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