E&S Committee – Briefing Report

16 October 2024

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 Spelthorne Design Code project has taken a community-led approach to co-produce a Design Code for the Borough with local people through various active community participation. This approach will help ensure new developments which are coming forward meet the real needs of the borough's diverse communities. The project is moving forward with ongoing community participation via our online engagement hub. To date, positive community involvement has seen with engagement hub attracted 4373 visitors and gathered 420 contributions from 173 respondents. 223 people have subscribed to the page for news updates. The Spelthorne Design Code Hub can be found here: Have Your Say Today - Spelthorne Design Code - Commonplace

2.2   The Interactive Map on the Design Code online engagement hub allows participants to 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

2.3   A Citizens' Panel is being formed as a crucial element of the Council's community engagement in the development of the Spelthorne Design Code. Our Citizens' Panel brings people from across Spelthorne to inform and help create a new Design Code for the Borough. The panel will be demographically representative of the borough. Our aim is to recruit between 40 and 50 members. When applications close, we will select the panel members blindly so that they are demographically representative of the Borough, bringing together a diverse range of people to discuss and understand the issues. Members of the Panel will need to be available to participate in three focus sessions.

2.4   Two Citizens' Panel focus sessions with our appointed consultants David Lock Associates and Feria Urbanism will take place on 16 November 2024 and 23 November 2024. To date, 118 applications have been received for the Citizens Panel and applications will be open until 11.59pm on 20th October 2024. Residents can apply to join the Citizens' Panel here: Have Your Say Today - Citizens' Panel - Spelthorne Design Code (commonplace.is)

2.5   The Design Code project's initial engagement phase included a successful series of walking tours throughout the Borough. There is an additional date planned for Stanwell in November to ensure comprehensive community involvement across the Borough.

2.6   A drop-in session with interactive activities will be held in Elmsleigh Shopping Centre on 6 November 2024 to widen public participation. The in-person event is informal drop-in sessions where people can meet the Spelthorne Design Code Team and find out more about the Spelthorne Design Code and how to respond to the public engagement.

2.7   The Design Code Team is working with Communication Team to ensure Borough-wide promotion to increase public participation in the development of the Code. The advertising and delivery of the engagement activities has been done both online and offline to increase public participant and 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 communications with community organisations.

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.