

Spelthorne Borough Council

Local Plan

Joint Statement of Common Ground

Version 13, Date: 05/05/23

Current local plan review stage: Submission

1. Introduction

1.1. This Statement of Common Ground (SoCG) sets out how Spelthorne Borough Council (Spelthorne BC) has ensured that its Local Plan has been prepared on the basis of effective joint working on strategic cross-boundary matters, in line with both the statutory duty to cooperate, as imposed by Section 110 of the Localism Act which inserted section 33A into the Planning and Compulsory Purchase Act 2004. The SoCG outlines: the key strategic matters being addressed by the statement; the plan-making authorities and other bodies responsible for joint working; governance arrangements for the cooperation process; a record of where agreements have (or have not) been reached on key strategic matters; and any additional strategic matters to be addressed by the statement which have not already been addressed.

Spelthorne Borough Council – Local Plan

1.2. The Spelthorne Core Strategy was adopted in February 2009 and in 2014 the Council began a review the Plan. Since the start of the Local Plan review, the Council has regularly engaged with neighbouring authorities and relevant stakeholders on strategic matters. The Council has progressed with its Local Plan review and has carried out Regulation 18 consultation and Regulation 19 consultation taking place from June – September 2022, with the draft Plan submitted to the Secretary of State in November 2022.

1.3. The SoCG has been prepared in accordance with Paragraph 27 of the NPPF (2021) in order to demonstrate effective and on-going joint working on strategic cross-boundary matters and will be maintained in order to document how these matters are being addressed and what progress has been made thus far. The statement has been produced using the approach set out in national planning guidance and will be made publicly available on the Council website to provide greater transparency once complete. The statement has also been prepared in accordance with best practice advice as set out in the Planning Advisory Service's 'Statement of Common Ground Advice and Template' (January 2019).

Relationship between this statement and the Duty to Cooperate

1.4. The SoCG provides a record of how Spelthorne BC has engaged with local authorities and prescribed bodies in order to agree specific strategic issues that

have arisen through the course of preparing the Local Plan review. Full details of how Spelthorne BC has engaged with each of the prescribed bodies identified in Regulation 4 of The Town and Country Planning (Local Planning) (England) Regulations 2012 and section 33A(1)(c) of the PCPA 2004 are detailed in the Duty To Cooperate Statement, to be included as part of the evidence base to support the local plan reviews when these are submitted to the Secretary of State.

1.5. Full details of parties involved in this SoCG are listed in section 3 below.

2. Statement structure

2.1. As per national guidance and best practice advice provided by PAS, this statement includes:

- A list of parties involved in the SoCG.
- A list of signatories to the statement.
- The strategic geography covered by the SoCG (including map, description and justification).
- Strategic matters covered and a record of agreement for each, including:
 - A. Housing needs (including Gypsies, Travellers and Travelling Show People).
 - B. Employment needs.
 - C. Retail.
 - D. Green Belt and Environmental Matters (including matters relevant to Climate Change and flood risk).
 - E. Infrastructure (including transport, community and green infrastructure); and
 - F. Conservation and enhancement of the natural, built and historic environment
- Governance arrangements; and
- A record of on-going cooperation and a timetable for review

How this SoCG relates to other annex SoCGs

2.2. Whilst Spelthorne BC has attempted to detail cooperation in a single statement as per national guidance, it has been appropriate in some instances to prepare separate SoCGs with neighbouring boroughs and other parties as the most expedient way to evidence joint working on certain specific issues. Reference will be made to the arrangements detailed in these separate statements within this SoCG where appropriate. A provisional list (correct at the time of writing) is provided below where separate SoCGs are being produced:


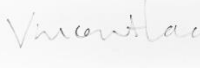

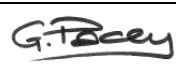
- Spelthorne – Elmbridge Statement of Common Ground (emerging)
- Spelthorne – National Highways Statement of Common Ground
- Spelthorne - LB Hounslow joint Statement of Common Ground (emerging) – Highways Matters

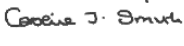



- Spelthorne – Environment Agency Statement of Common Ground (emerging)
- 2.3. Elmbridge BC have decided not to be a signatory to the joint Spelthorne SoCG and instead Spelthorne BC and Elmbridge BC have determined that it is appropriate to enter into a separate SoCG to consider strategic matters between the two authorities in more detail. This is due to the similar development stages of both authorities' Local Plans and unmet housing needs within Elmbridge.
 - 2.4. National Highways have requested the development of a separate Statement of Common Ground that focuses on the strategic matter of Highways and the potential impacts of the Local Plan on the Strategic Road Network.
 - 2.5. The Environment Agency and Spelthorne BC have agreed that a separate SoCG to address the specific strategic matters between the two parties, mainly relating to flood risk and the environment.
 - 2.6. The preparation of a separate SoCG is also underway relating to Highways/ Transport matters between Spelthorne BC and LB Hounslow. Highways matters could not be fully reviewed by LB Hounslow due to time constraints therefore a separate statement will consider this matter.
 - 2.7. Earlier in the plan making process, Spelthorne BC entered into Statements of Common Ground with a number Duty to Cooperate partners. These SoCGs will be superseded by this SoCG and the associated annex SoCGs which will provide an updated position on strategic matters.

Statement of Common Ground

3. List of Parties involved:
<p><i>Neighbouring and other authorities:</i></p> <ul style="list-style-type: none"> • London Borough of Hillingdon • London Borough of Hounslow • London Borough of Richmond upon Thames • Runnymede Borough Council • Royal Borough of Windsor and Maidenhead • Slough Borough Council • Surrey County Council <p><i>Prescribed Bodies and additional signatories:</i></p> <ul style="list-style-type: none"> • Historic England • Natural England • Transport for London
4. Signatories:

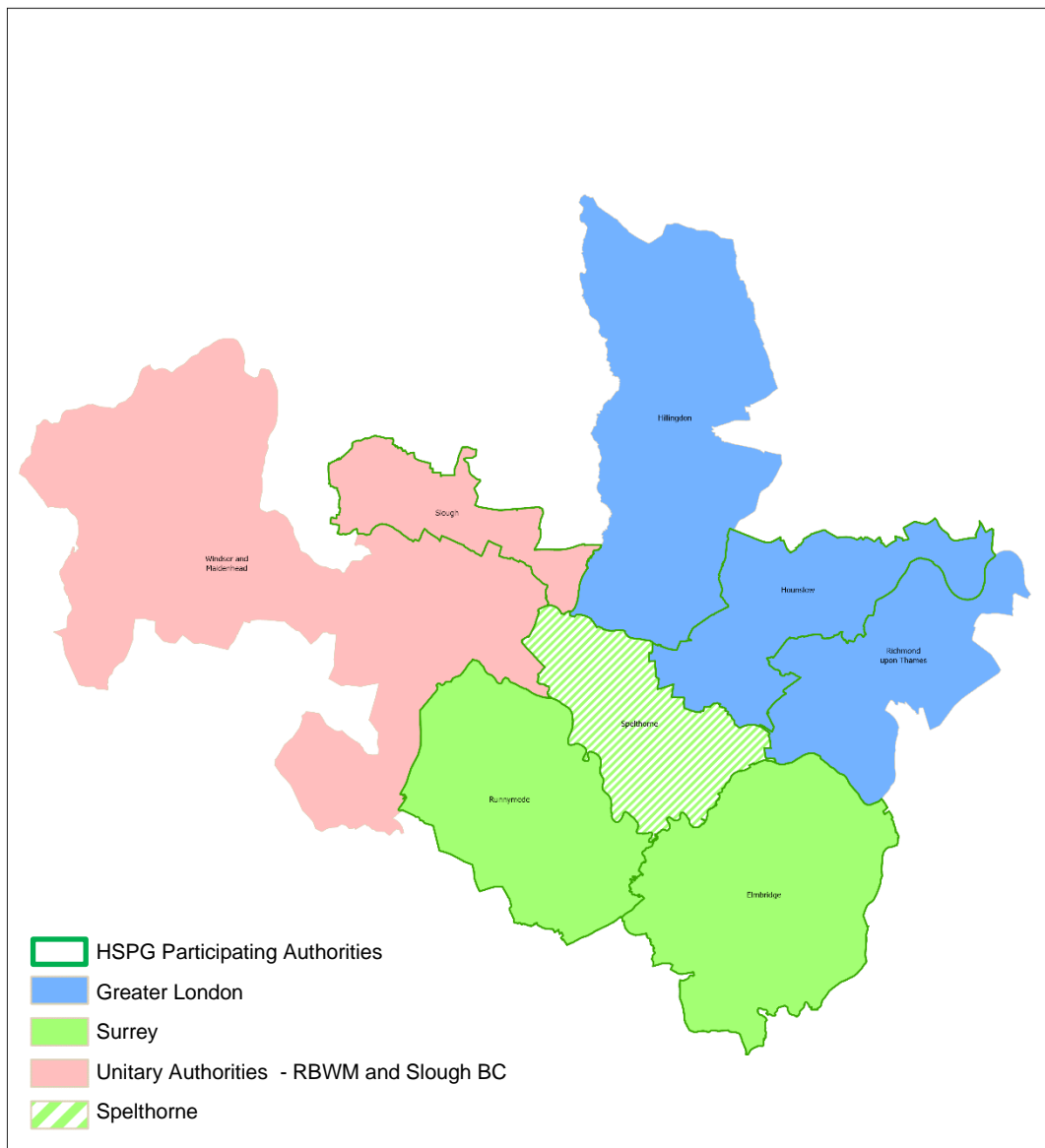
The following table sets out the signatories to this Statement of Common Ground. The column labelled 'Strategic matters...' is intended to allow Parties to indicate which matters each are acting as a signatory to in relation to the 'Record of Agreement' as set out in section 6. A signature from a partner relates to agreement on strategic matters selected i.e. the specific section and paragraph number in the table below, rather than the explanatory paragraphs that precede them. See Table 4 for a record of on-going cooperation on strategic matters addressed in this Statement of Common Ground.


Organisation*	Name	Position	Signature / date	Strategic Matters: Agreed positions to which this party is a signatory (section / paragraph no).
LB Hillingdon	Cllr Eddie Lavery	Cabinet Member for Residents' Services	 18.04.2023	Housing / GTTS: A1-A9 Employment: B1-B3 Green Belt & Environment: D1, D3-D5 Infrastructure: E2, E3, E6, E7, E8, E9,
LB Hounslow	Vincent Lacovara	Director of Planning and Buildings	3/5/23 	Housing / GTTS: A1-A9 Employment: B1-B5 Retail: C1-C2 Green Belt & Environment: D1-D5 Infrastructure: E3, E5 [Highways to be covered in separate SoCG] Conservation: F1-F3
LB Richmond upon Thames	Andrea Kitzberger-Smith	Spatial Planning and Design Team Manager	 12/01/2023	Housing / GTTS: A1-A9 Employment: B1-B5 Retail: C1-C2 Green Belt & Environment: D1-D5 Infrastructure: E2, E3, E6, E7, E8, E9. Conservation: F1-F3
Slough BC				Housing: A1, A2, A5, A6, A7 Employment: B1, B3, B4 Green Belt & Environment: D1, D2, D4, D5 Infrastructure: E3, E4, E8 Conservation: F1
Runnymede BC	Georgina Pacey	Local Plans Manager		Housing / GTTS: A1-A9 Employment: B1-B5

				Retail: C1-C2 Green Belt & Environment: D1-D6 Infrastructure: E2, E3, E4, E6, E7, E8, E9. Conservation: F1-F3
RB Windsor & Maidenhead				Housing / GTTS: A1-A9 Employment: B1-B5 Retail: C1-C2 Green Belt & Environment: D1-D5 Infrastructure: E2, E3, E4, E6, E7, E8, E9. Conservation: F1-F3
Surrey County Council	Caroline Smith	Planning Group Manager		Green Belt & Environment: D4-D6 Infrastructure: E1-E4, E6-E13 Conservation: F1-F3
Historic England	Alan Byrne	Historic Environment Planning Adviser	 11 January 2023	Conservation: F1-F3
Natural England	Miranda Petty	Senior Adviser	 04/05/2023	Environment: D1-D6
Transport for London	Josephine Vos	Manager – London Plan and Planning Obligations Team, TfL Planning		Infrastructure: E2, E3, E6, E7, E8, E9

*Elmbridge BC and Spelthorne BC have developed a separate SoCG to address strategic matters identified between the two authorities given the similar Local Plan timetables. A separate Spelthorne – National Highways SoCG is also under development specifically in relation to Highways matters. A separate Spelthorne – Environment Agency SoCG is being produced on flood risk and environmental matters.

5. Strategic Geography





SPELTHORNE
BOROUGH COUNCIL

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Scale: 1:120,000

Figure 1 Map of strategic geography covered by this Statement of Common Ground

Description and Justification

5.1 The map above (Figure 1) describes the strategic geography considered for cooperation on strategic matters as part of this Statement of Common Ground. The area contains the administrative areas of Spelthorne BC and all neighbouring boroughs (Elmbridge BC, Runnymede BC, LB Hillingdon, LB Hounslow, LB Richmond, Slough BC (Unitary), RB Windsor and Maidenhead (Unitary)), and the

area covered by the Heathrow Strategic Planning Group (HSPG). There is a two-tier system of local government in Surrey, the county council and the 11 district and borough councils, including Spelthorne. Elmbridge is included in Figure 1 for wider context of the neighbouring authorities but strategic matters will be included in a separate SoCG.

- 5.2 This area is appropriate given that it reflects existing borough boundaries, it includes the Spelthorne Functional Economic Market Area (FEMA) and linked boroughs identified by the Spelthorne Strategic Housing Market Assessment (SHMA).
- 5.3 Heathrow Airport is recognised as having a major economic influence upon Spelthorne and the surrounding area. Spelthorne BC is a member of the HSPG and the administrative area covered by its members is also included here to reflect the on-going cooperation on spatial planning matters undertaken through this group.
- 5.4 Spelthorne Borough Council is a member of the Surrey Planning Officers Association (SPOA) and Surrey Planning Working Group (PWG). The groups help to provide a forum/network for support and exchange of views and ideas in Surrey on strategic matters. These groups facilitate effective strategic planning across Surrey including liaison with the Local Enterprise Partnerships which affect Surrey.
- 5.5 These linkages are considered to warrant the production of a Statement of Common Ground between Spelthorne BC and the partners outlined above in order to demonstrate joint working on strategic matters being undertaken by these authorities and to record where agreements have or have not been reached.

6. Strategic Matters and Record of Agreement

Housing (including Gypsies, Travellers and Travelling Show People)

Housing Market and Need

- 6.1 The joint Spelthorne and Runnymede Strategic Housing Market Assessment (2015) confirms that Spelthorne and Runnymede sit within the same Housing Market Area. It is also acknowledged that in this part of the South East, HMAs tend to overlap due to the density of transport networks, both road and rail. This results in localised links across HMA boundaries. As such, there are localised cross boundary links between Spelthorne and Hounslow for housing matters despite these authorities sitting within neighbouring (albeit overlapping) HMAs.
- 6.2 The Local Housing Need figure for Spelthorne is derived from the Government's Standard Method for calculating housing need. This sets a Local Housing Need figure of 618 dwellings per annum. The Spelthorne SHMA update (2019) identifies a net need of 459 affordable units per annum, however this is not a direct derivation from the 618 overall need and the council should seek as much affordable housing as is viable.

Housing Land Availability

- 6.3 Spelthorne has produced and updated annually its Strategic Land Availability Assessment to identify the level of land able to help meet Spelthorne's housing need.

- 6.4 The most up to date SLAA for Spelthorne dates from 2021. This identifies an average expected delivery of 570 units per annum over the 15-year plan period. This uses a base date of 31 March 2021 and focuses on the urban area only. Information since 1 April 2022 is included in the Draft Local Plan and will be included in the SLAA update 2022.
- 6.5 As part of the Draft Local Plan, Spelthorne BC has produced a housing trajectory which indicates that, through the release of a small amount of Green Belt, the borough has a pipeline of 9,438 new dwellings over period 2022-2037. Local Housing Need for the Borough is 9,270 (618 x 15) therefore Spelthorne is able to meet its own needs.

Gypsies, Travellers and Travelling Show People

- 6.6 The Council produced a Gypsy, Traveller and Travelling Showpeople Assessment (GTAA) in 2018. The assessment uses the Planning Policy for Traveller Sites definitions to provide an assessment of current and future need for Gypsy and Traveller accommodation in the borough. It identifies the following needs:

Additional need for Gypsy and Traveller households in Spelthorne (2017-2041)

Status	Total
Meet Planning Definition	3
Unknown	0-7 (10%=1)
Do not meet Planning Definition	17

Additional need for Travelling Showpeople households in Spelthorne (2017-2041)

Status	Total
Meet Planning Definition	15
Unknown	0-2
Do not meet Planning Definition	0

- 6.7 Spelthorne plans to meet the needs of those who meet the planning definition within its Local Plan.

Record of agreement

A1. The Local Housing Need figure for Spelthorne is derived from the Government's standard method for calculating housing need. This equates to an annual requirement of 618 dwellings per annum, or 9,270 units over the 15 year plan period. In doing so, Spelthorne will meet the LHN target of 9,270 units over the next 15 years through the delivery of the indicative capacities of 9,438 homes for the Borough.

A2. Spelthorne has engaged with neighbouring boroughs to identify the distribution of identified housing needs, including the capacity of each authority to meet their own needs as well as any potential spare capacity to assist

neighbouring authorities. The following positions on meeting housing need are summarised in the table below:

Name	Current housing target (dwellings per annum)	Capacity to meet own identified need	Capacity to meet unmet need
Spelthorne Borough Council	618*	Spelthorne BC plan to meet their housing need in full.	Spelthorne BC do not currently have any spare housing capacity to meet unmet need.
London Borough of Hounslow	1,782	LB Hounslow plan to meet their housing need in full.	LB Hounslow do not currently have any spare housing capacity to meet unmet need.
London Borough of Hillingdon	1083	Housing need is pooled and apportioned across London through the London Plan (2021). Hillingdon Council can demonstrate a five-year supply of deliverable housing sites against this housing target. A Local Plan review is currently identifying the long-term capacity.	Any additional capacity above these targets will be needed to address the gap between capacity and need within the London Plan (2021).
London Borough of Richmond upon Thames	411	Planned target of 411 homes per annum.	LB Richmond upon Thames do not currently have any spare housing capacity to meet unmet need.
Elmbridge BC**	647*	Planned target of 452 dwellings per annum.	
Runnymede BC	500 (as set out in adopted)	Runnymede BC's adopted Runnymede	Runnymede BC does not currently have

	Runnymede 2030 Local Plan)	2030 Local Plan (adopted July 2020) contains a strategy to meet the Borough's housing needs in full over the Plan period.	any spare housing capacity to meet unmet need.
Slough BC	825 yr in 2023*	Slough BC has engaged with Spelthorne as a neighbouring Borough and as a Member of the HSPG. Slough do not consider it's 'HMA' has strong direct links with Spelthorne. Slough is looking to meet as much as possible of its housing needs.	Slough BC do not have any spare housing capacity to meet unmet need arising in Spelthorne.
RB Windsor & Maidenhead	712	RBWM's recently adopted Local Plan will meet their housing need in full.	RBWM do not currently have any spare housing capacity to meet unmet need.

Table 1: Housing Need

**Core Strategy (adopted 2008 states a minimum of 6,250 new dwellings will be provided in Slough between 2006 and 2026. The initial 2023 LHN figure has been advised as 825 . The Reg 18 proposed Spatial Strategy 2020 considers Slough is unlikely to meet its housing need figure within its boundary.)

** Elmbridge Borough Council are developing a separate SoCG to address strategic matters between the two authorities and are not a signatory to this document but are included for wider context as a neighbouring authority.

A3. In line with paragraph 11 of the NPPF, plans should positively seek opportunities to meet the development needs of their area and provide for objectively assessed need for housing and other uses, as well as any needs that cannot be met with neighbouring areas, unless certain criteria apply.

A4. Spelthorne BC shares its strongest housing ties with Runnymede Borough however also shares functional links with Surrey and Greater London, particularly West London. It is agreed that there are localised cross boundary links between Spelthorne and neighbouring local authorities for housing matters.

A5. Spelthorne BC is unable to meet its housing needs in the urban area alone. In May 2020, Spelthorne BC contacted neighbouring authorities to ask if they were in a position to assist in meeting housing needs, to which no positive response was received. Subsequently, Spelthorne Borough Council has

adopted the spatial strategy of maximising brownfield locations and a small amount of Green Belt release.

A6. At present Spelthorne is planning to meet its housing needs in full and is not requesting assistance from neighbouring authorities to help meet needs. Spelthorne is also not in a position to accommodate any of the objectively assessed need for housing from neighbouring authorities.

A7. As housing supply evidence is completed by Spelthorne BC and the boroughs outlined in the table above, the findings will be shared and discussed with each other at key milestones.

Gypsies, Travellers and Travelling Show People

A8. Spelthorne BC has identified sites to meet the needs of known needs of Gypsies, Travellers and Travelling Showpeople in accordance with national guidance.

A9. The evidence base produced by Spelthorne BC and those of adjoining boroughs to assess the level of need for Gypsies, Travellers and Travelling Showpeople accommodation within the strategic area covered by this statement is robust. Each authority will endeavour to meet their identified accommodation needs for these groups within their individual borough boundaries through their respective Local Plans. The parties agree that they do not currently have capacity to meet any identified shortfall in Gypsy, Traveller & Travelling Show People provision from other boroughs.

Employment

Functional Economic Market Area

6.8 Spelthorne produced a Functional Economic Area (FEA) analysis to determine which Functional Economic Market Area (FEMA) it sits within. The FEA analysis identified that Spelthorne shares its strongest economic links with Runnymede, Elmbridge and the London Boroughs of Hillingdon & Hounslow and together these authorities sit within a Heathrow focussed Functional Economic Market Area.

6.9 Duty to Cooperate partners and the public were consulted on the FEA analysis in 2016 and comments were considered in the finalisation of the report.

Employment Land Needs Assessment

6.10 The Employment Land Needs Assessment (ELNA) study was produced in 2018 to assess the future demand and need for different types of employment land in the Borough over the plan period.

6.11 The ELNA was then updated in 2022. The COVID-19 pandemic has created uncertainty regarding employment land needs, with trends towards greater remote-working and the desire for more goods and services to be provided directly to homes. As such, the ELNA has been updated to take account of the changes in employment floorspace and associated job impacts. Overall, this has resulted in a

need for 19,109sqm of employment floorspace, an overall increase of 10,495sqm since the 2018 ELNA. However due to the instability in the market associated with the pandemic, there is uncertainty regarding the amount of employment floorspace required over the plan period. It is therefore considered appropriate to assess the position at the five year review stage when it is hoped there will be more certainty.

- 6.12 Based on the methodology used in the 2018 ELNA, employment forecasts for Spelthorne borough, provided by Oxford Economics and Cambridge Econometrics, provide an estimate of the amount of floorspace which may be needed over plan period.
- 6.13 The table below shows that over the plan period Spelthorne anticipates that just over 18,000sq m of E(g)(i) and E(g)(ii) Office and Research & Development will be required, just under 12,000sq m of B8 Warehousing and Storage will be required however it is anticipated that just under 11,000sq m of B2 industrial floorspace will no longer be required. However, due to the locations and nature of the floorspace it is unlikely all of the former B2 floorspace could be used for E(g)(i) and E(g)(ii) and B8.

Use Class	Required change in floorspace 2022-2037 (sqm)
E(g)(i) and E(g)(ii)	18,372
B2	-11,268
B8 (general)	12,005
Total B Class	19,109

Table 2: Forecast change in floorspace 2022-37

Type of space required

- 6.14 There is a particular concentration of transport/storage businesses in the Borough many of which have business directly related to activities at Heathrow Airport. Shepperton / Pinewood Studios is part of a loose 'cluster' of like businesses in the outer/west London area. In 2019 Netflix took over the studios in order to produce more films in the UK. The Pinewood Group were successful in a planning application for an extension to Shepperton Studios which will see a £500m investment which will double the existing space available. In recent times there has also been growth within the construction sector. The former typology requires large B8 distribution sheds near the airport and with convenient access to the strategic road network.
- 6.15 As a result of these findings and the uncertainty associated with the pandemic recovery, the overall strategy in the Spelthorne Local Plan Review is to retain existing employment areas and to review the need for employment land in the five year review period. In relation to the employment profile of the Spelthorne area, the policy approach is designed to support the retention, creation and development of local businesses, promote business competitiveness and allow for flexibility to cater for the changing needs of the economy.
- 6.16 The Local Plan seeks to direct proposals for new office and research & development (E (g) (i and ii)) floorspace sequentially to Staines-upon-Thames town centre and the Strategic Employment Areas. The Plan also seeks to guide proposals for new industrial, warehousing and storage (B2 and B8) floorspace to the industrial Strategic Employment Areas, to any of the existing industrial estates and to any sites where floor space of this use class is included in the site allocation in the Local Plan.

HSPG Joint Evidence Base and Infrastructure Study (JEBIS) and Joint Spatial Planning Framework (JSPF)

- 6.17 The HSPG have produced a Joint Evidence Base and Infrastructure Study (JEBIS) for member local authorities surrounding Heathrow (including Spelthorne BC, Runnymede BC, Slough BC, LB Hounslow, LB Ealing, Surrey County Council and Buckinghamshire Council). The study analysed the potential economic development and labour market arising from possible expansion of Heathrow Airport and explored how this relates to the background growth for which the authorities are already planning. This work has informed the preparation of the Joint Spatial Planning Framework (JSPF) which sets out a framework for the sustainable development of the sub-region, addressing the implications of both 'baseline growth' and the additional growth demand forecast to result from the expansion of Heathrow Airport over the next 30 years. The JSPF will sit alongside Spelthorne's Local Plan and will help inform any future proposals for the expansion of Heathrow Airport.
- 6.18 Given the pause in the Heathrow Airport expansion scheme proposals, and the recovery from the Covid 19 crisis, HSPG has refocused its objectives and priorities. Spelthorne Borough Council will continue to engage with the group and support the production of evidence.

Record of agreement

B1. Spelthorne Borough Council has engaged with neighbouring boroughs, those within the 'best fit' FEMA and those other authorities identified within the wider region as having economic links with Spelthorne. The following positions on meeting employment needs are summarised in the table below:

Name	Capacity to meet own identified need	Capacity to meet unmet need
Runnymede BC	Runnymede BC are looking to meet all of their identified employment needs over its adopted Local Plan period. Further engagement on this issue should be undertaken through the HSPG.	Runnymede BC does not currently have any spare employment land capacity to meet unmet employment needs from other Local Authorities within its area. Further engagement on this issue should be undertaken through the HSPG.
Elmbridge BC*	Elmbridge BC are looking to maintain and intensify existing employment land.	Employment needs will be considered in a separate SoCG between Spelthorne and Elmbridge.
Slough BC	SBC has engaged with Spelthorne as a neighbouring Borough and as a Member of the HSPG. Slough do not consider it's 'FEMA' has strong direct links with Spelthorne. Slough is	

		looking to meet as much as possible of its employment need within its boundaries, or from Heathrow.	
	London Borough of Hillingdon	Employment needs are pooled, and policies are compiled accordingly within the London Plan (2021). A Local Plan review is currently identifying what the localised need is and long-term capacity.	LB Hillingdon do not currently have any spare employment land capacity to meet unmet employment needs from Spelthorne.
	London Borough of Hounslow	LB Hounslow are planning to meet their employment need in full. Further engagement on this issue should be undertaken through the HSPG	LB Hounslow do not currently have any spare employment land capacity to meet unmet employment needs from Spelthorne. Further engagement on this issue should be undertaken through the HSPG.
	London Borough of Richmond upon Thames	Unable to meet objectively assessed need for employment (based on latest Employment Land & Premises Needs Assessment 2021).	LB Richmond upon Thames do not currently have any spare capacity to meet unmet need.
	Royal Borough Windsor and Maidenhead	RBWM, in their recently adopted Local Plan, will be meeting all of their employment needs.	RBWM do not currently have any spare employment land capacity to meet unmet employment needs from Spelthorne within its area.

Table 3: Employment Floorspace Need

* Elmbridge BC are not a signatory to this SoCG but included for wider context as a neighbouring authority.

B2. Spelthorne BC has not identified any employment land through its allocations due to the uncertainty associated with the pandemic however will support proposals that come forward in the urban area and designated employment areas. Spelthorne BC will review the need for employment floorspace in the five year review period once there is more certainty.

B3. At present Runnymede BC, Elmbridge BC, Slough BC, LB Hounslow, LB Hillingdon, LB Richmond upon Thames and RB Windsor and Maidenhead are not in a position to accommodate any of Spelthorne's objectively assessed need for employment floorspace. Spelthorne is not in a position to assist in meeting any unmet employment needs of neighbouring authorities.

B4. Spelthorne BC and the other HSPG members will continue to monitor the situation as regards the Heathrow expansion in light of the Appeal Court ruling in February 2020, subsequent overturned decision by the Supreme Court in December 2020, decisions made by the Civil Aviation Authority and the economic impacts of COVID-19.

B5. All parties participating in the HSPG agree with the conclusions drawn from analysis of the FEMAs to which they are a part and acknowledge the robustness of one another's evidence bases.

Retail

Retail and Town Centre Needs Study 2018

- 6.19 The main centres in the borough are Staines (a Major centre), Ashford, Shepperton and Sunbury (District Centres). Spelthorne also contains a number of Local Centres and Shopping Parades.
- 6.20 Spelthorne BC commissioned a Retail and Other Town Centre Uses Study (2015) to inform the approach taken toward retail provision and town centre development as part of the Local Plan review. The was then updated in 2018 to identify any changes in loss or gain of retail floorspace since the publication of the Study.
- 6.21 When compared with the findings of the 2015 Study there has been a material rise in the amount of quantitative need for convenience goods floorspace in the Borough and a material fall in the amount of quantitative need for new comparison goods floorspace over the medium to longer term. The Study Update indicates that across the Borough there is need for 22,192-23,680sqm comparison goods floorspace and 2837-5071sqm convenience goods floorspace up to 2035.
- 6.22 Staines was identified as a secondary regional retail centre and performs a strong comparison goods role in the wider sub-region with a catchment that extends into Runnymede, Elmbridge, Windsor & Maidenhead and the London Borough of Hounslow. However Staines-upon-Thames does experience some expenditure leakage to Kingston-upon-Thames. Furthermore, analysis of retail studies in the surrounding local authorities found links from Runnymede, Elmbridge, Hillingdon and Hounslow to parts of Spelthorne, namely Staines-upon-Thames.

Staines Development Framework (Emerging)

- 6.23 To support the Local Plan, the Council is currently producing a Staines Development Framework Supplementary Planning Document (Draft) to help guide development in the town centre over the plan period. The purpose of the Development Framework is to articulate clear guidance for the transformation and regeneration of the centre of Staines-upon-Thames. Staines-upon-Thames has been identified by SBC as having an opportunity to grow and develop into a thriving and vibrant town centre, building on its existing successful high street and its enviable riverside location. The Development Framework has been drafted to identify some of the issues currently facing the town centre, and articulate opportunities for change, improvements and development, that will collectively deliver a successful and attractive town centre environment.

Record of agreement

C1. Spelthorne BC is actively pursuing regeneration opportunities in its town centres through the Local Plan review in order to improve their offer and choice. Spelthorne is not looking to significantly alter the position of its centres in the wider retail hierarchy through the Local Plan reviews.

C2. All parties acknowledge the robustness of one another's retail evidence. There are currently no outstanding cross boundary retail issues and no parties are requesting one another to help meet any unmet retail needs at present.

Green Belt and Environmental Matters (including matters relevant to climate change adaption such as flood risk)

Evidence base keys findings

Green Belt

- 6.24 Spelthorne BC commissioned Arup to undertake a Stage 2 Green Belt Assessment in 2019. This builds upon work undertaken in the Stage 1 Green Belt Assessment (2018). The review has been prepared in accordance with the National Planning Policy Framework.
- 6.25 The stage 1 study has undertaken a comprehensive assessment of land within the Green Belt with respect to its performance against the purposes set out in paragraph 138 of the NPPF. The starting point for the Green Belt Assessment was to assess how far Local Areas of land in the borough meet the Green Belt purposes set out in the NPPF. Where it has been found that parcels do not meet these purposes strongly, they have been considered further to assess the wider impacts of potential release from the Green Belt.
- 6.26 The Stage 2 Green Belt Assessment was then undertaken to build on the Stage 1 Green Belt Assessment at a finer grained level to assess the performance of smaller sub areas. The assessment considered the performance of sub-areas against the NPPF purposes and the role and importance of these in terms of the function of the wider Green Belt. Consideration was also given to potential impacts upon the relative strength of the Green Belt boundary and whether new boundaries would be defined 'clearly, using physical features that are readily recognisable and likely to be permanent'.
- 6.27 The Council has subsequently undertaken a Stage 3 Green Belt Assessment in house to consider specific individual parcels identified for potential release from the Green Belt. This assessment has utilised a similar methodology used for the Stage 1 and Stage 2 Green Belt Assessments for consistency.
- 6.28 The assessment and subsequent assessment work has concluded that exceptional circumstances have been demonstrated justifying a release of Green Belt for housing development, recognising the inability of the Borough to meet the local housing need figure derived from the standard method for calculating need without releasing this land. Consideration has been given to the range of potential options to meet this need, including greater density of development in the built-up area and the possibility of neighbouring authorities taking up any unmet need. This has not

offered any alternative options for meeting the full housing need identified through the standard method.

- 6.29 The Council has identified two draft allocation sites close to the border of neighbouring authorities. ST4/025: Land at Coppermill Road, is adjacent to Windsor and Maidenhead. AS2/006: Land East of Desford Way is in close proximity to the LB Hounslow border. Spelthorne BC has contacted both authorities regarding any potential cross boundary issues.
- 6.30 The Spelthorne Green Belt Assessment Stage 1 finds that the band of Green Belt between Spelthorne and Hounslow is part of a narrow but essential arc of Green Belt preventing the sprawl of the Greater London built-up area and its coalescence with towns in Surrey. The Spelthorne Green Belt Assessment Stage 2, which comprises a finer grained assessment of smaller Green Belt parcels, similarly sets out that the band of Green Belt separating Spelthorne from Greater London performs an important strategic role in preventing urban sprawl.

Flooding

Strategic Flood Risk Assessment

- 6.31 Large areas of Spelthorne lie within the floodplains of the River Thames, Colne and Ash with only limited flood defence. Flooding and flood risk is a serious issue in Spelthorne. Strategic working with the Environment Agency and Surrey County Council as the Lead Local Flood Authority is required to assure the risks of flooding are appropriately assessed and addressed in the Local Plan through the location of development and the formulation of policies.
- 6.32 Consultants AECOM have produced a Strategic Flood Risk Assessment (SFRA) on behalf of Spelthorne BC. The purpose of this study is to identify the spatial variation in flood risk across the Borough of Spelthorne from all sources, facilitating a borough-wide comparison of future development sites with respect to flood risk considerations. Spelthorne Borough Council has worked with the Environment Agency, Surrey County Council and Thames Water at key stages in the production of the study and these bodies have been consulted on the draft project deliverables to ensure the scope of the study satisfies requirements.

River Thames Scheme

- 6.33 The River Thames Scheme is a proposed programme of projects and investment to reduce flood risk in communities which will consist of a new flood channel in two sections, through the boroughs of Runnymede and Spelthorne in Surrey. In addition, there will be increases in capacity at three weirs and the Desborough Cut.
- 6.34 With the River Thames Scheme in operation, additional capacity is created by the new river channels and additional weir gates. The new flood channel will be built in two sections and is designed to create additional capacity for water from a major flood. Additional capacity will also be created at three weirs: Sunbury, Molesey and Teddington to accommodate high river flows in times of flood when the channels are fully operational. The scheme will also provide economic, social and environmental benefits.
- 6.35 Alongside the Environment Agency and Surrey County Council as joint applicants for the Development Consent Order, the partnership behind the River Thames Scheme includes: Spelthorne Borough Council, Elmbridge Borough Council, Runnymede Borough Council, Royal Borough of Kingston upon Thames, London

Borough of Richmond upon Thames, Thames Valley Berkshire Local Enterprise Partnership, Enterprise M3 Local Enterprise Partnership, Department for Environment Food and Rural Affairs (Defra), Thames Water and Thames Regional Flood and Coastal Committee (RFCC), with Natural England also engaging with the EA and Spelthorne.

- 6.36 The main groups are the Sponsor Group, consisting of representatives of the EA and Government, Elected Members and Chief Executives of the partnership bodies; the Project Board, consisting of the EA, government advisors and Directors of the partnership authorities; a Consents & Authorisations Advisory Group, consisting of planning and consent professionals from all partners; a Funding Group, consisting for finance professionals and elected Members of partners organisations. Spelthorne Borough Council is represented on all main groups.

Climate Change

- 6.37 Climate Change is a global issue and therefore a cross boundary matter that extends across many strategic objectives/issues such as transport, infrastructure, housing provision, design, green infrastructure and so on.
- 6.38 Spelthorne Borough Council declared a climate emergency in October 2020. The Council has committed to work with the local community and all other relevant partner agencies to support making the Borough carbon neutral as soon as practically possible.
- 6.39 The Local Plan seeks to ensure that all development is resilient to and capable of adapting to the future impacts of climate change through the inclusion of sustainable design features where this is technically feasible and viable and the enhancement of existing or creation of new green infrastructure features. Given that Cross-boundary impacts are likely to arise from new development taking place across the wider area it is important that partners work collaboratively to address the impact of Climate Change and make adaptation and mitigation an integral part of new development into the future.

Biodiversity

- 6.40 Biodiversity is a means of quantifying the natural environment, which surrounds us everywhere, and is connected to many aspects of everyday life. Biodiversity can be described as the richness and variety of living things which exist in a given area. Biodiversity and geodiversity (the diversity of geological sites) is not just confined to identified and protected sites but extends beyond local authority boundaries to create a network.
- 6.41 Biodiversity net-gain is an approach which aims to leave the natural environment in a measurably better state than beforehand. The Spelthorne Local Plan will seek to improve or enhance green assets over the course of the plan period.
- 6.42 Spelthorne aims to contribute to the nature recovery network across the County in order to enhance a joined-up system of wildlife that extends beyond boundaries. Surrey County Council has agreed to be the responsible body for producing the Local Nature Recovery Strategy (LNRS) for Surrey. The LNRS will establish priorities for nature recovery and will map proposals for specific desirable land use and land management actions to deliver these priorities, across the county.

6.43 The Draft Local Plan is supported by the Habitats Regulation Assessment (HRA) which has been prepared on behalf of Spelthorne BC by consultants WSP. Spelthorne BC and Natural England have engaged with one another as the HRA has progressed to consider potential adverse impacts as a result of the Local Plan policies on the integrity of European nature conservation sites.

Record of agreement

D1. Metropolitan Green Belt is a strategic cross boundary matter for Spelthorne BC, Elmbridge BC, Runnymede BC, LB Hounslow, LB Hillingdon, LB Richmond upon Thames, Royal Borough of Windsor & Maidenhead and Slough BC given that each borough contains areas of designated Green Belt land which span their respective administrative boundaries.

D2. All parties have taken into consideration the importance of the Green Belt within their respective areas as part of the integrity of the wider Metropolitan Green Belt, with particular reference to Green Belt land that acts as the strategic arc preventing the continued outward sprawl of London and the merging of London with Surrey Towns.

D3. Where there are proposals to amend the Green Belt boundary between Spelthorne BC and any adjoining boroughs, opportunities will be sought to strengthen the remaining boundary and retain a strategic buffer between them, in particular where this exists between Greater London and Surrey. In addition, the Secretary of State in decisions has recognised the importance of the strategic gap between Heathrow, Stanwell Moor and Slough over and above Green Belt protection.

D4. Spelthorne BC will continue to engage with neighbouring authorities and relevant partners to address and mitigate flood risk from the River Thames, its tributaries and other sources.

D5. The adaptation and mitigation of Climate Change is a running theme through all strategic issues (e.g., transport infrastructure, housing, green infrastructure), therefore Spelthorne will continue to work with partners to reduce the impacts of Climate Change to reach zero carbon throughout the plan period.

D6. Spelthorne will work with partners to help develop a joined-up nature recovery network that spans across the county and beyond. Spelthorne and partners will share the most up to date information where available to assist in developing and delivering the Surrey Local Nature Recovery Strategy and enhancing green assets/biodiversity throughout the plan period.

Infrastructure (including transport, community and green infrastructure)

Transport Impact Studies

6.44 A highways impact assessment has been undertaken by Surrey County Council on behalf of Spelthorne BC to model the potential impacts on the highway network of the Draft Spelthorne Local Plan. This considered the current state of the transport network, the future impact of expected population growth and development and the effects of the introduction of transport improvements ('mitigations').

Spelthorne Local Plan: Strategic Highway Assessment Report (2022)

- 6.45 This study assessed the transport impacts of site allocations and wider transport impacts associated with planned growth derived from the Local Plan.
- 6.46 Surrey's transport model SINTRAM has been used for the assessment as well as a cordoned Local Model of Spelthorne and its immediate surroundings. A future year of 2037 has been assessed, to tie in with the end of the Local Plan period. Model scenarios are as follows:
- 2037 Do Minimum – this includes growth outside the borough, plus growth from planned and committed developments since 2014 within the district.
 - 2037 Do Something – as above plus Local Plan development sites and windfalls.
- 6.47 The assessment has included the following large scale developments located outside but close to the Spelthorne boundary, where these have already gained planning permission or are included in Local Plans:
- Longcross Garden Village (Southern Site),
 - Longcross Garden Village (Northern Site),
 - South Bedfont,
 - Bedfont Gardens,
 - Airport Business Park, and
 - MOD Feltham.
- 6.48 Key findings:
1. Overall, the developments are reasonably small and dispersed. As a result, the impacts tend to be local to the developments and the cumulative impact is in general tolerable. Nevertheless, there are some cumulative impacts in Staines, Stanwell, Ashford and Sunbury. It is not considered that any impacts would be considered severe in terms of the National Planning Policy Framework (NPPF).
 2. There is a need for localised highway mitigation tied in with specific developments, as well as schemes to address cumulative impacts in some locations. Some further work will be required to help inform Spelthorne's Infrastructure Development Plan with measures consistent with Surrey County Council's recently adopted Local Transport Plan 4. In particular there is a need for high quality pedestrian and cycle routes and corridors linking the developments with where people want to travel to in order to limit travel by private vehicle.
- 6.49 The Strategic Highways Assessment has identified that no individual site is forecast to have a significant impact on the Staines locality. However, a detailed assessment will be undertaken as part of the Staines Development Framework.

Southern Access to Heathrow

- 6.50 To date, the government is advancing two new major rail schemes (Western Rail to Heathrow and Southern Rail to Heathrow) to significantly transform rail access to and from Heathrow. The government plans to partly involve the private sector in its financing, delivery and maintenance. It aims to improve access to Heathrow from the south, reduce rail journey times, ease road and passenger congestion, create additional connections, generate economic growth and new jobs and provide an

alternative form of transport for passengers, especially people who travel to the airport by car.

- 6.51 Spelthorne Borough Council has submitted a £375m alternative light rail scheme to Heathrow to the Department of Transport (DfT) as part of its call for ideas on third party funded projects. The proposed light rail transport link will connect Staines-upon-Thames to Heathrow to provide joined up journeys into the airport from the south. There are several other possible alignments, and all are to be assessed by DfT.
- 6.52 The next step is for Government to set out a clear pathway for the progression of the scheme. Spelthorne BC will continue to engage with central government and other stakeholders to help the delivery of a southern rail access to Heathrow.

Spelthorne Local Cycling and Walking Infrastructure Plan (LCWIP)

- 6.53 An LCWIP is a key transport planning document that has been defined by the Department for Transport (DfT), which aims to support recent uptakes in the active travel modes of walking and cycling by delivering improved facilities for existing active users whilst also encouraging a mode shift for new users.
- 6.54 The Spelthorne LCWIP has considered the full extent of the Borough of Spelthorne, with an emphasis on links between key trip attractors and destinations that will encourage a greater mode share for the active travel modes of walking and cycling.
- 6.55 Spelthorne has worked with Surrey County Council to develop the Plan. It is important that LCWIPs are integrated and connected across the wider area so that walking and cycling projects are joined up across local authority boundaries.
- 6.56 Spelthorne and Surrey CC will continue to engage with neighbouring authorities as other LCWIPs are developed in future and to ensure a continuous synergy amongst LCWIPs more broadly. This approach is also reinforced in the Local Plan SoCG between Surrey CC and Hounslow which agrees to collaborative working at the borough boundary to ensure alignment of active and sustainable travel improvements, for example in the Ashford and Sunbury areas. Improved sustainable access to Heathrow will also be a priority.

Waste and Minerals

- 6.57 Surrey County Council is responsible for plan-making and decision-taking in respect of minerals and waste management development in Spelthorne. Surrey County Council and Spelthorne Borough Council agree to safeguard minerals and waste management development pursuant to paragraphs 187 and 212 of the National Planning Policy Framework 2022; Policy MC6 of the Surrey Minerals Plan Core Strategy 2011; Policy 7 of the Surrey Waste Local Plan 2020; and the Minerals and Waste Consultation Protocol 2022.

Education

- 6.58 The Infrastructure Delivery Plan (IDP) identifies infrastructure requirements across the borough, setting out what is needed, where, and when. It includes projects relevant to waste, transport, education, utilities, health, culture, sports, the emergency services, and green infrastructure. Surrey County Council as the education authority to have provided evidence which sets out the estimates of additional pupils in Spelthorne over the Plan period, including those yielded as a

result of planned new housing in the Borough. These estimates are based on the most up-to-date birth rates, pupil migration trends and planned housing shared by the Borough Council.

- 6.59 The purpose is to forecast the need for additional school provision required to support planned housing development in the Borough. Based on current forecasts there are sufficient primary places across the Borough. Based on current forecasts there is a need for additional secondary school places in Spelthorne. Discussions with the County Council have highlighted the likely need for additional Special Educational Needs and Disability (SEND) provision in the Borough over the Plan period.
- 6.60 Through the Local Plan, the provision of a new sixth form college has been proposed (Allocation HS1/012b). Spelthorne will work with Surrey County Council to ensure the supply of specific types of provision to meet needs.

Health and Social Care

- 6.61 Surrey County Council manage adult social care in Surrey. This includes people who are frail, have disabilities or neurodiversity or mental health issues. The aim is to help people stay independent, safe and well, which creates specific accommodation requirements.
- 6.62 There are many accommodation options for older people, which endeavour to respond to varying levels of care and support needs. This includes adapted mainstream housing, sheltered housing, extra care/assisted living or residential and nursing care. Provision therefore involves the private sector alongside the public sector.
- 6.63 Spelthorne Borough Council acknowledges the need for extra care housing across the County, as prioritised by Surrey County Council.

Record of agreement

E1. Surrey County Council and National Highways have been consulted on policy preparation and strategic policies in the Local Plan (Site Allocations and Policy ID2: Sustainable Transport for New Developments) and have been prepared in line with the findings of the Spelthorne Strategic Highways Assessment.

E2. Spelthorne will work with relevant stakeholders as work on the Southern Access to Heathrow progresses. Spelthorne will work with TfL, HSPG, neighbouring authorities and central government to identify the necessary interventions that would enable the scheme to be delivered and operate effectively, in order to ensure that it is well integrated with the wider network and does not result in unacceptable impacts to either stations or rail services.

E3. All parties agree to keep each other updated as infrastructure evidence is produced and as discussions with infrastructure and service providers continue if any relevant cross boundary matters arise, or if further infrastructure projects are found to be necessary.

E4. HSPG member authorities will continue to work collaboratively through the Heathrow Strategic Planning Group in relation to matters associated with strategic cross boundary transport schemes.

E5. LB Hounslow and Spelthorne BC acknowledge each other's proposals for a Southern Rail Link to Heathrow. The parties involved in this agreement are not the decision makers and will await the outcomes of these plans to inform future discussions but will work together to ensure a positive outcome that meets wider strategic objectives.

E6. The Spelthorne Strategic Highways Assessment indicates that the unmitigated growth proposed through the Local Plan would result in an impact to two cross-boundary A and B roads (A30 and B376) however flow is expected to remain stable. Overall cross boundary impacts on neighbouring authority areas are expected to be minor with localised highway mitigation tied to specific developments expected to address impacts.

E7. Spelthorne BC has robustly assessed the impacts of growth on the highway network and will engage with partners as it develops additional evidence to support the Local Plan. This includes any future transport assessments to accompany the emerging Staines Development Framework Supplementary Planning Document.

E8. At present no specific cross boundary infrastructure issues between the parties to this agreement have been identified beyond those identified above.

E9. Spelthorne will continue to engage with neighbouring authorities where cross boundary issues are identified. Spelthorne will work with Surrey County Council and adjoining authorities to ensure that proposed active travel routes and improvements can be aligned with SCC's forthcoming programme of active travel improvements in Spelthorne. Parties agree that cooperation is required to increase connectivity at the borough boundary in order to ensure that more active and sustainable transport movements can take place, and to address cross-boundary highways issues.

E10. Spelthorne will continue to work with Surrey County Council as the education authority to ensure that the most up to date information is taken into account in identifying needs and in ensuring sufficient places are available to meet needs.

E11. Spelthorne Borough Council will actively work with Surrey County Council to ensure that appropriate mitigation is in place to protect the amenity of residents whilst also safeguarding existing minerals and waste management facilities and safeguarded mineral resources, should any potential impacts arise through Local Plan development. Spelthorne and Surrey County Council will maintain an ongoing dialogue in order to take account of the most up to date information regarding Minerals and Waste planning over the course of the Local Plan.

E12. It is agreed that Spelthorne Borough Council and Surrey County Council will continue to work together on housing needs. Spelthorne Borough Council and Surrey County Council will inform each other of any updated housing evidence over the course of the plan period, particularly on the needs of specific groups of the population. Spelthorne will consult the Adult Social Care team within Surrey County Council on development proposals relating to the provision of C2 housing.

E13. Spelthorne Borough Council and Surrey County Council will work together to identify funding sources for infrastructure improvements, including developer contributions.

Conservation and enhancement of the natural, built and historic environment

Key Evidence base findings:

Built and Historic Environment

Staines Development Framework

- 6.64 The Staines Development Framework has been informed by consultation on the Objectives and Options in June 2021. The SDF has been informed by guidance from Historic England in order to conserve and enhance the conservation area and heritage assets. This resulted in the development of a detailed and robust methodology which has been used to establish an appropriate building height for each tested location which is deemed to be acceptable in respect of the individual and cumulative impacts upon heritage assets and local character in the context of the comprehensive re-development and regeneration of Staines Town Centre.
- 6.65 The Staines Development Framework (currently in draft form), to be adopted as a Supplementary Planning Document, has identified a new 'zoning' plan which provides guidance on the appropriate heights of future buildings in particularly sensitive parts of the town centre, protecting the riverfront, and also highlighting locations where higher-density developments, complying with clear design principles, would be best located. This approach will enable the Council to meet its housing needs while protecting the significance of heritage assets.
- 6.66 As the development of the SDF progresses, Spelthorne will continue to engage with Duty to Cooperate partners to address any cross-boundary impacts.

Record of agreement

F1. Spelthorne has engaged with partners as it has developed Local Plan policies and evidence on the natural, built and historic environment. Spelthorne will continue to engage with partners and will share new evidence as it arises.

F2. The Spelthorne Local Plan has been prepared taking into account feedback from Historic England and the approach taken in policy PS3: Heritage, Conservation and Landscape, is to expect development proposals to conserve, restore and enhance designated and non-designated heritage assets.

F3. Spelthorne has engaged with Historic England and other partners to ensure that the historic environment will be duly protected and conserved through the development of the Staines Development Framework. Spelthorne will continue to engage with partners on the development of the Staines Development Framework Supplementary Planning Document to implement it in a manner which provides adequate protection and opportunities for enhancement over the course of the Plan period.

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7. Governance Arrangements

- 7.1 It is agreed that informal discussions will occur between neighbouring authorities on the cross-boundary issues referred to in this Statement of Common Ground in the form of officer level meetings at least once every twelve months with escalation of matters to Member level where necessary. This is in addition to the opportunities for inter-borough discussion of strategic matters provided by the Surrey Planning Officers Association, Planning Working Group and Surrey Infrastructure Steering Group.
- 7.2 HSPG members will continue to engage with one another through the HSPG secretariat and will continue to monitor the situation with regards to the future work of the group, including that of its Spatial Planning Sub Group.
- 7.3 It is agreed that this Statement of Common Ground will be reviewed by all authorities through joint duty to cooperate discussions which will be held on an annual basis.
- 7.4 Where any one of the parties to this Statement of Common Ground is undertaking a Regulation 18 consultation, Regulation 19 publication or submitting a Local Plan to the Secretary of State, it will be the responsibility of that party to co-ordinate the review and updating of relevant aspects of this SoCG for agreement with appropriate parties for that event (as necessary).

8. Record of on-going cooperation and timetable for review

8.1 The following table is intended to monitor the progress made toward gaining agreement on strategic matters addressed in this statement of common ground. The table will be updated as and when further progress has been made.

LPA / Body	Statement sent date	Status	Outstanding Issues to be resolved	Summary of engagement to date
Runnymede BC	Sign off received	Agreed	Sign off	Comments received via email and added to SoCG.
Elmbridge BC	Separate SoCG	Separate SoCG being developed	Annex SoCG	Separate SoCG under development and ongoing cooperation regarding Elmbridge's unmet needs.
LB Richmond upon Thames	Sign off received	Agreed	None	Comments received via email 06/08/22 and added to SoCG.
LB Hounslow	Sign off received	Agreed	Annex SoCG on Highways matters.	Comments received via email 04/10/22 and added to SoCG. Separate SoCG on Highways Matters to be produced in due course.

LB Hillingdon	Sign off received	Agreed	None	DtC meeting 09/10/22 and follow up email sent 07/10/22. Comments added to SoCG.
Slough BC	V12 sent 27/03/23 Comments received via email 05/05/23	Comments added	Sign off	Comments received via email 05/05/23
RB Windsor and Maidenhead	Sign off received	Comments added	Sign off	Comments received via email 03/08/22 and added to SoCG.
Surrey CC	Sign off received	Agreed	None	DtC meeting 01/09/22 and comments received via email on 28/09/22.
Historic England	Sign off received	Agreed	None	Comments received via email 13/09/22 and added to SoCG.
Environment Agency		Separate SoCG developed	Annex SoCG	Separate SoCG under development in relation to the Flood risk and environment.
Natural England	V12 sent 27/03/23	Comments added	Sign off	Comments received via email 07/10/22 and added to SoCG.
National Highways	Separate SoCG	Separate SoCG developed	Annex SoCG	Separate SoCG agreed in relation to the Strategic Road Network.
Transport for London	Sign off received	Agreed	None	Comments received and added to SoCG 30/10/22.

Table 4: Record of on-going cooperation

8.2 The following table provides information on the plan review, update and submission timetables for the local authorities which are signatories to this statement

Authority	Present plan adoption date	Proposed review date	Target Reg.18 date	Target Reg.19 date	Target submission date	Proposed date for adoption
Spelthorne BC	2009	2014	November 2019 – January 2020	June – Sept 2022	Autumn 2022	Spring 2023
Runnymede BC	July 2020	Local Plan Review commenced in Jan 2021	TBC- Update to the LDS expected Spring 2023	TBC- Update to the LDS expected Spring 2023	TBC- Update to the LDS expected Spring 2023	TBC- Update to the LDS expected Spring 2023
Elmbridge BC	Separate SoCG under production					

LB Richmond upon Thames	July 2018 (March 2020 on two issues in relation to legal challenges)	Under-way	December 2021 – January 2022	Feb/Mar ch/April 2023	Summer 2023	2024
LB Hounslow	2015	LPR Vols. 2,3 & 4: 2016 Vol.1 FIR: 2022	LPR Vols. 2,3 & 4: 2017 Vol.1 FIR: October-November 2022	LPR Vols. 2,3 & 4: 2019 Vol.1 FIR: March – April 2023	LPR Vols. 2,3 & 4: December 2020 Vol.1 FIR: May 2023	Late 2023/24
LB Hillingdon	2020	Under-way	Start of 2023			
Slough BC	2010	New Local Development Scheme under production ¹				
RB Windsor and Maidenhead	February 2022	None	None	None	None	None
Surrey CC	Waste Local Plan 2019		Joint Minerals and Waste Plan Oct 2021	Joint Minerals and Waste Local Plan 2024		
Historic England	N/A	N/A	N/A	N/A	N/A	N/A
Environment Agency	N/A	N/A	N/A	N/A	N/A	N/A
Natural England	N/A	N/A	N/A	N/A	N/A	N/A
National Highways	N/A	N/A	N/A	N/A	N/A	N/A
Transport for London	N/A	N/A	N/A	N/A	N/A	N/A

8.3 The SoCG will be reviewed annually to take account of plan preparation updates and/or local developments. As set out in the Governance Arrangements section above, it will be the responsibility of the party in question to co-ordinate the review and updating of this SoCG where they are undertaking a Regulation 18 consultation, Regulation 19 publication or submitting a Local Plan to the Secretary of State.

¹ Slough Borough Council is currently in special measures (section 114) therefore work on the development of a new Local Plan has paused. A revised LDS is in preparation.