

## **Minutes of Cabinet**

**24 February 2015**

### **Present:**

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Human Resources

Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture

Councillor C. Davis

Councillor N. Gething, Cabinet Member for Economic Development and Fixed Assets

Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development

Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living

Councillor J. Sexton, Cabinet Member for Communications and Procurement

**Apologies:** Councillor T. Evans, Cabinet Member for Finance

Councillor T. Mitchell, Cabinet Member for Environment

**Councillors in attendance:** Councillors Ayers, Bannister, Bushnell, R. Dunn, and Patterson

### **2146. Leader's announcements**

The Leader announced that Councillor Patel had resigned from the Cabinet in order to spend more time on her ward duties. He thanked her for all her hard work as a Cabinet Councillor.

Councillor Leighton spoke highly of Councillor Patel's work with the community during the severe floods in 2014 and Councillor Gething also added his thanks to her.

The Leader welcomed Councillor Davis as Councillor Patel's replacement.

### **2147. Minutes**

The minutes of the Cabinet meeting held on 27 January 2015 were agreed as correct.

### **2148. Disclosures of Interest**

In connection with item 2155 (below), Councillor Leighton drew attention to the fact that she was Chairman of the Shepperton Village Conservation group, one of the organisations which received a grant from the Council.

### **2149. Recommendation from Audit Committee on Corporate Risk management**

Cabinet considered a report on a recommendation of the Audit Committee following a review of the Corporate Risk Register.

**RESOLVED** that Cabinet approves the Corporate Risk Register as submitted.

### **Reason for the decision:**

Cabinet noted that the Corporate Risk Register accurately reflects the high level risks affecting the Council as well as the progress made on actions previously proposed by the Audit Committee.

## **2150. Local Plan Working Party minutes and recommendations**

Cabinet received the minutes and recommendations of the meeting held on 28 January 2015.

**RESOLVED** that Cabinet agrees:

- The Draft Local Development Scheme.
- The Draft Statement of Community Involvement for public consultation.
- The Draft Duty to Co-operate Statement for consultation with local authorities and prescribed bodies.
- The Terms of Reference for the Joint Strategic Housing Market Assessment with Runcymede Borough Council.
- The Draft Town Centres Study 2014 for public consultation and, following consultation, to sign off the final version of the Study.

## **2151. \*Draft Capital Programme 2015-16 to 2018-19 – Key Decision**

Cabinet considered a report on the Draft Capital Programme for 2015-16 to 2018-19.

**RESOLVED TO RECOMMEND** that Council approves:

- The Draft Capital Programme for 2015-16 to 2018-19.
- The Prudential Indicators for 2015-16 to 2018-19.

### **Reason for the decision:**

Cabinet noted that the level of spend proposed had been revised to reflect the level of capital resources which were available to finance future capital expenditure.

## **2152. \*Fees and Charges 2015-16 – Key Decision**

Cabinet considered a report on the proposed fees and charges for 2015-16.

**RESOLVED TO RECOMMEND** that Council agrees the fees and charges for 2015-16.

### **Reason for the decision:**

Cabinet noted the need to ensure that the appropriate level of charges was incorporated into the budget to maximise revenue in the current economic climate.

## **2153. \*Detailed Revenue Budget for 2015-16 – Key Decision**

Cabinet considered a report of the Chief Finance Officer on the detailed Revenue Budget for 2015-16.

**RESOLVED TO RECOMMEND** Council

1. To consider and approve the growth and savings items as set out in the report's appendices.
2. The Council tax Base for the whole Council area for 2015-16. [Item T in the formula in Section 31b(3) of the local government Finance Act 1992, as amended (the "act")] should be 37,971.10 band D equivalent dwellings and,
  - 2.1 Calculate that the Council tax requirement for the Council's own purpose for 2015-2016 is £182.44 Per Band D equivalent dwelling.

3. To approve a 1.94% increase in the Spelthorne Borough Council element of the Council tax for 2015-16. Moreover:
  - (a). The revenue estimates as set out in Appendix 1 be approved.
  - (b). No Money, as set out in this report is appropriated from General Reserves in support of Spelthorne's local Council tax for 2015/16.
  - (c). To agree that the council tax base for the year 2015/16 is 37,971.10 band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.

That the following sums be now calculated by the Council for the year 2015/16 in accordance with Section 31 to 36 of the Local Government Act 1992:

- A 69,944,239 being the aggregate of the amount which the council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils.
- B 63,016,715 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
- C 6,927,524 being the amount at 3(c) above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council tax for the year (including Parish precepts)
- D £182.44 being the amount at 3(c) above (item R), all dividend by item T (2above) calculated by the Council in accordance with Section 31 B(1) of the act, as the basic amount of its Council Tax for the year(including Parish precepts)
- E 0 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- F £182.44 being the amount at 3(d) above less the result given by dividing the amount at 3 (e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.

All newly built commercial property completed between 1st October 2013 and 30 Sept 2016 will be exempted from empty property rates for the first 18 months, up to the state aid limit.

A discount of £1,500 for shops, pubs and restaurants (excluding banks, building societies and betting shops) with a rateable value below £50,000 for two years up to the State aid limits from 1st April 2014.

A 50 per cent business rates relief for 18 months between 1st April 2014 and 31st March 2016 for businesses that move into retail premises( excluding banks, building societies and betting shops) that have been empty for a year or more.

That the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
121.63	141.90	162.17	182.44	222.98	263.52	304.07	364.88

Being the amounts given by multiplying the amount at (e) above by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

That it be noted that, for the year 2015-16, Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

**Precepts issued to the Council**

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1) Surrey County Council	813.12	948.64	1084.16	1219.68			
	1490.66	1761.98	2032.72	2439.26			
2) Surrey Police		143.98	167.91	191.90	215.89		
	263.86	311.84	359.82	431.78			

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts set out in Appendix 6 as the amounts of Council tax for the year 2015/16 for each of the categories of dwellings on Appendix 3.

The Council has determined that its relevant basic amount of Council Tax for 2015/16 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2015/16 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

**Reason for the decision:**

Cabinet noted that the Council was required to set a balanced budget for 2015-16.

**2154. Business Improvement District (BID) proposal**

Cabinet considered a report on a proposal to introduce a BID for Staines-upon-Thames.

**RESOLVED** that Cabinet will:

- Support the introduction of a BID in Staines-upon-Thames.

- Incorporate £32,000 in the Revenue Budget for 2015-16 as a one-off item for consultation and start-up costs.

**Reason for the decision:**

Cabinet noted that the Council would facilitate the introduction of the BID between the retail businesses of Staines-upon-Thames.

**2155. Annual Grants Awards 2015-16**

Cabinet considered a report on the proposed annual grants awards for 2015-16.

**RESOLVED** that Cabinet:

- Agrees the grants awards for 2015/16.
- Notes all other support to the voluntary, charity sector.
- Notes the performance of our key partners (over £10k per annum).

**Reason for the decision:**

Cabinet noted the essential role played by the voluntary sector in the provision of services for local people.

**2156. Appointments to the Community Noise Forum**

Cabinet considered a request from the Community Noise Forum to appoint two representatives to that group.

**RESOLVED** that Cabinet appoints Councillor Marian Rough and Kathleen Croft, Stanwell Moor Residents' Association, to represent the Council on the Community Noise Forum until 11 May 2015.

**Reason for the decision:**

Cabinet noted that the purpose of the group will be to keep residents and stakeholders informed on airspace issues and planning in the locality.

**2157. Leader's Announcements**

**The following are the latest service updates from various Council departments.**

Spelthorne Council hosted a public meeting on Tuesday 3 February to clarify its position with regard to any potential development on Green Belt land at Kempton Park Race Course in Sunbury-on-Thames. The meeting, held at the Hazelwood Centre in Sunbury-on-Thames and chaired by Spelthorne Chief Executive, Roberto Tambini, was called after residents expressed concern that the Jockey Club might be planning to develop 1500 homes on Kempton Park. Around 200 residents attended and many submitted questions in advance of the meeting. To hear a recording of the meeting, or to view the questions and answers, Leader's statement and presentation from the Head of Planning visit [www.spelthorne.gov.uk/kempton](http://www.spelthorne.gov.uk/kempton)

Planning took enforcement action at the end of January against the owners of a property in Shepperton who failed to comply with the conditions of their planning permission. A visit made by staff to the Towpath property showed that the work being undertaken differed from the agreed plans in terms of scale. The Council issued an enforcement notice to the owners requiring them to stop work and alter the structure in line with the planning permission. They

are prevented from doing any more work and have just over four months to comply with the notice.

Spelthorne Council has been working with the South West Trains-Network Rail Alliance and Surrey County Council to agree improvements to the appearance of Ashford Train Station to provide a more welcoming environment for rail passengers and visitors to the town. Improvements to the station and surrounding area include an upgrade to the front of the station, resurfacing of the road and pavements in Station Approach and improved lighting and signage.

This year's highway verge cutting has commenced and the first complete cut of the Borough is scheduled to be completed by the end of February.

The GIS team have identified significant savings on the maintenance costs for IDOX Uniform, one of the Council's largest ICT systems and used within Planning, Building Control, Licensing, Environmental Health & Asset Management and Corporate Services. An annual saving of £32K has been achieved, representing a 50% reduction versus 2010 costs.

Preparations for the Magna Carta celebrations are well underway. The main Spelthorne event, the Barons Gathering, will take place on Saturday 13 June from 12.15pm to 8.15pm at the Lammas Recreation Ground in Staines-upon-Thames.

The 2015/16 Leisure Directory is now available from Community Centres, Libraries, Leisure Centres, Medical Centres and the Council Offices; there will also be copies available in the Members' Room.

Leisure Services are producing a leaflet to promote events being held in the Borough during the summer (22 May to 31 August). Inclusion in the leaflet is free for community groups and clubs and details should be submitted to Leisure Services by Monday 23 March.

Enterprise Rent-a-Car will be sponsoring this year's P&G Surrey Youth Games and the additional funding has allowed Spelthorne to run additional training sessions in various sports.

The Housing Options team continue to deal with a high number of homelessness approaches. Many of these arise from possession action in private sector rentals due to landlords wishing to sell a property or re-let at a higher rent. This has resulted in a rise in the number of households being placed in bed and breakfast accommodation.

A tri-borough winter shelter for single homeless households has opened in Whitely Village in Hersham with joint funding from Spelthorne. This project offers emergency accommodation and help to find longer-term accommodation. In the first few weeks of operation, four people from Spelthorne benefited from the facility.

The Council Tax collection rates (cumulative) up to end January were:-

- Council Tax: 96.7% (96.8% sply)
- Business Rates: 91.08% (95.98% sply)
- Council Tax Support: 73% (65.6% sply)

The Council's collection of Council Tax Support is significantly better than the same period last year despite the fact that Council Tax Support claimants now have to pay 25% of their Council Tax bill (up from 10% last year).

The new Customer Service telephone system has resulted in a 38% decrease in calls being handled by Spelthorne thanks to improved routing of residents' calls.

Growth figures for December 2014 were again very positive with Spelthorne ranked 24<sup>th</sup> out of 326 English boroughs and districts (up from 32<sup>nd</sup> in November). The year-to-date growth rate figure of 2.9% means Spelthorne remains the fastest growing Borough in terms of the number of new businesses in Surrey.

Three free digital skills training sessions have been organised for local businesses during February and March thanks to funding from the Enterprise M3 Local Enterprise Partnership. Uptake has been excellent and all sessions are full.

A new series of Spelthorne Business Forum (SBF) meetings have been arranged and evening networking meetings start again from 24 March. Regular networking meetings of the SBF and Hounslow Chambers of Commerce have also been organised.

The new Law Enforcement Team is now at full strength, the final officer having been recruited in February. Between 2 January and 10 February the team dealt with 51 illegally sited estate agents boards, 58 fly-tips, 22 abandoned vehicles, 2 illegal moorings and 7 reports of dog fouling. They also carried out 26 targeted patrols and issued 36 fixed penalty notices.

The CCTV camera situated in Clare Road, Stanwell, has now been converted from fibre-optic to wireless technology which provides a clearer picture and saves the Council around £2K per year. The camera is monitored by officers at Runnymede Borough Council.

Working in collaboration with the Community Payback scheme, the garden of disabled Sunbury-on-Thames resident has been cleared and levelling work carried out. Local neighbours also helped to design the garden, making it more attractive and wheelchair friendly.

The Communications team have redesigned the Council's e-newsletter, improving the look and functionality. The enews contains Council and community news and local events and is sent on the last Friday of each month to subscribed residents.

Working with the Food Standard's Agency, Environmental Health arranged one-to-one coaching in December for 15 Spelthorne takeaway food businesses with poor food hygiene ratings. Of the six takeaways which have been re-inspected since the coaching, five have shown an improvement and two of these gained a '5' rating (very good). Three of the remaining businesses are due to be re-inspected shortly and the others are being invited to apply for a rescore visit.

#### **2158. Issues for Future Meetings**

There were none.

#### **2159. Urgent items**

There were none.

**NOTES:-**

- (1) Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the “call-in” procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.**
- (2) Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.**
- (3) Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;**
- (4) To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;**
- (5) When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-**  
**Outline their reasons for requiring a review;**

  - Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;**
  - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and**
  - Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.**
- (6) The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 27 February 2015**