

# Environment and Sustainability

27 June 2023



<b>Title</b>	Strategic Planning Task Groups
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	<i>Heather Morgan, Group Head Place, Protection and Prosperity</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	
<b>Corporate Priority</b>	Community Affordable housing Environment
<b>Recommendations</b>	<b>Committee is asked to:</b>  <ol style="list-style-type: none"><li><b>1. Re-confirm the composition of the Local Plan Task Group and Terms of Reference (Appendix B)</b></li><li><b>2. To delegate authority to the Chief Executive in consultation with the Chair and Vice Chair of this Committee to agree the names of those ward members on the Local Plan Task Group</b></li><li><b>3. Re-confirm the composition of the Staines-upon-Thames Development Task Group and the suggested Terms of Reference (Appendix C)</b></li><li><b>4. Re-confirm the composition of the Community Infrastructure Levy Working Group and the suggested Terms of Reference (Appendix E)</b></li><li><b>5. Re-confirm the composition of the Local CIL Spending Boards and governance arrangements (Appendix F)</b></li></ol>
<b>Reason for Recommendation</b>	The Committee is asked to agree the terms of reference to ensure councillors understand more fully these key areas. This will ensure those particular councillors have the opportunity to be fully involved, informed, input their views and act as a conduit to feed back to the main committee.

## 1. Summary of the report

- 1.1 This report sets out the current task groups, working group and spending boards that sit underneath the Environment and Sustainability Committee. No changes are proposed, and officers are asking the committee to re-confirm them for the new 4 year term.

## 2. Key issues

- 2.1 This report sets out the current task groups, working group and spending boards that sit underneath the Environment and Sustainability Committee (from a strategic planning point of view).
- 2.2 Officers are not recommending any changes to the current Terms of Reference, and are asking the committee to re-confirm them for the new 4 year term.
- 2.3 With so many new councillors, it is important that the roles of these task groups are shared and understood as quickly as possible so they can be agreed upon and meeting set up when required. This is particularly important for the Community Infrastructure Levy (CIL) work as the Local CIL bid window has closed and spending decisions need to be made. Bidding is now also open for strategic CIL bids as part of the annual spending round.

## 3. Options analysis and proposal

### **Option 1 - Re-confirm the existing task groups, working group and spending board compositions and terms of reference (recommended)**

#### Local Plan Task Group (LPTG)

- 3.1 It is recommended that the composition of the LPTG remains exactly the same as that agreed by E&S committee on 30 June 2021 (*Appendix A*). The Terms of Reference (ToR) are set out in *Appendix B* (the only amendments relate to dates/post titles and are shown as tracked changes).
- 3.2 The chair and vice chair of Environment and Sustainability Committee would be the chair and vice chair of the LPTG. The chair of planning committee would also sit on the group. In order to ensure appropriate representation across the borough, a member from each ward will be appointed.

#### Staines-upon-Thames Development Task Group (SDTG)

- 3.3 It is recommended that the composition of the LPTG remains exactly the same as that agreed by E&S committee on 30 June 2021 (*Appendix A*). The Terms of Reference (ToR) are set out in *Appendix C* (the only amendments relate to dates/post titles and are shown as tracked changes).
- 3.4 The chair and vice chair of Environment and Sustainability Committee would be the chair and vice chair of the SDTG. The chair of planning committee would also sit on the group. All ward councillors (cross party) for Staines, Staines South and Riverside and Laleham will be appointed.

#### Community Infrastructure Levy Working Group (CILWG)

- 3.5 It is recommended that the composition of the CILWG remains exactly the same as that agreed by E&S committee on 25 April 2023 (*Appendix D*). The Terms of Reference (ToR) are set out in *Appendix E* (with no amendments).

- 3.6 The working group would comprise the Leader of Spelthorne Borough Council, chair of E&S committee and the chairs of each of the five Local Spending Boards. The chair of the working group will be nominated by the working group. This working group can only meet once the Local CIL Spending Boards have met and agreed their chairs who will then sit on this group.

#### Local CIL Spending Boards (LCILSB)

- 3.7 It is recommended that the composition of the LPTG remains exactly the same as that agreed by E&S committee on 30 June 2021 (*Appendix A*). The governance arrangements are set out in *Appendix F* (with no amendments).
- 3.8 Each of the 5 spending boards would comprise all ward councillors from each locality – namely Ashford (Ashford Common, Ashford East, Ashford Town wards), Shepperton, Laleham and Charlton Village (Laleham and Shepperton Green and Shepperton Town wards), Staines (Staines, Staines South, Riverside and Laleham wards), Stanwell and Stanwell Moor (Stanwell North, Stanwell South and Ashford North wards) and Sunbury and Upper Halliford (Sunbury Common, Sunbury East and Halliford and Sunbury West wards). The chair of the spending board will be nominated by each individual spending board.

#### **Option 2 -To amend the membership of the task groups, working group and spending boards (not recommended)**

- 3.9 The committee might wish to amend the membership but the only two options here would be to (1) reduce the number of councillors on the SDTG, CILTG and LCSP or (2) increase the number of councillors on the LPTG.
- 3.10 Reducing the number of councillors would run counter to the need to be as inclusive as possible in briefing councillors on matters of importance, and allowing them to make recommendations up the E&S Committee, or decisions (Local CIL Spending Boards).
- 3.11 Whilst increasing the numbers on the LPTG is numerically possible, it is recognised that councillors already have a lot of pressures on their time (working lives, families, other committee and task groups, other outside commitment). The current numbers are considered to be proportionate to the critical role of the Local Plan to the Council.

#### **Option 3 – To amend the terms of reference to exclude or include additional areas of work (not recommended)**

- 3.12 The committee might wish to amend the work that the task groups, working group or spending boards undertake. All the groups have been operating very effectively under their current ToR since the Council changed to a committee system in May 2021. There have not been any calls during that two year period for the areas of work to be revised or amended.
- 3.13 Nor have there been any instances when officers have indicated that would not be able to facilitate a detailed discussion on certain matters. So, for example (1) several SDTG sessions on the public consultation and survey (2) deep dive sessions with ward councillors on looking a possible opportunities to increase densities on sites within the developed area to minimise the need to locate green belt land for development.

3.14 Moving into more detailed areas of work is not recommended as this would be moving away from the role of councillors to deal with strategic matters.

#### **4. Financial implications**

4.1 There are none for the Local Plan or Staines Development Task Groups. In terms of the CIL Task Group due to the move to a more structured spending round, there are unlikely to be any imminent financial implications. A valid ToR is required to enable recommendations and decisions to be made in a timely manner.

#### **5. Risk considerations**

5.1 There are none.

#### **6. Procurement considerations**

6.1 There are none.

#### **7. Legal considerations**

7.1 There are none.

#### **8. Other considerations**

8.1 There are none.

#### **9. Equality and Diversity**

9.1 An Equality Impact Assessment was undertaken as part of the publication of the pre-submission version of the Local Plan. These matters will be considered as part of task group discussions.

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

10.1 A Sustainability Assessment and a Habitats Regulation Assessment were undertaken as part of the publication of the pre-submission version of the Local Plan. These matters will be considered as part of task group discussions.

#### **11. Timetable for implementation**

11.1 With immediate effect.

#### **12. Contact**

12.1 Heather Morgan - [H.morgan@spelthorne.gov.uk](mailto:H.morgan@spelthorne.gov.uk)

**Background papers: There are none.**

#### **Appendices:**

- A E&S committee report 30 June 2021
- B Local Plan Task Group Terms of Reference
- C Staines Development Task Group Terms of Reference
- D E&S Committee report 25 April 2023
- E Community Infrastructure Levy Task Group Terms of Reference
- F Local CIL Spending Boards governance