developers Developer contributions Local transport capital funding	Key Street Transformations Railway Station Improvements All town centre opportunity sites	Ongoing: Informs determination of planning applications and all future public realm works
Private sector developers Developer contributions CIL	Memorial Gardens Improvements Rivers Colne and Wraysbury All town centre opportunity sites	Ongoing: Informs determination of planning applications and all future public realm works
Private sector developers Developer contributions Local transport capital funding	New Railway Bridge Key Street Transformations Town Centre Gateway Improvements All town centre opportunity sites	Development of detailed Monitor and Manage mechanisms for car parking Ongoing: Informs determination of planning applications and all future public realm works
Private sector developers	All town centre opportunity sites	Ongoing: Informs determination of planning applications and all future public realm works
To be included in an updated Infrastructure Delivery Plan Developer contributions (S106, CIL)	Elmsleigh Centre Area Opportunity Site Thames Street Improvements	Costed design proposals for phased change in Memorial Gardens Inclusion in future Infrastructure Delivery Plan
Site Development Partner	Staines Bridge Gateway Improvements	Identification of site development partner Planning application
Private sector	Two Rivers North Opportunity Site	Engagement with Environment Agency Planning Application for Two Rivers North opportunity site
The Council will explore external capital funding sources for major transport projects to unlock new homes and active travel connectivity, such as Housing Grant (MHCLG).	Station West Opportunity Site Elmsleigh Centre Area Opportunity Site South Street Improvements	Development of Evidence Base and Feasibility for inclusion in future Infrastructure Delivery Plan Identification of potential funding sources
Developer contributions Local transport capital funding Network Rail contributions	Station West Opportunity Site	Costed design proposals for phased change around Station Inclusion in future Infrastructure Delivery Plan
Private sector developers Developer contributions Local transport capital funding Future Bus Service Improvement Plan (BSIP)	Elmsleigh Centre Area Opportunity Site South Street Improvements	Development of Evidence Base and Feasibility for inclusion in future Infrastructure Delivery Plan Identification of potential funding sources

Policy / Project	Location	Indicative Timescale	Implementation Lead & Key Partners	Delivery Strategy
TC10 Street Transformations				
South Street / Thames Street	South Street, Thames Street, ST4/009, ST4/026, ST1/037	In stages, Throughout	West Surrey Council Elmsleigh Site Developers	Delivered as part of phased site development of the Elmsleigh area and Memorial Gardens.
Clarence Street	Clarence Street	Short-term	West Surrey Council	Delivered as a public realm improvement scheme to be led by West Surrey Council.
Mustard Mill Road	Mustard Mill Road, ST4/024, ST4/023	Medium-term	West Surrey Council Two Rivers North Site Developers	Delivered as a public realm improvement scheme as part of development at Two Rivers North.
Church Lane East	Church Lane East	Long-term	West Surrey Council	Delivered as a public realm improvement scheme to be led by West Surrey Council.
TC11 Town Centre Gateways				
Laleham Road	Laleham Road railway bridge, Victoria Gardens	Short-term	West Surrey Council	Delivered as a public realm improvement scheme to be led by West Surrey Council.
Staines Bridge	Bridge Street Car Park, Staines Bridge, Bridge Street	Short-term	West Surrey Council Staines Bridge Development Partner	Delivered as part of site redevelopment, led by a site development partner
Wraysbury Road	Wraysbury Road, Hale Street, Church Lane West, ST4/024	Long-term	West Surrey Council Two Rivers North Site Developers	Delivered as a public realm improvement scheme as part of development at Two Rivers North.
Iron Bridge/High Street	High Street railway bridge (Iron Bridge)	Short-term	West Surrey Council	Delivered as a public realm improvement scheme to be led by West Surrey Council.
Station Path	Station Path, ST3/004	Short-term	West Surrey Council	Delivered as a public realm improvement scheme as part of development at the Oast House.

Potential Funding Sources	Related Projects	Next Steps
Private sector developers Developer contributions Local transport capital funding	Elmsleigh Centre Area Opportunity Site Bus Station New Railway Bridge	Costed design proposals for street improvements Inclusion in future Infrastructure Delivery Plan Planning application(s) for redevelopment of areas encompassing or bordering identified areas of South Street and Thames Street for improvement
Local transport capital funding	Staines Bridge Gateway Improvements	Costed design proposals for street improvements Inclusion in future Infrastructure Delivery Plan
Developer contributions Local transport capital funding	Two Rivers North Opportunity Site	Costed design proposals for street improvements Inclusion in future Infrastructure Delivery Plan
Local transport capital funding		Costed design proposals for street improvements Inclusion in future Infrastructure Delivery Plan
Local transport capital funding		Costed design proposals for public realm improvements Inclusion in future Infrastructure Delivery Plan
Staines Bridge site developer (TC6) Local transport capital funding	Staines Bridge Key Project (TC6)	Costed design proposals for public realm improvements Inclusion in future Infrastructure Delivery Plan
Developer contributions Private sector/developer delivery through Two Rivers North Local transport capital funding	Two Rivers North Opportunity Site	Costed design proposals for public realm improvements Inclusion in future Infrastructure Delivery Plan
Local transport capital funding		Costed design proposals for public realm improvements Inclusion in future Infrastructure Delivery Plan
Developer contributions Local transport capital funding	Oast House Opportunity Site	Costed design proposals for public realm improvements Inclusion in future Infrastructure Delivery Plan

Policy / Project	Location	Indicative Timescale	Implementation Lead & Key Partners	Delivery Strategy
TC12 Opportunity Sites				
Elmsleigh Centre Area	ST4/009, ST1/037, ST4/026, ST4/028	Surface CP SE: Short-term Tothill CP: Short-term Developed in phases throughout	West Surrey Council Site Development Partner TfL Network Rail	Phased redevelopment of the site in close collaboration with West Surrey Council due to its important role in unlocking the potential of the town centre masterplan.
Oast House	ST3/004	Short-term	Site Development Partner	To be brought forward by a site development partner Delivery of a refurbished Oast House may need to be accomplished by a specialist development partner or led by the council.
Station West	ST2/006	Medium-term	Site Developers Network Rail	To be brought forward by the site owner/developer
London Road	ST3/012, ST3/014	Medium-long term	Site Developers	To be brought forward by the site owners/developers
Two Rivers North	ST4/023, ST4/024	Medium-long term	Site Developers	To be brought forward by the site owner/developer
Staines Business Park	ST4/004	Medium-term	Site Developers	To be brought forward by the site owner/developer
Former Debenhams	ST4/019	Medium-term	Site Developers	To be brought forward by the site owner/developer

Potential Funding Sources	Related Projects	Next Steps
Site Development Partner Wider infrastructure need from Centralised parking to serve wider sites supported by developer contributions	Bus Station South Street / Thames Street improvements New Railway Bridge Memorial Gardens improvements	Feasibility study of retrofit of existing shopping centre and potential development parcels Identification of site development partners Planning applications
Private sector/developer Additional funding sources may be needed to achieve the potential refurbishment of Oast House building	Station Path improvements	Identification of site development partner Feasibility study on refurbishment of Oast House Planning application
Private sector/developer	New Railway Bridge Railway Station Improvements (south)	Feasibility study on railway bridge Planning application
Private sector/developer		Planning applications
Private sector/developer	River Colne and Wraysbury Mustard Mill Road improvements Wraysbury Road gateway improvements	Planning application
Private sector/developer		Planning application
Private sector/developer		Planning application

Meanwhile Uses

With the scale of change proposed, there is scope for meanwhile uses to take place across parts of the town centre where redevelopment is occurring. Providing space for occasional community events and temporary uses aims to retain the vitality and success of Staines Town Centre, whilst providing unique and incidental spaces for the community.

Where meanwhile uses are proposed, they should:

- Be sited on underutilised and/or vacant land, buildings or spaces undergoing transformation.
- Not compete unreasonably with existing town centre businesses, having regard to the potential benefits and impacts on neighbouring uses.
- Work with and support local communities, providing opportunities for community groups, local businesses, artists and educational institutions, for example, to participate in the delivery and operation of projects.
- Consider opportunities for both commercial and community uses, informed by local need and market demand.
- Support the maintenance of activity, vitality and footfall within the town centre during periods of redevelopment and change.
- Enhance perceptions of safety through active occupation and animation of vacant spaces and buildings.
- Be flexible and adaptable, capable of accommodating a range of uses and activities, such as cultural programmes and recreation.
- Act as a catalyst for future development, encouraging experimentation of future land uses, public realm interventions and business models before permanent implementation.
- Seek to contribute to urban greening, through temporary planting, drainage and/or habitat creation where appropriate.
- Ensure accessibility and inclusivity of spaces.
- Avoid prejudicing the comprehensive redevelopment of a site or wider masterplan. This includes clear messaging on the permanence of uses.

Temporary uses of space for street food or other activities





Markets and fairs can enliven temporarily unused spaces

Exhibitions, play spaces or other events can be set up



Stewardship

Development proposed within the masterplan will enhance the existing public realm and open spaces as well as delivering a diverse range of new spaces and green infrastructure. Preserving its quality and condition for the long term requires effective stewardship. Planning for long term stewardship of community assets, including its financing and governance structure must be considered from the outset if a successful and sustainable outcome is to be achieved.

Existing areas of public realm and streets will be retained in public ownership and management. Opportunity sites that deliver new public spaces, active travel-focused streets and green infrastructure will need to develop stewardship strategies for these newly-created assets.

In the past it was common for the Council, together with its partners to adopt and manage new community assets (including the green and blue infrastructure and other community facilities) which were delivered through development. However, in light of ever-increasing public sector financial constraints and the ongoing pressures on the Council's resources this model of long-term stewardship is no longer the preferred option of the Council in the majority of circumstances.

With a broad range of stewardship models and funding opportunities available, it is not possible to adopt a 'one size fits all' approach. The most appropriate stewardship option for a development will vary depending on the scale, location and community assets provided and must be agreed on a case-by-case basis. Community stewardship models are encouraged and will be supported.

Nevertheless, the Council recognises that a community stewardship model requires sufficient level of development to create a natural community focus or where there is adequate scale of on-site community assets to manage. In circumstances where the scale of development is not sufficient to support a community management stewardship model, a private management company solution may be considered acceptable. Where this is the case, proposals will need to demonstrate that the private management company proposed will:

- be run in a way that ensures residents have and retain a key governance role,
- maintain openness and transparency,
- be focused on the local development and the maintenance of the environment in
- the longer term with surpluses reinvested for such purpose,
- provide a quality service at a reasonable cost over the longer term,
- allow for residents to take control in the longer term should this be their ambition.

At design stage it is important to recognise the factors which will impact upon the long-term stewardship of a space. The Spelthorne Design Code sets out requirements for the town centre, and design should consider::

- Quality and longevity of materials selected, with particular attention and higher quality required in high-traffic and high-visibility areas
- Any need for future intrusive work to access utilities, where access solutions should be provided or materials selected to allow for replacement
- Choice of planting species and landscape design to minimise onerous maintenance regimes
- Early engagement with the relevant authority should be undertaken to establish relevant design standards and requirements, and suitability of proposed concepts and detailed implementation plans.
- Materials should be selected on the basis of longevity and low lifetime maintenance costs, rather than initial capital cost. Materials with higher long-term maintenance costs will attract higher commuted sum or endowment requests should they be adopted by the local authority.



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Appendix A
Summer 2026 Exhibition Outcomes

Public Exhibition and Consultation

During July and August 2026, an exhibition of the emerging masterplan proposals and ideas was held online via the council's Commonplace website, and in-person at Staines Library. Two drop-in events were held, one on the High Street and one in Staines Library, to allow for in-person discussions. Over 400 people attended these two in-person events, and there were over 3000 visitors to the online exhibition platform.

167 responses were received from the community, statutory stakeholders and other stakeholders. On average, via the main survey, 72% respondents rated their support for the Masterplan overall a 4 (support) or 5 (strongly support).

The most important objective identified across surveys was 'Improving the quality of our places and spaces', and the proposals which were supported the most were 'More open green space'. The key project people felt would have most potential to improve the town were 'Railway station improvements'.









Figure 96 : Public exhibition in High Street

Key Areas of Feedback

Green space and riverside improvements

- Residents strongly supported improvements to the riverside, including connections to the river and making better use of waterfront spaces.
- Desire for the riverfront to become the focus of the town.
- Support for more greenery, additional tree planting suitable for future climate conditions, better connections to Staines Moor and the creation of more wild or natural spaces.
- Good maintenance of existing public spaces was considered just as important as delivering new projects.

How the masterplan has responded:

- ▲ Additional detail on how Staines can be better connected to wider green networks such as Staines Moor and Colne Valley Regional Park
- ▲ More emphasis on the use of watersports as part of the Memorial Gardens offer





Infrastructure

- Concern around whether local infrastructure can support future growth,
- Traffic congestion remains a key issue
- Participants also raised concerns about parking provision, particularly the future of the Two Rivers and multi-storey car parks
- Improvements are desired for public transport, including better links to Woking, Guildford and Heathrow, potential inclusion in London Zone 6, and upgrades to the bus station
- The station was identified as a key gateway requiring regeneration and priorities included improving the public realm around the station, strengthening links to the town centre and ensuring any improvements are future-proofed to accommodate long-term growth and changing travel patterns.

How the masterplan has responded:

- ▲ Further clarity on how wider infrastructure provision is being handled (e.g. Education, Health etc) outside of the Masterplan (e.g. in Infrastructure Delivery Plan)
- ▲ Further testing on proposals for main traffic routes around town centre
- ▲ Monitor and Manage Strategy for future scenarios on car parking
- ▲ Details for improvements to main gateway 'pinch points'



Higher-density development and housing provision

- Mixed opinion on taller buildings: some accepted height if it is well designed but many are concerned about preserving the town's skyline and avoiding inappropriate development
- Desire for Staines to remain a riverside town and not become a high-rise urban centre
- Participants requested greater transparency around how height-related decisions are made.
- Support for delivering of more affordable housing alongside a greater variety of housing types.
- Protecting existing communities, businesses and valued buildings was seen as important when planning future development.

How the masterplan has responded:

- ▲ References to Spelthorne Design Code sections on well-designed taller buildings
- ▲ Diagrams around where and why taller buildings have been located



Delivery, implementation and confidence in process

- A significant minority of respondents expressed some degree of scepticism about delivery
- The dominant concern was not that the vision was wrong, or that the Masterplan's aspirations aren't generally supported, but that Staines has seen previous strategies, proposals and promises that either changed, weakened or never materialised.
- There were some doubts about whether developers would follow the Masterplan or whether key elements such as design quality, green space and height controls could be weakened over time.
- Stakeholders questioned funding, accountability, monitoring and who would ensure delivery and sought assurance that infrastructure would be delivered alongside growth
- Some respondents raised concerns about future governance and decision-making, especially in the context of West Surrey and Local Government Reorganisation and whether it would continue to support and implement the vision.
- Uncertainty was expressed about the Masterplan's influence, with some respondents questioning whether it would carry sufficient weight in planning decisions

How the masterplan has responded:

- ▲ Delivery Plan with a focus on early priorities and change, meanwhile uses, and long-term stewardship
- ▲ Development of development management policies which will be adopted as a Supplementary Plan, part of the overall Development Plan



Town Centre Leisure and Culture Offer and Investment

- Many stakeholders emphasised the need to attract more visitors and investment into the town
- Support for enhancing the town square area, Old Town Hall and former Debenhams site.
- Suggestions included strengthening Staines' identity as a market town through independent retailers, permanent market stalls and potentially outlet shopping opportunities.
- Stakeholders wanted a wider range of facilities and activities to support different age groups and interests.
- Suggestions included study spaces, SEND-friendly facilities, cultural venues, theatres, live music and comedy events, an outdoor cinema, playgrounds, riverside restaurants, historical trails, blue plaques and leisure attractions such as bowling, arcades, laser quest and running facilities.
- More public toilets were also identified as a priority.

How the masterplan has responded:

- ▲ A Heritage Placemaking strategy to reveal and celebrate Staines' heritage in design of public realm and places
- ▲ Identification of where key new uses could go



Flood and environmental protection

- Flood risk, including groundwater flooding, remained a significant concern, with specific concerns raised about proposals at the Bridge Street car park site.
- Flood risk sought to be addressed much more explicitly before major development proceeds.
- Stakeholders also emphasised the need for sustainable and healthy development, including measures to address overheating, air pollution and climate resilience through increased shade, tree planting and features such as solar canopies.

How the masterplan has responded:

- ▲ Design Principles for managing groundwater flow in Staines town centre
- ▲ Guidance on use of SuDS in public realm and green spaces
- ▲ Strategy for the location of floodable/flood-resilient landscapes in open spaces



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Appendix B
Historic Development

Historic Development

Staines as a settlement likely had origins in the Roman period. The settlement grew up around a river crossing of the Thames and Colne, probably at what is now the western end of the High Street. The rivers are instrumental in the development of Staines, not only through providing the need for a crossing but also as a transport route, water to support settlement, power for mills and water for processing in various industries.

During the medieval period Staines became more prominent as an important settlement. It is recorded in the Domesday Book in 1086 as a relatively large settlement held by Westminster Abbey. A market was established in Staines by 1218, with a Friday market being held in Staines until the 19th century. This made Staines a focal point of the local area with people converging on the town on market days, contributing towards its growth as a market town as more people took advantage of the footfall to sell wares and services. The market and related development appears to have been focused around the area south of the Church, close to the bridge and around what is now Market Square and the western end of the High Street.

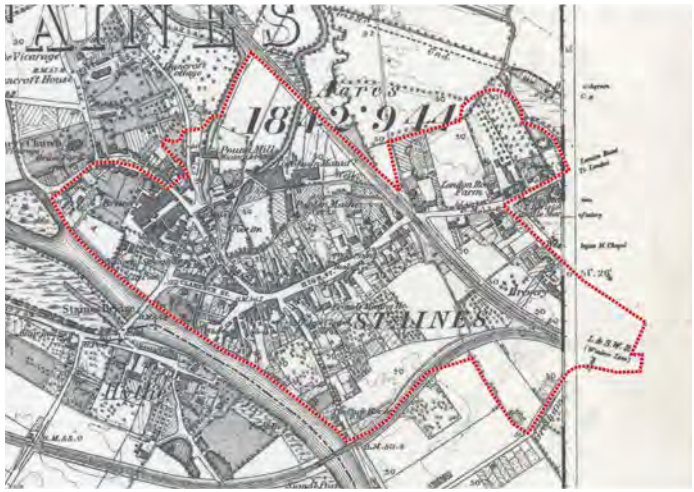


Figure 97 : **1881** - Emerging industry to the north of the town centre

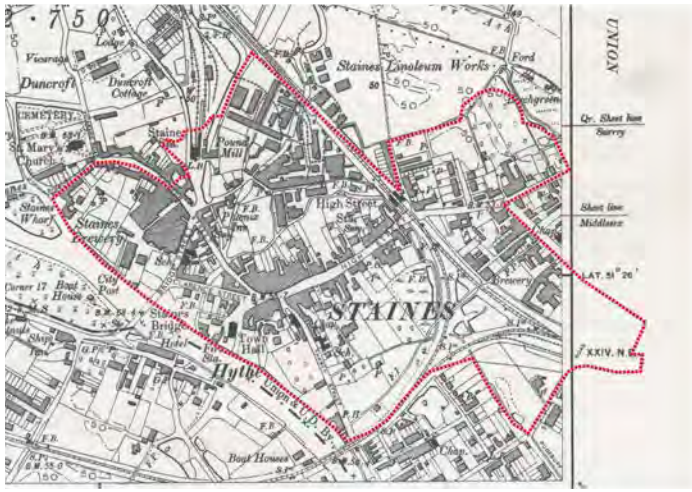


Figure 98 : **1900** - Substantial industry to the north of the town centre, new railway connections, and increasing channelisation of watercourses

The town itself grew up around Church Street and the western end of the High Street until the 19th century, with the town described in 1675 as a “well built town”. Staines became a coaching town as well as a market town. This resulted in the establishment of numerous coaching inns and posting houses, where horses related to the postal service were stabled, in the town.

It was this status as an important coaching town which was one of the contributing factors to the growth of the High Street and the extension of the town to the east from around the river and Church Street along the coach road. By the 1842 Tithe Map this growth along the High Street is visible. This Tithe Map also shows the replanning of the western end of the town with the rebuilding of the church and bridge and the laying out of Clarence Street and Bridge Street. However it still shows the historic layout of what is now Market Square to the south of the junction between Clarence Street and High Street. In the 19th Century the arrival of the railways enabled the development of industry, powered by the water that ran through the town into the Thames. The Staines Lino factory expanded to the north of the High Street, connected to the railway lines and rivers to provide energy and carry away waste. The railways provide connectivity and are built at the edge of the town at the time, but cut the town centre off from its hinterland and emerging neighbourhoods that are catalysed by the arrival of the railway.

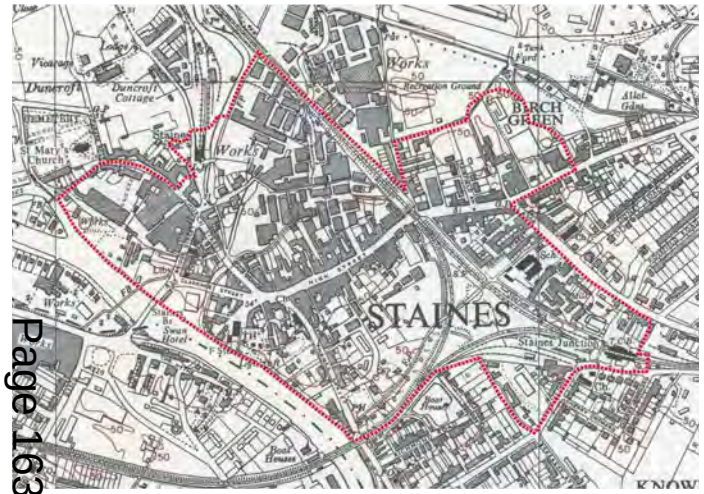


Figure 99 : **1960** - Maximum extent of industrial area. Area around the river Thames is populated by scattered buildings and the backs of

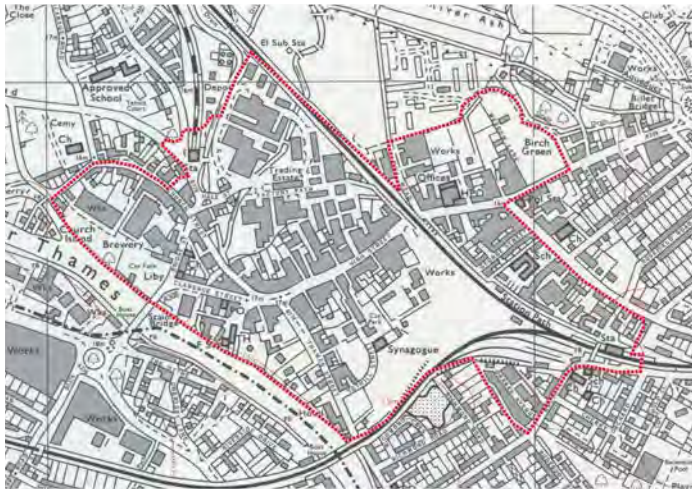


Figure 100 :**1974** - Decline of industry begins. Railway curve removed and the area to the southeast is prepared for development, on an area historically prone to flooding.

Industry in Staines was established with the mills mentioned in the Domesday Book, the majority likely related to corn or other grain. There were two fulling mills in the later medieval period. Brewing became a large industry in the town, again located due to the easy access to water which was required in the brewing process. Brewhouses are recorded at several dates between 1301 and 1839, however the malting trade was thought to have been considerable before being overtaken by the brewing trade in the 18th century. Large breweries were established in the 18th century.

The mapping between 1910 and 1947 shows limited changes in the Masterplan Area, although the area around the town centre continued to expand. Pevsner notes in Middlesex edition of The Buildings of England, first published in 1951, the population of Staines grew from 6,000 in 1901 to 39,000 in 1949. Although not obvious in the mapping the High Street continued to evolve during this period with new buildings replacing older ones on the same plots. To an extent the High Street retains the character of the pre and inter-war period, although with notable earlier buildings and later infill buildings.

The River Thames running past the town has always been 'backed onto' - being a place of industry and a place to dispose of waste and the results of industry. It is only in more modern times that it has been seen as a leisure and recreation asset for the town.

It is the latter part of the 20th century which saw the most comprehensive changes to Staines since the 19th century. This was driven by a number of factors: the decline in industry, the post-war building boom, proximity to London and the expanding Heathrow Airport. Due to the development of vinyl flooring, the last major industry and employer in Staines, the Linoleum Works, closed in 1973.

The area to the south-east of the High Street remained primarily undeveloped until the late 1970s, when today's Elmsleigh Centre was built, along with South Street and the highway infrastructure of this area. In the latter part of the 20th century and early part of the 21st century, shopping has continued to be the primary commercial activity within the town, which has seen the construction of the Two Rivers shopping centre along with the extensive surface car parking which was built in 2002 on the former Linoleum works site.



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Appendix C
Glossary

Glossary

TO BE COMPLETED



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STAINES MASTERPLAN PUBLIC EXHIBITION: CONSULTATION OUTCOMES

(INCLUDES APPENDIX A: FURTHER BREAKDOWN AND ANALYSIS OF RESPONSES)

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Summary of consultation

Total responses to the consultation:

- 167

Responses from Statutory Consultees:

- Statutory consultees responded, which included:
    - Runnymede Borough Council (RBC)
    - Surrey County Council (SCC)
    - Colne Valley Regional Park Trust (CVRPT)
    - Sport England
    - Network Rail
    - Environment Agency (EA)
    - Transport for London (TfL)

Public in-person events

- 2 public in-person events took place:
    - Wednesday 22 July 2026
        - Staines High Street Market
        - 10.30am to 3.30pm (daytime exhibition)
        - 300+ local people dropping by
    - Tuesday 18 August 2026
        - Staines Library
        - 5pm – 7pm (evening drop-in)
        - > 100 local people dropping by

Virtual exhibition

- A virtual exhibition was also available online on the Staines Masterplan engagement hub on Commonplace, which comprised:
    - a PDF of the boards available in a virtual flipbook form, viewable in a web browser and also able to be downloaded;
    - 3 types of surveys for stakeholders to fill in- main survey, shorter version for people with less time, shorter version for young people;
    - stakeholders also directed to email in, or mail, their response, if easier.

Response snapshot

- On average, via the main survey, over **72%** of respondents rated their support for an idea/ the Masterplan overall a **4 (support) or 5 (strongly support)**.
- The most important objective identified across surveys was **'improving the quality of our places and spaces'**
- The part of proposals which were supported the most was **'more open green space'**
- The key idea people felt would have most potential to improve the town was **'railway station improvements'**

Overall sentiment:

- Stakeholders generally support the idea of improvements to public spaces, riverside environment, walking routes and cultural offer;
- They show less support for proposals that are associated with more housing and high-rise buildings, potential loss of car parking, increased population without infrastructure and traffic congestion.

Summary of issues by number of respondents

Rank	Issue	Frequency of mentions	% of respondents
1	Green space, trees, greening and landscaping	30-40	~30-40%
2	Need for infrastructure, including GPs, schools, dentists and hospitals	25-35	~20-30%
2	High-rise buildings and too many flats	25-35	~20-30%
2	Riverside improvements	25-35	~20-30%
5	Walking and cycling connectivity and public realm improvements	20-30	~15-25%
5	Parking loss and need for parking	20-30	~15-25%
7	Delivery, confidence in process and implementation	20-25	~15-20%
8	Traffic congestion	15-25	~10-20%
8	New railway bridge	15-25	~10-20%
10	Town character and heritage	15-20	~10-15%
10	Community, culture and youth facilities	15-20	~10-15%

12	Shops, retail and town-centre vitality	10-20	~8-15%
13	Bus station proposals	8-15	~6-12%
14	Flood risk, drainage and sewer capacity	8-12	~5-10%

Planning Context of Key Issues

The **Local Plan** already sets the number of new homes and the broad areas where growth will happen.

The **Infrastructure Delivery Plan** deals with the infrastructure needed to support that growth.

The **Design Code** deals with detailed design quality.

The **Staines Masterplan** has a different role: it brings these pieces together in a place-based vision for Staines town centre. It does not reopen housing numbers, decide infrastructure delivery or replace the Design Code.

Community comments on these issues are still important. This report records them, explains where responsibility sits, and shows where the Masterplan can help by coordinating, reflecting or signposting the issues raised.

Key Issues Raised

Green space and riverside improvements

- Residents strongly supported improvements to the riverside, including connections to the river and making better use of waterfront spaces.
- Desire expressed for the riverfront to become the focus of the town.
- Support for more greenery, additional tree planting suitable for future climate conditions, better connections to Staines Moor and the creation of more wild or natural spaces.
- Good maintenance of existing public spaces was considered just as important as delivering new projects.

Infrastructure

- Concern around whether local infrastructure can support future growth, including GP surgeries, schools, water and sewage systems, policing, fire

services and the road network- perception that development is being proposed without corresponding infrastructure and public services.
- Traffic congestion remains a key issue, with suggestions including a park-and-ride scheme.
- Participants also raised concerns about parking provision, particularly the future of the Two Rivers and multi-storey car parks- perception that the Masterplan underestimates car use and overestimates the ability of public transport to replace it.
- Improvements are desired for public transport, including better links to Woking, Guildford and Heathrow, potential inclusion in London Zone 6, and upgrades to the bus station while maintaining convenient access to Elmsleigh.
- The station was identified as a key gateway requiring regeneration and priorities included improving the public realm around the station, strengthening links to the town centre and ensuring any improvements are future-proofed to accommodate long-term growth and changing travel patterns.

High-rise buildings, housing provision and viability

- Mixed opinion on taller buildings: some respondents accept height if it is well designed but many are concerned about preserving the town's skyline and avoiding inappropriate development.
- Desire expressed for Staines to remain a riverside town and not become a high-rise urban centre.
- Participants requested greater transparency around the concept of the “best place” and how height-related decisions are made.
- Queries around the Masterplan's delivery timetable, funding arrangements and overall viability, with some citing previous unrealised schemes, such as the Oast House proposals, as reasons for scepticism.
- Support for delivering of more affordable housing alongside a greater variety of housing types.
- Some stakeholders expressed opposition to HMOs and highlighted concerns about anti-social behaviour.
- Protecting existing communities, businesses and valued buildings was seen as important when planning future development.

Delivery, implementation and confidence in process

- A significant minority of respondents expressed some degree of scepticism about delivery.
- The dominant concern was not that the vision was wrong, or that the Masterplan’s aspirations aren’t generally supported, but that Staines has seen

previous strategies, proposals and promises that either changed, weakened or never materialised.

- There were some doubts about whether developers would follow the Masterplan or whether key elements such as design quality, green space and height controls could be weakened over time.
- Stakeholders questioned funding, accountability, monitoring and who would ensure delivery and sought assurance that infrastructure would be delivered alongside growth.
- Some respondents raised concerns about future governance and decision-making, especially in the context of West Surrey and Local Government Reorganisation, but the wider issue was confidence that future councils, developers and decision-makers would continue to support and implement the vision.
- Uncertainty was expressed about the Masterplan's influence, with some respondents questioning whether it would carry sufficient weight in planning decisions or could be overridden by developers, leading to calls for stronger planning status and greater influence over future development.

Town Centre Leisure and Culture Offer and Investment

- Many stakeholders emphasised the need to attract more visitors and investment into the town.
- Support expressed for enhancing the town square area, Old Town Hall and former Debenhams site.
- Comparisons were made with Kingston, Twickenham and Richmond as successful examples of thriving riverside town centres.
- Suggestions included strengthening Staines' identity as a market town through independent retailers, permanent market stalls and potentially outlet shopping opportunities.
- Stakeholders wanted a wider range of facilities and activities to support different age groups and interests.
- Suggestions included study spaces, SEN-friendly facilities, cultural venues, theatres, live music and comedy events, an outdoor cinema, playgrounds, riverside restaurants, historical trails, blue plaques and leisure attractions such as bowling, arcades, laser quest and running facilities. More public toilets were also identified as a priority.

Flood and environmental protection

- Flood risk, including groundwater flooding, remained a significant concern, with specific concerns raised about proposals at the Bridge Street car park site.
- Flood risk sought to be addressed much more explicitly before major development proceeds.
- Stakeholders also emphasised the need for sustainable and healthy development, including measures to address overheating, air pollution and climate resilience through increased shade, tree planting and features such as solar canopies.

Top 3 priorities, concerns and contradicting viewpoints

Priorities

- Riverside regeneration
- More green space and trees
- Better public spaces

Concerns

- Lack of infrastructure in place before development
- Parking and traffic congestion
- Increase in high-rise buildings

Contradicting viewpoints

- Amount of residential development: recognition of need for more homes vs some respondents desire no further growth.
- Car parking provision: some support for less car use principles/ dependency, supporting walking and cycling and more use of public transport vs some wanting to protect parking and even provision for more cars with new development, citing more cars parked in residential streets as a result of recent high-rise development and concern that adequate public transport will not be in place for future growth.
- Building height: acknowledgement of the need t for taller buildings being necessary in some place to accommodate future growth, which will bring more footfall and lead to improvements to town centre provision vs some wanting to protect town centre character and skyline, calling for height restrictions.

Further Details of Key Issues and Officer Comments

Key point/ issue	Frequency of mentions	% of respondents*	Detailed comments	Officer comments in relation to the Masterplan
Green space / trees / greening, landscaping	30- 40	~30-40%	One of the strongest areas of consensus. Respondents champion a greener Staines, including more trees and natural spaces, stronger links to surrounding green areas, and better maintenance of existing public spaces.	One of the aims of a masterplan is to provide guidance to determine locations for open space and green infrastructure. The Masterplan cannot physically create green spaces on its own, but it can provide the vision, land allocation suggestions, implementation guidance and refer to, and align with, relevant planning policies needed to deliver more and better-connected green spaces over time. Therefore, it is within the scope to emphasise the importance of this theme more throughout the Staines Masterplan.
Need for infrastructure (GPs, schools, dentists, hospitals etc.)	25-35	~20-30%	Most widespread strategic concern. Respondents broadly supported improvements to transport and infrastructure but expressed significant concern that development and population growth are outpacing investment in roads, public services and	The delivery of supporting infrastructure does not fall within the scope of the Masterplan and is covered by the Local Plan. SCC's Healthy Streets for Surrey also covers design principles in relation to road design, integrating public transport and pedestrian and pavement design. Overall, infrastructure services are typically planned and funded by separate bodies such as SCC (schools, some highways), NHS England and Integrated Care Boards (GPs and healthcare), Fire and Rescue Services, police authorities, utility companies and central government. However, the Masterplan can set visioning and aspirations for infrastructure.

			utilities, with a strong desire for realistic infrastructure planning alongside regeneration.	
High-rise buildings / too many flats	25-35	~20-30%	Mixed views: concern around the skyline and high-rise precedents but support for new homes and desire for good design. Respondents generally supported regeneration and new housing but wanted development to respect Staines' riverside character and existing communities, with concerns about building heights, greater transparency and deliverability, and a preference for a wider mix of affordable housing rather than high-density schemes that could harm the town's identity.	The location and quantum of development in the Borough falls within the remit of the Local Plan and is not in scope to be addressed in the Masterplan. The Local Plan allocates specific sites for development, some of which are in Staines town centre. A masterplan can help by setting some expectations for building heights, promoting a mix of housing types, creating visioning for protecting the character of existing neighbourhoods and identifying locations where taller buildings may be best places. However, the Masterplan alone cannot prevent high-rise development or guarantee a reduction in flat-led schemes, as these decisions are ultimately governed by planning policy (setting where sites are and how many homes on a specific site) and the determination of individual planning applications when these come forward. The Masterplan does however aim to ensure that future development in Staines town centre (allocated sites) is coordinated and aligned with the Local Plan and other relevant policy and guidance to ensure this future development is well-integrated

Riverside improvements	25-35	~20-30%	Mostly positive comments and another large area of consensus. Respondents viewed the riverside as Staines' defining asset and strongly supported enhancing access, green space, leisure opportunities and environmental quality along the waterfront, while preserving its character and making it a central focus of the town's future identity and regeneration.	While the Masterplan cannot guarantee that all future development will be prevented, it can establish a clear vision that prioritises the riverside as a valuable environmental, recreational and community asset for residents, workers and visitors. The Masterplan can also encourage a stronger vision for the riverside, such as with leisure, cultural, historical and other and touristic attractions. It can also promote environmental and ecological improvements/ improved functions. It can also create stronger encouragement for improved connections and accessibility between the town and river.
Walking and cycling connectivity, public realm improvements	20-30	~15-25%	New bridge and pedestrian routes are often supported. Respondents were generally supportive of measures to improve walking and cycling connectivity and enhance the public realm, with a strong desire for safer, more attractive and better-connected routes linking key destinations, while creating a greener, more accessible and welcoming town centre environment.	The Masterplan can play a significant role in improving walking and cycling connectivity and enhancing the public realm. It can identify new pedestrian and cycle routes, opportunities to improve connections between key destinations, particularly transport hubs and entrances or 'gateways' to the town centre and main high street/ shopping areas. It can also create a vision for safer and more accessible streets and promote investment in public spaces, landscaping and other town centre improvements. While the delivery will depend on funding and implementation from development coming forward, these are areas where the Masterplan can provide a clear vision and strong direction for future change.

				SCC's Healthy Streets for Surrey also covers design principles, such as integrating pedestrian and pavement design. SCC's Local Transport Plan also aims to create more 'Liveable Neighbourhoods', which includes 'creating space for community facilities like parks, gardens, play spaces and seating; creating attractive local environments and welcoming neighbourhoods that people want to live in; reducing the dominance of cars and goods vehicles resulting in improved safety, air quality and noise pollution to encourage more walking, cycling and social interactions.' The Masterplan will therefore refer to, and align with, these principles.
Parking loss / need for parking	20-30	~15-25%	This was identified particularly at the Two Rivers, station and town-centre parking. Respondents were concerned about the potential loss of parking and believed adequate parking remains essential for residents, visitors and businesses, with a perception that future plans may underestimate car dependency and the role	The Staines Masterplan can deal with parking to an extent where it can identify strategically important public car parks, recognise where parking supports the town centre economy, recommend the retention of key parking facilities or levels of car parking provision and discourage redevelopment of essential parking sites unless suitable alternatives are provided. However, it cannot guarantee the retention of specific car parks or directly control future parking provision, which remains subject to planning policy, land ownership and individual development proposals.

			parking plays in supporting the town centre.	
Delivery, confidence in process, implementation	20-25	~15- 20%	Respondents were sceptical about whether the Masterplan would be delivered in practice, citing previous unrealised schemes and concerns about funding, accountability, developer compliance and long-term commitment from future decision-makers (West Surrey). Respondents also have concerns over whether the Masterplan would carry sufficient weight in planning decisions and sought stronger mechanisms to ensure that infrastructure, design quality and other key objectives are implemented alongside growth.	The Masterplan can help build confidence through clearer delivery, monitoring and accountability measures, but it cannot by itself guarantee that future councils, developers or infrastructure providers will deliver everything that is proposed, nor can it create funding. However, it can help address many of respondents' concerns by: • Clearly identifying delivery partners, responsibilities and governance arrangements; • Setting out a delivery plan, phasing and indicative timescales; • Explaining how projects could be funded and prioritised; • Establishing monitoring and review mechanisms; • Aligning with the Local Plan, Design Code and other planning documents; • Seeking formal council endorsement to strengthen its influence on future decisions; • Demonstrating how infrastructure, design quality and green space objectives should be secured alongside development; • Defining a long-term vision that can guide future decision-makers, including through local government reorganisation.

Traffic congestion	15-25	~10-20%	Respondents have strong desire for improvements, particularly regarding reducing existing pressure on the road network and ensuring growth does not worsen congestion, especially across Staines Bridge.	Surrey County Council's Local Transport Plan and the Spelthorne Local Plan cover transport policies, schemes and other transport matters. SCC'S Healthy Streets for Surrey also covers accessibility and traffic design principles. The Masterplan will ensure that future development in a place (i.e. Staines town centre) is comprehensive, coordinated, aligned with Local Plan and other relevant policy and guidance. In this way, road infrastructure considerations are being incorporated throughout the Masterplan's development to ensure a cohesive vision for the town centre, with due considerations given to identify where improvements and investment may be of most benefit in the town centre. As with the preparation of the Local Plan, colleagues in the Highways team at Surrey County Council, as the local highway authority, have been consulted and involved in discussions regarding the transport implications of future growth and development as part of the Masterplan project. Their expertise is helping to ensure that transport and movement considerations are fully reflected in the emerging proposals for Staines town centre. The Masterplan is intended to provide a long-term vision for the town centre but it is not, in itself, a detailed highway design document. It is important to note that significant future development will not be permitted to

				proceed without appropriate consideration of its transport impacts. Developers may be required to contribute towards transport improvements and mitigation measures where necessary. These could include junction improvements, walking and cycling enhancements, public transport measures and other interventions designed to manage travel demand and improve movement around the town. Surrey County Council will continue to play a central role in assessing highway capacity and determining what measures are needed to ensure that the transport network can operate safely and effectively as the town evolves.
New railway bridge	15-25	~10-20%	Generally supported. Respondents would particularly value where it could improve walking and cycling connections, reduce barriers created by the railway and strengthen links between the station, town centre and surrounding neighbourhoods.	Some of the aims of the Masterplan include determining the quality of connections, street hierarchies and access points. While the Masterplan cannot guarantee delivery of a new railway bridge, it can establish a clear vision for this new connection and further emphasise a desire for future implementation. The Masterplan can also identify Network Rail as a key partner in delivering improvements to connectivity, station access and the wider public realm. The Plan can envision a collaborative approach and identify opportunities for improved pedestrian and cycle routes, specifically potential new railway crossings. However, the delivery of rail-related infrastructure would remain subject to Network Rail's priorities, funding and operational requirements.

Town character / heritage	15-20	~10-15%	Usually linked to objections to height. Respondents placed a high value on Staines' character, heritage and riverside identity, and generally wanted future development to respect existing buildings, views and local distinctiveness, with concerns that inappropriate scale or design could erode the town's unique sense of place.	On of the aims of a masterplan is to provide guidance to determine the character of streets and spaces. The Staines Masterplan can help define and protect the character of Staines by identifying the qualities that contribute to the town's identity, including its riverside setting, historic assets, important views and areas with different scales. It can establish some expectations for building heights and design quality, helping to ensure that new development responds positively to its context. While the Masterplan cannot prohibit tall buildings, it can provide a strong framework for assessing proposals and addressing concerns that excessive height may harm the character and heritage of the town. The Masterplan can also refer to, and align with, relevant policies and documents, such as relevant heritage documents. It can also align with the Design Code, which looks at the character of Staines town centre. The Local Plan already contains policy to safeguard and enhance leisure spaces and the Conservation Area, which the Masterplan will also align with. The Masterplan can further emphasise the importance of Staines' heritage and considerations of the townscape for future development.
Community, culture and youth facilities	15-20	~10-15%	Generally supported. Respondents particularly wanted to see Staines become a more vibrant and	The Masterplan can help identify and address the need for community, cultural and youth facilities by suggesting suitable space and encouraging investment and the creation of inclusive places where people can meet, learn, participate and socialise. It can strengthen

			distinctive destination, with stronger attractions, cultural and leisure activities, and improved public spaces that would draw more visitors, support investment and cater for people of all ages and interests.	community identity and wellbeing by encouraging facilities and activities for a range of age groups. While the Masterplan cannot directly deliver these services, it can establish a clear framework and priorities for future investment and partnership working. As some of the aims of a masterplan are to determine the mix of uses of places and the quality of public spaces in Staines town centre, the Masterplan can further emphasise the importance of this in the vision for future improvements.
Shops, retail and town-centre vitality	10-20	~8-15%	Improvements are greatly desired. Respondents want a more vibrant and successful town centre, with a stronger mix of shops and retail offer, independent businesses, markets, leisure and hospitality uses that would increase footfall, attract visitors, further encourage investment and strengthen Staines' identity as a distinctive riverside destination.	The Masterplan can support town centre vitality by promoting a more diverse retail, leisure and cultural offer, encouraging and suggesting improvements to, and the quality of, public spaces and encouraging increased activity throughout the day and evening. While it cannot determine which businesses choose to locate in Staines, it can create the conditions for investment, help attract visitors and support a more vibrant and resilient town centre.
Bus station proposals	8-15	~6-12%	Mixed views: a closer bus/ station hub is seen as a logical idea but also the proximity of the Elmsleigh	As some of the aims of a masterplan are to determine the quality of connections, as well as access points to the town centre, the Masterplan can consider connection improvements, such as changes to the bus

			shopping centre is valued as it is more accessible. Respondents overall were stressing the importance of maintaining convenient and accessible access to key town centre destinations.	station. If relocation is proposed, the Masterplan could identify measures such as improved and more attractive pedestrian routes between the station and shopping areas, better lighting, seating, safety considerations, wayfinding, accessibility. The Masterplan can suggest retention of current benefits of the bus station being conveniently located at the entrance to the shopping area. The Masterplan can also encourage engagement with TfL and other transport stakeholders to explore opportunities for improved connectivity and consider and align with TfL bus station design principles.
Flood risk, drainage and sewer capacity	8-12	~5-10%	Frequently raised by highly engaged respondents and concerns expressed, particularly that existing infrastructure is already under pressure and that future development should only proceed alongside robust flood mitigation measures and upgrades to supporting infrastructure.	Flood risk and groundwater constraints are primarily addressed through Local Plan policies (when these risks are a constraint to development) and national policy requirements, including the NPPF's flood risk tests. The need for engineering evidence is already highlighted, and flood risk and groundwater impact is already referenced in the Spelthorne Design Code. Risk of groundwater flooding is a constraint to development and does not fall within the scope of the Masterplan. However, the Masterplan can identify these concerns as key considerations for the future of Staines. It can further encourage sustainable drainage, the use of green infrastructure, developer-funded mitigation measures and strengthen engagement with infrastructure

				providers. However, it cannot directly deliver sewer or drainage upgrades or flood defence projects, which remain the responsibility of statutory bodies and utility providers. The Masterplan can ensure that visioning for future growth is planned with a clear understanding of infrastructure constraints and flood risk and considered as far as possible within scope.

Feedback by demographics

Demographic type	Feedback summary
Age	
25-34	This age group tend to be more in favour of high rise and new development, support improved public transport and pedestrianisation over car usage, have a desire to retain/improve green spaces and greenery and desire better utilisation of the riverfront. They are generally positive about the Masterplan.
35-44	This age group tend to be more in favour of improvements to public transport and active travel and retaining/improving green spaces and greenery. They are somewhat in favour of new housing, although some are against (more specifically against high-rise). They also focus responses more on design/architecture and character of development and are in favour of riverfront improvements, as well as cultural spaces and areas for young people.
45-54	This age group are in favour of more cultural spaces and areas for young people and families, improvements to the riverfront and green spaces/greenery and also to public transport and active travel, although they express some concerns on parking. They are more against high-rise, although they are still in favour of new development and infrastructure improvements.
55-64	This age group are mostly concerned about car parking and the road network, infrastructure improvements and high-rise, although they show support for some new development, some public transport and active travel improvements. They also care about improvements to the town centre and

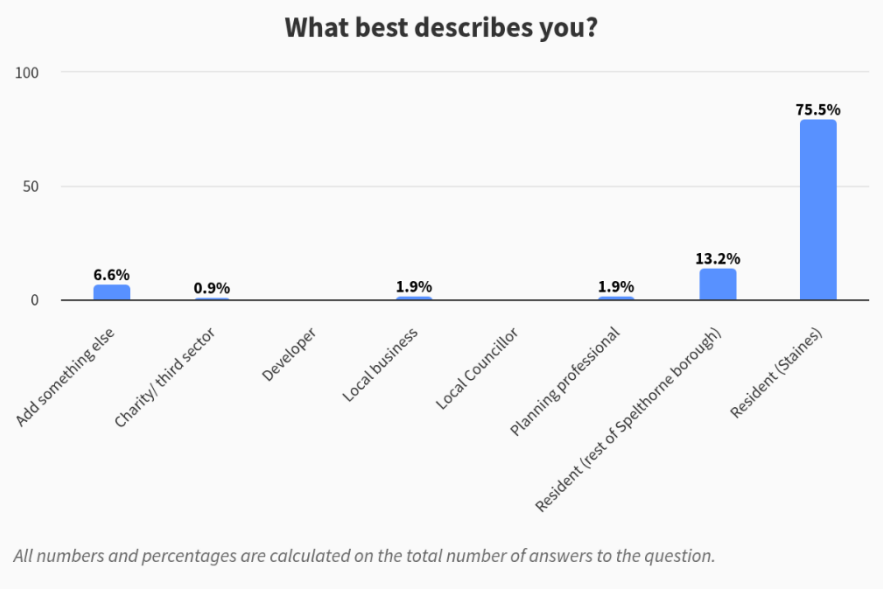
	more shops, as well as the riverfront, although they have some concerns on flooding.
65-74	This age group express the majority of concerns over car-parking and road network, the need for infrastructure improvements (especially hospitals/GPs) and high-rise, although they somewhat support if there is appropriate mitigation of issues. They show more support for retaining/improving greenery/green spaces, riverfront improvements and have some support for active travel. They have more mixed views on new housing development.
75-84	This age group are mostly against high-rise development and have concerns over parking and road improvements. They are in favour of riverfront improvements and improving/retaining greenery and green spaces. They somewhat support more public transport use/ improvements but have concerns over the maintenance of improvements.
<u>Employment type</u>	
Full-time employment	The point raised most by this group was support for improvements to transport infrastructure and connectivity and riverfront regeneration. They also had concerns for opposition to high-rise development but wanted more green space and environmental improvements. They had mixed views on housing growth, with greater support for lower-rise family housing and brownfield development, than for large-scale apartment schemes, with parking and car access being important.
Retired	The point raised by this group the most was the need for investment in infrastructure and better connectivity. They also had concerns around high-rise developments, parking and traffic. They supported riverfront regeneration, more greenery, creating a more vibrant and attractive town centre and further heritage and character protection.

Gender	
Female	This group commented more on improving infrastructure and connectivity. They were also somewhat concerned about high-rise development but showed more support for riverfront regeneration, more green space and environmental enhancements. They showed more concern than men over perceived loss of parking spaces and showed more support for cultural, community and leisure facilities. In terms of housing development, responses were mainly concerned about the type, scale and design of housing: • They had a preference for family housing over flats; • Strong concerns around high-rise development; • Mixed views on additional housing growth but had more support when housing helps regenerate the land and makes use of existing developed land, including brownfield and conversion opportunities; • Held belief that infrastructure must support housing growth.
Male	This group were mostly concerned about the need to improve transport and wider infrastructure and improve the railway station and station access. They showed support for the proposed railway pedestrian bridge, better pedestrian and cycling connections, road infrastructure and traffic management improvements and improved accessibility including disabled access. In terms of housing development, responses were mixed: • Concerns about building height were more common than concerns about housing itself. • Many respondents opposed high-rise development, called for height restrictions, or suggested taller buildings should only be in the town centre or away from existing residential areas.

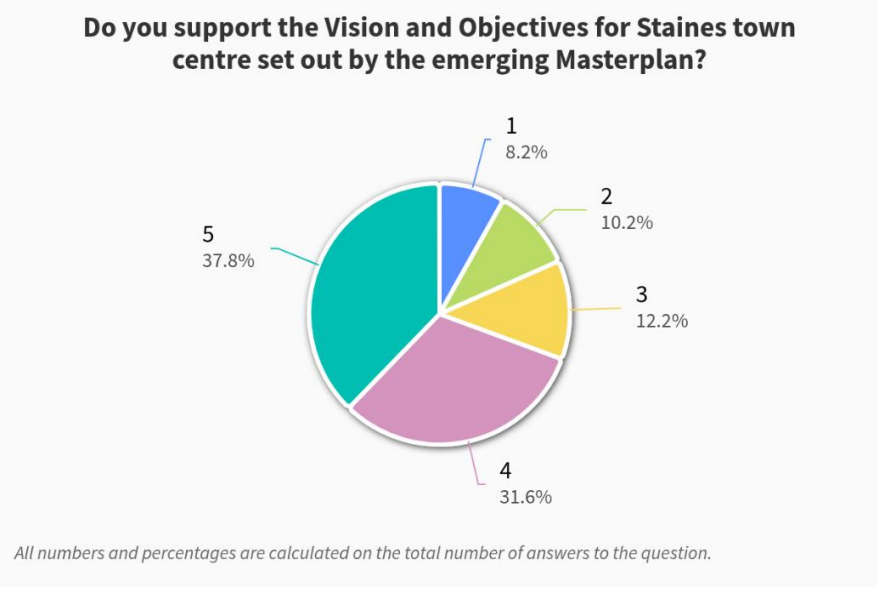
	• Some supported additional housing, particularly when it would support town centre vitality, increase density in appropriate locations and make use of brownfield land. • Some had concerns that existing infrastructure couldn't meet the demands associated with new developments. • Some called for more high-quality design, varied building heights and protection of local character.

APPENDIX A: FURTHER BREAKDOWN AND ANALYSIS OF RESPONSES

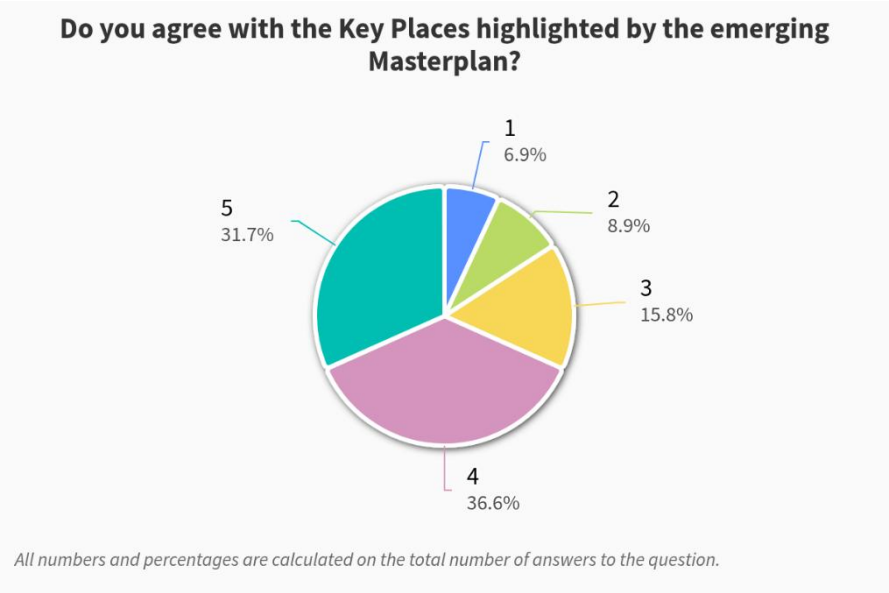
Responses to the Main Survey



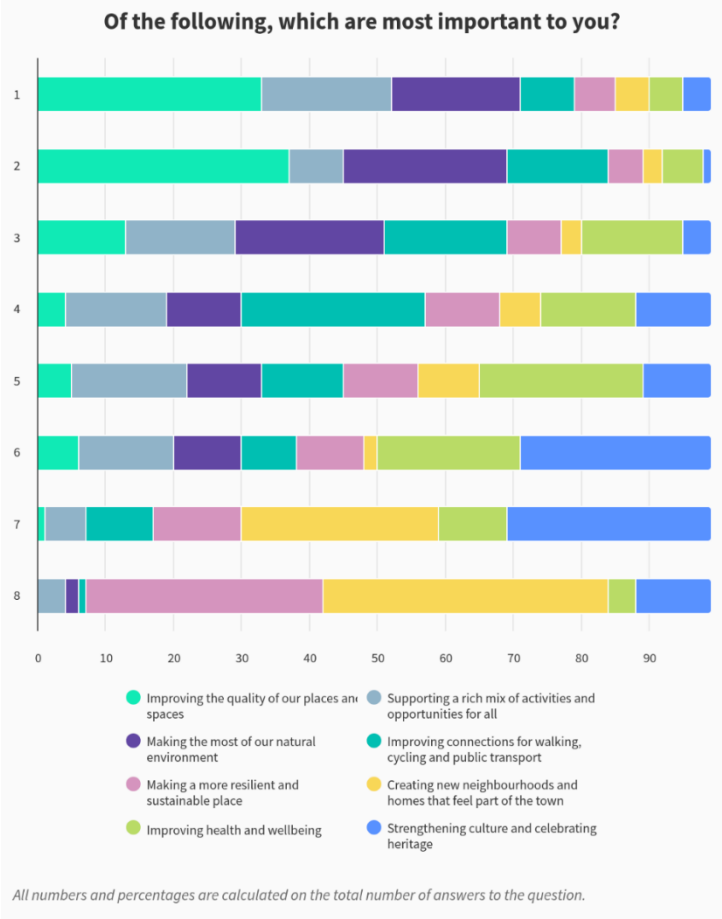
A significant portion of respondents 81% (80) describe themselves as residents of Staines, showing the majority of respondents live in the area and represent local views.



The most common rating was '5' or 'strongly support' (over 1/3), showing strong overall support for the existing vision and objectives.



The most common rating was '4' (over 1/3 of responses), showing overall support for the key places highlighted by the exhibition, including Staines Cross, Thames Riverfront, the Oast House, River Colne Park, Gateways and New Neighbourhoods.



The most important objective was 'improving the quality of our places and spaces' (33.3%), followed by 'supporting a rich mix of activities and opportunities for all' (19.2%) and 'making the most of our natural environment' (19.2%).

The results suggest that people are most concerned with the quality, appearance, and functionality of local places and public spaces. While economic, social, and environmental objectives are also very important, respondents placed the greatest emphasis on creating attractive, well-designed, and enjoyable places to live, work, and spend time.

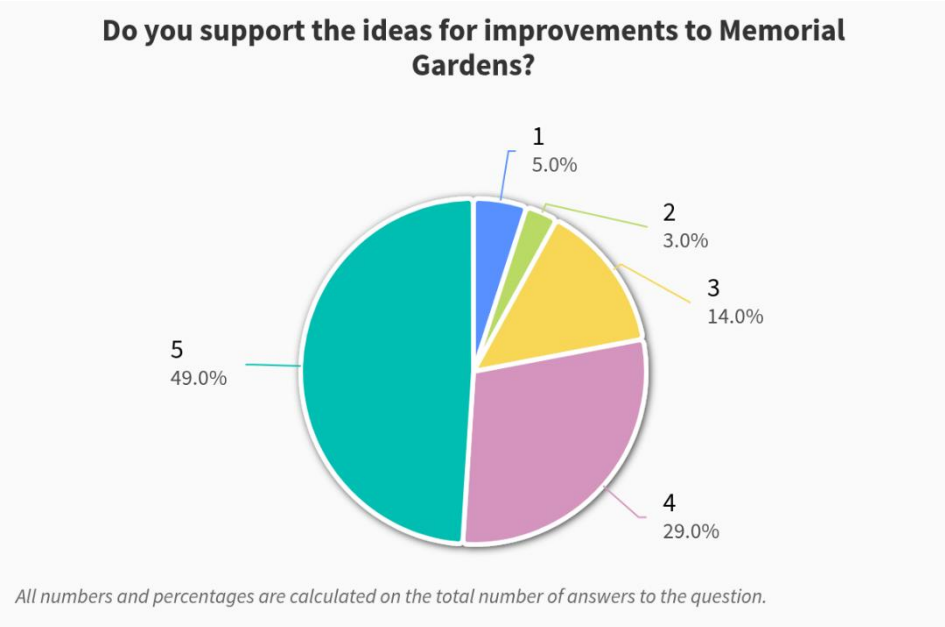
Do you have any further comments or feedback on the overall Vision and Objectives for the town centre?

The feedback received comprised a mix of support and significant concerns. Many respondents are enthused about the potential for revitalising the riverside and improving connectivity, citing spots like the Oast House and the underutilised riverfront. However, there are worries about inadequate visitor parking and the impact of increased housing on infrastructure, with comments noting risks of congestion and insufficient public services. The need for better traffic management and a cohesive plan that addresses various community needs are also prominent themes.

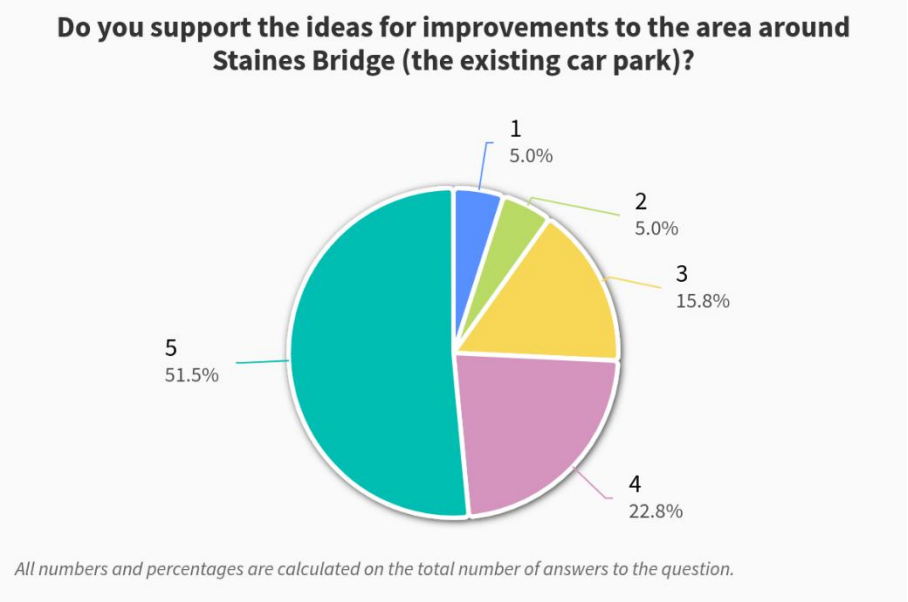
Overall, while the vision holds promise, it raises critical concerns that need addressing to ensure community wellbeing.

Specific suggestions:

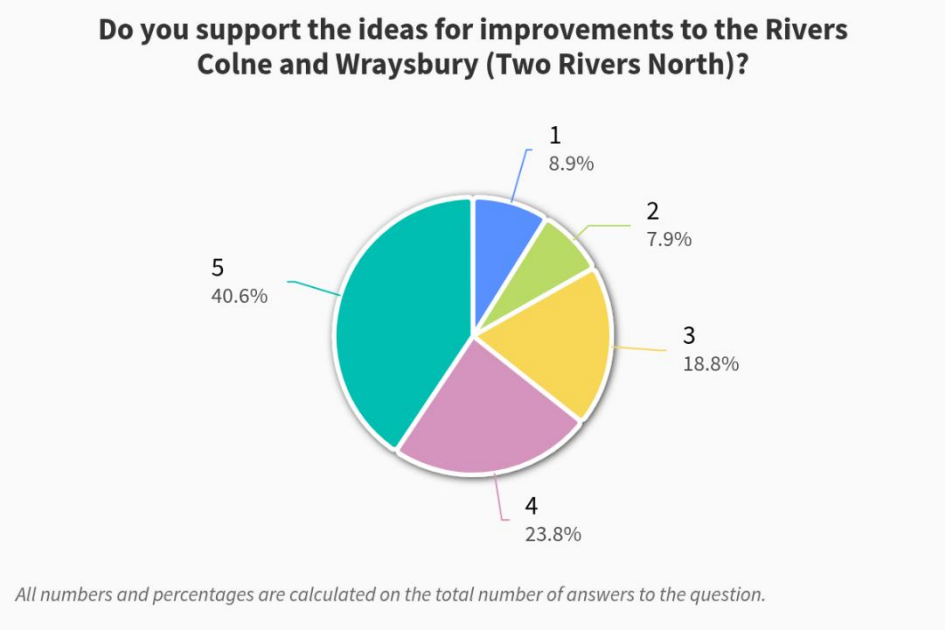
- Increase visitor parking to accommodate town centre traffic and revamp the transport and traffic management system
- Integrate more greenery into the high street improvements
- Maintain high standards of cleanliness and maintenance in public spaces
- Address public service needs linked to new housing developments



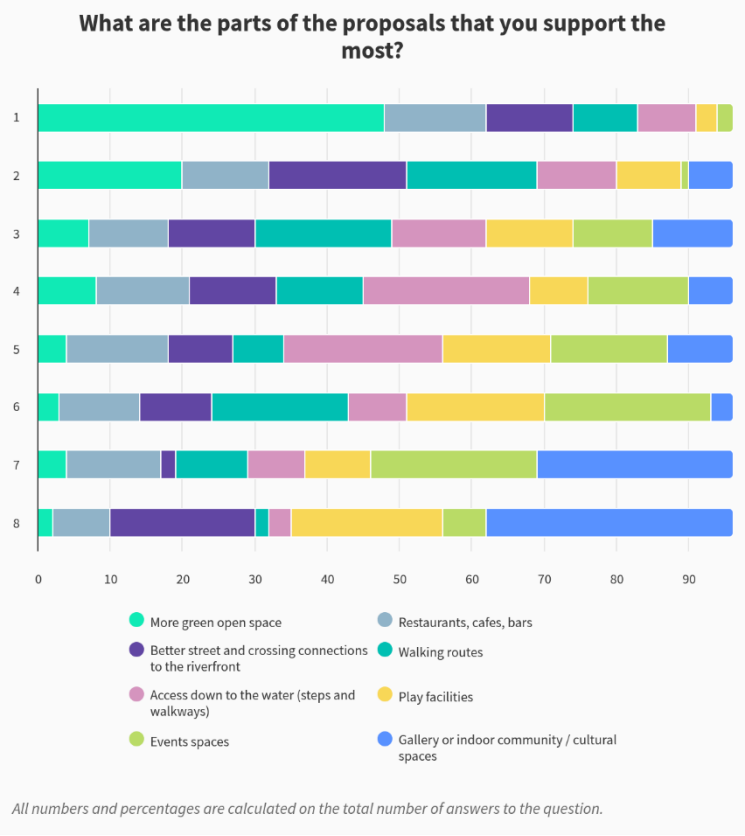
The most common rating was '5' or 'strongly support' (almost half) showing strong overall support for the improving Memorial Gardens.



The most common rating was '5' or 'strongly support' (over half) showing strong overall support for the improving the area around Staines Bridge.



The most common rating was '5' or 'strongly support' (40.6%) showing strong overall support for the improving the two rivers area.



The most supported part of the proposals was 'more green space' (exactly 50%), followed by 'restaurants, cafes, bars' (14%) and 'better street and crossing connections to the riverfront' (12.5%)

Respondents therefore place a much higher value on improving the public realm and access to open green space, while still valuing commercial and leisure development.

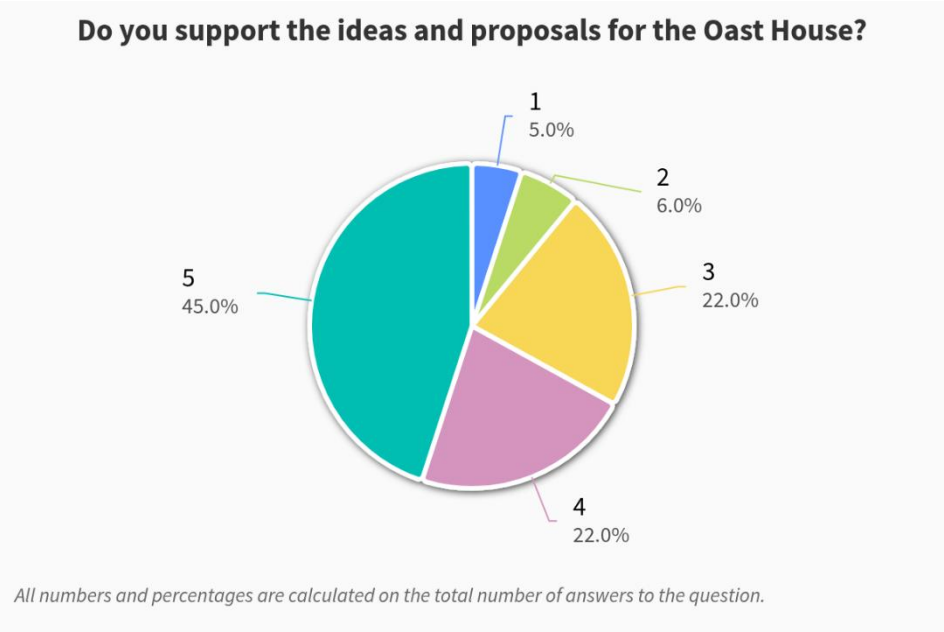
Do you have any further comments or feedback on the proposals for the rivers and spaces around them?

The feedback on the proposals for the rivers and surrounding areas is mixed. Supporters appreciate the enhancement of spaces like the Colne and Wraysbury rivers, echoing the standard of towns like Richmond. However, many voiced concerns regarding overdevelopment, loss of greenery, and the negative impact on local shops and traffic. Specific worries include inappropriate developments like high-rise buildings on Staines Bridge car park, loss of car parking spaces, and the need for adequate public amenities. There's a strong call for environmentally considerate designs that preserve existing trees and cultural heritage. Overall, the community desires improvements but is wary of sacrificing green spaces and local business vitality.

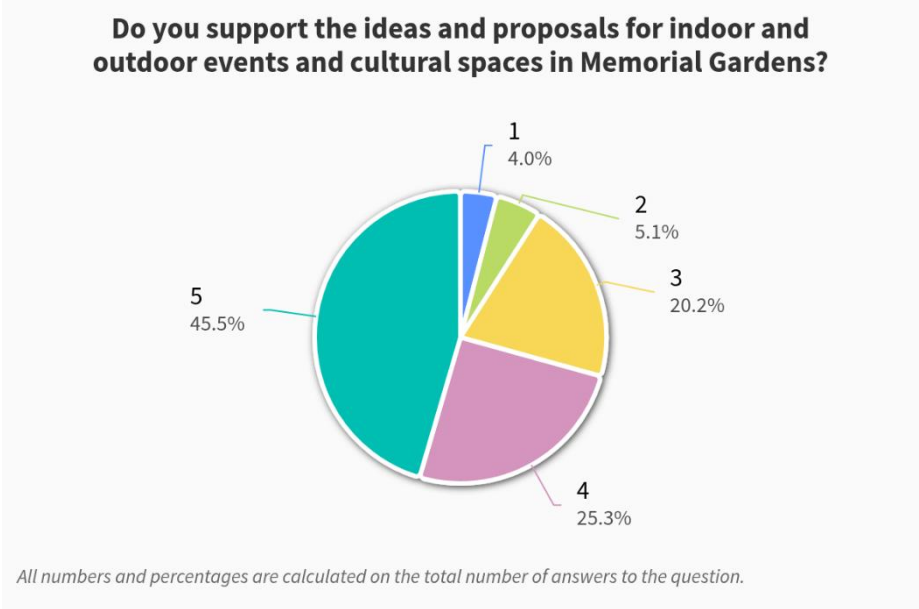
Specific suggestions:

- Retain and add as many trees as possible
- Ensure environmental considerations are prioritised in all plans
- Limit building heights near the river
- Avoid making Memorial Gardens sites for sporting facilities and keep it as a green space but include community facilities, like an arts/cultural centre at Memorial car park

- Include more public toilets in green spaces and at riverside locations and ensure a maintenance plan is in place for new facilities to prevent disrepair
- Create better access to Staines Moor with quality green space



The most common rating was '5' or 'strongly support' (almost half) showing strong overall support for ideas at the Oast House.



The most common rating was '5' or 'strongly support' (almost half) showing strong overall support for more leisure and cultural proposals at Memorial Gardens.

Are there other cultural or community uses and facilities you would like to see in Staines town centre? If so, where could they be best located?

Respondents express a desire for various cultural and community facilities. Suggestions include a small theatre or arts centre near Memorial Gardens for better visibility and foot traffic. Many advocate for more vibrant public spaces, and areas for older children and teenagers, as current options seem limited. The Oast House and Town Hall are noted as potential venues for community use, though concerns remain about access and parking. There is also a call for retaining the library hub and museum to preserve cultural heritage. Overall, the town centre's development should focus on enhancing community spaces and cultural events to reflect local identity.

Specific suggestions:

- Small theatre/venue and an arts and cultural centre in Memorial gardens car park
- Better parks and playgrounds for older children in Staines
- Spaces for live music, comedy, theatre etc
- Retain the library hub and museum
- Having designated spaces for performances and public shows/ screenings

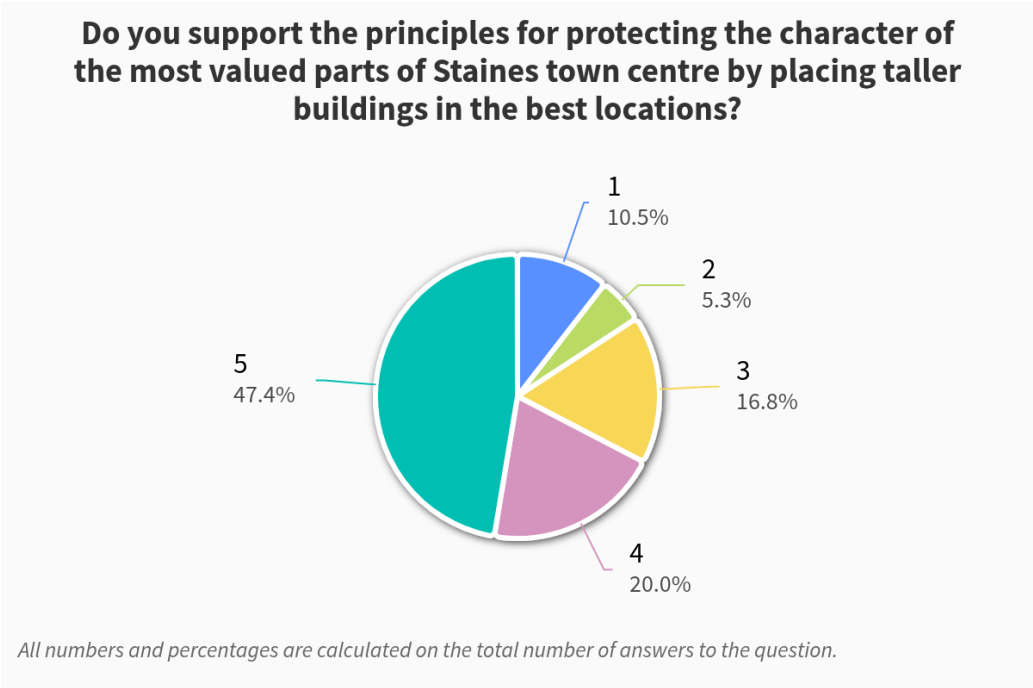
Do you have any further comments or feedback on the proposals for cultural and community uses in Staines town centre?

Feedback on the proposals for Staines town centre indicates a mix of support and concern. Many commenters appreciate the potential for increased cultural and community activities, such as an outdoor cinema and community gardens in Memorial Gardens. However, there are worries about safety, the adequacy of facilities like parks and health centres, and the pressure on parking. Concerns were also raised about preserving existing community spaces rather than over-developing. Some feel the proposals lack clarity and practical detail. Overall, there is a clear desire for improvements that balance community needs with practical considerations.

Specific suggestions:

- Reinstate education facilities at the Oast House
- Update current facilities and focus on heritage e.g. create a history walk around Staines
- Consider enhancing Memorial Gardens with community-managed projects

- Ensure public transport and parking accessibility and safety concerns are considered for community events



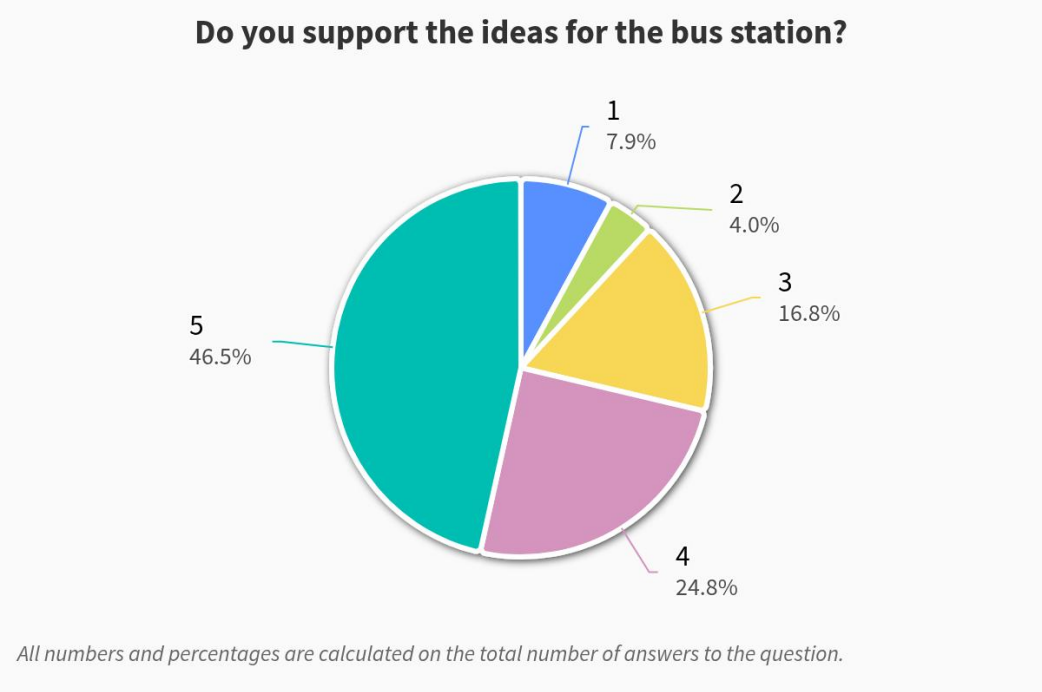
The most common rating was '5' or 'strongly support' (almost half) showing strong overall support for protecting Staines' character with high-rise in the right places.

Do you have any further comments or feedback on the principles for heights and integrating new neighbourhoods into the existing Staines town centre?

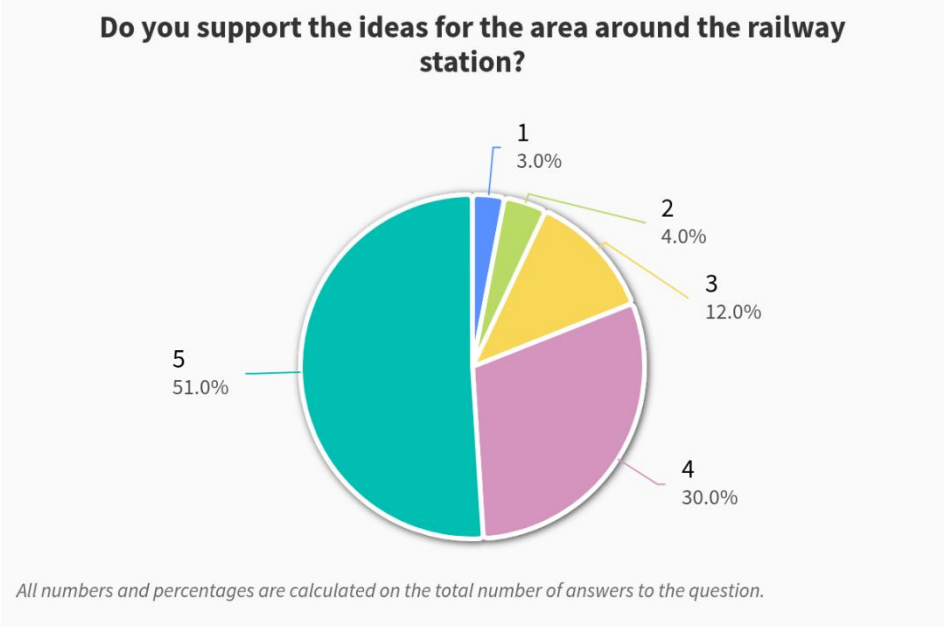
The majority of comments express strong concerns about the amount tall buildings in Staines, with many citing the existing recent tall buildings as a negative influence. Respondents fear that new developments will disrupt the town's character and create issues with light, space, and infrastructure. While some support the integration of new neighbourhoods, they emphasise the need for low-rise buildings, with a preference for designs that blend with the town's heritage. Comments highlight the importance of maintaining the riverside charm and ensuring adequate services like healthcare and parking before increasing density. Overall, the community desires to preserve Staines' character while integrating new developments with care.

Specific suggestions:

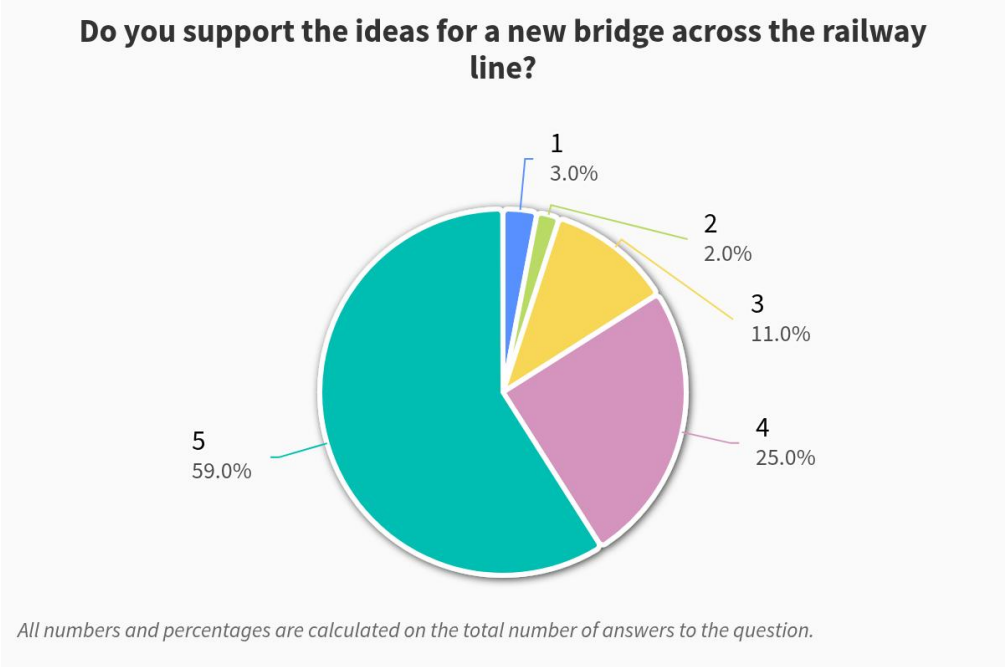
- Height should be limited to preserve the town-feel and tall buildings and blocks of flats should be avoided where possible to maintain a suburban feel
- Ensure green spaces are included in new developments
- Address the need for improved infrastructure, schools and health facilities etc with population growth from increased development



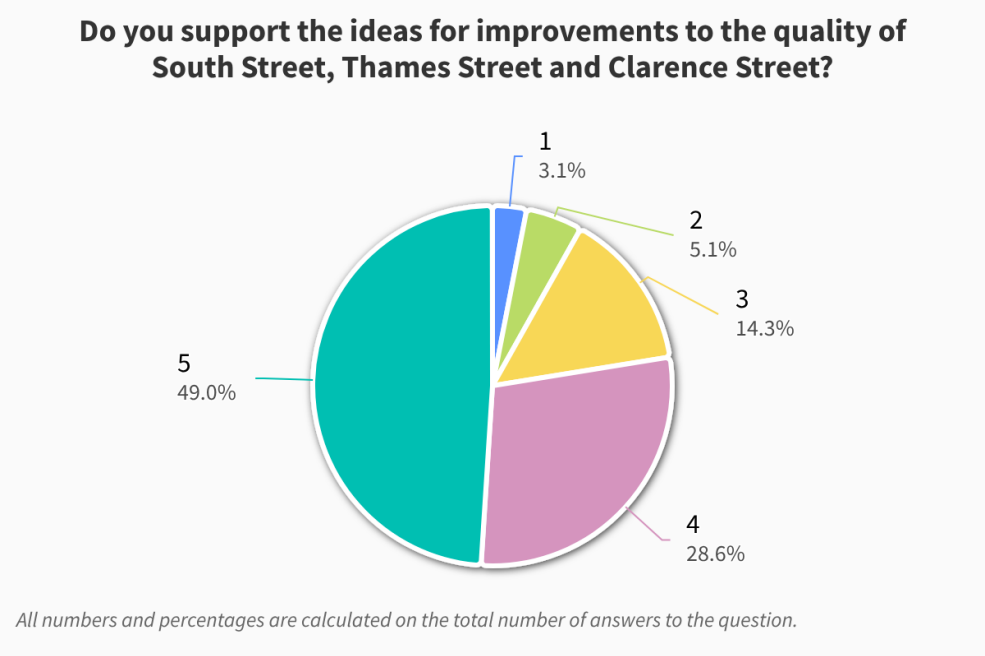
The most common rating was '5' or 'strongly support' (almost half) showing strong overall support for ideas for the bus station.



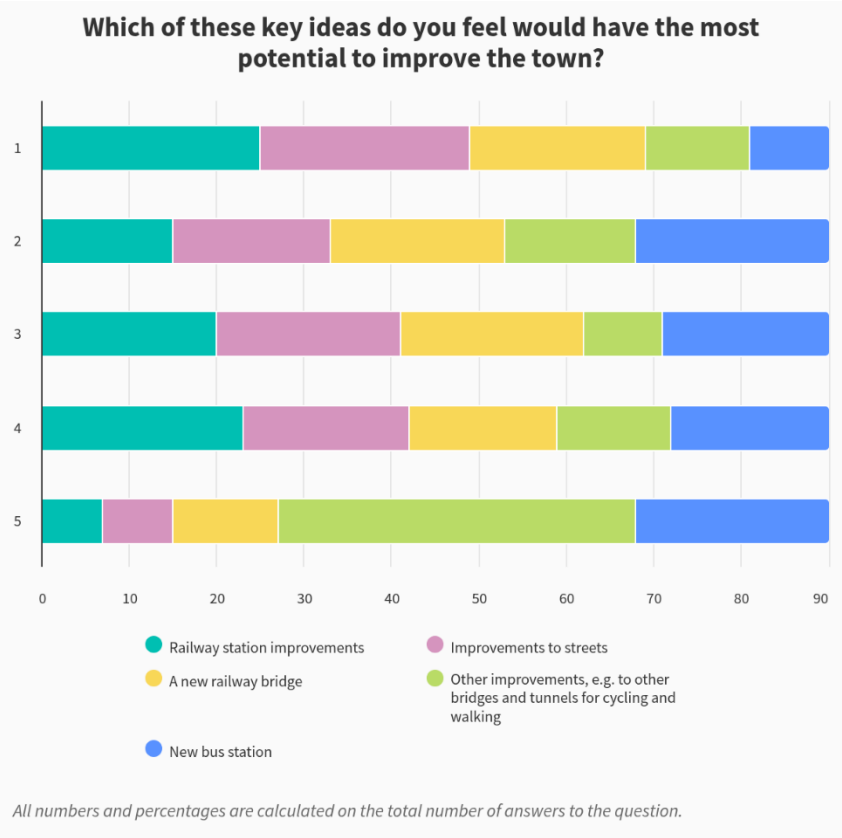
The most common rating was '5' or 'strongly support' (over half) showing strong overall support for the ideas around Staines train station.



The most common rating was '5' or 'strongly support' (over half) showing strong overall support for the ideas of a new bridge across the railway line. This idea received the strongest support (most amount of people rating this a 5, as well as a combined 4 and 5 at 84%) compared to all other ideas.



The most common rating was '5' or 'strongly support' (almost half) showing strong overall support for improving the quality of main streets in the town centre.



The most supported key ideas that respondents felt would have the most potential to improve the town was 'railway station improvements' (27.8%), very closely followed by 'improvements to streets' (26.7%) and 'a new railway bridge' (22.2%)

Respondents place greater importance on improving existing transport infrastructure, including the train station and connections to it, and streetscape quality, rather than building a new bus station.

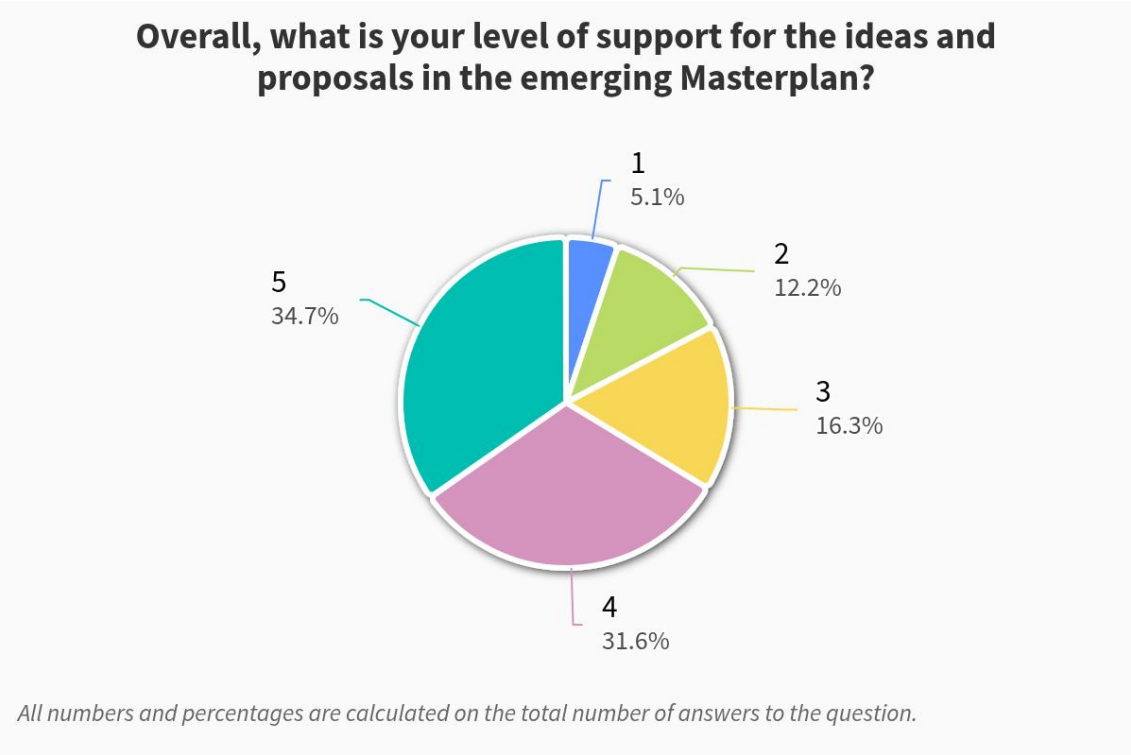
Do you have any further comments or feedback on the proposals for the bus station, railway station, new bridge or street improvements?

Feedback regarding proposals for the bus and railway stations in Staines is mixed. Many express concerns about the lack of car parking at Staines railway station, with people worried about losing spaces in the town centre. Supporters appreciate the idea of a new railway bridge to connect the east of Staines with the town centre but fear that moving the bus station could complicate access. Others stress the need for improvements to safety, accessibility and quality, advocating for high-quality designs. Overall, the balance of opinions highlights both excitement for future developments and substantial concerns about accessibility and parking.

Specific suggestions:

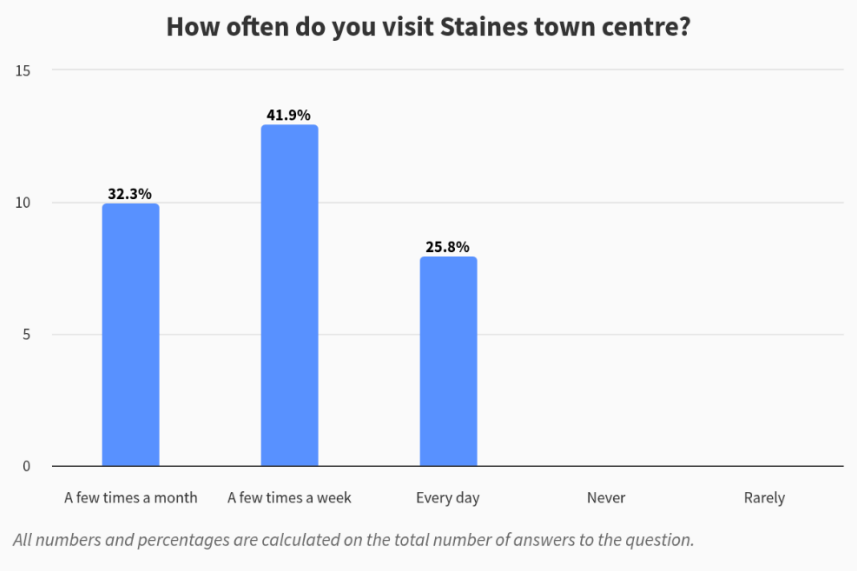
- Ensure adequate car parking is provided for Staines railway station
- Retain the level of access the bus station has to the town centre
- Increase safety and security measures around the stations
- Improve connections between the bus and train stations, with a suggestion to integrate a direct bus service to the railway station

- Ensure that new designs for the stations are of high quality and modern

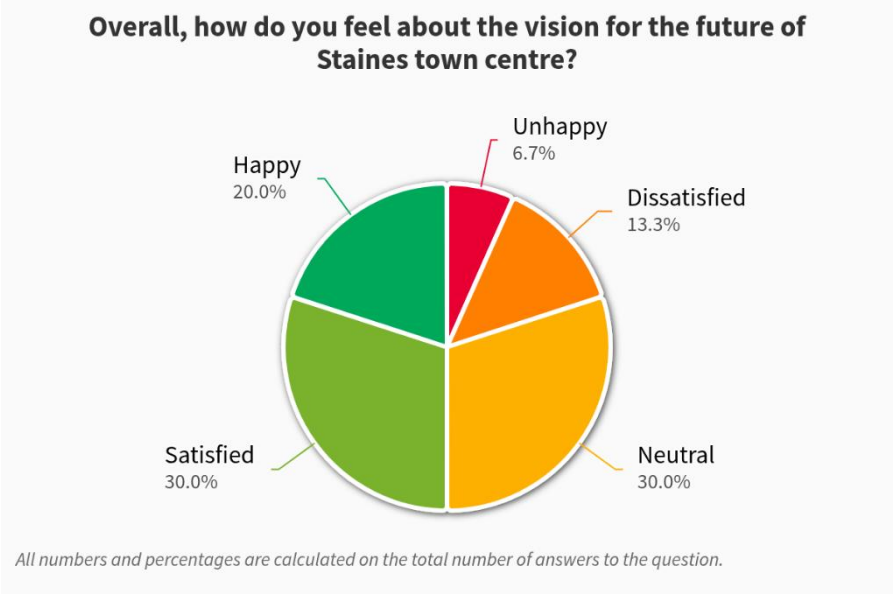


The most common rating was '5' or 'strongly support' (over 1/3), closely followed by a 4 showing strong overall support for ideas in the emerging Masterplan. However, there is still room for improvement, with 17.3% of respondents suggesting they don't support, or have less support for, the proposals overall.

Responses to the Short Version of the Survey

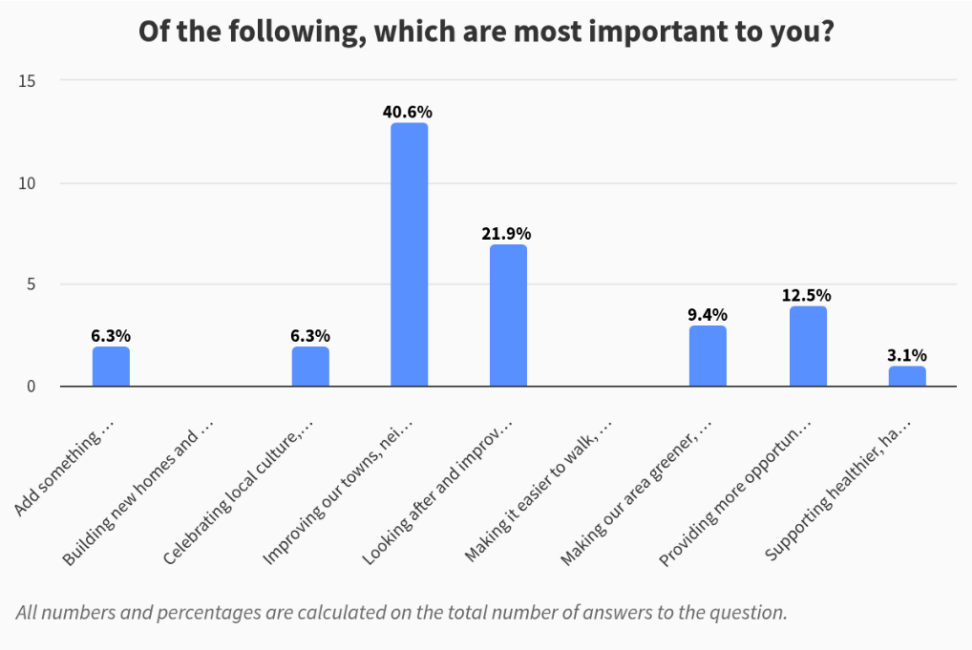


The largest group of respondents (41.9%) visit Staines town centre a few times a week and another quarter visit every day. This suggests that the consultation respondents are regular users of the town centre rather than occasional visitors and are therefore likely to be those who can benefit the most from town centre improvements.

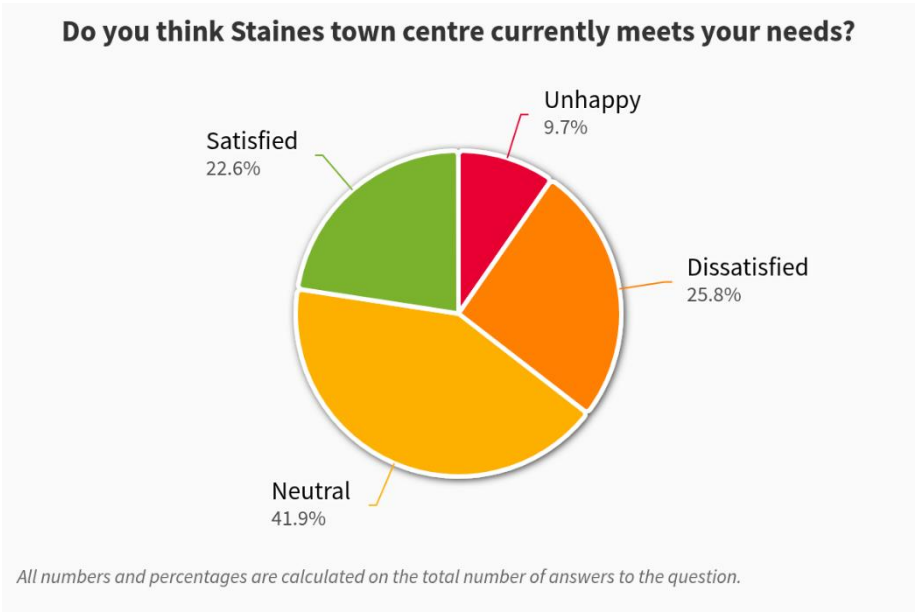


Overall, 50% of respondents were either 'happy' or 'satisfied', meaning they were more than twice as likely to hold a positive view than a negative one.

There was also a significant neutral group, with 3% neutral, meaning nearly a third neither supported nor opposed the vision strongly. This suggests that there is room for improvement for visioning proposals.



Nearly 41% chose 'Improving our towns, neighbourhoods and public spaces to make them better places to live, work and spend time', followed by almost 22% prioritising 'looking after and improving nature, green spaces and the wider environment'. 'Building new homes and neighbourhoods where people feel connected, included and a sense of belonging' and 'Making it easier to walk, cycle, use public transport and get around without a car' were not identified at all as most important. This shows that respondents were far more concerned with improving and maintaining what already exists, especially regarding public realm and green spaces, than new residential developments and active travel connections.



Most respondents are not strongly satisfied that Staines town centre currently meets their need, with the most common response being neutral at almost 42%. This shows considerable room and need for improvement in Staines town centre.

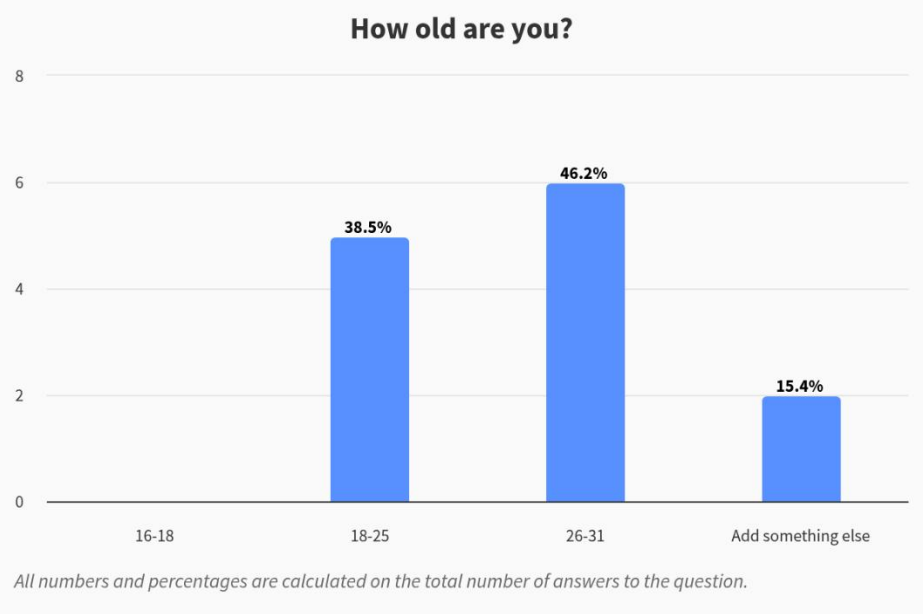
If no, tell us why here. Do you also have any other comments?

Many respondents express concern about the lack of community amenities in Staines, particularly the absence of a vibrant cultural hub. Comments highlight insufficient greenery, a run-down high street with closures of key shops like Debenhams, and feelings of neglect and safety issues, worsened by anti-social behaviour among some young people. There are also concerns around traffic congestion, especially that this would be exacerbated by new developments without adequate infrastructure. Suggestions include increasing independent shops and eateries, creating more green spaces like parks along the riverside and addressing the need for better public transport and community facilities. Overall, the community feels that Staines is in decline, requiring urgent attention to improve its liveability and to attract people.

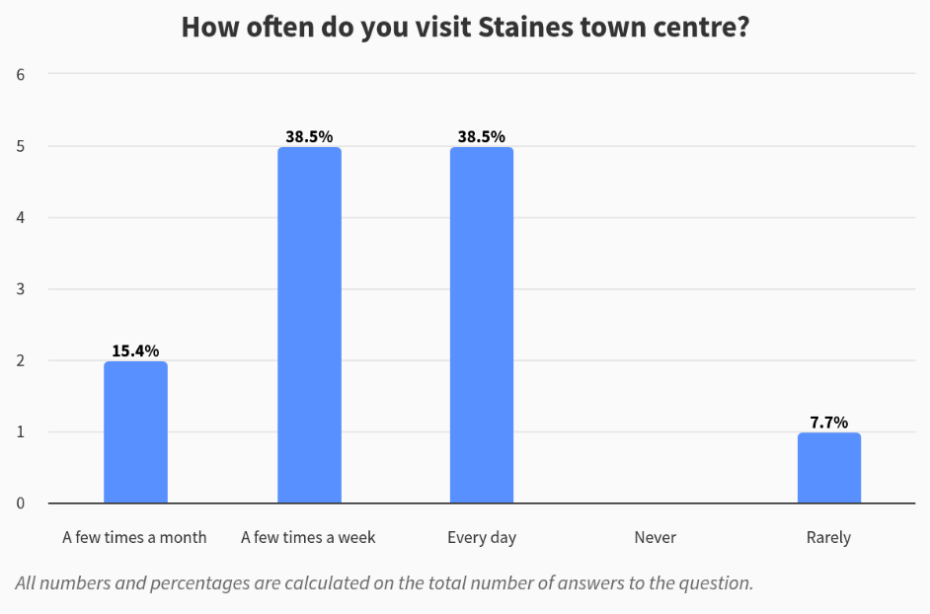
Specific suggestions:

- Ensure current community spaces are retained e.g. the library hub, community centre, museum etc and develop more community spaces and facilities, which may further help to reduce anti-social behaviour
- Increase green spaces
- Reduce car dominance in the town centre, address traffic congestion and improve public transport options
- Encourage a wider variety of independent shops and restaurants

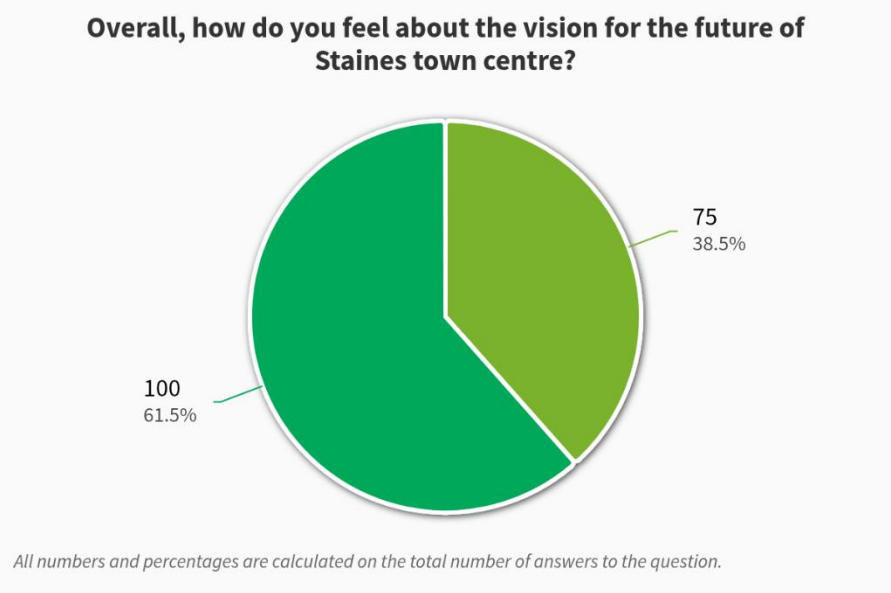
Responses to the Short Version of the Survey for Young People



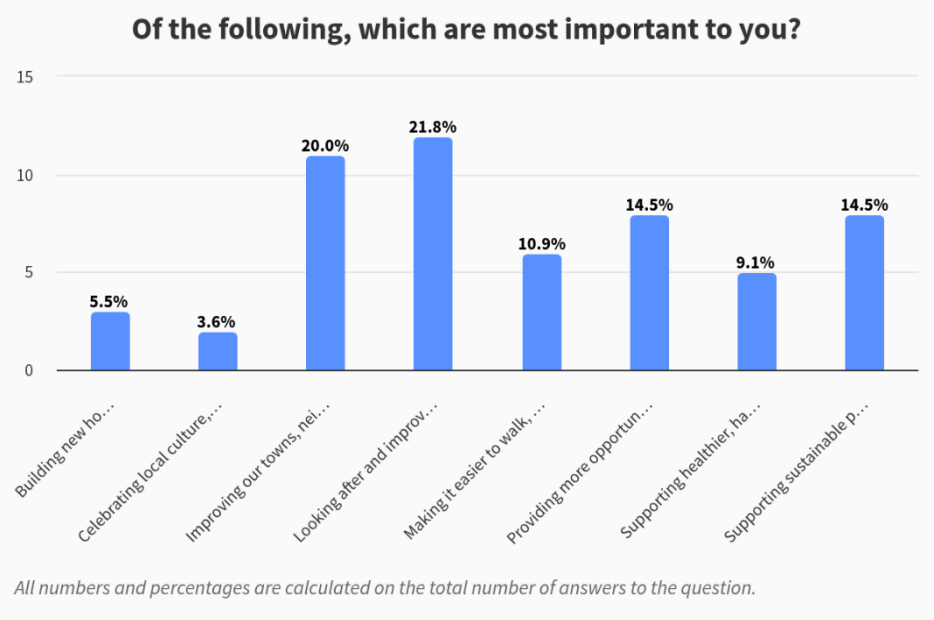
Almost all respondents to this survey were between the ages of 18 and 31, with slightly more being in the older age group 26-31.



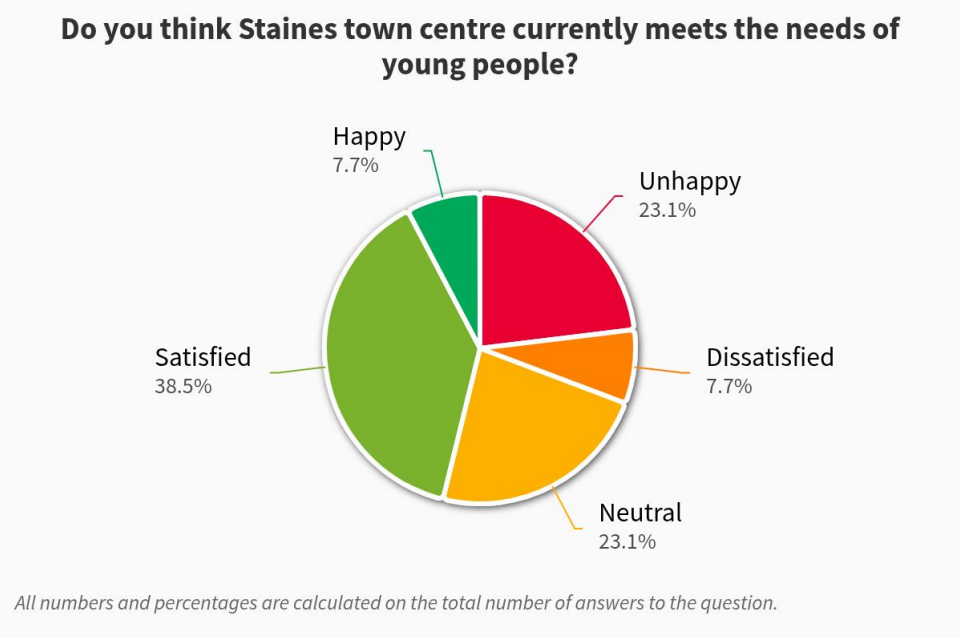
Younger respondents are also frequent users of Staines town centre. Over three-quarters of respondents (77%) visit Staines town centre at least a few times a week, meaning their views are likely based on regular experience of the town.



Younger respondents were unanimously supportive of the vision for the future of Staines town centre, with around 62% expressing a positive view and 38% a mostly positive view, with no neutral or negative responses recorded. This indicates strong backing for the overall direction of the proposals among those who responded.



Younger respondents also rate 'looking after and improving nature, green spaces and the wider environment' and 'improving our towns, neighbourhoods and public spaces to make them better places to live, work and spend time' as the most important. Younger people do also equally place some lesser importance on more creating more sustainable places with more activities and opportunities for residents. 'Celebrating local culture, heritage and the unique character of our area' and also 'building new homes and neighbourhoods where people feel connected, included and a sense of belonging' were of least importance to younger respondents, showing again that improving existing public realm and green spaces is more important than new residential areas and cultural and heritage offer.



Younger respondents felt mixed but were generally positive about Staines town centre meeting their needs, with more respondents believing the town centre meets young people's needs than not. Around 46% of respondents were satisfied or happy, compared with 31% who were dissatisfied or unhappy, while 23% were neutral. This shows some room for improvement to meet needs.

If no, tell us why here. Do you also have any other comments?

Younger respondents' main message is that while the vision for Staines town centre is generally desired, many feel Staines currently lacks enough attractions, cultural venues, independent businesses, social spaces and activities aimed at teenagers and young adults. There was also a desire for improved safety, better-quality retail and food and drink offerings, and more places for other community uses.

Specific suggestions:

- Provide more leisure opportunities for young people e.g. open a bowling alley and arcade
- Attract more independent cafés and coffee shops rather than additional chains and fast-food outlets
- Introduce more youth-focused retail brands
- Create more public study and social spaces where young people can meet, work and spend time
- Develop cultural and community hubs, including arts, events and nightlife venues that are safe and appealing to young adults

Summary of Responses from Statutory Consultees

Runnymede Borough Council (RBC)

Runnymede Borough Council's response is generally supportive and focused on the potential cross-boundary impacts of redevelopment along the River Thames. Their primary concern is seeking reassurance that future development will be carefully managed in relation to its visual impact on the opposite bank of the Thames and proximity to the Egham Hythe Conservation Area. They also welcome the proposed greening of the riverfront and wish to continue engagement as the Masterplan develops.

Specific suggestions:

- Provide clearer guidance on likely building heights, massing and scale for key riverside sites.
- Include stronger references to protecting important views across the Thames.
- Recognise the potential impact on the Egham Hythe Conservation Area and wider riverside townscape.
- Maintain and strengthen the proposed riverfront greening and Memorial Gardens improvements.

Small additions would address cross-boundary impact concerns, while reinforcing the riverfront vision of the Masterplan.

Surrey County Council (SCC)

SCC is broadly supportive of the Staines Masterplan and welcomes its ambitions around green infrastructure, heritage, placemaking, active travel and riverside regeneration. SCC's comments focus on strengthening flood resilience, improved integration of Sustainable Drainage Systems (SuDS), celebrating heritage, ensuring archaeological considerations are addressed early, and planning for the long-term management and activation of public spaces.

Specific suggestions:

- Explicitly reference specific SuDS and blue-green infrastructure measures, including attenuation tree pits, rain gardens, bioretention areas, permeable paving, swales and other source-control SuDS measures
- Include a stronger commitment to reducing surface water runoff.

- Expand heritage references to include industrial, manufacturing, Roman and Saxon history.
- Recognise archaeological assessment requirements at an early stage.
- Include reference to long-term stewardship and link it to Local Plan Policy E1 and consider maintenance and funding, especially for the riverside and public areas.
- Encourage year-round attractions and town centre activity.
- Strengthen integration between flood resilience, public realm design and riverside regeneration.

These recommendations are generally consistent with the existing vision and could be incorporated with relatively minor amendments to significantly strengthen the Masterplan.

Colne Valley Regional Park Trust (CVRP)

Colne Valley Regional Park is supportive of the Staines Masterplan and welcomes its ambition to improve the town centre and riverside. CVRP's main comment is around making more of Staines' unique relationship with the park, surrounding rivers, reservoirs and natural landscapes, which is one of Staines' greatest strengths. Stronger integration would enhance the town's attractiveness, accessibility and identity.

Specific suggestions:

- Explicitly strengthen links to the Colne Valley Regional Park, Staines Moor and nearby reservoirs and promote Staines as a gateway to the Colne Valley Regional Park.
- Ensure improvement of walking and cycling connectivity to surrounding natural assets
- Include wayfinding, signage and information points linking the town centre, railway station and surrounding green spaces.
- Clearly show all key north-south connections across the railway in diagrams and explore a potential route beneath the railway bridge alongside the River Colne connecting to Moormede Recreation Ground.
- Support and strengthen river restoration proposals within Two Rivers North and explore enhancement of the River Colne and Thames confluence through restoration, landscaping and interpretation.

Most of these changes could be incorporated through relatively minor amendments to text, mapping and design principles, while reinforcing Staines' distinctive identity as a riverside town connected to one of the region's most important green spaces.

Sport England

Sport England is strongly supportive of the Staines Masterplan and particularly welcomes proposals that promote physical activity, active travel, improve connections around the town, particularly via a new railway bridge, access to green spaces and riverside recreation. Their comments focus on ensuring that health and wellbeing are embedded throughout the Masterplan by creating environments that encourage movement, sport and active lifestyles.

Specific suggestions:

- Reference Sport England Active Design guidance.
- Promote multi-functional green spaces that encourage recreation and physical activity and ensure public spaces provide opportunities for sport, recreation and active lifestyles.
- Continue prioritising walking and cycling connections.
- Explicitly recognise the health and wellbeing benefits of riverside improvements, including as a space for walking and running, water sports and river-based recreation and other informal physical activity.

These recommendations align closely with the existing vision and can largely be incorporated through additional supporting text rather than major changes to the Masterplan.

Network Rail

Network Rail is broadly supportive of the Staines Masterplan, particularly the proposals for improvements to the railway station, station approaches, bus station, southern station entrance, and a new pedestrian/cycle bridge over the railway. Their comments focus primarily on railway safety, connectivity, station integration and safeguarding future rail infrastructure requirements. The most significant change they are seeking is recognition of the level crossing north of the station as a growing safety issue as new development and improved walking routes increase usage.

Specific suggestions:

- Include the level crossing within connectivity and movement considerations.

- Commit to working with Network Rail on crossing safety, future mitigation and development impacting Network Rail.
- Improve bus-rail integration, including real-time travel information and wayfinding information between the stations.
- Safeguard land for future station expansion.
- Strengthen the role of the station as a key gateway to Staines.
- Support active uses and high-quality public realm around the station, including encouraging cafés, retail and community uses and creating social and meeting spaces near station approaches, specifically the south entrance.
- Consider parking impacts on rail users.
- Maintain support for higher-density development in appropriate locations around the station.

These are largely refinements to existing proposals and align well with the Masterplan's objectives of improving connectivity, public transport and town centre vitality.

Environment Agency (EA)

The Environment Agency broadly supports the Masterplan's vision but recommends stronger integration of flood risk, climate change adaptation and reference to Local Plan policy throughout the document, and highlight specific planning constraints relating to development concepts shown on several flood-sensitive riverside sites

Specific suggestions:

- Embed flood risk and climate resilience throughout the Masterplan
- Protect rivers and watercourses through formal buffer zones.
- Use surface water and groundwater evidence alongside fluvial flood risk.
- Ensure riverside development concepts are clearly caveated as subject to flood risk testing and planning policy compliance.
- Strengthen references to the adopted Local Plan Policy E3 and national policy.

Transport for London (TfL)

TfL's response is generally supportive of the ideas and proposals, including:

- Improved pedestrian crossings on South Street, Thames Street and Clarence Street (A308).
- Additional street tree planting.

- Enhanced cycling infrastructure and additional cycle parking at the proposed southern station entrance
- Better connections to the station, including the proposed walking and cycling bridge, which they identify as potentially strengthening interchange opportunities.

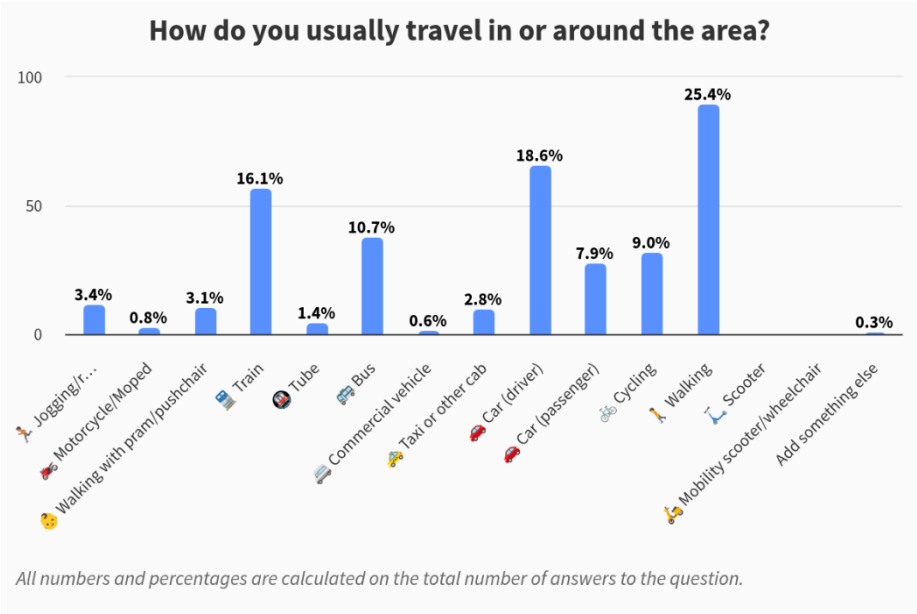
Specific suggestions include:

- Reference LTN 1/20 for cycling infrastructure.
- Ensure TfL-compliant bus station design principles, including:
    - allowing for the lack or minimising the need for reversing movements in the bus station layout;
    - ensuring provision for electric buses, four TfL bays and driver welfare facilities.
- Maintain strong walking, cycling and rail interchange connections throughout the town centre.

These are relatively straightforward amendments that would strengthen the Masterplan and help secure TfL support.

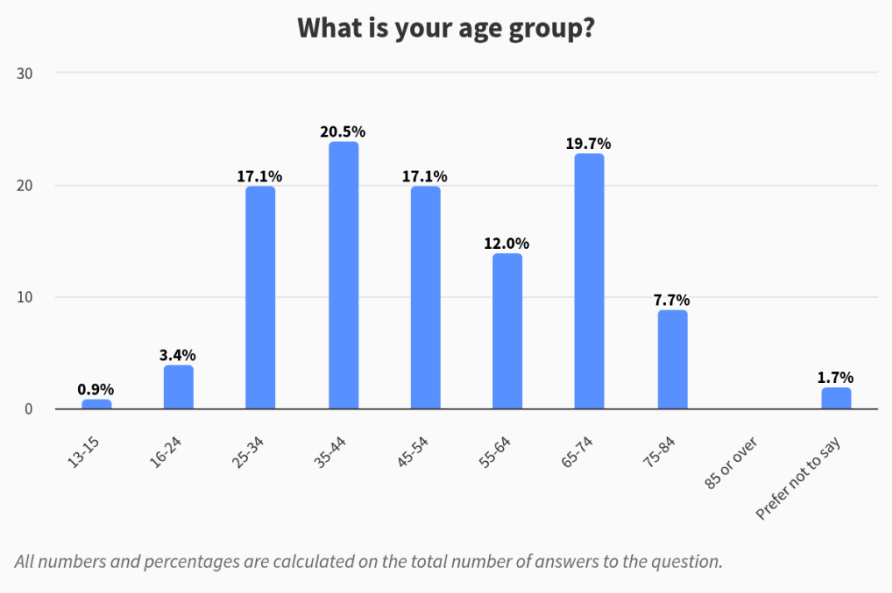
Demographics of Respondents to the Online Surveys

Of 133 respondents who told us their demographic data, these were the following demographics who responded to the exhibition.

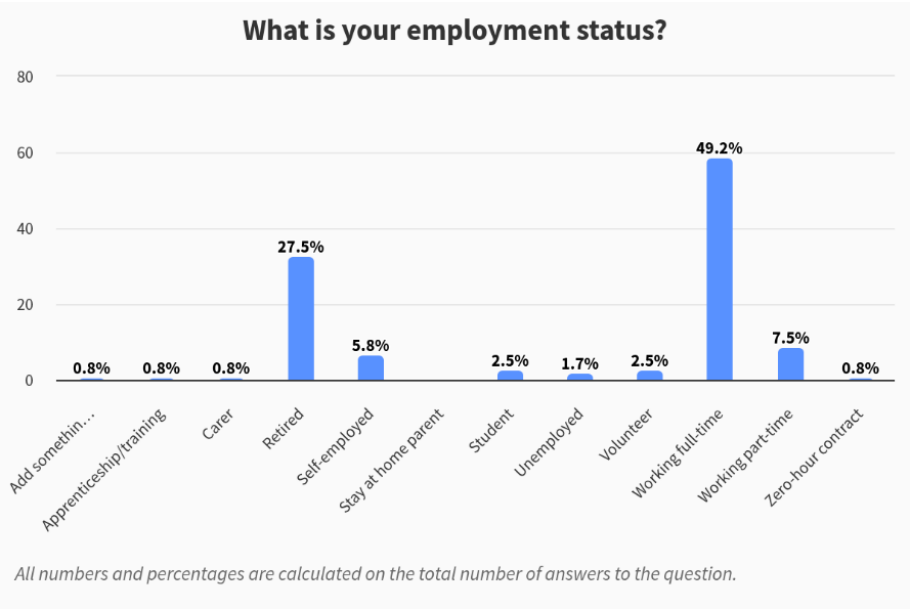


Over a quarter of respondents reported walking in or around the area, which was the most common mode of travel, followed by driving (18.6%) and train travel (16.1%). Car travel overall accounted for 26.5% of responses when including passengers, while active travel modes such as walking, cycling and jogging/running

represented 37.8%. Therefore, improvements to pedestrian, cycling and public transport infrastructure would benefit most respondents but there should be continued provision for cars, given the quarter of car-user respondents.

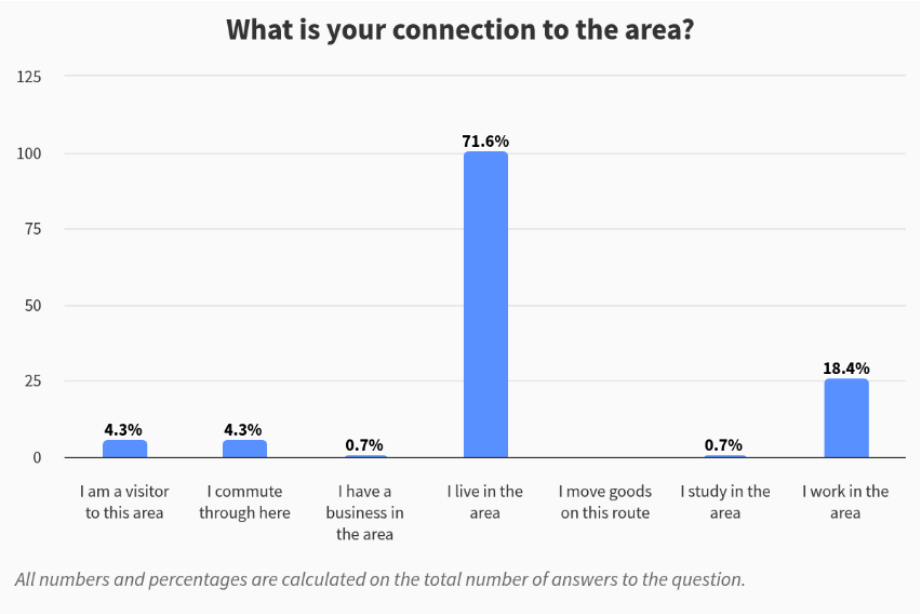


Respondents represented a wide range of age groups, although the survey was dominated by working age or older adults aged 25-74. The largest age group was 35-44 (20.5%), closely followed by 65-74 (19.7%). Younger people were less represented, with only 4.3% of respondents aged between 13 and 24.



Nearly half of all respondents work full-time, with more than a quarter being retired and overall, around 63% of respondents being in employment when combining full-time, part-time and self-employed respondents.

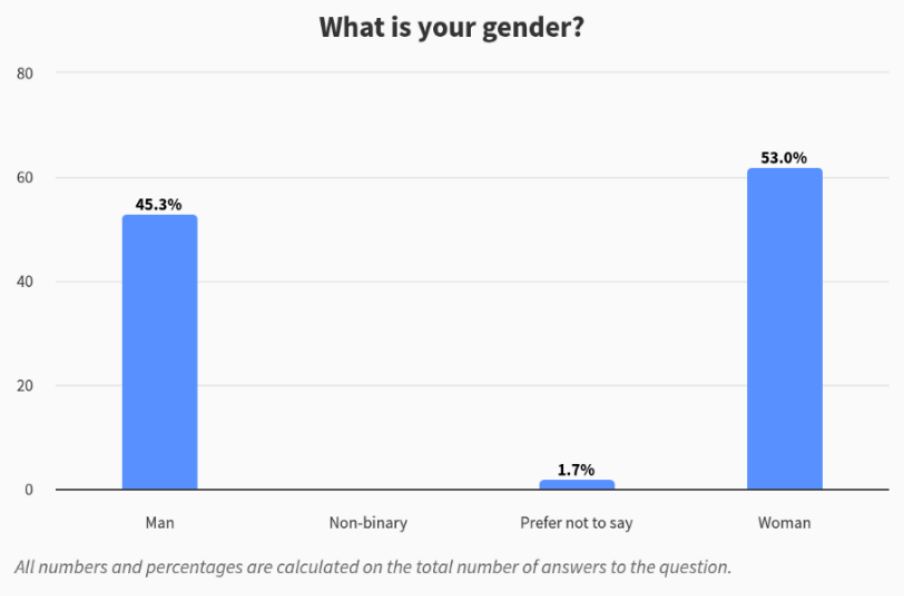
Significantly less respondents were students, apprentices, volunteers or unemployed. Therefore, responses primarily reflect the views of economically active working adults and older residents rather than students or younger age groups.



Nearly three-quarters of respondents (71.6%) live in the area, almost 1/5 (18.4%) work in the area and together, residents and workers account for 90% of all respondents.

Very few responses came from businesses, students, visitors, or people passing through.

The responses therefore primarily reflect the views of people with a strong and ongoing connection to Staines and its town centre and are more likely to reflect local priorities around quality of life, town centre improvements, public spaces, transport, and community facilities rather than the views of occasional visitors or businesses.



Respondents were fairly evenly split by gender, with a slightly higher proportion of women (over half) than men. Responses therefore reflect a broadly balanced mix of perspectives from respondents of all genders.

STAINES MASTERPLAN EXHIBITION OUTCOMES AT A GLANCE

Residents - Stakeholders - Exhibition Feedback

Consultation undertaken through online surveys, public events and stakeholder engagement.

167 responses received

72% supported the overall direction of the Masterplan (rated their support 4 or 5 out of 5)

400+ people engaged at public events

#1 objective = improving the quality of our places and spaces

What matters the most

1. **Riverside regeneration**
   Enhance access, leisure, nature and the town centre's relationship with the River Thames.
2. **More green open space and trees**
   More landscaping, tree planting and greener public spaces.
3. **Better public spaces**
   Create attractive spaces where people want to spend time.

Most supported ideas

- **~50%** showed support for **more green space**
- **~28%** showed support for **railway station improvements**
- **~84%** showed support for **new pedestrian/ cycle bridge over railway**

Areas of strong agreement

- More trees and greening
- Better riverside access
- Better walking routes
- Improved cycling links
- Improvements around the station area
- More leisure and culture
- Better maintained public spaces

Most frequently raised matters

Key matter	% of respondents
Green space, trees etc.	30 - 40%
Infrastructure (e.g. schools, GPs etc.)	20 - 30%
High-rise buildings/ flats	20 - 30%
Riverside improvements	20 - 30%
Walking & cycling connectivity, public realm	15 - 25%
Perceived parking loss and provision	15 - 25%
Delivery, confidence in process, implementation	15 - 20%
Traffic congestion	10 - 20%
New railway bridge	10 - 20%
Town character & heritage	10 - 15%
Community, culture and youth facilities	10 - 15%
Shops, retail & town centre vitality	8 - 15%
Bus station proposals	6 - 12%
Flood risk, drainage and sewer capacity	5 - 10%

Differing views

Housing
Recognition of need for more homes
vs
Desire for no further growth

Parking
Support for less car dependency
vs
Need to protect parking

Building height
Acknowledging the need for taller buildings in some places
vs
Desire for height restrictions

Top concerns

Infrastructure
Desire for infrastructure to be in place for growth (e.g. GPs, schools, healthcare, utilities, roads etc.)

Parking and congestion
Desire to improve congestion and a perceived loss of parking.

High-rise development
Desire to protect Staines' character as a riverside town and its skyline.

What the Masterplan CAN do

- Improve public spaces
- Guide design and character
- Strengthen the riverside vision
- Encourage investment
- Promote walking and cycling
- Help coordinate future projects

What the Masterplan CAN'T do

- Set housing numbers and locations
- Deliver major infrastructure itself
- Deliver schools, GPs etc directly
- Guarantee specific car parks remain
- Upgrade sewer and drainage systems directly
- Override planning policy

KEY MESSAGE

Respondents to the consultation broadly support a greener, more attractive, riverside-focused Staines, with better public spaces, culture and connectivity. The areas of strongest question relate to infrastructure capacity, parking, traffic congestion, building height and confidence that the vision will actually be delivered.

STAINES MASTER PLAN

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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, 07/10/26 and several over July 2026 for Local wards.**
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	**Yes**	**Sent for review on9/10/26 – no comments received.**
Relevant Group Head review	**Yes**	**9/10/26**
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)	**Yes**	**9/10/26**
This item is on the Forward Plan for the relevant committee	**Yes**	**24/9/26**
	Reviewed by	
Finance comments (circulate to Finance)	**B.Hanger**	**15/10/26**
Risk comments (circulate to Lee O'Neil)	**L.O'Neil**	**15/10/26**
Legal comments (circulate to Legal team)	**J Clare**	**15/10/26**
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 **5 working days before MAT**	**L.Heron**	**15/10/26**
S151 Officer commentary – at least **5 working days before MAT**	**T.Collier**	**09/10/26**
Confirm final report cleared by MAT	**P. Moore**	**Reviewed 20/10/26**

Environment and Sustainability (E&S) Committee

19 November 2026

Title	Approval of Community Infrastructure Levy (CIL) funding
Purpose of the report	To make a decision
Report Authors	Rupinder Gill – S106 CIL Officer – Monitoring & Spend Jane Robinson – Local Plans & Infrastructure Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community Environment
Recommendations	**Committee is asked to:** **1. Approve Community Infrastructure Levy (CIL) funding for the applications set out below, following consideration by the Strategic CIL Task Group and recommendation to the Environment and Sustainability Committee:** **i. Strategic CIL funding applications for:** **○ Visit Staines BID – replacement of town centre digital kiosks** **○ Spelthorne Borough Council – resurfacing 10 play areas across the borough** **ii. Two Local CIL applications referred from Local CIL spending boards.**
Reason for Recommendation	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
• Following consideration by the relevant CIL Task Groups, four infrastructure schemes are recommended to this committee for approval.	• 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.
This is what we want to do about it	**These are the next steps**
• 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. They will help to improve local infrastructure in the Borough, and ensure the Council is utilising its CIL funds as required.	• 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. CIL funding is generally only paid out once a project completes or via stages set out in the legal agreement. 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.

2. Key issues

2.1 CIL has been charged in Spelthorne since April 2015, and so far, has brought in over £13 million. CIL receipts collected from development are used to fund infrastructure to support 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 allow 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 2024 (IDP) (background paper), 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 A) 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.

3. Options appraisal and proposal

3.1 The amount of Strategic CIL available for allocation in this spending round (2025-26) is £2,256,847.80. A total of four CIL funding applications were agreed by the Strategic CIL Task Group on 7 October 2026, and four are recommended for approval by this committee. The four applications have a combined value of £549,334.31, leaving a balance of £1,707,513.49 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 B.

Strategic CIL applications (Decision 1.a)

3.2 **Visit Staines Business Improvement District (BID) – digital Information Infrastructure Upgrade** (application value £89,142):

Replacement of the two existing town centre digital kiosks with modern digital information units at their current locations. The upgraded kiosks will provide four public-facing display screens, interactive touchscreen functionality,

improved wayfinding facilities and a digital business directory. The project is intended to enhance access to information for residents and visitors, support navigation around the town centre, and promote local businesses, services and events.

3.3 The project sets out several key benefits of the upgraded infrastructure, including delivery of:

i. *Improved access to real-time public information and town centre updates;*

ii. *Interactive wayfinding facilities to help residents and visitors in navigating the town centre;*

iii. *An expanded digital business directory available to all businesses within the BID area, increasing opportunities for promotion and engagement;*

iv. *Enhanced user experience through larger high-brightness displays, anti-glare technology and integrated mobile phone charging facilities.*

3.4 CIL funding towards the digital kiosks is considered appropriate as the infrastructure supports the town centre's ability to accommodate growth and increased visitor activity arising from development. Visit Staines BID has confirmed it will be responsible for the ongoing management and maintenance of the infrastructure and will provide £8,000 of match funding towards ongoing operational requirements, including software licensing, broadband connectivity and insurance, supporting the continued operation of the kiosks beyond installation.

3.5 **Spelthorne Borough Council, Neighbourhood Services – 10 Play Area Improvement Programme: Resurfacing** (application value £400,000):

A Borough-wide programme of approximately 3,090m² of resurfacing works across ten play areas. Replacement of ageing and deteriorating safety surfacing with new wet-pour surfacing will improve safety, accessibility and the longevity of these important community facilities. Distributed across multiple locations in Ashford, Stanwell, Staines-upon-Thames and Sunbury, the programme provides a broad geographic spread of investment and will help maintain safe, accessible and sustainable play provision and ensure existing play facilities remain fit for purpose for current and future users.

3.6 The following table displays a breakdown of the ten play areas within the resurfacing programme:

Site	Resurface Area (m2)	Ward
Orchard Meadow	234	Sunbury East
Ashford Recreation Ground	539	Ashford East
Hengrove Recreation Ground	570	Staines

Long Lane Park	212	Ashford North and Stanwell South
Village Park	157	Stanwell North
Oaks Road Park	323	Stanwell North
Groveley Road	295	Sunbury Common
Alexandra Road	143	Ashford Common
Spelthorne Grove	325	Sunbury Common
Lammas	292	Staines
Total	3,090	

3.7 The resurfacing works will deliver several benefits across the Borough's play provision, including:

i. Improved safety through the replacement of worn and deteriorating surfacing;

ii. Enhanced accessibility and usability for children, families and carers;

iii. Increased longevity of existing play facilities, helping to protect previous investment in playground infrastructure.

3.8 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.

Referred Local CIL applications (Decision 1.b)

3.9 Two Local CIL applications were referred by Local CIL Spending Boards to the Strategic CIL Task Group, due to inadequate Local CIL funds. These two applications have a combined value of £60,192.31 (part of the overall £549,334.31 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) **Manor Mead School**, application value £42,897.68. For the creation of new Special Educational Needs (SEN) play areas to provide inclusive outdoor play opportunities for children with additional needs. The scheme will expand existing play provision and improve access to outdoor space, creating a safer and more inclusive environment that supports child development, physical activity and wellbeing. Benefits include enhanced accessibility, increased opportunities for inclusive play, and improved use of the school grounds.

2) **Surrey County Council**, application value £17,294.63. For improvements to Footpath 7a, Stanwell, including clearance and resurfacing works to reinstate a deteriorated pedestrian route between Stanwell Moor Road

and Hithermoor Road. The scheme will improve year-round accessibility and strengthen pedestrian connectivity between residential areas and local services, providing a safer and more usable route for residents and visitors whilst supporting active travel. A site location map is provided at Appendix D.

Other topics

Ashford Town Centre redevelopment

3.10 The Strategic CIL Task Group considered an application for Strategic CIL funding towards the Ashford Town Centre redevelopment project during the 2024/25 Strategic CIL funding round. It was initially deferred for further information but then the application was not approved for funding.

3.11 Surrey County Council has subsequently confirmed that the project is continuing to progress. Public consultation and stakeholder engagement undertaken during September and October 2025 received over 450 responses. Feedback indicated overall support for investment in Ashford Town Centre, whilst recognising the need to balance proposed improvements with accessibility, traffic impacts and parking provision. There was also support for the creation of flexible community spaces for markets and events, together with the introduction of a 20mph speed limit to improve safety.

3.12 Feasibility work has been undertaken, money secured for detailed design, and funding opportunities are being explored for further public engagement and construction.

3.13 There is currently a review taking place in relation to Local Cycling and Walking Improvement Plan routes and the implications of LGR, including the availability of funding and timing for implementation of the project.

3.14 Further information and engagement is expected in the coming months.

Staines Masterplan Implementation

3.15 A report is being taken to Environment and Sustainability Committee on 19 November 20226, followed by Council on 3 December 2026 to consider the Staines Masterplan. If approved, it is likely that there will be a future CIL funding request (which may be Local or Strategic) to support the delivery of the Masterplan.

4. Governance and Risk Considerations

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.

4.4 Whilst it is not clear at this stage 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 future funding decisions could be taken across a wider geographic area. No formal guidance has yet been provided regarding the future administration or allocation of CIL receipts, and the implications for existing and future CIL funding therefore remain unclear, including whether any further CIL bidding rounds will take place.

5. Financial implications

5.1 As set out in section 3, there are £2,256,847.80 Strategic CIL funds available for allocation in this spending round (2025-26). This is the available balance up to 31 March 2026, which relates to the 2025-26 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 (2026-27) 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**

Calculating available Strategic CIL Funds	Value
Total CIL collected by the Council from 1 April 2015 to 31 March 2026:	£13,759,271.53
Strategic CIL collected from 1 April 2015 to 31 March 2026 (80%)	£11,007,417.22
Committed Strategic CIL funds	- £8,860,569.42
Strategic CIL funds no longer required and returned to pot from 2025	+ £110,000
Strategic CIL funds available in this 2025-26 spending round	£2,256,847.80

***For transparency, CIL balances presented in this report are based on the CIL monitoring records, which track contributions on a cash receipt basis. The Council's financial ledger records income on an accruals basis and therefore shows a different overall position. As at 31 March 2026, the Council had issued CIL demand notices totalling £14,345,135.02 and received £13,861,578.63, leaving £483,556.39 outstanding for collection. Amounts not yet received are not included within the Strategic CIL balance reported in this document, and the financial system therefore records a higher overall balance.*

5.3 Detail of the applications recommended for approval can be seen in Appendix B 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 (2026-27) is below.

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

CIL applications	Value
Decision 1.a. Strategic CIL applications, combined value £489,142	
SCIL01 – Visit Staines BID – 2 kiosk upgrading and replacements	£89,142
SCIL02 – SBC – 10 park playground resurfacing	£400,000
Decision 1.b. Referred Local CIL applications, combined value £60,192.31	
LCIL04 – Manor Mead School – creation of SEN play areas	£42,897.68
LCIL07 – Surrey County Council (SCC) – Footpath 7a resurfacing and improvements	£17,294.63
Total CIL applications	**£549,334.31**
Remaining Strategic CIL funds after approval of above funding (will be carried forward to 2026/27 subject to ongoing reconciliation)	**£1,707,513.49**

5.3 The Council's Finance Team record CIL receipts, which have been paid to the Council by developers or landowners. They also record accrued 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. Commissioners' comments

7.1 No comments have been received from the Commissioners to date.

8. S151 Officer comments

8.1 The S151 Officer confirms that relevant financial considerations have been identified in the report.

9. Monitoring Officer comments

The Committee must be satisfied that CIL funding is allocated to support development by funding the "provision, improvement, replacement, operation or maintenance of infrastructure", and that the projects fall within (or are properly treated as falling within) the statutory concept of "infrastructure" to ensure compliance with the applicable legislative framework.

10. Procurement comments

10.1 The report covers details about applications for improvements to playground surfacing, digital information infrastructure, SEN play facilities and public rights of way. Where projects are delivered by the Council, the proposals will be subject to the Council's procurement processes. Officers will follow the Contract Standing Orders and involve Procurement accordingly.

10.2 For projects delivered by external organisations, Officers will liaise with Legal Services and the successful applicants regarding the preparation of any required Strategic CIL funding agreements. Legal Services will lead engagement with applicants on the drafting and agreement of terms, consulting officers as necessary on project-specific matters and the conditions attached to the funding award.

11. Equality and Diversity

11.1 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:

- **Visit Staines BID, kiosk replacement** of the town centre's digital information kiosks will improve access to information, services and wayfinding for residents and visitors. Enhanced digital functionality, including interactive touchscreen facilities, will support engagement with the town centre and improve access to information for a broad range of users.

- **Play area resurfacing works** across ten locations in the Borough will help ensure these facilities remain safe, accessible and fit for purpose. Outdoor play supports children's physical activity, development and wellbeing, and the proposed improvements will help maintain access to these important community facilities for current and future users.

- **Manor Mead School** – **the creation of new Special Educational Needs (SEN) play areas** will provide inclusive outdoor play opportunities for children with additional needs. Expanded and improved play provision will enhance accessibility and participation, supporting physical activity, social interaction and wellbeing within an inclusive environment.

- **Surrey County Council** – **i**mprovements **to Footpath 7a**, Stanwell will enhance accessibility and pedestrian connectivity between residential areas and local services. Reinstating the route will improve year-round usability, support active travel and provide a safer and more accessible route for residents and visitors.

12. Sustainability/Climate Change Implications

12.1 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.

13. Other considerations

13.1 There are no further considerations.

14. Local Government Reorganisation Implications

14.1 Officers do not consider Local Government Reorganisation (LGR) to present a barrier to the projects recommended in this report. The Council already has a number of existing funding commitments which will continue to be honoured, and any new Strategic CIL funding agreements approved by the Committee would be managed in accordance with the terms of those agreements.

14.2 The longer-term implications of LGR for the governance, administration and allocation of CIL funding remain unclear. No formal guidance has yet been issued on future arrangements and, as such, there remains uncertainty regarding how CIL receipts and future funding decisions will be managed under the new authority.

15. Timetable for implementation

15.1 As set out in the Council's Strategic CIL Funding Guidance (background paper), 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.

16. Contact

16.1 Rupinder Gill r.gill@spelthorne.gov.uk;

16.2 Jane Robinson J.Robinson@spelthorne.gov.uk or;

16.3 CIL@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.

- **Infrastructure Delivery Plan (2024).** Published in January 2025.
- **Strategic CIL Funding Guidance Notes.**

Appendices:

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

- **Appendix B: Table of Strategic CIL applications and referred Local CIL.** Applications recommended for Environment & Sustainability Committee Approval.

- **Appendix C: Questions raised by the Strategic CIL Task Group and responses.** At the Strategic CIL Task Group on 7 October members raised a few questions about the applications presented, and this document records those questions and the responses received from applicants.

- **Appendix D: LCIL06 Referred – SCC Footpath 7a maps.** Site location and route of improvement for project Footpath 7a submitted by Surrey County Council.

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Appendix A: CIL Applications – Assessment Criteria and Scoring

Criteria and considerations	Weighting	
	Strategic CIL	**Local CIL**
Supporting growth Consideration of the extent to which the project supports development in the borough, including: - How the project helps mitigate the impact of additional development - The fit with policies or objectives in the Local Plan - The fit with known infrastructure needs identified in existing plans and strategies	**30%**	**20%**
Benefits to residents/community support - Scale of benefit - Clear evidence of local support - Evidence that the project corresponds with known priorities for the local community	**20%**	**40%**
Match funding 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	**20%**	**10%**
Value for money Consideration of: - CIL sought in relation to benefits to the local area - Suitability to be considered for CIL funding - Alternative funding sources available and considered	**20%**	**20%**
Deliverability Assessment of feasibility of scheme: - Stage of project development - Status of funding - Long term sustainability of project	**10%**	**10%**

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 B: Table of Strategic CIL applications and referred Local CIL applications recommended for Environment & Sustainability Committee Approval (for 19 November 2026)

The Strategic CIL Task Group has considered four Strategic CIL applications, with a combined funding request of £549,334.31, and recommends that all four applications be approved. Details are set out in the tables below. Approval is sought from the Environment and Sustainability Committee to allocate Strategic CIL funding totalling £549,334.31.

Strategic CIL Applications 2026 agreed by Strategic CIL Task Group (7 October 2026)					
CIL application	**Application summary**	**Applicant Organisation**	**Ward where project is located**	**Strategic CIL funds agreed**	**Match / alternative funding**
SCIL01 – Staines Digital Information Infrastructure Upgrade	Replacement of the existing town centre digital information screens with modern digital kiosks incorporating public information displays, interactive wayfinding and a digital business directory to support residents, visitors and local businesses.	Visit Staines BID	Staines	£89,142	Visit Staines BID will provide a contribution of £8,000 towards the ongoing operational costs of the digital infrastructure, including annual insurance, broadband connectivity, and software and licensing requirements. The BID will meet these costs from its existing operational budgets, whilst Strategic CIL funding is sought for the purchase and installation of the new digital kiosks. Total cost of project: £97,142
SCIL02 – 10 Play Area Improvement Programme: Resurfacing	Approximately 3,090m^2 of safety surfacing will be resurfaced across ten play areas within the borough. The works involve the replacement of ageing and	Spelthorne Borough Council - Neighbourhood Services	All except Shepperton, Laleham & Charlton Village	£400,000	The application states that the Council's dedicated playground refurbishment budget was removed in 2023/24 and there is no alternative funding source

	deteriorated safety surfacing with new wetpour surfacing to improve safety, accessibility and the longevity of these community facilities.				available. The project is therefore seeking full Strategic CIL funding.
Total				**£489,142**	

Local CIL Applications referred from Local CIL Groups and agreed by Strategic CIL Task Group (7 October 2026)					
CIL application	**Application summary**	**Applicant Organisation**	**Local Spending Board Area**	**Strategic CIL funds agreed**	**Match / alternative funding**
LCIL04 SEN play areas	Creation of new accessible play and recreation facilities for children with disabilities, providing inclusive outdoor space that supports health, wellbeing, social interaction and learning through play. The project will benefit both site users and the wider community, including local organisations and holiday clubs, with access available outside school hours. Local CIL funding of £751.32 agreed, of a total £43,649 requested. The remaining amount (£42,897.68) referred to the Strategic CIL Spending Board for consideration to enable full project delivery.	Manor Mead School - Shepperton	Shepperton, Laleham & Charlton (SHET)	£42,897.68	**£45,000 of secured external match funding from a range of charitable grant providers as follows:** Baily Thomas Fund: £12,000 Garfield Weston Foundation: £10,000 Children with Special Needs Foundation: £10,000 Bernard Sunley Foundation: £5,000 Sobell Foundation: £5,000 Woodroffe Benton Foundation: £1,500

					Barnabas Trust: £1,500
LCIL07 Stanwell - Footpath improvements	Footpath 7a, Stanwell – reinstatement of a deteriorated and overgrown public footpath between Vibia Close and St Anne's Road through clearance and resurfacing works. The scheme will improve accessibility and connectivity, support safer pedestrian movement, and enhance the local environment for residents. Local CIL funding of £27,705.37 agreed, of a total £45,000 requested. The Local CIL Board has referred remaining amount of £17,294.63. Surrey County Council has advised that delivery of the project is dependent upon the	Surrey County Council	Stanwell & Stanwell Moor (STWN)	£17,294.63	SCC contribution of £21,200 towards project delivery, with any additional costs to be funded by SCC.

	allocation of the remaining funding.				
Total				**£60,192.31**	

Appendix C: Questions raised by Strategic CIL Group on 7 October 2026 and Responses

Questions/Comments from Board	Officer follow up and response
Whether the £400k playground resurfacing scheme uses Colourflex or non-Colourflex surfacing.	1. **Whether the proposed resurfacing works will use Colourflex surfacing, non-Colourflex surfacing, or a mixture of both across the various sites.** ○ The colour will be a mixture across the sites. For example, if we are only doing some of the surfacing in a park, it will be best to match the existing. If all new, colour fleck would be preferable. ○ As above, it would depend on what is already there. Black is a cheaper option. 2. **If a mixture is proposed, which sites are intended to receive each surfacing type.** ○ As above, it would depend on what is already there. Black is a cheaper option.
Why was Red Lynch Leisure selected over Online Playgrounds when it appeared more expensive?	3. **Whether there is any further information that can be provided on the rationale for selecting the preferred contractor, particularly the differences between the preferred quotation and the alternative options.** ○ Some play areas need new base works done and some do not. Some have artificial grass surface which needs to be removed and disposed of by licensed waste carriers. Some have plastic matting which will also need to be uplifted and disposed of in the correct manner. ○ **Contractor Selection:** Quotations were obtained from experienced contractors. Redlynch have previously delivered works for the Council to a good standard and undertake installation and surfacing through in-house teams, whereas other contractors subcontract these elements of the works.

What is the expected lifespan of the resurfacing?	**4. Lifespan.** ○ Neighbourhood Services have confirmed it will be at least ten years minimum.
What will actually change in Staines as a result of the Visit Staines digital kiosk project? Will there be new screens, etc.?	**5. Improvements to functionality and usability.** ○ Increasing the number of functioning screens from three to four. ○ Upgrading the 2 existing 49-inch screens to 55-inch screens (one is already a 55-inch screen). ○ Introducing ultra-high-brightness displays with anti-glare glass, improving readability in daylight and visibility from a distance. **6. Any new features being introduced? (see image 1)** ○ Interactive touchscreen access to a business directory. ○ Wireless fast charging for compatible mobile phones. ○ IK10-rated protective glass, providing increased resistance to vandalism and accidental impact. ○ Whether any additional kiosks are proposed or whether the project relates solely to replacement and upgrade of the existing infrastructure. ○ No additional kiosks are proposed. The project involves replacing and upgrading the existing infrastructure at its current locations. **7. Any benefits to residents, visitors and businesses that would not be available through the current system?**

	○ Businesses: The current kiosks promote BID members, reflecting their funding through the BID levy. The proposed CIL-funded upgrade would extend directory coverage to all businesses within the BID area, increasing their visibility to residents and visitors. ○ Residents and visitors: Interactive touchscreens would allow users to browse the business directory and find local shops, services and places to visit. Larger, brighter screens with anti-glare glass would make information easier to read outdoors. Wireless charging would also provide a convenient facility for users with compatible mobile phones. **8. How many kiosks will be installed in total?** ○ The scheme involves the replacement of the existing two kiosks. No additional kiosks are proposed. ○ Each kiosk will include two display screens and one touchscreen. ○ They will be installed in the same locations as the current kiosks.
What happened to the previously discussed Ashford Town Centre redevelopment bid?	**9. Most recent correspondence from Officer Gillian Bernadt 17/09/2026** ○ SCC have confirmed that the project is moving forward following consultation and engagement in September and October last year (2025). Over 450 responses were received and there was overall support for investment in the town centre, but a desire for regeneration that balances improvements with accessibility, traffic impacts and parking provision. There was also support for creation of flexible community spaces for markets and events, and for the introduction of a 20mph speed limit to improve safety. ○ Feasibility work has been undertaken, money secured for detailed design, and funding opportunities are being explored for further public engagement and construction.

	○ There is a currently a review taking place in relation to Local Cycling and Walking Improvement Plan routes, and LGR regarding confirmation about funds and timing for implementation of the project. ○ Further information and engagement is expected in the coming months.

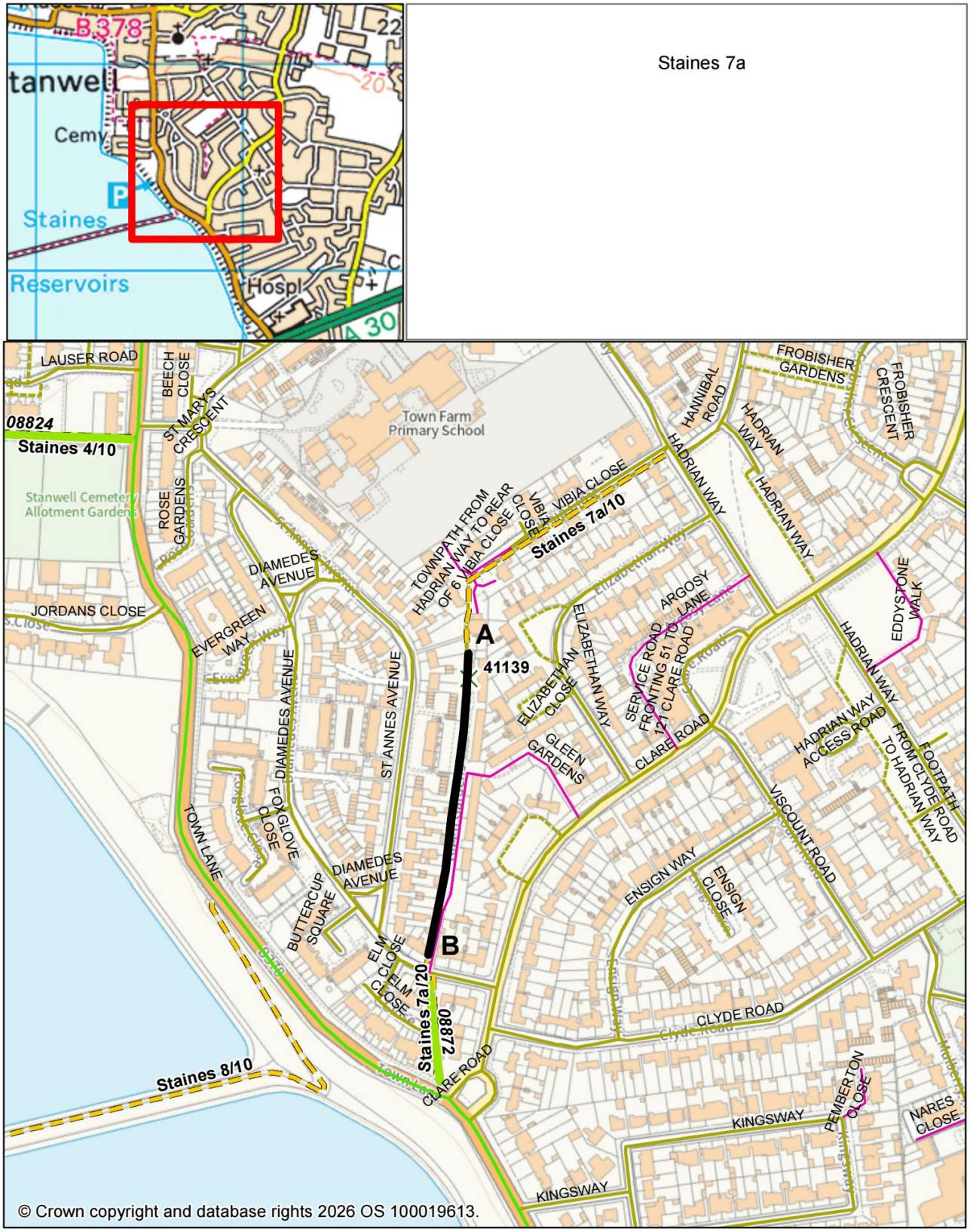
Image 1: Example image for proposed kiosks



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Appendix D

Site location for Footpath 7a improvements and route




JS Window
cleaning services
Vibia Cl
Vibia Cl
Dreams Unlimited
Serviced Accommodati
Pizza Go Go Stanwe
St Anne's Ave
St Anne's Ave
Glean Gdns
Elizabethan Way
Argosy Ln
Clare Rd
Clare Rd
H STUDIO

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**	**30/04/2026 10/09/2026**
Relevant Group Head review	**Yes**	**27/07/2026**
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)	**Yes**	**11/08/2026**
This item is on the Forward Plan for the relevant committee	**Yes**	**22/05/2026**
	Reviewed by	
Finance comments (circulate to Finance)	**AS**	**05/08/2026**
Risk comments (circulate to Lee O'Neil)	**LO**	**09/10/26**
Legal comments (circulate to Legal team)	**AB**	**14/08/26**
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 rec'd
Monitoring Officer commentary – at least **5 working days before MAT**	**L Heron**	**15/10/26**
S151 Officer commentary – at least **5 working days before MAT**	**T.Collier**	**09/10/26**
Commissioner engagement	**J. Kingston**	**12/10/26**
	Delete as applicable:	No issues
Relevant MAT member sign-off	**L. O'Neil**	**16/10/26**
Report reviewed by Management Team		

Environment & Sustainability Committee

19th November 2026

Title	Green Initiative Fund application - Colne Valley Regional Park Trust - Recommendation from Climate and Nature Working Group
Purpose of the report	To make a decision
Report Author	Sandy Muirhead Group Head Commissioning and Transformation
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Environment
Recommendations	**Committee is asked to:** • To approve Colne Valley Regional Park Trust (CVRPT) application for Green Initiatives Fund (GIF) funding for the sum of £20,000; and • Delegate authority to the Deputy Chief Executive to finalise and enter into the Grant Funding Agreement with CVRPT.
Reason for Recommendation	Due to national policy pressures and funding issues the Colne Valley Regional Park is at a crucial time in its role developing accessible and high-quality green space. This includes Staines Moor which requires enhancement/maintenance. The backdrop of Local Government Reorganisation (LGR) makes it important for SBC to exemplify its historic commitment to the CVRPT amidst this challenging landscape, especially with the potential for Heathrow expansion and its impact on the River Colne.

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

What is the situation	Why we want to do something
• The Colne Valley Regional Park Trust (CVRPT) covers a significant proportion of Spelthorne (21%) and is a key strategic environmental asset. • It is facing increased pressure from development and wider national policy changes.	• To secure support for the CVRPT at a time of increasing financial and policy pressures. • To strengthen partnership working and support coordinated delivery of nature recovery. • To demonstrate the Council's continued strategic commitment, particularly in the context of local government change.

• The Council is seeking to award grant funding to CVRPT to support continued environmental outcomes.	
This is what we want to do about it	**These are the next steps**
• To agree the allocation of a £20,000 grant from the Green Initiatives Fund. • To strengthen joint working on biodiversity and green infrastructure.	• If approved, the £20,000 grant will be allocated to the Colne Valley Park Trust and secured by a grant funding agreement. • Outcomes will be monitored through key reporting metrics set out by the principles of the grant agreement

2. Key issues

2.1 The Colne Valley Regional Park (CVRPT) is a large, cross-boundary area of countryside to the west of London, covering approximately 110 km² across multiple local authority areas from Staines to Watford.

2.2 It comprises a network of farmland, woodland, rivers, canals, and lakes, forming a significant strategic landscape and ecological corridors on the west of London.

2.3 The CVRPT covers approximately 21% of northwest Spelthorne (including Staines Moor and Shortwood Common) and constitutes a key component of the Borough's green and blue infrastructure.

2.4 The Park includes significant biodiversity, landscape, and recreational assets, contributing to nature recovery, climate resilience, and public health outcomes.

2.5 Its cross-boundary nature requires coordinated working between local authorities to ensure effective landscape-scale management and policy alignment. This was recognised in a ministerial statement (Minister for Housing & Planning, 11/07/25):

2.6 *"The Government recognise the vital role that the Colne Valley regional park plays in providing access to countryside and green space for the millions of people who live in close proximity to it. We appreciate fully that it is highly valued by local communities. We also recognise its importance for biodiversity; as the hon. Lady knows, the park contains part of one special protection area, part of one national nature reserve, 13 sites of special scientific interest and seven local nature reserves. I assure the hon. Lady that I share her desire to ensure that the Colne Valley regional park is protected for current and future generations to enjoy, and I hope that I can reassure her today that the Government's commitment to delivering the housing and infrastructure growth that our country so desperately needs is not at odds with safeguarding the park for future generations."*

2.7 The Park is subject to increasing pressure from national and regional policy drivers, including:

(a) Revisions to the National Planning Policy Framework (NPPF), strengthening requirements for housing delivery and economic growth.

(b) Increased housing targets and land supply requirements, placing additional pressure on greenfield and semi-natural land.

(c) Heathrow Airport expansion proposals and associated infrastructure impacts, with potential implications for environmental assets and recreational pressure.

2.8 These pressures increase the need for strong strategic partnerships to support environmental protection and mitigation.

2.9 Spelthorne Borough Council has a long-standing relationship with CVRPT and has historically provided annual financial contributions.

2.10 The Council has benefited from:

(a) Specialist technical advice on planning, landscape, and biodiversity matters.

(b) Support in delivering nature recovery and habitat enhancement projects (including river restoration work).

(c) Access to external funding and wider regional initiatives, historically the CVRPT has been able to pull in up to £10 of philanthropic or private investment for every £1 of Council funding to improve quality and access to Spelthorne's natural spaces.

2.11 This partnership has enhanced the Council's ability to deliver environmental outcomes beyond its internal capacity.

2.12 The proposed transition to a West Surrey unitary authority presents potential risks to the continuation of the partnership, including:

(a) Reduced visibility of local priorities and partnerships within a larger unitary authority structure.

(b) Uncertainty over future funding commitments to regional partnerships.

2.13 There are recognised concerns from Members, officers, and CVRPT regarding the potential loss of this longstanding partnership.

2.14 The proposed grant will be administered through a formal application process. CVRPT has submitted a GIF grant application (**Appendix A**) setting out the funding requirements across engagement and project workstreams as well as alignment with Council priorities.

2.15 On 30th April the Climate Change and Nature Working Group (CNWG) approved the approach to enter into a partnership agreement with CVRPT with attached grant funding of up to £20,000. The principles of the partnership agreement were centred around collaboration, value for money and engagement.

2.16 After the Partnership Agreement was deemed inappropriate the CVRPT submitted a GIF grant application aligned with the original partnership agreement principles. The GIF grant application was approved CNWG, confirming the application shared the values and principles agreed by CNWG for this workstream.

2.17 CVRPT will be required to report works across two key streams. The first is engagement which will include requirements to:

(a) Attendance and participation in Staines Commons Working Group meetings.

(b) Submission of formal responses to planning consultations.

(c) Submission of comments on relevant planning applications affecting the Colne Valley Regional Park.

(d) Engagement with Local Plan implementation and evidence gathering.

2.18 The second stream will require the CVRPT to report on the key projects being delivered across Spelthorne:

(a) Number of projects delivered in Spelthorne.

(b) Capital investment secured into the borough, delivering a minimum of £4 of investment into Spelthorne for every £1 granted.

(c) Evidence of alignment with Local Plan policies and CVRPT objectives.

2.19 All activities funded through the grant funding agreement will be required to demonstrate alignment with the adopted Spelthorne Local Plan, particularly:

(a) SP5: Colne Valley Regional Park, supporting the protection, enhancement and promotion of the park as a strategic environmental asset.

(b) PS1: Responding to the Climate Emergency, through habitat restoration, climate resilience, natural flood management and carbon sequestration projects.

2.20 The proposed grant funding of £20,000 is to be funded through the Green Initiatives Fund. Environment & Sustainability Committee allotted £150,000 in capital expenditure for Financial Year 26/27. Due to ongoing internal financial pressures, it is unlikely further capital spend will be deployed. The finance team has factored in all funding demands from the GIF through to FY 2027/2028. Workstreams supported by the proposed grant are listed in 2.17 to 2.19 above.

2.21 The grant funding agreement will also include an assurance that CVRPT

2.22 It will secure a minimum of £4 external funding for every £1 invested by the Council.

2.23 This approach provides:

(a) Resource funding for local environmental projects

(b) Increased delivery capacity for landscape-scale initiatives

(c) Strong value for money for the Council

3. Options appraisal and proposal

3.1 Option 1: Approve the grant funding of £20,000 from the Green Initiatives Fund (Recommended)

3.2 Pros:

3.3 Strengthens the Council’s long-standing relationship with the Colne Valley Regional Park.

(a) Supports delivery of biodiversity, nature recovery, and green infrastructure objectives.

(b) Enables leverage of external funding (minimum 4:1), increasing overall investment in the Borough.

3.4 Cons:

3.5 Requires allocation of £20,000 from the Green Initiatives Fund reducing the level of reserves

(a) Commits the Council to continued partnership working, with associated officer time.

3.6 Justification: Provides the strongest strategic, environmental, and financial outcome. Ensures continuity of an established and effective partnership in relation to wider Local Plan objectives and restoration and maintenance of Staines Moor. Represents good value for money and supports delivery against corporate priorities.

3.7 **Option 2: Do not approve the funding**

3.8 Pros:

(a) No financial cost to the Council.

(b) No formal commitments or governance requirements.

3.9 Cons:

(a) Removes the formal partnership framework with the Colne Valley Regional Park.

(b) Loss of access to specialist expertise, coordination, and delivery support.

(c) Reduces the Council's ability to respond to cross-boundary environmental and development pressures.

(d) Risks loss of influence within the Park and reduced environmental outcomes locally.

(e) May be perceived as a reduction in commitment to biodiversity and green infrastructure.

3.10 Justification: This option provides no strategic or environmental benefit and introduces significant risks. Not aligned with corporate priorities or the Council's historic role within CVRPT.

4. Risk implications

4.1 Loss of strategic partnership: Without approval of the grant funding, there is a risk of losing a long-standing and effective relationship with the CVRPT. Mitigation: approving the agreement to secure continued collaboration and influence over cross-boundary environmental initiatives

4.2 Reduced capacity to respond to external pressures: Failure to maintain the partnership may limit the Council's ability to respond effectively to increasing development and policy pressures (including NPPF changes, housing targets, and Heathrow-related impacts) whilst ensuring and developing high-quality natural space. Mitigation: continued partnership working, enabling coordinated responses and mitigation of environmental impacts

4.3 Loss of external funding opportunities: Not providing financial support may reduce CVRPT's ability to prioritise Spelthorne and secure match funding for local projects. Mitigation: approving the proposed £20,000 contribution, which is expected to leverage external funding at a minimum ratio of 4:1.

4.4 Reputational risk: Withdrawal from or weakening of the partnership may be perceived as a reduction in the Council's commitment to environmental protection and biodiversity. Mitigation: formalising the partnership and maintaining visible support for the CVRPT.

4.5 Local government reorganisation (LGR) uncertainty: There is a risk that Spelthorne's role and influence within the CVRPT could be diminished during transition to a new unitary authority. Mitigation: establishing a formal agreement that provides continuity and a clear statement of intent.

4.6 Financial risk: The £20,000 contribution represents a financial draw down from the Green Initiatives Fund. Mitigation: relatively low value of the contribution and the expectation of securing additional external funding and measurable environmental benefits.

4.7 Delivery and governance risk: There is a risk that partnership outcomes may not be effectively delivered or monitored. Mitigation: governance arrangements set out in the grant funding agreement, including defined roles, regular meetings, and reporting mechanisms aligned with DEFRA and Natural England requirements

5. Financial implications

5.1 The proposed £20,000 contribution will be funded from the Council's Green Initiatives Fund (GIF), a revenue reserve which has been set aside, to fund, as its name implies green initiatives, and will be allocated to the Colne Valley Park Trust to support delivery of its core activities within Spelthorne.

5.2 This funding is expected to be matched at a minimum ratio of 4:1 through external funding secured by CVRPT, resulting in increased overall investment in environmental projects within the Borough.

5.3 The funding will support the delivery of projects that enhance the quality of green and blue spaces within the Colne Valley Regional Park and improve public access to these areas. This will support the work of strategic planning.

5.4 The contribution represents a modest investment relative to the scale of environmental, social, and economic benefits delivered, and supports value for money through leveraged funding and partnership delivery. To date the Council have paid a membership fee of £5k per year but this will cease with the grant.

5.5 The finance team has factored in all funding demands from the GIF through to FY 2027/2028. The GIF budget has sufficient funds to cover the grant and a request for funding at Ashford Cemetery Lodge for an Air Source Heat Pump (ASHP).

6. Legal comments

6.1 The Council has appropriate statutory powers to award grants and enter into the relevant contractual documentation pursuant to the general power of competence under section 1 of the Localism Act 2011.

6.2 When determining grant allocations, the Council must comply with the Public Sector Equality Duty, and in particular give due regard to the requirements in section 149(1) of the Equality Act 2010. The Council must consider the potential equality impacts of the proposals under discussion and ensure that all relevant equality considerations have been taken into account.

6.3 The contractual documentation must comply with all applicable rules and regulations and should not unduly incumber the new West Surrey Council.

6.4 The proposed grant does not amount to an unlawful subsidy under the Subsidy Control Act 2022.

6.5 Legal Services will assist in the preparation, negotiation, and the formal completion of the necessary documentation.

Corporate implications

7. Commissioners' comments

7.1 No comments from Commissioners.

8. S151 Officer comments

8.1 The S151 Officer confirms that all financial implications have been taken into account and that the recommendations can be funded from the available balance in the Green Initiatives Fund in line with the Reserves Strategy. Whilst this represents a depletion of reserves being passed across to West Surrey, the figure is not material, particularly compared to impact on potential outturn variance against asset rationalisation targets.

9. Monitoring Officer comments

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

10. Procurement comments

10.1 There are no procurement implications arising directly from the recommendation in this report.

11. Equality and Diversity

11.1 Positive impact through improved access to green space and associated health and wellbeing benefits

11.2 No adverse impacts on protected characteristics identified

12. Sustainability/Climate Change Implications

12.1 Supports biodiversity, habitat restoration, and nature recovery

12.2 Enhances climate resilience (e.g. flood management, cooling, carbon sequestration)

12.3 Overall positive contribution to the Council's sustainability and climate objectives

13. Other considerations

13.1 Strategic Planning Comments: Strategic planning was consulted on the Grant Agreement principles and were satisfied with the approach.

14. Local Government Reorganisation (LGR) Implications

14.1 Formalising the partnership helps maintain Spelthorne's strategic influence and ensures alignment with emerging unitary arrangements. See also paragraph 4.5 above.

15. Timetable for implementation

15.1 November 2026: Approval by Committee

15.2 December 2026: Grant Agreement signed:

15.3 December 2026: Grant funding issued

15.4 Ongoing: Reporting meetings and CVRPT delivery, with biannual review meetings

15.5 March 2028: Grant Period Ends

16. Contact

16.1 Sandy Muirhead Group Head Commissioning and Transformation

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 Grant Application Colne Valley Regional Park Trust

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Appendix 1

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	Stewart Pomeroy, Managing Agent
Organisation	Colne Valley Regional Park Trust
Charity CIO number (if applicable)	1181303
Address of organisation	Colne Valley Visitor Centre, Denham Court Drive, Denham, Bucks, UB9 5PG
Location services will be provided or project will take place	North and West Spelthorne inc: Staines Moor, Stanwell Moor, paths, rivers and landscape around Staines town ctr, Reservoirs etc
Contact phone	
Contact email	

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.

Considerations	**Response**
Aims and Project Objectives Corporate Priority Alignment	Overall aim is for Protection and Enhancement of Natural Assets: Safeguarding the environmental quality, biodiversity, and landscape character of the Colne Valley, including key Spelthorne sites such as Staines Moor and the Colne, Wraysbury, Ash river corridors. This will be delivered by: A) Strengthen joint working on land-use planning, nature recovery, and biodiversity enhancement across Spelthorne/CVRP geographical crossover. B) Support a coordinated approach to regional landscape management that reflects both local and cross-boundary priorities. C) Ensure consistent and aligned communications when engaging with political stakeholders and during lobbying activity.

	D) Develop environmental projects and fundraise to bring in external funding to, at least, quadruple the investment from SBC. **This will help the Council deliver the following aims from the corporate plan:** **Community** Theme 2 Healthier Communities. **Resilience** Theme 3 Preparing for the effects of climate change. **Environment** Theme 2 - Protecting and enhancing our environment. Theme 3- championing local action.
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	This will enhance the environment for the benefit of Spelthorne residents, improve walking & cycling and access to nature. The project will help deliver the Colne & Crane valley's Green Infrastructure Strategy – which is referred to in Policy SP5 of the Spelthorne local plan. It will benefit the council and residents in terms of improved and better-connected green spaces – with the proven health and wellbeing benefits that access to nature brings. The seed corn funding of this grant will enable us to work in partnership with the Council and community groups to develop and fundraise to secure external funding to deliver large projects to address green priorities of the Corporate Plan – as explained in the question below we will multiply the benefits of the grant **at least** four-fold pound for pound in real cash terms.
How will you measure success?	**Workstream 1, Engagement:** involving required engagement with Staines Moor Steering Group, Engaging with strategic planning consultations and responding to relevant planning applications. **Workstream 2, Projects:** No. of projects delivered that align with Spelthorne Local Plan policies, Corporate Plan and CVRPT objectives. Amount of external funding secured: over the course of the 2-year project we will deliver £4 of environmental projects for every £1 invested by Spelthorne Borough Council (We have a track record across the wider CVRP that demonstrates we can achieve this as a minimum – in some years we have brought in over £10 for every £1 invested by local authorities – this is our aspirational aim, but we cannot guarantee that year after year)
Indicative Timeframes	• **start Nov 2026.** Project development and planning inc. liaison with stakeholders inc via Staines Commons group. Make case for funding for environmental enhancement

	within SBC/CVRP crossover to Thames Water and Bupa. Lottery project development forum. • **First bi-annual review with SBC: Feb '26.** Project delivery plan in place. First tranche of external funding secured. Update on making the case to Natural England for them to invest in producing a 'Protected Sites Strategy' for the CVRP. • **2nd review: Apr '27.** ½ way point checking on track with at least ½ the funding raised and a clear plan in place for remaining funds. • **May/June '27:** Submission of large funding application to the Lottery (£multi-million, 5 year project) • **3rd review: Oct '27:** Update on Protected Sites Strategy (or equivalent) • **Autumn '27:** result of Lottery Application. • **Completion & 4th review:** March 2028
Risks	**1)** Any speculative developments and planning appeals that are approved harm the Colne Valley faster than we can restore it! But, this is less likely in Spelthorne than in other boroughs as a) large areas are protected as SSSI b)the council has an up to date local plan that includes a CVRP policy – therefore they are not as vulnerable to speculative applications and appeals as other Councils are. **2)** Further changes to government policy and NPPF weaken Green Belt and SSSI protection. Mitigation = our advocacy for CVRP with Minister for Housing & Planning and the Minister for Nature. **3)**Unable to secure external funding: Mitigation = we are in discussions with Thames Water and BUPA about funding for Staines Moor. We are 1/3rd way through the development phase for an application to the Lottery: 'Colne Connections'
Stakeholder Identification	Nearly 100 organisations have joined as members of the CVRP. In Spelthorne this includes Staines Town Society, Spelthorne Natural History Society, Colne Valley Fisheries & Conservation, Spelthorne Borough Council, Surrey County Council and landowners within the borough such as Thames Water and Affinity Water.
Roles & Responsibilities	CVRP will work with stakeholders on project identification, development and will then fundraise to secure external funding to implement projects.

	A biannual partnership meeting with SBC will review progress, coordinate delivery, and identify future priorities.
Communication Plan	We will use social media channels to reach the general public. We will engage with specialist audiences through Staines Commons Steering Group, Colne Catchment Action Network and liaise as appropriate with community groups eg Spelthorne Natural History Society, Staines Town Society and Residents Associations. To ensure consistent messaging: • We will work collaboratively with Spelthorne Borough Council (and other local stakeholders) on political engagement with government (to advocate for Protection and Restoration of the CVRP) and public facing communications. • Where appropriate, CVRP may support SBC led engagement, particularly on cross boundary, strategic landscape, or regional policy matters. • Both parties will endeavour to coordinate approaches when engaging regional or national stakeholders, while recognising that complete alignment may not always be possible due to differing roles, responsibilities, or operational constraints.
Amount of funding applied for from Spelthorne	£20,000
Funding agreed from elsewhere	Other local authorities and parish councils are providing funding for other parts of the CVRP outside of Spelthorne. For example: Hillingdon have agreed to provide £27,500/year + RPI-linked increases till 2033.
Please identify where services will be delivered	In the Spelthorne/Colne Valley Regional Park geographical crossover
How have you identified the need for carbon reduction or environmental improvements?	The need for environmental improvement is identified in the 2018 Colne Valley Landscape Character Assessment, 2019 Colne & Crane Valley's Green Infrastructure Strategy, 2026 Surrey Local Nature Recovery Strategy and the 2026 Colne Valley Vision.

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

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. 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 and 2025

Organisation applied for, for funding	Reason for application to Green Initiatives Fund	Application amount	Current status of application
London Borough of Hillingdon (outside Spelthorne)		£24,500	Approved.
Buckinghamshire Council (outside Spelthorne)		£12,413	Approved
Parish Councils X 6 (outside Spelthorne)		£13,879	Approved
Corporate Supporters X 10 (inc. Thames Water, SEGRO, Grundon….)		£21,250	Approved
Grants for projects		£9,207	Approved
National Lottery	Colne Connections Development Grant (2025)	£198,158	Granted
Currently developing Colne Connections, a proposed £5.1 million National Lottery			November 2026

Heritage Fund project to restore, enhance and celebrate the natural and cultural heritage of the Colne Valley Regional Park.			

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?	The Colne Valley Regional Park was established in the mid 1960's (Spelthorne's predecessor organisation 'Staines Urban District Council' were one of the founders). The Colne Valley Regional Park Trust was established in 2018.
If you have charity status when was it awarded?	2018
Why was your organisation created?	To act as lead organisation for the Colne Valley Regional Park.
What are you aiming to achieve?	To restore, enhance and promote the Colne Valley Regional Park
How do you measure success generally?	External funding secured for project delivery, length of path improved, length of river improved, No. of environmental enhancement projects delivered, No. of people engaged with volunteering, No. of MPs/Ministers engaged with the Park.

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		
Relevant Group Head review	**JT**	**11/10**
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)		
This item is on the Forward Plan for the relevant committee		
	Reviewed by	
Finance comments (circulate to Finance)	**AB**	**11/10**
Risk comments (circulate to Lee O'Neil)	**LO**	**09/10**
Legal comments (circulate to Legal team)	**JC**	**15/10**
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 rec'd
Monitoring Officer commentary – at least **5 working days before MAT**	**L Heron**	**15/10/26**
S151 Officer commentary – at least **5 working days before MAT**	**T. Collier**	**11/10/26**
Commissioner engagement	**J. Kingston**	**12/10/26**
	Delete as applicable:	No issues
Relevant MAT member sign-off	**LO for PM**	**16/10/26**
Report reviewed by Management Team		

Environmental and Sustainability Committee

Date of Meeting: 19 November 2026

Title	Green Initiative Funding Application
Purpose of the report	To make a decision
Report Author	Alfred Osawe; Building Services and FM Manager
Ward(s) Affected	Ashford North and Stanwell South
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community Addressing Housing Need Environment Services
Recommendations	Committee is asked to: Approve Green Initiative Fund (GIF) funding of £16,000 towards the replacement of the existing all-electric heating system at Ashford Cemetery Lodge, Ashford TW19 7AD with an appropriately designed low carbon heating system - air source heat pump (ASHP).
Reason for Recommendation	Committee is being asked to take this decision based on the following potential advantages • Reduced carbon emission by 2.20 tonnes CO_2. • Achieve net-zero carbon emissions for its own operations and estate (Scope 1 and 2 emissions) by **2030.** • Reduced annual heating costs by of £4,163 (annual average) for the Temporary Accommodation resident. • Increased property value and futureproofing against changing energy regulations.

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

What is the situation	Why we want to do something
• Ashford Cemetery Lodge is a recently refurbished Council owned 4-bedroom property used as temporary accommodation. • There is no gas supply to the property and it currently relies entirely on electricity for space heating and domestic hot water. • The existing electrical heating system results in significant electricity consumption and high running costs of c.£5,460 per annum, which for a TA resident is not considered sustainable.	• There is need to reduce carbon emission while also reducing high energy bill resulting from an all-electric powered heating and hot water system.
This is what we want to do about it	**These are the next steps**
• Replace existing all- electric heating system with appropriately designed low carbon heating system – ASHP which offers environmental and energy efficiency benefits while supporting long-term sustainability objectives.	Subject to GIF funding, the project is to install an appropriately sized ASHP system capable of providing the required space heating and domestic hot water.

2. Key issues

2.1 Spelthorne Borough Council (SBC) owns Ashford Cemetery Lodge (ACL), located within Ashford Cemetery. Originally a three-bedroom dwelling for the cemetery manager, the property remained vacant and unused for several years before undergoing a major refurbishment in 2024, which transformed it into a high-standard four-bedroom residential home. The property is not connected to gas supply network and relies entirely on electricity for space heating and hot water. The property is now used as temporary accommodation for a low-income family who are struggling with the high cost of electricity, making the home's energy expenses financially unsustainable for the household.

2.2 The refurbishment of ACL was originally scheduled for 2021, and an electric boiler had been purchased for use as part of the project. During the early stages, the Asset Management team considered whether the property could be connected to the gas network. This option was not progressed because of the significant cost and timescales associated with establishing a gas supply to the property. Given the urgency of bringing the property up to a lettable standard as quickly as possible, and in line with the requirements of the Homes (Fitness for Human Habitation) Act 2018, Asset Management determined that an all-electric heating solution would provide a more practical and timelier approach.

However, the refurbishment works could not proceed in 2021 because the resident at the time refused access to the property.

2.3 When the ACL refurbishment project was revisited in 2024, alternative energy sources were not appraised because an electric boiler had already been procured at a cost of £6,893 and was available for installation. The decision to use the existing electric boiler was therefore based primarily on the circumstances at the time and the expenditure already committed to the project, rather than on a conclusion that an ASHP would be unsuitable or less energy efficient. Following further consideration of the property's ongoing energy costs, particularly the impact of an all-electric heating system on future occupants, an ASHP is now being considered as a more appropriate long-term solution. This revised approach would provide an opportunity to improve energy efficiency, reduce running costs, and support the Council's wider sustainability and climate change objectives.

2.4 Based on ACL's current energy consumption patterns, which indicate an estimated annual electricity cost of £5,460, a renewable, low-carbon heating solution is strongly recommended. This upgrade would complement the high environmental standards established during the 2024 building refurbishment (specif**ically the enhanced insulation)** and directly support SBC's target to achieve **Net Zero carbon emissions across the borough by 2030**.

2.5 Transitioning to ASHP would deliver on these strategic objectives while simultaneously lowering grid electricity demand and reducing operational energy bills. As detailed in the table below, the **£5,460** baseline was established by **annualising actual multi-month expenditure** data from 2026 across a full 12-month cycle.

Electricity Charge Period	**No. of Days**	**Cost of Electricity Charged (£)**
February 2026	16	404
March 2026	31	594
24/06/2026 – 26/07/2026	31	335
27//07/2026 – 19/08/2026	24	236

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2.6 ASHP uses electricity more efficiently by extracting renewable heat energy from the external air and transferring it into the dwelling. The potential benefits of this technology include improved energy efficiency, reduced heating costs, lower carbon emissions and a possible increase in property value. An ASHP therefore represents a practical and measurable investment in environmental sustainability and long-term operational efficiency. It also has the potential to reduce the high electricity demand associated with conventional electric heating, while providing a modern, efficient and lower-carbon heating solution for the property.

2.7 An appropriately sized Air Source Heat Pump (ASHP) has been designed for the property by SBC's heating systems maintenance term contractor. The proposed design indicates that installation of the ASHP would provide the following key benefits:

(a) Reducing energy consumption to reduce the property's operational carbon footprint while providing a long-term low-carbon heating solution.

(b) Reducing impact of current all-electric powered system that has relatively high electricity consumption leading to substantial energy cost; increased household energy expenditure; reduced disposable income; risk of fuel poverty; household wellbeing.

2.8 For illustration, based on the designed ASHP, the savings are:

Description	Electricity (£)	ASHP (£)	Savings
Annual Energy Bill	5,460	1,184 to 1,423	£4,043 to £4,282
Carbon Footprint	3.0 tonnes CO_2	0.8 tonnes CO_2	2.2 tonnes CO_2

3. Options appraisal and proposal

3.1 **Option 1 - Install an Air Source Heat Pump (preferred option) –**It has the potential to deliver significant reductions in electricity consumption, energy costs and operational carbon emissions (paragraph 2.8) over the lifetime of the system (15-20 years). The main disadvantages of ASHP include high upfront equipment and setup cost of £16K and potential noise from the outdoor unit

3.2 **Option 2 – Connection of Gas Mains and Installation of Dual Gas and Electricity Powered System –** This system has disadvantages of high upfront cost (c.£12K). Other disadvantages include maintaining complex gas safety systems; increase in property dependence of fossil fuels which will make it harder for SBC to meet its carbon reduction target and net zero objectives.

3.3 **Option 3 – Retain Existing Electric Heating -** retaining existing all-electricity powered system avoids costly ASHP or gas infrastructure retrofits and eliminates indoor gas combustion risks. However, there's continued reliance on direct electric heating with potentially higher carbon footprint; high electricity consumption; increased household energy expenditure; reduced disposable income; risk of fuel poverty; household wellbeing and lack of significant improvement in heating efficiency.

4. Risk implications

4.1 There is potential risk of fuel poverty and energy hardship due to high heating cost which results in financial pressure on the low-income family as greater proportion of their household income is potentially being spent on energy.

4.2 Risk of poor thermal comfort resulting from reduced use of heating because occupants cannot afford to heat the property adequately. Beyond fuel poverty alleviation, installing an ASHP at this site yields several additional benefits for Spelthorne Borough Council (SBC). However, the Ashford Cemetery Lodge is considered because its recent four-bedroom refurbishment and insulation upgrades provide the ideal thermal foundation for maximum ASHP efficiency. Furthermore, as an all-electric home, its residents face immediate, high-energy costs. Upgrading this specific asset delivers high-impact risk mitigation where the building fabric is already optimised, while serving as a critical pilot project to evaluate scalability across other SBC properties

4.3 The proposed installation of ASHP presents a number of risks which include high upfront cost, poor system design, lower flow temperatures and operational noise. These risks can be managed through appropriate design, procurement, installation and post completion monitoring. SBC will retain responsibility for maintaining the equipment which include servicing of the equipment asset management and planned maintenance programme.

5. Financial implications

5.1 The proposed ASHP requires an initial capital investment of c.£16K which is higher than maintaining the existing all-electric heating system. However, improved efficiency will provide lower operating costs over the lifetime of the equipment (Ref. attached Heat Loss Report and System Design). Funding of the upfront cost of c.£16K is being sought from GIF. The £16,000 cost covers complete installation of the new ASHP systems, as well as the full decommissioning, removal, and compliant disposal of the existing electric boiler system. Using current energy consumption/bill and the proposed ASHP (designed), the indicative cost saving is:

5.2 Existing heating cost: £5,460/year

i) ASHP heating cost: £1,184 to 1,423/year

5.3 Indicative annual saving: £4,043 to 4,282 - (TA resident)

5.4 As SBC is using the property for Temporary Accommodation, the financial benefit of lower energy consumption will principally accrue to the occupying household thereby helping to address fuel-cost pressures to the household. However, the Council benefits through improved asset performance, reduced carbon emissions and futureproofing of the property

6. Legal comments

6.1 The Council's Climate and Nature Working Group (CNWG) considers all applications for funding from the GIF and recommends to this Committee for approval as appropriate.

6.2 Application in relation to this project was considered and approved to proceed by the CNWG on 10 September 2026.

6.3 The appointment of an ASHP supplier and contractor 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. Legal Services support will be required in respect of any contract.

Corporate implications

7. Commissioners' comments

7.1 *There are no comments from Commissioners*

8. S151 Officer comments

8.1 The S151 Officer confirms that all financial implications have been taken into account and that the recommendations can be fully funded from the GIF reserve, although this would mean the balance of funds remaining would be reduced by £16k.

9. Monitoring Officer comments

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

10. Procurement comments

10.1 Project value is below £25,000 (inclusive of VAT) so does not require Procurement Board approval. However, the procurement and appointment of a contractor will be undertaken in compliance with Council's Contract Standing Orders.

11. Equality and Diversity

11.1 The proposal is expected to have a positive impact on equality and diversity, particularly because the property is SBC owned and it's occupied by low-income family living.

High energy costs can disproportionately affect the households with limited income because a greater proportion of their available income may be required to meet essential heating and energy costs. Replacing the existing electric heating system with ASHP has the potential to reduce electricity consumption and associated household energy costs.

The proposal is not expected to adversely affect any protected group under the Equality Act 2010. However, consideration will be given to the specific needs of the occupants throughout the design, installation and commissioning process.

12. Sustainability/Climate Change Implications

12.1 ASHP installation has a positive sustainability and climate-change impact. The property is entirely electrically space and domestic hot water heated which is resulting in relatively high electricity consumption and high carbon footprint. ASHP will substantially improve the efficiency and reduce carbon footprint from 3.00 to 0.80 tonnes CO_2.

13. Other considerations

13.1 The proposal is considered as part of Council's wider decarbonisation strategy rather than as standalone heating replacement.

13.2 The proposal is also considered as SBC wider objectives for tackling fuel poverty, improving energy efficiency of its housing stock and reducing carbon emissions.

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14. Local Government Reorganisation Implications

14.1 The proposed installation of ASHP to replace the existing all-electric heating system at Ashford Cemetery Lodge is a property specific investment intended to improve energy efficiency, reduce household energy cost, and support SBC climate change and fuel poverty objectives while recognising the potential transfer of assets, liabilities and responsibilities to West Surrey Council.

15. Timetable for implementation

15.1 Timetable to be confirmed.

16. Contact

16.1 Alfred Osawe; Email: A.Osawe@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: None

Appendices:
Appendix A Green Initiative Fund Application
Appendix B Heat Loss Report on Ashford Cemetery Lodge submitted by Sureserve Compliance South Ltd

Appendix 1

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	Alfred Osawe; Building Services & FM Manager
Organisation	Spelthorne Borough Council
Charity CIO number (if applicable)	N/A
Address of organisation	Knowle Green Council Offices, Knowle Green, Staines TW18 1XB
Location services will be provided or project will take place	ASHFORD Cemetery Lodge, 1 Long Lane, Stanwell TW19 7AD
Contact phone	07799640373
Contact email	A.Osawe@spelthorne.gov.uk

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.

Considerations	**Response**
Aims and Project Objectives Corporate Priority Alignment	Replacing existing fully electric powered heating and hot water systems with high efficiency air source heat pump (ASHP) which uses renewable energy. Environmental improvement while achieving Council's goal of 'net zero' carbon emissions by 2030.
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	Installation of ASHP which uses ambient air and renewable energy to replace existing fully electric powered heating and hot water systems will significantly lower the carbon footprint from 3.0 to 0.8 tonnes per annum. Energy bill saving is between £4,043 to £4,282. Return on investment in terms of carbon savings is 3.75 years. This initiative supports broader sustainability reporting and corporate social responsibility (CSR).

How will you measure success?	Ensuring heat emitters (radiators) are set to maintain a consistent and comfortable temperature without excessive cycling.
Indicative Timeframes	November 2026- January 2027
Risks	Upfront cost, audible noise (typically 40–60 dB), larger radiators
Stakeholder Identification	SBC, Temporary Accommodation residents
Roles & Responsibilities	
Communication Plan	
Amount of funding applied for from Spelthorne	£16,000
Funding agreed from elsewhere	N/A
Please identify where services will be delivered	Ashford Cemetery Lodge, Stanwell, Middlesex TW19 7AD
How have you identified the need for carbon reduction or environmental improvements?	Assessing the property baseline footprint using monthly utility bills.

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

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**
N/A	N/A	N/A	N/A

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?	April 1, 1974
If you have charity status when was it awarded?	N/A
Why was your organisation created?	To provide localised services (such as housing, waste collection, and planning) for the communities of Staines, Sunbury, Ashford, Shepperton, and Laleham.
What are you aiming to achieve?	Continuous environmental improvement and provision of key services to the communities.
How do you measure success generally?	Ensuring residents participate in decision making process

10 June 2026

Heat Loss Report & System Design

Prepared for

Spelthorne

Ashford Cemetery Lodge, Long Lane, Staines-upon-Thames

TW19 7AD

Prepared by

Sureserve

Alex.murton@sureserve.co.uk

07967889854

Sureserve, Crossways Point 15, Victory Way, Crossways Business Park Dartford, Kent DA2 6DT, 07967889854

Summary

Your property's heat loss

Floor area	Total heat loss	Average heat load
98 m^2	**7.16** kW	**73** W/m^2

Proposed system design



HEAT PUMP

Ideal Logic Air 8kW

Capacity at 50°C flow temp and -1.7 °C outdoor air temperature	8.02 kW
SCOP at 50°C	3.96



CYLINDER

Ideal Logic Air Pre-Plumbed Slimline 1Zone 180L

Capacity	180 litres



EMITTERS

11 new radiators

8 replaced, 3 additional, 1 retained

Performance comparison

Annual CO2 savings	Estimated annual running cost savings
2.2 tonnes	**£4,043** to **£4,282** per year

Heat loss report

This section presents the results of our detailed heat loss calculations for your property. The overall heat loss determines how big your heating system needs to be, and the room-by-room breakdown allows us to size the emitters (radiators and underfloor heating) correctly to keep each room warm on a cold day.

Introduction

How quickly your property loses heat depends on how big it is, the materials it is made from, and how air tight it is. Our detailed heat loss survey captured all this information and we have laid it out in this report so you can understand how and why we produce our recommendations. There are several key questions that we're looking to answer as we go through this process for you:

Are the heat pump and radiators big enough?

To keep your property warm, the heat pump needs to deliver heat to the emitters (by which we just mean radiators and underfloor heating) as quickly as your property loses it, and in turn the emitters need to deliver that heat as quickly as each room loses it.

We cannot rely on the fact that your existing radiators keep your property warm with your existing heating system, because heat pumps typically work at a much lower flow temperature than fossil-fuel boilers.

Whilst heat pumps are capable of making very hot water, they work most efficiently when generating low-temperature heat, typically between 35-50C. Gas boilers have traditionally been set up to generate high-temperature heat, with water temperatures of 70-80C (although they also work more efficiently at lower temperatures!).

A lower flow temperature, while more efficient, does mean the heat output from each radiator will be reduced. We use the heat loss survey to calculate how that reduced output compares to the room's demand for heat and then determine which (if any) radiators need replacing. In this way we ensure your new system will run efficiently with a low flow temperature, while still keeping you warm on cold days.

Is the heat pump too big?

This strikes many as a funny question, but we do not want to "oversize" your heat pump. While we design your heating system to ensure it keeps your property warm on cold days, most of the time it isn't that cold! On milder days, your house loses heat more slowly so the heat pump will need to provide less heat.

Heat pumps have to be sized quite precisely, as opposed to the majority of gas or oil boilers which are typically far more powerful than is actually needed for the property. If heat pumps turn on and off all the time, it can be really inefficient and unnecessarily increase energy bills. So we want to choose a model that can keep your property warm on a cold day, but "modulate down" to keep running efficiently on milder days.

We hope this all makes sense! Please do give the report a thorough read through and let us know if you have any questions – we're more than happy to explain what bits mean in more detail if you would like!

HEAT LOSS

Calculation conditions

When calculating the property's heat loss we design to certain conditions. This section shows the conditions used for this property.

Indoor & outdoor

Design outdoor air temperature -1.7 °C

The "99th percentile" temperature for the area — the outdoor temperature only falls below this 1% of the time.

Indoor temperature 18 °C to 22 °C

The set point the system needs to maintain. The value used in each room is shown in the room by room section.

Design ground temperature 11.3 °C

Average ground temperature across the year, used to calculate heat loss through floors.

All calculations have been done in compliance with BS EN12831 (UK National Annex) and comply with the standards laid out in the Microgeneration Certification Scheme.

HEAT LOSS

Heat loss by element

This section shows the heat loss through each element in the property. They give you a sense of which parts of the property fabric lose the most heat, and may indicate areas where insulating could have a significant impact on the heat loss.

Total heat loss 7.16 kW



Ground Floor Roof External Wall Internal Wall Window Door Ventilation

	U-VALUE* (W/m²K)	AREA	HEAT LOSS
Ground Floor • Suspended floor. No insulation.	0.59 — 1.20	57.9 m²	1,136 W
Intermediate Floor/Ceiling • Intermediate floor. no insulation.	1.41 — 1.73	98.2 m²	0 W
Roof • Pitched, 150mm insulation at joists, felted	0.23	40.3 m²	189 W
External Wall • Filled Cavity. Brick and Standard Block (100mm). Plaster	0.45	132.8 m²	1,223 W
Internal Wall • Block - 100mm standard aerated block, plaster. 126mm.	1.06	143.8 m²	356 W
Window • Double Glazed, Wood/PVC frame	2.80	19.9 m²	1,148 W
Door • Wooden door. 50% double glazing.	2.80	8.4 m²	509 W

	ACH**	VOLUME	HEAT LOSS
Ventilation	1.0 — 3.0	239 m³	2,602 W
Total			7.16 kW

*** U-Value:** the thermal conductivity of the element.

****ACH:** air changes per hour

HEAT LOSS

Heat loss by room

This section shows the heat loss from each room in the property. These results are used to design the emitters (i.e. radiators or underfloor) for the new system.

Total heat loss

7.16 kW



Bath/Shower · Bedroom 1 · Bedroom 2 · Hall/Landing · Kitchen · Living/Lounge · Bath/Shower · Bedroom 3 · Bedroom 4 · Hall/Landing

	ROOM TEMP	ACH*	FLOOR AREA	VOLUME	HEAT LOSS	HEAT LOSS PER UNIT AREA
Bath/Shower	22 °C	3.0	5.0 m²	12 m³	529 W	106 W/m²
Bedroom 1	18 °C	1.0	8.2 m²	20 m³	594 W	72 W/m²
Bedroom 2	18 °C	1.0	12.9 m²	31 m³	898 W	70 W/m²
Hall/Landing	18 °C	2.0	4.7 m²	12 m³	271 W	57 W/m²
Kitchen	18 °C	2.0	12.0 m²	29 m³	908 W	76 W/m²
Living/Lounge	21 °C	1.5	15.1 m²	37 m³	1,382 W	91 W/m²
Bath/Shower	22 °C	3.0	6.9 m²	17 m³	878 W	128 W/m²
Bedroom 3	18 °C	1.0	14.9 m²	35 m³	668 W	45 W/m²
Bedroom 4	18 °C	1.0	12.9 m²	33 m³	635 W	49 W/m²
Hall/Landing	18 °C	2.0	5.6 m²	14 m³	400 W	71 W/m²

***ACH:** air changes per hour

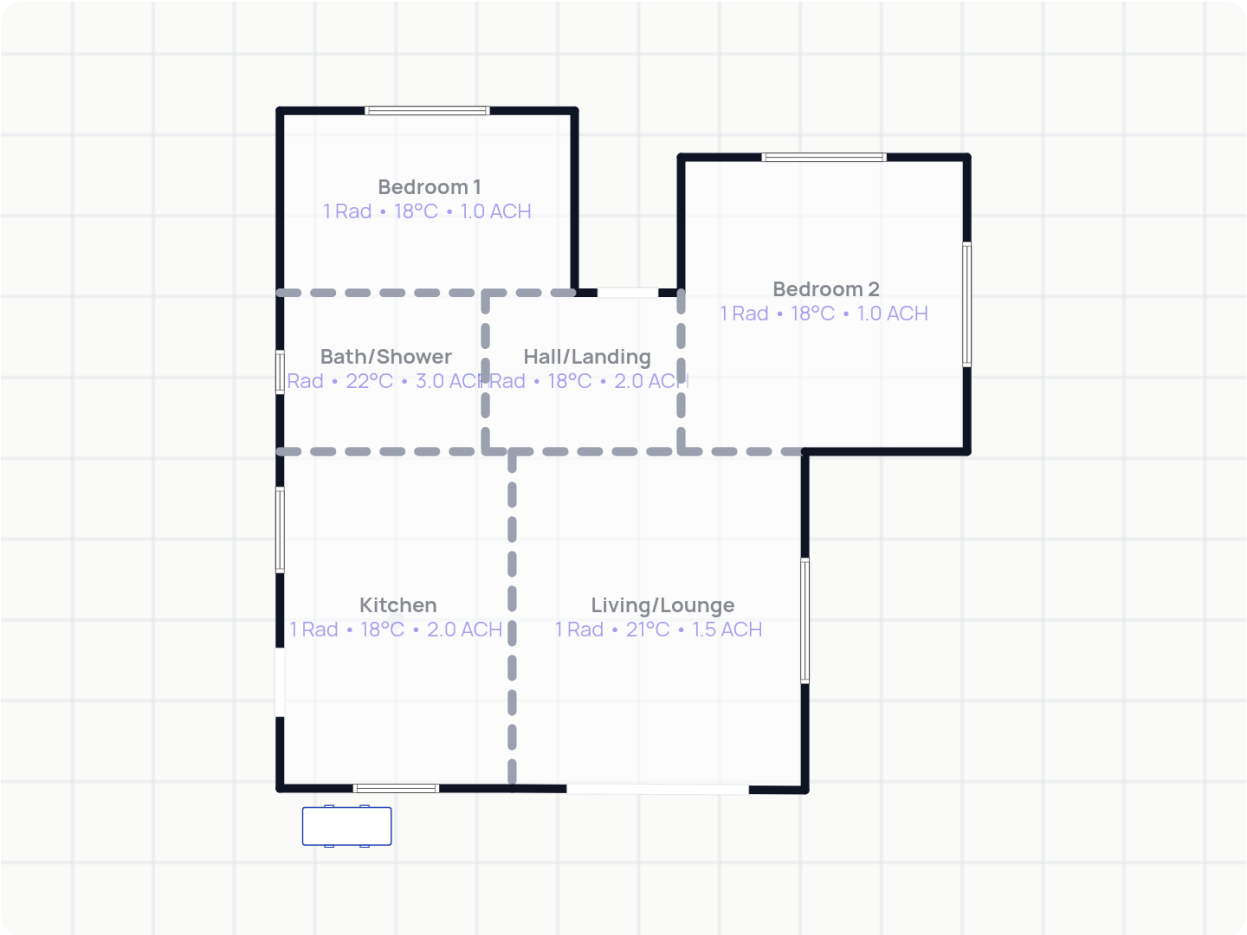
HEAT LOSS BY FLOOR

Ground floor

Heat loss by room

4582 W

Kitchen Living/Lounge Bath/Shower Bedroom 1 Hall/Landing Bedroom 2



Rads: number of radiators

UFH: underfloor heating in room

°C: room temperature

ACH: air changes per hour

W: number of windows

D: number of doors

HEAT LOSS BY ROOM

Bath/Shower

Total heat loss	Room temp	Air changes per hour
529 W	22 °C	3.0

Floor area	Average height	Volume
5.0 m²	2.4 m	12.2 m³



Heat loss by element

529 W



Ground Floor · External Walls · Internal Walls · Windows · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Ground Floor	-1.7 °C	0.74 W/m²K	5.0 m²	87 W
Intermediate Ceiling	22.0 °C	1.73 W/m²K	5.0 m²	0 W
External Walls	-1.7 °C	0.45 W/m²K	4.2 m²	45 W
Internal Walls	18.0 °C	1.06 W/m²K	17.2 m²	73 W
Windows	-1.7 °C	2.80 W/m²K	0.5 m²	35 W
Ventilation	-1.7 °C			288 W

Heat loss per m² 106 W/m²

Emitter performance

207 W (39%) of 529 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 21 (P+) 450 x 500 mm	207 W	39 %

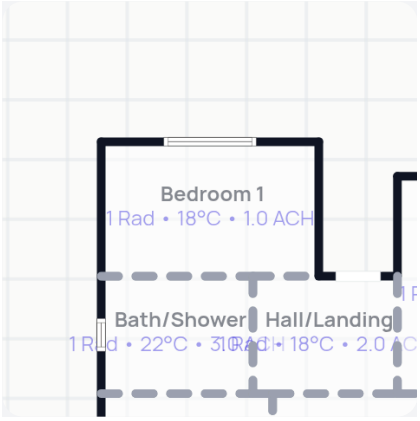
***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

HEAT LOSS BY ROOM

Bedroom 1

Total heat loss	Room temp	Air changes per hour
594 W	18 °C	1.0

Floor area	Average height	Volume
8.2 m²	2.4 m	20.0 m³



Heat loss by element

594 W

Ground Floor · External Walls · Windows · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Ground Floor	-1.7 °C	1.20 W/m²K	8.2 m²	194 W
Intermediate Ceiling	18.0 °C	1.73 W/m²K	8.2 m²	0 W
External Walls	-1.7 °C	0.45 W/m²K	17.3 m²	153 W
Internal Walls 1	22.0 °C	1.06 W/m²K	6.2 m²	-26 W
Internal Walls 2	18.0 °C	1.06 W/m²K	2.7 m²	0 W
Windows	-1.7 °C	2.80 W/m²K	2.6 m²	141 W
Ventilation	-1.7 °C			131 W

Heat loss per m² — 72 W/m²

Emitter performance

502 W (85%) of 594 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 21 (P+) 450 x 1000 mm	502 W	85 %

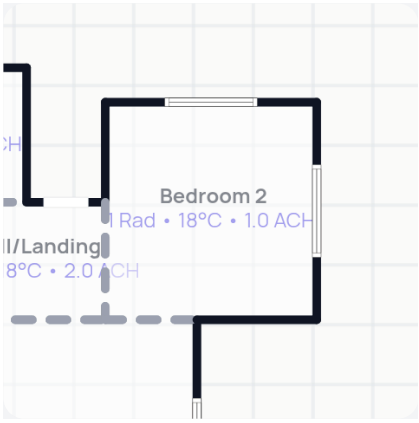
***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

HEAT LOSS BY ROOM

Bedroom 2

Total heat loss	Room temp	Air changes per hour
898 W	18 °C	1.0

Floor area	Average height	Volume
12.9 m²	2.4 m	31.4 m³



Heat loss by element

898 W

Ground Floor · External Walls · Windows · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Ground Floor	-1.7 °C	1.12 W/m²K	12.9 m²	283 W
Intermediate Ceiling	18.0 °C	1.73 W/m²K	12.9 m²	0 W
External Walls	-1.7 °C	0.45 W/m²K	22.4 m²	199 W
Internal Walls 1	18.0 °C	1.06 W/m²K	4.8 m²	0 W
Internal Walls 2	21.0 °C	1.06 W/m²K	3.7 m²	-12 W
Windows	-1.7 °C	2.80 W/m²K	4.0 m²	222 W
Ventilation	-1.7 °C			206 W

Heat loss per m² — 70 W/m²

Emitter performance

913 W (102%) of 898 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 22 (K2) 450 x 1400 mm	913 W	102 %

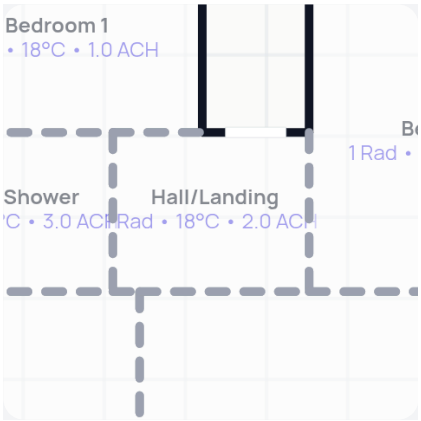
***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

HEAT LOSS BY ROOM

Hall/Landing

Total heat loss	Room temp	Air changes per hour
271 W	18 °C	2.0

Floor area	Average height	Volume
4.7 m²	2.4 m	11.5 m³



Heat loss by element

271 W

Ground Floor · External Walls · External doors · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Ground Floor	-1.7 °C	0.59 W/m²K	4.7 m²	56 W
Intermediate Ceiling	18.0 °C	1.73 W/m²K	4.7 m²	0 W
External Walls	-1.7 °C	0.45 W/m²K	1.7 m²	15 W
Internal Walls 1	22.0 °C	1.06 W/m²K	4.8 m²	-20 W
Internal Walls 2	18.0 °C	1.06 W/m²K	8.3 m²	0 W
Internal Walls 3	21.0 °C	1.06 W/m²K	5.1 m²	-16 W
External doors	-1.7 °C	2.80 W/m²K	1.5 m²	84 W
Ventilation	-1.7 °C			152 W

Heat loss per m² — 57 W/m²

Emitter performance

251 W (93%) of 271 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 21 (P+) 450 x 500 mm	251 W	93 %

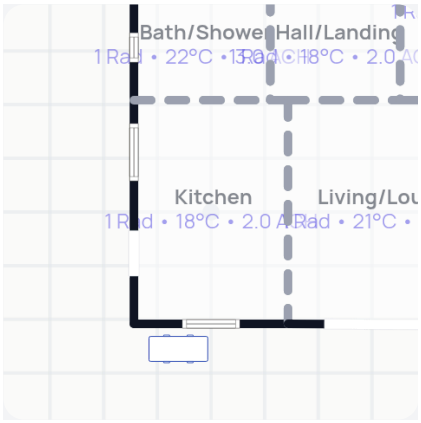
***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

HEAT LOSS BY ROOM

Kitchen

Total heat loss	Room temp	Air changes per hour
908 W	18 °C	2.0

Floor area	Average height	Volume
12.0 m²	2.4 m	29.2 m³



Heat loss by element

908 W

Ground Floor · External Walls · Windows · External doors · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Ground Floor	-1.7 °C	0.93 W/m²K	12.0 m²	219 W
Intermediate Ceiling	18.0 °C	1.73 W/m²K	12.0 m²	0 W
External Walls	-1.7 °C	0.45 W/m²K	12.6 m²	111 W
Internal Walls 1	21.0 °C	1.06 W/m²K	10.2 m²	-32 W
Internal Walls 2	18.0 °C	1.06 W/m²K	0.8 m²	0 W
Internal Walls 3	22.0 °C	1.06 W/m²K	6.2 m²	-26 W
Windows	-1.7 °C	2.80 W/m²K	2.8 m²	156 W
External doors	-1.7 °C	2.80 W/m²K	1.8 m²	97 W
Ventilation	-1.7 °C			383 W

Heat loss per m² — 76 W/m²

Emitter performance

553 W (61%) of 908 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 21 (P+) 450 x 1100 mm	553 W	61 %

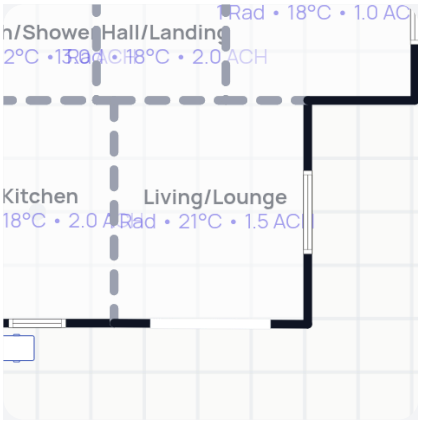
***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

HEAT LOSS BY ROOM

Living/Lounge

Total heat loss	Room temp	Air changes per hour
1382 W	21 °C	1.5

Floor area	Average height	Volume
15.1 m²	2.4 m	36.8 m³



Heat loss by element

1,382 W

Ground Floor · External Walls · Internal Walls · Windows · External doors · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Ground Floor	-1.7 °C	0.86 W/m²K	15.1 m²	297 W
Intermediate Ceiling	21.0 °C	1.73 W/m²K	15.1 m²	0 W
External Walls	-1.7 °C	0.45 W/m²K	11.3 m²	116 W
Internal Walls	18.0 °C	1.06 W/m²K	19.0 m²	60 W
Windows	-1.7 °C	2.80 W/m²K	2.6 m²	164 W
External doors	-1.7 °C	2.80 W/m²K	5.2 m²	327 W
Ventilation	-1.7 °C			418 W

Heat loss per m² — 91 W/m²

Emitter performance

522 W (38%) of 1382 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 21 (P+) 450 x 1200 mm	522 W	38 %

***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

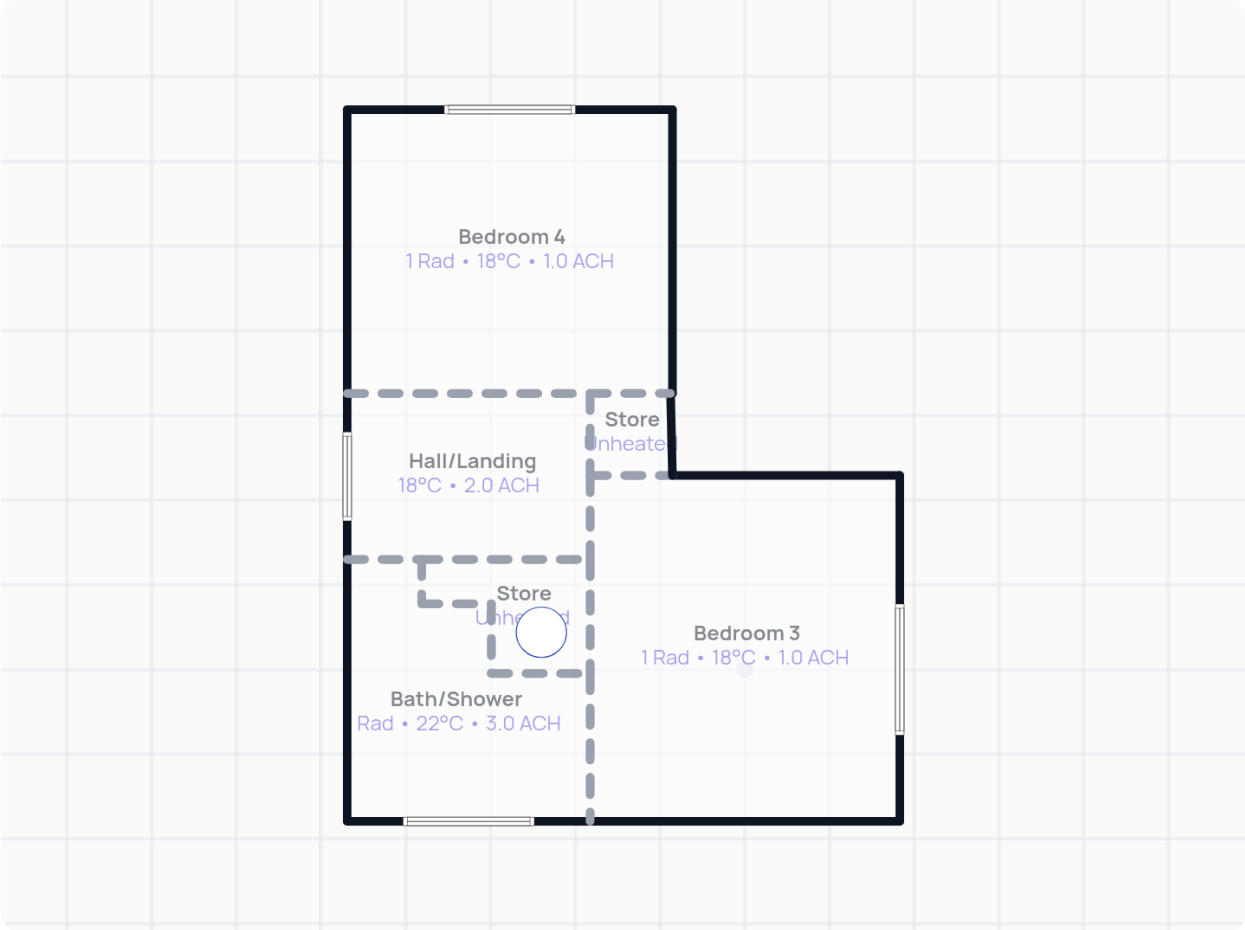
HEAT LOSS BY FLOOR

First floor

Heat loss by room

2581 W

Bedroom 3 • Bath/Shower • Hall/Landing • Bedroom 4



Rads: number of radiators

UFH: underfloor heating in room

°C: room temperature

ACH: air changes per hour

W: number of windows

D: number of doors

HEAT LOSS BY ROOM

Bath/Shower

Total heat loss	Room temp	Air changes per hour
878 W	22 °C	3.0

Floor area	Average height	Volume
6.9 m²	2.4 m	16.9 m³



Heat loss by element

878 W

Roof · External Walls · Internal Walls · Windows · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Intermediate Floor	22.0 °C	1.41 W/m²K	6.9 m²	0 W
Roof	-1.7 °C	0.23 W/m²K	6.9 m²	37 W
External Walls	-1.7 °C	0.45 W/m²K	12.6 m²	134 W
Internal Walls 1	18.0 °C	1.06 W/m²K	6.4 m²	27 W
Internal Walls 2	5.0 °C	1.06 W/m²K	8.2 m²	147 W
Windows	-1.7 °C	2.80 W/m²K	2.0 m²	134 W
Ventilation	-1.7 °C			399 W

Heat loss per m² — 128 W/m²

Emitter performance

207 W (24%) of 878 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 21 (P+) 450 x 500 mm	207 W	24 %

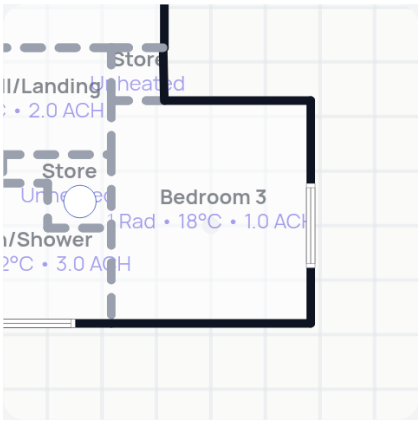
***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

HEAT LOSS BY ROOM

Bedroom 3

Total heat loss	Room temp	Air changes per hour
668 W	18 °C	1.0

Floor area	Average height	Volume
14.9 m²	2.4 m	35.2 m³



Heat loss by element

668 W

Roof · External Walls · Internal Walls · Windows · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Intermediate Floor	18.0 °C	1.41 W/m²K	14.9 m²	0 W
Roof	-1.7 °C	0.23 W/m²K	14.9 m²	68 W
External Walls	-1.7 °C	0.45 W/m²K	22.6 m²	200 W
Internal Walls 1	18.0 °C	1.06 W/m²K	2.3 m²	0 W
Internal Walls 2	5.0 °C	1.06 W/m²K	5.5 m²	75 W
Internal Walls 3	22.0 °C	1.06 W/m²K	4.1 m²	-18 W
Windows	-1.7 °C	2.80 W/m²K	2.0 m²	111 W
Ventilation	-1.7 °C			231 W

Heat loss per m² — 45 W/m²

Emitter performance

502 W (75%) of 668 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 21 (P+) 450 x 1000 mm	502 W	75 %

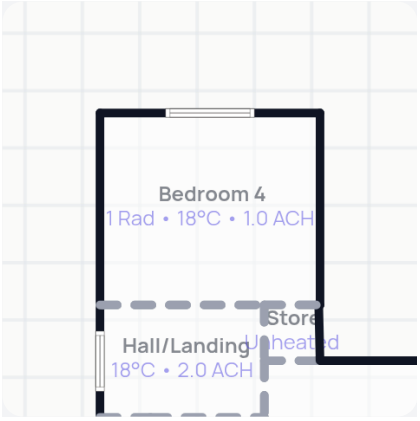
***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

HEAT LOSS BY ROOM

Bedroom 4

Total heat loss	Room temp	Air changes per hour
635 W	18 °C	1.0

Floor area	Average height	Volume
12.9 m²	2.5 m	32.6 m³



Heat loss by element

635 W

Roof · External Walls · Internal Walls · Windows · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Intermediate Floor	18.0 °C	1.41 W/m²K	12.9 m²	0 W
Roof	-1.7 °C	0.23 W/m²K	12.9 m²	58 W
External Walls	-1.7 °C	0.45 W/m²K	24.7 m²	219 W
Internal Walls 1	18.0 °C	1.06 W/m²K	7.3 m²	0 W
Internal Walls 2	5.0 °C	1.06 W/m²K	2.4 m²	33 W
Windows	-1.7 °C	2.80 W/m²K	2.0 m²	111 W
Ventilation	-1.7 °C			214 W

Heat loss per m² — 49 W/m²

Emitter performance

502 W (79%) of 635 W at 50 °C

Radiator

EMITTER	IMAGE	DETAILS	EMITTER OUTPUT	% DEMAND MET*
Radiator		Type 21 (P+) 450 x 1000 mm	502 W	79 %

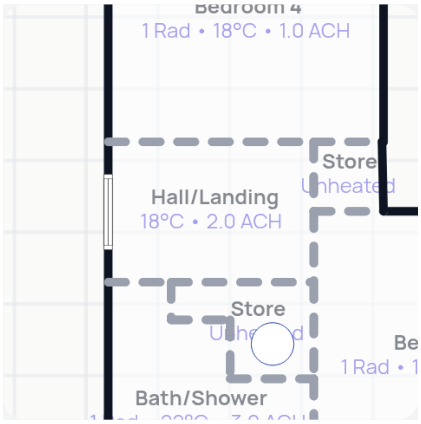
***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50 °C.

HEAT LOSS BY ROOM

Hall/Landing

Total heat loss	Room temp	Air changes per hour
400 W	18 °C	2.0

Floor area	Average height	Volume
5.6 m²	2.4 m	13.7 m³



Heat loss by element

400 W



Roof · External Walls · Internal Walls · Windows · Ventilation

	OTHER SIDE TEMPERATURE	U-VALUE	AREA	HEAT LOSS
Intermediate Floor	18.0 °C	1.41 W/m²K	5.6 m²	0 W
Roof	-1.7 °C	0.23 W/m²K	5.6 m²	25 W
External Walls	-1.7 °C	0.45 W/m²K	3.4 m²	31 W
Internal Walls 1	22.0 °C	1.06 W/m²K	2.1 m²	-9 W
Internal Walls 2	5.0 °C	1.06 W/m²K	7.2 m²	99 W
Internal Walls 3	18.0 °C	1.06 W/m²K	9.4 m²	0 W
Windows	-1.7 °C	2.80 W/m²K	1.3 m²	74 W
Ventilation	-1.7 °C			180 W

Heat loss per m² 71 W/m²

System design

This section presents our proposed system design for the property. The design is based on the detailed room by room calculations in the previous section.

Proposed heat pump

Based on the property's design heat loss of 7.16kW and on all the attributes of the property that we know of at this stage, we would suggest the following heat pump.

Ideal Logic Air 8kW	
Capacity at 50 °C (-1.7 °C)	8.02 kW
SCOP at 50 °C	3.96
Flow temperature	50 °C

This heat pump covers **112 %** of the heating requirement at and above the design temperature of **-1.7 °C**. The heat pump will be run on weather compensation so the efficiency will be higher when the weather is milder.

MCS certificate number
KIWA 00027/021 HP

Refrigerant
R32

Model number
AH750666

Sound power
55 dB(A)

Width
1095 mm

Height
1008 mm

Depth
518 mm

Weight
110 kg

Capacity (kW)

OUTSIDE TEMP	35°C	40°C	45°C	50°C	55°C
-7°C	8.18	8.06	7.93	7.98	7.5
-2°C	8.19	8.11	8.03	8.02	7.78
2°C	8.2	8.15	8.1	8.05	8
7°C	8	8	8	8	8

Seasonal Coefficient of Performance (SCOP)

SCOP is the average coefficient of performance over the heating season, accounting for the variation in outdoor temperature. Manufacturers have to test their equipment in standard conditions and report their SCOP performance data to be eligible for certification.

	35°	40°	45°	50°	55°
SCOP	5.09	4.69	4.3	3.96	3.63

Location

Out side kitchen window

- Mounting location: Ground
- Base to be built by: Builder
- Condensate drain: Soakaway to be dug



SYSTEM DESIGN

Emitters

Emitters (i.e., radiators/fan coils/underfloor heating) are a vital part of the heating system. They take the heat produced by the heat source and distribute that heat around the property.

Based on the room by room heat loss results, we propose the following emitter design for the property. This design will ensure each room can be heated to its set point when it's -1.7 °C outside whilst maintaining high system efficiency.

Design conditions

- Flow temperature = 50 °C
- Temperature drop across the radiator (delta T) = 5 °C
- Mean radiator temperature = 47.5 °C

Emitter replacements

We propose replacing or adding emitters in the following rooms:

1. Kitchen
2. Living/Lounge
3. Bath/Shower
4. Bedroom 1
5. Hall/Landing
6. Bedroom 3
7. Bedroom 4

SYSTEM DESIGN

Current emitters in the property

ROOM	IMAGE	TYPE	DETAILS	EMITTER OUTPUT	ROOM OUTPUT	ROOM DEMAND	% DEMAND MET*
Kitchen		Radiator	Type 21 (P+) 450 x 1100 mm	553 W	553 W	908 W	61 %
Living/Lounge		Radiator	Type 21 (P+) 450 x 1200 mm	522 W	522 W	1382 W	38 %
Bath/Shower		Radiator	Type 21 (P+) 450 x 500 mm	207 W	207 W	529 W	39 %
Bedroom 1		Radiator	Type 21 (P+) 450 x 1000 mm	502 W	502 W	594 W	85 %
Hall/Landing		Radiator	Type 21 (P+) 450 x 500 mm	251 W	251 W	271 W	93 %
Bedroom 2		Radiator	Type 22 (K2) 450 x 1400 mm	913 W	913 W	898 W	102 %
Bedroom 3		Radiator	Type 21 (P+) 450 x 1000 mm	502 W	502 W	668 W	75 %
Bath/Shower		Radiator	Type 21 (P+) 450 x 500 mm	207 W	207 W	878 W	24 %
Hall/Landing		–		0 W	0 W	400 W	0 %
Bedroom 4		Radiator	Type 21 (P+) 450 x 1000 mm	502 W	502 W	635 W	79 %

***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50.0 °C.

SYSTEM DESIGN

Proposed emitter changes

ROOM	STATUS	IMAGE	TYPE	DETAILS	EMITTER OUTPUT	ROOM DEMAND	% DEMAND MET*
Kitchen	Replacement		Radiator	Stelrad · Type 22 (K2) · White 450 x 1600 mm	1044 W	908 W	115 %
Living/Lounge	Replacement		Radiator	Stelrad · Type 22 (K2) · White 450 x 1800 mm	1018 W	1382 W	101 %
	New		Radiator	Stelrad · Type 11 (K1) · White 600 x 900 mm	373 W		
Bath/Shower	Replacement		Radiator	Stelrad · Type 22 (K2) · White 600 x 800 mm	548 W	529 W	104 %
Bedroom 1	Replacement		Radiator	Stelrad · Type 22 (K2) · White 450 x 1000 mm	615 W	594 W	104 %
Hall/Landing	Replacement		Radiator	Stelrad · Type 21 (P+) · White 600 x 500 mm	324 W	271 W	120 %
Bedroom 2	Keep		Radiator	Type 22 (K2) 450 x 1400 mm	913 W	898 W	102 %
Bedroom 3	Replacement		Radiator	Stelrad · Type 22 (K2) · White 450 x 1100 mm	718 W	668 W	107 %
Bath/Shower	Replacement		Radiator	Stelrad · Type 22 (K2) · White 900 x 600 mm	560 W	878 W	101 %
	New		Radiator	Stelrad · Type 22 (K2) · White 450 x 600 mm	323 W		
Hall/Landing	New		Radiator	Stelrad · Type 22 (K2) · White 450 x 700 mm	457 W	400 W	114 %
Bedroom 4	Replacement		Radiator	Stelrad · Type 22 (K2) · White 450 x 1000 mm	652 W	635 W	103 %

***% demand met:** This is calculated for a day when the outdoor temperature is -1.7 °C and the flow temperature is 50.0 °C.

SYSTEM DESIGN

Hot water

The heat pump will provide **100%** of the hot water requirement. Heat pumps cannot create heat as quickly as combi boilers, so they can't heat up hot water instantaneously when you need it. Instead we install a cylinder which stores hot water so it's always ready when you need it.

Proposed cylinder model

We've selected the following hot water cylinder based on the number of bedrooms in the property.

Ideal Logic Air Pre-Plumbed Slimline 1Zone 180L

Capacity	180 litres

Cylinder location

Big airing cupboard



Hot water performance calculations

The calculation below shows how much electricity we expect the heat pump to use for providing hot water. The calculations are based on typical usage.

Total electricity per year for hot water 1,552 kWh

Annual demand

Volume per day	225 litres/day
Assumed mains water temp	10 °C
Storage temp	50 °C
Distribution efficiency	70 %
Heat demand per day	14.95 kWh
Days per year	365 days
Heat demand per year	5,458 kWh

Legionella cycles

Volume per cycle	180 litres
Tank starting temperature	50 °C
Legionella set point	60 °C
Distribution efficiency	70 %
Heat demand per cycle	2.99 kWh
Cycles per year	52
Heat provided by legionella cycles per year	156 kWh

Electricity consumption

Legionella cycle provided by	Heat pump
Heat energy provided by legionella cycle	156 kWh
Legionella cycle efficiency	170 %
Electricity consumption - legionella	91 kWh
Remaining heat demand	5,303 kWh
Hot water efficiency - normal operation	363 %
Electricity consumption - normal operation	1,461 kWh
Total electricity consumption	1,552 kWh
Overall efficiency	352 %

Reheat time 1 h 5 min

Once depleted, it will take the cylinder **1 h 5 min** to fully reheat based on the following inputs:

Cylinder volume	180 litres

Mains water temp	10 °C
Hot water storage temp	50 °C
Heating power	7.8 kW

Sound assessment

Pass

To class as "permitted development" the heat pump design must comply with regulations regarding the sound level at a neighbour's nearest window/door. This section presents the results of the sound assessment we've conducted for the proposed heat pump and location, as set out in MCS 020a v1.0

This assessment accounts for:

- The sound level of the heat pump itself
- The influence of the space that it is in
- Any barriers between the heat pump and the assessment position

Results by position

Position 1	16 dB	Pass

SOUND ASSESSMENT

Position 1

Detached



Sound pressure level

Sound power level Ideal Logic Air 8kW AH750666	55 dB(A)
Reduction due to distance Reflective surfaces: two reflecting surfaces (Q=4) Distance (heat pump to assessment position): 50 m	39 dB(A)
Reduction due to barriers Full line of sight	0 dB(A)
Total	**16 dB(A)**

Result

Pass

Maximum allowed value	37 dB(A)
Final result at assessment position	**16 dB(A)**

Performance estimate

Predicting running costs with a heat pump is hard as it depends on a lot of factors, many of which are outside our control. But it's clearly really important that you're able to make an informed decision. So in this section we give you our best estimate of what the running costs and carbon savings will look like for the property if and when you switch to a heat pump.

We then provide an in-depth description of how we've calculated these figures in case you want to dig into the details. Please do ask us if anything doesn't make sense!

Summary

Bills

Current	£5,466
Proposed system	£1,184 to £1,423
Savings	**£4,043** to **£4,282**

Carbon

Current	3.0 tonnes CO_2
Proposed system	0.8 tonnes CO_2
Savings	**74%**

PERFORMANCE ESTIMATE

Detailed results

The running costs and carbon emissions of a heating system depends on a few key factors, all of which are explained in (even) more detail further down this report:

1. **Your property's heating and hot water demand**
   This is how much heat your property needs for heating and hot water in the year irrespective of what heating system is used to provide it. It's surprisingly hard to put a definitive number on this because it depends on how often you have the heating on and at what temperature, how much hot water you use, and the weather outside.
   - **Heating Degree Days** – Based on the heat loss calculations we have done combined with "heating degree day" data which represents the typical annual weather pattern in the area.

   We would usually also provide an estimate based on the EPC but we can't do that in this case because a representative EPC cannot be obtained for this property because of planned building work.

2. **The efficiency of your system**
   The efficiency of your system describes how much heat your system makes from what you pay for (electricity/gas/oil), both in heating and when making hot water. This depends on the system design, install quality, and how you run the system. We've included two sets of numbers here. One using fixed efficiencies from MCS and another using the Manufacturer's tested values.

   The MCS estimate uses standard efficiency values, which are the same for all heat pumps and only depend on the flow temperature the system is designed at. They tend to be more conservative. Manufacturer's efficiencies use their test data at standard conditions. We've included both to give you a fair picture of what to expect.

3. **Energy prices**
   Heat pump running costs depend on the price of electricity, and the comparison with your old system depends on the price of electricity. We've included numbers both at the price cap and with a heat pump tariff, to show the range of what you might pay depending on the tariff you are on. We've included more info on heat pump tariffs further down.

4. **Emission factors**
   Emission factors show how much carbon dioxide is emitted per unit of energy provided by a fuel. They are a measure of how "clean" a fuel is.

PERFORMANCE ESTIMATE

MCS031 Performance estimate

The table below shows a performance estimate in MCS's required table layout following the methodology laid out in MCS 031 Issue 4.0.

Heat Pump System Performance Estimate	
Your energy requirements	
Energy required for heating	**16,698** kWh
Demand to be supplied by the heat pump	**16,698** kWh
Energy required for hot water	**5,458** kWh
Demand to be supplied by the heat pump	**5,458** kWh
Your property	
Your postcode prefix	**TW**
Total property floorspace (not property footprint)	**98** m^2
Average watts per square metre Note: W/m2 is a measure of your property's thermal efficiency. 0-30W/m2 is very low heat loss and 120-150W/m2 is very high heat loss.	**73** W/m^2
Proposed system	
Heat pump capacity	**8.0** kW
Heat pump type	**ASHP**
Your system is proposed to provide:	**Space heat and hot water**
Your proposed heating system will be (select one):	**Upgraded radiators**
The proposed flow temperature will be	**50** °C
Performance	
The Seasonal Performance Factor is calculated to be:	**3.1**
Estimate of energy consumption of the proposed heat pump (or combined system where Hybrid). Note: you can convert these figures to approximate running costs.	**High: 9,457** kWh → **Low: 7,737** kWh
Important Note: This is not a detailed system design. It offers a reasonable estimate of likely performance and a description of the likely design. This estimate is based on a full heat loss survey and design.	
Applicable warning notes (from Table 2): None	

PERFORMANCE ESTIMATE

Results table - Manufacturer's efficiencies

This table shows a granular breakdown of the potential energy consumption and running costs of your heat pump, based on different estimates of your property's energy demand and different energy tariffs that you might choose. We are also using heat pump efficiencies (i.e. SCOP) based on the manufacturer's test data, which often shows higher efficiencies than MCS's fixed values.

Warning: In accordance with MCS standards you should treat any performance estimate that differs from the MCS031 calculations with caution. We have included it because we think it's helpful to show you how different estimates of your heating demand affect the overall performance, how the tariff you choose can affect the running costs of the system, and the potential efficiency of the heat pump based on the manufacturer's own test data.

If you have any questions about this, please do let us know and we'll be happy to talk you through it.

	BASED ON HEAT LOSS CALCULATIONS AND HEATING DEGREE DAYS		BASED ON EPC	BASED ON LAST YEARS CONSUMPTION
Bills	Existing (Electricity)*	Heat pump (Electricity)	Unavailable	Unavailable
Price cap (24.67 p/kWh)	£5,466	£1,423 £4,043		
Scottish Power (21.67 p/kWh)	£5,466	£1,250 £4,216		
Octopus Cosy (20.53 p/kWh)	£5,466	£1,184 £4,282		

* Based on an existing Electricity price of 24.67 p/kWh

Carbon	Existing (Electricity)	Heat pump (Electricity)	Unavailable	Unavailable
Totals	3,013 kg	785 kg 2,228 kg		

Consumption	Existing (Electricity)	Heat pump (Electricity)	Unavailable	Unavailable
Heating	16,698 kWh	4,217 kWh		
Hot Water	5,458 kWh	1,552 kWh		
Total	22,156 kWh	5,769 kWh		

Demand		Unavailable	Unavailable
Heating	16,698 kWh		
Hot Water	5,458 kWh		
Total	22,156 kWh		

Efficiency	Existing (Electricity)	Heat pump (Electricity)	Unavailable	Unavailable
Heating	100 %	396 %		
Hot water	100 %	352 %		

PERFORMANCE ESTIMATE

Inputs and assumptions

In each of the following sections, we break down how we've calculated the numbers that appear in the results table.

Heat energy required

To work out how much energy the property needs to keep it warm, we first have to work out how much heat is required. That might sound strange, but because different heating sources have wildly different efficiencies, this heat energy number will need to be divided by the system efficiency (see next section) to calculate the actual energy required.

	BASED ON HEAT LOSS CALCULATIONS AND HEATING DEGREE DAYS	BASED ON EPC	BASED ON LAST YEARS CONSUMPTION
	2033 degree days, 342 W/°C	Unavailable	Unavailable
Heating	16,698 kWh		
Hot water	5,458 kWh		
Total	**22,156 kWh**		

System efficiency

The efficiency of a heating system describes how much useful output (heat) you get per unit of what you pay for (electricity/gas/oil). A system's efficiency will often be different when it is doing space heating vs. when it's making hot water because the temperature that the system is heating the water to is often hotter in water heating cycles. We have used the following inputs when modelling the system.

Existing heating system

Existing heating system fuel:	Electricity
Efficiency - space heating:	100%
Efficiency - hot water:	100%

Heat pump system

Type of system:	Air source heat pump
Model:	Ideal Logic Air 8kW
MCS certificate numbers:	KIWA 00027/021 HP
Flow temperature - space heating:	50°C
Flow temperature - hot water:	55°C

	MCS SPF	MANUFACTURERS SCOP
Heating efficiency	310 %	396 %
Hot water efficiency	170 %	352 %

Energy prices

As the last few years have shown, energy prices are very hard to predict. In modelling bills we have used the current energy price cap and also shown you a few different heat pump tariff options. Energy tariffs can also vary by supplier and change over time, so we'd recommend not making your decision based purely on a specific tariff or running cost figure.

There are an increasing number of heat pump tariffs that give you access to cheaper electricity. These are typically **time of use** tariffs which charge you different amounts depending on when you use the electricity. So you can set the hot water heating schedule (and to a lesser extent the space heating schedule) to make use of lower prices.

If you have solar (or are planning to install it), the electricity prices will also be lower because the heat pump will use some of the electricity that the solar is generating. This is especially true for hot water consumption because you can schedule the hot water to run in the middle of the day.

ELECTRICITY	
Existing price	24.67 p/kWh

ELECTRICITY	
Price cap Price cap 1st April - 30th June 2026	24.67 p/kWh
Scottish Power Based on Scottish Power's heat pump saver tariff as of April 2026	21.67 p/kWh
Octopus Cosy Based on Octopus's expectations of customer consumption patterns on the Cosy Octopus tariff as of April 2026	20.53 p/kWh

Emission factors

We've used the emission factors from the government's SAP 2010 methodology. For electricity this value is fixed but for electricity it is falling over time as the grid decarbonises. This means the system will get cleaner and cleaner. The value used here is based on a projected continued reduction in grid carbon intensity.

Electricity	Electricity
136 gCO2/kWh	**136** gCO2/kWh

Dependence of performance on flow temperature

How much electricity the heat pump will use to provide heating depends on the flow temperature that the system runs at. We have designed the system to run at 50°C when it's -1.7°C outside and we'll set it up to use weather compensation so it runs more efficiently at milder temperatures.

To demonstrate the importance of flow temperature, the table below shows how much electricity the system would consume to provide heating at a range of flow temperatures. This graph is based on the heat loss calculations and heating degree days based estimate, but the pattern would be similar for any of the inputs.

	35°	40°	45°	50°	55°
SCOP	5.09	4.69	4.3	3.96	3.63
Electricity consumed (kWh/year)	4353	4724	5153	5595	6104

PERFORMANCE ESTIMATE

MCS Key facts - Energy Performance Estimate

Predicting the heat demand of a building, and therefore the performance and running costs of heating systems, is difficult to predict with certainty due to the variables discussed here. These variables apply to all types of heating systems, although the efficiency of heat pumps is more sensitive to good system design and installation. For these reasons your estimate is given as guidance only and should not be considered as a guarantee.

Seasonal Coefficient of Performance:

MCS Seasonal Coefficient of Performance (SCoP) is derived from the EU ErP labelling requirements, and is a theoretical indication of the anticipated efficiency of a heat pump over a whole year using standard (i.e. not local) climate data for 3 locations in Europe. It is used to compare the relative performance of heat pumps under fixed conditions and indicates the units of total heat energy generated (output) for each unit of electricity consumed (input). As a guide, a heat pump with a MCS SCoP of 3 indicates that 3 kWh of heat energy would be generated for every 1 kWh of electrical energy it consumes over a 'standard' annual cycle.

Energy Performance Estimate

An Energy Performance Certificate (EPC) is produced in accordance with a methodology approved by the government. As with all such calculations, it relies on the accuracy of the information input. Some of this information, such as the insulating and air tightness properties of the building may have to be assumed and this can affect the final figures significantly leading to uncertainty especially with irregular or unusual buildings.

Identifying the uncertainties of energy predictions for heating systems

We have identified 3 key types of factor that can affect how much energy a heating system will consume and how much energy it will deliver into a property. These are 'Fixed', 'Variable' and 'Random'. Most factors are common to ALL heating systems regardless of the type (e.g oil, gas, solid fuel, heat pump etc.) although the degree of effect varies between different types of heating system as given in the following table.

The combined effect of these factors on energy consumption and the running costs makes overall predictions difficult however an accuracy ± 25-30% would not be unreasonable in many instances. Under some conditions even this could be exceeded (e.g. considerable opening of windows). Therefore it is advised that when making choices based on mainly financial criteria (e.g. payback based on capital cost versus net benefits such as fuel savings and financial incentives) this variability is taken into account as it could extend paybacks well beyond the period of any incentives received, intended occupancy period, finance agreement period etc.

'Fixed' which include:

Factor	Impact
Equipment Selection Performance figures (SCoP) from ErP data	System Efficiency
Energy Assessment via the EPC (e.g. assumptions as to fabric construction and levels of insulation; the variation in knowledge and experience of Energy Assessors)	Energy Required

'Variable' which are affected by the system design and include:

Factor	Impact
Accuracy of sizing of heat pump-i.e. closeness of unit output selection (kW) to demand heat requirement (kW)	System Efficiency
Design space and ambient (external) temperatures	Energy Required
Design flow / return water temperatures and weather compensation	System Efficiency
Type of Heat emitter (e.g. Under-floor; natural convector (e.g. radiator), fan convector etc.)	System Efficiency

'Random' which cannot be anticipated and include:

Factor	Impact
User behaviour:	
• Room temperature settings	Energy Required
• Hot water usage and temperature settings	Energy Required
• Occupancy patterns/times	Energy Required
• Changing the design HP flow temperatures	System Efficiency
• Ventilation (i.e. opening windows)	Energy Required
Annual climatic variations (i.e. warmer and colder years than average)	Energy Required

Key

The statement at the end of each item indicates the major factor affected as follows:

Energy Required: the heat energy output requirement of the system which directly impacts on running costs. This requirement exists regardless of the heating system chosen as it is the heat required to keep the space comfortable. Opening windows or increasing room temperatures will demand more heat output, which means more energy input but this would NOT directly affect the efficiency. Thus increased energy demand does NOT automatically mean reduced efficiency.

System Efficiency: the efficiency of the system has been directly affected and will therefore demand more input energy to achieve the same heat output thus increasing running costs. However, increased energy input does NOT necessarily mean lower system efficiency (see above).

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		
Relevant Group Head review	**Yes**	**29/10/26**
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)		
This item is on the Forward Plan for the relevant committee	**Yes**	**15/10/26**
	Reviewed by	
Finance comments (circulate to Finance)	**AB**	**02/11/26**
Risk comments (circulate to Lee O'Neil)	**LO**	**30/10/26**
Legal comments (circulate to legal@spelthorne.gov.uk)	**LH**	**04/11/26**
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 rec'd
Monitoring Officer commentary – at least **5 working days before MAT**	**L Heron**	**04//11/26**
S151 Officer commentary – at least **5 working days before MAT**	**T.Collier**	**02/11/2026**
Commissioner engagement	**J. Kingston**	**10/11/2026**
	Delete as applicable:	No issues
Relevant MAT member sign-off	**L. O'Neil**	**05/11/26**
Report reviewed by Management Team	**MAT**	**10/11/26**

Environment and Sustainability Committee

19 November 2026

Title	Environment and Sustainability Committee Q2 2026/27 Performance Report
Purpose of the report	To inform and assure
Report Author	Sandy Muirhead Group Head Commissioning and Transformation Lee O'Neil Deputy Chief Executive
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	
Corporate Priority	Community Resilience Environment
Recommendations	**The Committee is asked to:** To consider and acknowledge the Q2 2026/27 Key Performance Indicators for Environment and Sustainability Committee. (**Appendix A)** .
Reason for Recommendation	Environment and Sustainability has a suite of performance updates which enable services to monitor performance over a fiscal year and address any issues if performance is faltering.

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

1.1 To report on the second quarter Key Performance Indicators within the remit of the Environment and Sustainability Committee. These cover Planning, Neighbourhood Services, Environmental Health and Climate Change. Overall performance is on target.

What is the situation	Why we want to do something
• Each service area has a number of Key Performance Indicators, which must be monitored and reported on a regular basis	• Regular reporting of progress against key plans and KPIs is essential for monitoring and managing performance and delivery

	and identifying improvements to the way the Council and individual services operate
This is what we want to do about it	**These are the next steps**
• Monitor and report on key performance indicators for Q2 of 2026/27 relating to the remit of the Environment and Sustainability Committee.	• The Committee is asked to review the performance in the services relating to the Environment and Sustainability Committee outlined in this report and provide feedback on any key areas where improvements are required.

2. Key issues

2.1 To ensure effective and joined up reporting of performance, there is a requirement to present performance against targets to Environment and Sustainability Committee (E&S) on a quarterly basis.

2.2 Key Performance Indicators (KPIs) across services are monitored monthly, quarterly, or annually, depending on the individual measure specified.

2.3 The Council has established a framework of Corporate KPIs for 2026/27, approved by CPRC in April 2026. These, along with service KPIs, are reported and reviewed by MAT+ on a monthly basis, with updates to CPRC and relevant Service Committees quarterly. This supports the governance and performance recommendations arising from the Best Value review.

2.4 Across Environment and Sustainability, we have 16 service KPIs. The breakdown by service area is:

- Planning Development Management/Strategic Planning
- Neighbourhood Services
- Climate Change
- Environmental Health

2.5 Some KPIs are shown as percentages and others as absolute numbers, reflecting the several types of performance being measured. Background information on selected KPIs also helps explain their relevance and contribution to service delivery.

2.6 Services are meeting performance targets in all areas (**Appendix A**), with continued improvement evidenced by Environmental Health now achieving its target.

2.7 Planning continues to perform strongly in all areas and achieves all its targets.

2.8 Environmental Health is now on target, and data will soon be available in relation to processing of licences. EH processed 15 HMO licences in July; 9 in August, a reduced number due to leave with staff; 21 licenses in September due to temporary increase in staffing; and 14 were issued in October. In April 2026, EH had a backlog of 144 HMO applications. Despite receiving more applications since April 2026, the service managed to reduce the backlog to

under 100 pending applications. This achievement was in additional to other duties placed on the service.

2.9 In Neighbourhood Services KPIs on fly tips exceed target; although it should be noted that 100% is unlikely as some fly tips cannot be cleared due to issues such as contamination with asbestos or a need to identify who may have left the waste.

3. Proposal

3.1 Environment and Sustainability Committee is asked to acknowledge the Q2 2026/27 performance updates relating to **Appendix A**.

4. Governance and Risk Considerations

4.1 Extenuating circumstances can mean key performance indicators are not achieved, and this will vary with the service concerned.

4.2 Any continuing delays in services providing data could mean that issues and concerns within service areas are not identified in a timely manner so that appropriate corrective action can be taken. Governance arrangements ensure that regular reminders are issued to relevant managers and that reporting issues are escalated to senior managers where appropriate to address any concerns. Automatic reminders from the KPI system will be sent one week after quarter end, followed by another reminder one week later. Failure to update this data after reminders is escalated to senior managers.

4.3 There is a potential risk to changes in legislation which could impact the accuracy or relevance of certain performance statistics. Where feasible, services will assess and adapt the affected KPIs to reflect any legislative changes, ensuring continued relevance and reliability in performance reporting.

4.4 If poor performance is identified through KPI monitoring, services will investigate the underlying causes and implement appropriate mitigation measures. This proactive approach ensures that issues are addressed promptly and that continuous improvement remains a core focus across the organisation.

4.5 The recommended approach is to continue monitoring and reporting against the key performance indicators.

5. Financial implications

5.1 There are no direct financial implications relating to this report.

6. Legal comments

6.1 There are no legal implications arising directly from the recommendations in this report.

Corporate implications

7. Commissioners' comments

7.1 There are no comments from Commissioners.

8. S151 Officer comments

8.1 There are no direct financial implications arising from the report. However, effective performance management helps identify emerging issues with potential financial implications and helps under pin value for money delivery of services.

9. Monitoring Officer comments

9.1 Monitoring and managing performance play a vital role in strengthening accountability, driving improvement and demonstrating transparency. Performance information provides elected members and public with assurance that resources are being used effectively and the Council's strategic objectives and priorities are being met.

10. Procurement comments

10.1 There are no procurement implications arising directly from the recommendations in this report.

11. Equality and Diversity

11.1 Services should take account of any equality and diversity issues that impact on delivery of services and therefore on corporate performance areas outlined in this report.

12. Sustainability/Climate Change Implications

12.1 The Council measures its emissions which have seen significant decrease over the last two years. (KPI CC1 Reduce emissions by at least 148.84 (TCO2e) each year).

13. Other considerations

13.1 There are none

14. Local Government Reorganisation Implications

14.1 Key Performance Indicators will continue to be monitored within West Surrey though many may become service or directorate KPIs rather than corporate KPIs.

15. Timetable for implementation

15.1 Quarterly reporting to Environment and Sustainability Committee, with Q2 reported to E&S November 2026 and Q3 in January 2027.

16. Contact

16.1 Sandy Muirhead Group Head Commissioning and Transformation

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, Q2 KPIs for E&S.

Appendix A Spelthorne Borough Council Q2 Environment and Sustainability Committee Report



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Service	Climate Change	Year	QTR	Result
Reference	CC1	2026/27	1	275.73 tCO2e68
KPI Description	Reduce emissions by at least 148.84 (TCO2e) each year.			
Target	100%			
Commentary	The result is the total carbon emissions for Q1 26/27. This is a decrease on Q1 25/26 by 11.69 tCO2e. (Q1 25/26 total = 287.42 tCO2e). This is primarily due to a slight reduction in both electricity and diesel usage over that of the Q1 period of the previous year. Notably, the Council did not use/take delivery of burning oil in Q1, which also contributed to the reduced emissions this quarter. Reporting a Q behind due to data collection timelines.			

Service	Environmental Health	
Reference	EH6	
KPI Description	Process valid HMO Licence Applications within 24 weeks on receipt of a properly completed licence application commencing 1 April 2026	
Target	Process 80% within 12 weeks	
Commentary	Data not yet available Newer applications are still working their way through the process. No of HMO licences issues in September was 22	

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Service	Environmental Health	Year	Month	Result
Reference	EH7	2026/27	July	17
KPI Description	Investigations into suspected unlicensed HMOs will be determined and closed monthly.		Aug	17
Target	15 cases per month		Sept	17
Commentary	Target achieved			

Service	Planning	Year	Month	Result
Reference	P1	2026/27	Q1	2.99%
KPI Description	Quality of Non-Major Development (Apr 24 - Mar 26)		Q2	2.99%
Target	2.99%		Q3	
Commentary	Already provided in Q1.The reporting for P2 will run until the end of the current financial year end to March 31st 2027			

Planning

Service	Planning	Year	Month	Result
Reference	P2	2026/27	Q1	3.84%
KPI Description	Quality of Major development (Apr 24 - Mar 26)		Q2	3.84%
Target	**10% or less**		Q3	
Commentary	The reporting for P2 will run until the end of the current financial year end to March 31st 2027			

Service	Planning	Year	Month	Result
Reference	P3	2026/27	Q1	72%
KPI Description	Percentage of appeals dismissed against the Council's refusal of planning permission		Q2	69%
Target	60%		Q3	
Commentary	For the period 1 Oct 2025 to 30 Sept 2026. Target was achieved which shows same level of commitment of the planning inspectorate to get as many appeals dismissed as possible in relation to the refusals by the planning team, but the target is lower than Q1 results- this is due in part to the fact that fewer appeals were decided within the year in comparison to last year.			

Service	Planning	Year	Month	Result
Reference	P4	2026/27	Q1	100%
KPI Description	Percentage of decisions on major applications made within 13 weeks		Q2	100%
Target	60%		Q3	
Commentary	Four major applications were determined during the reporting period, and they were all decided within the statutory 13-week timeframe.			

Planning

Service	Planning	Year	Month	Result
Reference	P5	2026/27	Q1	94%
KPI Description	Percentage of decisions on minor applications made within 8 weeks.		Q2	97%
Target	70%		Q3	
Commentary	Target was achieved,,and is an improvement from last quarter. This shows continual commitments from the planning officers to ensure targets are met.			

Service	Planning	Year	Month	Result
Reference	P6	2026/27	Q1	93%
KPI Description	Percentage of decisions on other applications made within 8 weeks.		Q2	94%
Target	70%		Q3	
Commentary	The target was achieved, and performance was slightly higher than that of the previous quarter and still remains within the agreed tolerance levels. officers will continue to strive to achieve a 100% score.			

Service	Planning	Year	Month	Result
Reference	P7	2026/27	Q1	96%
KPI Description	Percentage of planning enforcement investigations commenced within timeframes		Q2	96%
Target	95%		Q3	
Commentary	This figure represents the cumulative year-to-date performance for the period Oct 2025 to Sept 2026. The target was successfully achieved. Performance was supported by the Enforcement Team's proactive approach, with investigations being initiated as quickly as possible following the receipt of complaints.			

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Neighbourhood Services & Income and Payments

Service	Planning	Year	Month	Result
Reference	N1	2026/27	Q1	45%
KPI Description	Recycling rate - percentage of household waste recycled, reused and composted (NI192)		Q2	%
Target	40%		Q3	
Commentary	The recycling rate is not static and fluctuates throughout the year, the greater rates tend to occur over the spring/summer months and they decrease over the winter. Data a Q behind			

Service	Neighbourhood Services		Year	QTR	Result
Reference	N2		2026/27	1	92%
KPI Description	Average length of time to remove fly tips			2	91%
Target	90% within 48 hours				
Commentary	Some fly tips that contain hazardous material cannot be removed straight away and will take longer than 48 hours. Other large fly tips also take longer due to an investigations on the fly tip site to establish information enabling us to prosecute.				

Service	Neighbourhood Services	Year	QTR	Result
Reference	N3	2026/27	1	94%
KPI Description	% Missed refuse bins reported by 2pm and collected by the end of the next working day		2	92%
Target	95% reported by 2pm and collected next working day			
Commentary	reports of missed bins are undergoing a review to establish why the bins were not collected on the scheduled day, this involves an extra visit to the property form a JET officer which can take longer than the next working day but should ultimately reduce the missed bins overall...for this quarter there were; 99 missed bins 66 working days in the quarter			

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Spelthorne Borough Council
Services Committees Forward Plan and Key Decisions

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.

Published on 4 November

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 4 November 2026 to 31 March 2027

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
Environment and Sustainability Committee 19 11 2026	Environment and Sustainability Committee KPI Update	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 19 11 2026	Green Initiative Fund Request - Colne Valley Regional Park - Recommendation from Climate and Nature Working Group	Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 19 11 2026	Green Initiative Funding Application	Key Decision	Public	Alfred Osawe, Senior Building Manager
Environment and Sustainability Committee 19 11 2026	Options paper for MUGA in Staines upon Thames	Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services
Environment and Sustainability Committee 19 11 2026 Council 03 12 2026	Staines Masterplan	Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning, Jane Robinson, Principal Planning Officer

Published on 4 November

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 19 11 2026	Strategic CIL	Key Decision	Public	Jane Robinson, Principal Planning Officer
Environment and Sustainability Committee 27 01 2027	Climate Change - Governance Assurance	Key Decision	Public	Lee O'Neil, Deputy Chief Executive
Environment and Sustainability Committee 27 01 2027	Environment and Sustainability Committee KPI Update	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 27 01 2027	Local Plan Strategy	Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning, Jane Robinson, Principal Planning Officer
Environment and Sustainability Committee 18 03 2027	Environment and Sustainability Committee KPI Update	Non-Key Decision	Public	Dan Dredge, Control and Systems Manager

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