E&S Committee – Briefing Report

Title	Update on Design Code
Purpose of the report	To note
Report Author	Laura Richardson
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Environment, Community
Recommendations	**Committee is asked to:** To note progress made to date on the Design Code and next steps
Reason for Recommendation	The Design Code Task Group has asked for a regular update report so that all Councillors are aware of the project's progress

1.   Summary of the report

What is the situation	Why we want to do something
• The Project Board recognise the important role of the Design Code in supporting high quality development in the Borough • The Project Board wish to keep Councillors up to date on project progress	• So that all Councillors have an understanding of the Design Code project and are able to answer any queries their residents may have, as well understand their opportunities to contribute to the development of the Design Code
This is what we want to do about it	**These are the next steps**
• A monthly Briefing Note will be produced which sets out key activities undertaken, what is upcoming and any key project stages further into the future	• Regular monthly reports will be provided until the Spelthorne Design Code is adopted

1.1 This report gives a monthly update on the key activities undertaken/to be undertaken and any key project stages further into the future on the Spelthorne Design Code.

2. Key issues

2.1 The Project Board have agreed the Shared Definition for the Design Code which sets out what the Code plans to do, what design themes it will cover, the process of its creation and general principles of the Code. The document is available on the Design Code online engagement hub here: Have Your Say Today - Documents Library - Spelthorne Design Code (commonplace.is)

2.2 Applications to the Citizens' Panel opened on 29 August. All residents of the Borough are welcome to apply to become members of the Panel. The Panel will be made up of between 40 and 50 residents, who will take part in three focus group sessions. When applications close, applicants will be anonymised and the panel members selected blindly so that the panel as a whole is demographically representative of the Borough, bringing together a diverse range of people to discuss and understand the issues. The Citizens' Panel will be involved in more in-depth workshops with our appointed consultants David Lock Associates and Feria Urbanism in November. Residents can apply to join the Citizens' Panel here: Have Your Say Today - Citizens' Panel - Spelthorne Design Code (commonplace.is)

2.3 A new Interactive Map has been launched on the Design Code online engagement hub. Participants can drop pins on specific locations within Spelthorne and share their thoughts and pictures about that place, area or a more specific design feature. The interactive map can be found here: Spelthorne Design Code | Commonplace

2.4 The Design Code Team is working with Communication Team to ensure Borough-wide promotion to increase public participation in the development of the Code. There is a comprehensive Communications Plan in place to ensure that we reach as many people as possible for their views. Communication channels include weekly online promotion via social media channels, printed promotional materials distributed to key locations across the Borough, press releases and news updates and though promoting the project with community organisations.

2.5 A revised timeline for the Design Code Project, which has been agreed by the Project Board, is for a draft Design Code to be ready February, with a final Design Code ready in spring 2025. It will need to be agreed by the Environment and Sustainability Committee at the end of the process.

3. Options analysis and proposal

3.1 Not applicable as this is a noting report.

4. Financial management comments

4.1 There are none.

5. Risk management comments

5.1 A risk register is used in projects to document, assess, and manage potential risks that could impact the project's success, ensuring proactive mitigation and response strategies. The risk register for the project is regularly monitored and updated by the Project Manager.

6. Procurement comments

6.1 There are none.

7. Legal comments

7.1 There are none.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 This will be dealt with as an integral part of the Design Code.

10. Sustainability/Climate Change Implications

10.1 This will be dealt with as an integral part of the Design Code.

11. Timetable for implementation

11.1 The project timeline and general information can be found on Have Your Say Today - Spelthorne Design Code - Commonplace

12. Contacts

12.1 Cllr Burrell is the Design Code Task Group Chair. Other members are Cllrs Gibson, Williams and Clarke. Cllr Beecher attends the Project Board meeting as chair of the Environment and Sustainability Committee.

12.2 Queries for Officers can be emailed to the Design Code Team: designcode@spelthorne.gov.uk

12.3 Laura Richardson is the Project Lead.

Background papers: There are none.

Appendices: There are none.