LPA name:	Spelthorne Borough Council
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Lead officer	Jane Robinson

Area	Activity	We have made the recommended progress	We have started but have a bit more work to do to make the recommended progress	We may not have started or have significant work to do to make the recommended progress	Notes
Legal requirements you must have met before proceeding	Preparing and publishing a timetable in line with the data standard, publishing a notice of intention to commence and undertaking the scoping consultation	☑ We have complied with these legal requirements.	☐	☐ We have not met some or all of these legal requirements.	
Preparing and publishing a local plan timetable	Considering the expected time it will take to adopt the plan	☑ The timetable shows how we will prepare and adopt a plan within 30 months.	☐ The timetable shows how we will prepare and adopt a plan within 30 months but there are	☐ The timetable shows that preparing and adopting a plan will take substantially	

				significant risks to this.		longer than 30 months.	
Establishing project management and governance arrangements	Establishing appropriate project management, governance and resourcing to support the timetable	☑	We have a robust approach to manage, govern, resource and finance the preparation of the plan that supports the delivery of the local plan timetable.	☐	We have considered our approach to manage, govern, resource and finance the preparation of the plan, but there are some gaps or an approach is not yet signed off.	☐	We have key unresolved questions for how we willl manage, govern, resource or finance the preparation of the plan.
	Testing and agreeing project management and governance internally	☑	All relevant teams and decision makers have been involved in designing, and signing-off the approach.	☐	Relevant teams and decisions makers have been involved in designing and testing our approach, but it is not yet signed off.	☐	We still need to involve other relevant teams and decision makers.
	Establishing risk monitoring, management and mitigation	☑	We have identified potential risks and have effective processes in place to monitor, manage and mitigate them.	☐	We have identified potential risks and are working to establish processes to monitor, manage and mitigate them.	☐	We're still identifying risks or are yet to consider how we will monitor, manage and mitigate them.

Consulting and engaging on the plan	Preparing an engagement strategy	☑ We have a positive strategy for engaging the community and other key stakeholders in the preparation of the plan, which has been prepared with regard to government guidance.	☐ We have made some progress in preparing an engagement strategy.	☐ We need to start preparing an engagement strategy.
	Establishing processes for consultation and engagement	☑ We have clear processes in place to maximise diversity in participation, utilising both digital-first and traditional methods.	☐ We have scoped out digital-first and traditional methods for engaging with different audiences, but our processes are not yet fully formed.	☐ We haven't explored what engagement methods we could use.
	Agreeing the engagement strategy internally	☑ We have sought feedback on and agreed the engagement strategy with key decision makers.	☐ We have sought feedback on the engagement strategy with key decision makers, but it's not yet signed off.	☐ We still need to seek feedback on our engagement approach with key decision makers.

Scoping the anticipated content of the plan	Defining the scope of the plan	☑	We understand the proposed scope of the local plan. We know the main areas or locally specific subject matters it will address. This is based on data from the existing local plan, as well as information gathering, baselining and early engagement to date. Scoping work aligns with the work we have carried out on our SEA (if SEA is required).	☐	Scoping work is underway. We have reviewed monitoring information for the previous local plan, but still have work to do on information gathering, baselining and early engagement. The scoping work aligns or partially aligns with the work we have carried out on our SEA (if SEA is required).	☐	We're only in the early stages of scoping and haven't considered how this relates to the SEA.
	Drafting a vision for the plan	☑	We have used early baselining and engagement activities to begin drafting a vision.	☐	Using our baselining work and analysis of feedback from the scoping consultation we have started to develop some ideas about	☐	We need to start drafting a vision.

			what the vision might focus on.	
Considering how we will monitor progress towards the vision	☑	We have started to identify measurable outcomes to monitor our progress towards the vision.	☐	We have considered how we might monitor progress towards our vision, but haven't identified specific measurable outcomes yet.	☐	We haven't considered how we will monitor progress towards our vision.
Gathering evidence to inform the new plan	☑	We have mostly identified and scoped our evidence needs and have a plan for how we will deliver this.	☐	We have identified some of our evidence needs but still have work to do to scope the work and identify how we will deliver this.	☐	We need to start identifying our evidence needs and how we will deliver this.
Calculating a housing requirement	☑	We have calculated a housing requirement for the plan area using the Government's recommended standard method and started to	☐	We have calculated a housing requirement for the plan area using the Government's standard method. We haven't started to identify the	☐	We haven't calculated a housing requirement using the Government's standard method.

	Exploring our high-level options and policies	☐ We have started to consider high-level and conceptual spatial options to deliver the identified development need, and begun to identify the potential scope of locally specific policies.	☑ We have identified the high-level capacity and constraints for development but have not started to develop spatial options to deliver the development need or scoped out locally specific policies	☐ We haven't done any work on high-level spatial options or locally specific policies.
Progressing the Strategic Environmental Assessment	Identifying other plans/programmes that have a relationship with the local plan	☑ We have identified other relevant plans and programmes and their relationship to the local plan to establish how the plan	☐ We have identified other relevant plans and programmes but have not yet analysed how the local plan is affected by	☐ We have not yet identified other relevant plans or programmes that affect the local plan.

			or programme is affected by those plans or programmes.		those plans or programmes.		
	Collecting baseline information for the SEA	☑	We have identified baseline information showing the existing environmental characteristics of the area and their likely evolution without implementation of a new plan, as well as data on historic and likely future trends. It provides the basis against which we can assess the likely effects of our different options.	☐	We have identified baseline information on the existing environmental characteristics of the area. We have not used this information to establish trends or used it to test the environmental effects of our options.	☐	We are in the early stages of (or haven't yet started) assembling baseline information to inform our strategic environmental assessment.
	Identify environmental protection objectives to inform plan preparation	☑	We have identified the relevant environmental protection objectives,	☐	We are in the process of identifying relevant environmental protection	☐	We have not identified any environmental protection objectives.

			established at international, community or national level, and environmental considerations that will be taken into account during the preparation of the plan and recorded in the environmental report.		objectives that will be taken into account when preparing the plan.		
	Developing the scope of the SEA	☑	We have begun to identify the scope and level of detail of the information we intend to include in the environmental report. We have started to set out this information in a suitable document, such as a draft, emerging environmental report or	☐	We're still working out what the scope and/or level of detail to include in the environmental report. We're making progress on setting out this information in an appropriate document, but we're not ready to consult on the scope of the SEA.	☐	We have not decided on the scope of the SEA or the level of detail we should include in the environmental report.

			scoping document. We are on track to consult on the scope of the SEA at the consultation on proposed plan content and evidence.			
	Developing SEA objectives	☑	We have started to develop SEA objectives which will help assess the environmental performance of the local plan.	☐	We have begun to identify the key themes likely to be important when developing SEA objectives to use to assess the environmental performance of the local plan.	☐	We have not yet begun on developing SEA objectives to assess the environmenta performance of the plan against.	