

E&S Committee – Briefing Report

12 November 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
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 5522 visitors and gathered 476 contributions from 182 respondents. 254 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 first stage of preparing the Design Code is to understand the places of Spelthorne in detail, learning about what makes it special, what the key challenges are, and how the design code can enhance and improve the Borough in the future. The Spelthorne Design Code team has created an interactive website outlining the information we have gathered. The link to the interactive website is available on the Design Code online engagement hub here: [Have Your Say Today - Understanding Spelthorne Today - Spelthorne Design Code](#)

2.3 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](#)

2.4 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 was to recruit between 40 and 50 members and applications to join the Citizens' Panel closed following a 7.5-weeks recruitment period from 29 August to 20 October. We received 141 applications, and the selection process is currently underway. Panel members are being chosen through a blind selection process to ensure the panel is as close as possible demographic representation of the Borough, bringing together a diverse range of people to discuss and understand the issues. Residents can read the Citizens' Panel Brief here: [Have Your Say Today - Citizens' Panel - Spelthorne Design Code](#)

2.5 Members of the Panel will need to be available to participate in three focus sessions. 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, with the third session early in the new year.

- 2.6 The initial engagement phase of the Design Code project has featured a series of walking tours across the Borough. To ensure comprehensive community involvement, we are continuing this initiative with two additional walking tours for Stanwell on 16 November 2024 and 23 November 2024.
- 2.7 A public drop-in session with interactive activities was held in Elmsleigh Shopping Centre on 6 November 2024 to widen public participation. This informal drop-in session provided residents an opportunity to meet the Spelthorne Design Code Team, learn about Spelthorne in detail, engage in discussions, ask questions, and share their perspectives on what makes Spelthorne unique.
- 2.8 The Design Code Team is working with Communications 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.