



11 December 2013

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held in the **Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames** on **Thursday 19 December 2013** commencing at **7.30pm** for the transaction of the following business.

Roberto Tambini
Chief Executive

Councillors are encouraged to wear their badge of past office at the Council meeting.

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm as a correct record the minutes of the Council meeting held on 24 October 2013.	1 - 5
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Announcements from the Mayor	
The Mayor will present certificates to students from The Matthew Arnold school who have participated in the successful Christmas card competition in partnership with the Spelthorne Business Forum and the Borough Council.	
5. Announcements from the Leader	
To receive any announcements from the Leader.	
6. Announcements from the Chief Executive	
To receive any announcements from the Chief Executive.	
7. Amendment to Allocation of seats on Committees 2013-14	
To agree the revised representation of the different political groups on Committees for the remainder of the 2013-14 Municipal Year.	6
8. Questions from members of the public	
The Leader or his nominee to answer questions raised by members of the public in accordance with Standing Order 14.	
9. Petitions	
To receive any petitions to the Council.	
10. Recommendations of the Cabinet	
To consider the recommendations of the Cabinet meeting held on 26 November 2013.	7
To consider the recommendations of the Cabinet meeting held on 17 December 2013.	8 - 9

Description	Page Number
11. Attendance at meetings of Councillor Madams	
To seek approval to waive the application of the six months' rule due to Councillor Madams' ill-health.	10
12. Reports from the Leader of the Council	
To receive the report from the Leader of the Council on the work of the Cabinet at its meeting on 26 November 2013.	11 - 12
To receive the report from the Leader of the Council on the work of the Cabinet at its meeting on 17 December 2013.	13
13. Report from the Chairman of the Audit Committee	
To receive the report from the Chairman of the Audit Committee on the work of his Committee.	14
14. Report from the Chairman of the Licensing Committee	
To receive the report from the Chairman of the Licensing Committee on the work of his Committee.	15
15. Report from the Chairman of Overview and Scrutiny Committee	
To receive the report from the Chairman of the Overview and Scrutiny Committee on the work of her Committee.	16 - 18
16. Reports from the Chairman of the Planning Committee	
To receive the report from the Chairman of the Planning Committee on the work of his Committee held on 20 November 2013.	19
To receive the report from the Chairman of the Planning Committee on the work of his Committee held on 18 December 2013.	20
17. Motions	
To receive any motions.	
18. Questions on Ward Issues	
The Leader or his nominee to answer questions from members on issues in their ward, in accordance with Standing Order 15.	
19. General questions	
The Leader or his nominee to answer questions from members on matters affecting the Borough in accordance with Standing Order 15.	
20. Urgent Business	

20. Urgent Business (cont...)

To consider any urgent business.

**Minutes of the Council Meeting of Spelthorne Borough Council held in
the Council Chamber, Council Offices, Knowle Green, Staines-upon-
Thames on Thursday 24 October 2013 at 7.30pm**

Present:

Ayers F.	Forbes-Forsyth P. (Deputy Leader)	Mitchell A.J.
Ayub A.	Forsbrey G.E.	Patel D.
Bannister C.A.	Francis M.P.	Patterson A.C.
Beardsmore I.J.	Frazer C.M.	Pinkerton J.M.
Broom P.A.	Friday A.E.	Rough M.W.
Budd S.E.W.	Gething N.	Sexton J.
Bushnell M.	Gohil D.	Smith-Ainsley R.A.
Davis C.A.	Grant D.L.	Taylor S.D.
Dunn R.D.	Harvey I.T.E.	Watts R.L. (Leader)
Dunn S.A.	Leighton V.J.	Webb S.
Evans T.J.M.		

Mr Murray Litvak, Chairman of the Members' Code of Conduct Committee and Miss Sue Faulkner, Vice-Chairman of the Members' Code of Conduct were also in attendance.

The Deputy Mayor, Councillor A.C. Harman, was in the Chair.

The Deputy Mayor welcomed everyone to the meeting and asked everyone to stand in silence for a minute in memory of the late Mayor, Councillor Mrs. Isobel Napper.

281/13 Tributes to the late Mayor, Councillor Mrs. Isobel Napper

The Leader of the Council, Councillor Watts, led the tributes to Councillor Napper followed by Councillors Forbes-Forsyth, Davis, Webb, Ayers, Beardsmore and Ayub.

Following the tributes, the Chief Executive, Roberto Tambini, presented Mr. Tom Napper with the Book of Condolence on behalf of the Council. Councillor Watts then presented Mr. Napper with three cheques of £1,000 each for the charities which Councillor Napper had supported during her time in office as Mayor.

Mr. Napper then addressed the Council and paid tribute to his late wife's personality and the selfless work she had done as a councillor and latterly as Mayor.

282/13 Election of the Mayor

It was moved by Councillor Broom and seconded by Councillor Leighton and

Council 24 October 2013 – continued

RESOLVED that Councillor Tony Harman be appointed Mayor for the remainder of the Municipal Year 2013-14.

Councillor Harman made the Declaration of Office as Mayor of the Borough of Spelthorne and thanked the Council for electing him as Mayor.

He then presented the former Mayor's consort, Mr. Napper, with the past Mayor's Badge of Office and a scrapbook commemorating Councillor Napper's time as Mayor.

283/13 Apologies

Apologies for absence were received from Councillors Dale, Madams, Spencer, Sider, Spoor and Strong.

284/13 Minutes

The minutes of the Council meeting held on 25 July 2013 were agreed as a correct record.

285/13 Election of the Deputy Mayor

It was moved by Councillor Friday and seconded by Councillor Evans and

RESOLVED that Councillor Suzy Webb be appointed Deputy Mayor for the remainder of the Municipal Year 2013-14.

Councillor Webb made the Declaration of Office as Deputy Mayor of the Borough of Spelthorne and thanked the Council for electing her as Deputy Mayor, adding that she would give her support to the new Mayor and Deputy Mayoress for the remainder of the Municipal Year.

Councillor Webb also said that she would not have a consort for the remainder of this Municipal Year.

286/13 Disclosures of Interest

There were no disclosures of interest.

287/13 Announcements from the Mayor

The Mayor announced that his Civic Service would take place on Sunday 24 November at St. Peter's Church, Staines-upon-Thames at 3pm.

Mayor's Events

The Mayor informed Councillors about upcoming Mayoral events:

- The charity race night on 25 January 2014 at St. Peter's Church Hall, Staines-upon-Thames.
- The charity boxing match on 22 February 2014 at Spelthorne Leisure Centre.

Council 24 October 2013 – continued

- The Weybridge Male Voice Choir will give a concert on 8 March 2014 in St. Peter's Church, Staines-upon-Thames.

288/13 Announcements from the Leader

The Leader made the following announcements:

A Cabinet reshuffle:

- Councillor Patel to join the Cabinet as a replacement for Councillor Webb.
- Councillor Patel will have parking services and ICT as the main parts of her portfolio, taking ICT from Councillor Sexton.
- Councillor Pinkerton will take on Housing.
- Councillor Leighton will take on Planning.
- The Leader will take on Human Resources.

The Leader thanked Councillor Webb for all her work as portfolio holder for Planning and Housing.

The Council recently received the following awards at this year's South East in Bloom competition:

- Sunbury Walled Garden – Gold award and overall winner in the Small Park category
- Staines Cemetery – Silver Gilt award in the Small Cemetery category
- Sunbury Cemetery – Silver Gilt award and overall winner in the Small Cemetery category
- Ash Link Nature Reserve – Silver Gilt award in the Conservation Area category
- Shepperton High Street – Silver Gilt award in the Town Centre category.

289/13 Announcements from the Chief Executive

There were none.

290/13 Questions from members of the public

There were none.

291/13 Recommendation of the Cabinet

The Council considered the recommendation of the Cabinet on the Search Moves Common Housing Allocations Policy.

RESOLVED to approve:

- (1) The proposed policy so the IT provider can be instructed to build the system to facilitate implementation of the new allocation policy.
- (2) That the Portfolio Holder be given authority to approve any minor amendments to the policy due to the changing nature of legislation/case law and the changing needs of the community.

292/13 Report from the Leader of the Council

The Leader presented his report on the work of the Cabinet at its meetings held on 9 September 2013 and 24 September 2013.

293/13 Report from the Chairman of the Audit Committee

The Chairman of the Audit Committee, Councillor Dipak Gohil, presented his report, which outlined the matters the Committee had decided since the last Council meeting.

294/13 Report from the Chairman of the Crime and Disorder Scrutiny Committee

The Chairman of the Crime and Disorder Scrutiny Committee, Councillor Broom, presented her report which outlined the matters the Committee had decided since the last Council meeting.

295/13 Report from the Chairman of the Licensing Committee

In the absence of the Chairman and Vice-Chairman, a member of the Licensing Committee, Councillor Ian Harvey, presented the report of the Chairman, which outlined the matters the Committee had decided since the last Council meeting.

296/13 Report from the Chairman of the Overview and Scrutiny Committee

The Chairman of the Overview and Scrutiny Committee, Councillor Philippa Broom, presented her report which outlined the matters the Committee had decided since the last Council meeting.

297/13 Report from the Chairman of the Planning Committee

The Chairman of the Planning Committee, Councillor Richard Smith-Ainsley, presented his report which outlined the matters the Committee had decided since the last Council meeting.

298/13 Motions

The Mayor reported that under Standing Order 17, the Council had received Notice of two Motions.

Council 24 October 2013 – continued

Councillor Frazer proposed and Councillor Taylor seconded the first motion:

“This Council opposes the closure of fire stations in Sunbury-on-Thames and Staines-upon-Thames. In the event that Surrey County Council proceeds with the closures, this Council insists that, at any new station, there will be at least two fully-manned and fully operational fire appliances on a 24-hour basis”.

The Motion was discussed, put to the vote, and carried unanimously.

Councillor Friday proposed and Councillor Evans seconded the second motion:

“Whilst recognising the futility of preserving uneconomic businesses, this Council notes with concern the number of public houses closing within the Borough and the consequent loss to the community of a valuable amenity. It will seek, wherever practical, to promote the operation of local public houses through rigorous application of its own planning policies and will support any proposal for the Secretary of State to require community consultation before approval is given for conversion”.

The Motion was discussed, put to the vote, and carried.

299/13 Questions on Ward Issues

There were no questions on ward issues.

300/13 General Questions

There were no General questions.

301/13 Urgent Business

There were no urgent items.

Council Meeting – 19 December 2013

Item 7 - Amendment to Allocation of Seats on Committees 2013-14

Council is asked to agree the revised representation of the different political groups on Committees, pursuant to Section 17 of the Local Government and Housing Act 1989, for the remainder of the Municipal Year 2013-14.

The proposed allocation of seats below meets the requirements of Section 15(4) of the Act.

Committee	Total number of seats	Conservative	Spelthorne Independent Group	Liberal Democrat	Independent	Elected Independent
Audit	7	5	1		1	
Licensing	15	10	3	2		
Planning	15	10	2	2		1
Scrutiny	15	11	3	1		
MCC	8	5	2	1		
Staffing and Appeals	5	3	1	1		
Total	65	44	12	7	1	1

Dated: **19 December 2013**

Recommendations of the Cabinet

Cabinet meeting held on 26 November 2013.

Leisure and Culture Strategy 2014-16 – Key Decision

Cabinet considered a report on the Council's revised Leisure and Culture Strategy for the period 2014 to 2016.

RESOLVED TO RECOMMEND that Council approves the revised Leisure and Culture Strategy for 2014-16.

Future arrangements for Spelthorne pay awards

RESOLVED TO RECOMMEND that Council:

- Confirms that Spelthorne will implement national pay awards for local government services.
- Confirms that pay awards for senior staff will be in line with the national pay awards for local government services.
- Agrees to the setting up of an Officer/Councillor/Staff informal advisory group to consider other pay issues as required.

The appointments process for the Independent Remuneration Panel (IRP) for the Members' Allowances Scheme 2014-15

Cabinet considered a report on the recruitment process for a new IRP.

RESOLVED TO RECOMMEND that Council approves the appointment of the three candidates as members of the Independent Remuneration Panel (IRP).

Councillor Robert Watts
Leader of the Council

19 December 2013

Recommendations of the Cabinet

Cabinet meeting held on 17 December 2013

- 1. Localisation of Council Tax support (adoption) – Key Decision**
 - 1.1 Cabinet considered a report on the proposed Local Council Tax Support Scheme.
 - 1.2 Resolved to recommend** that Council approves the Local Council Tax Support Scheme from 1 April 2014 (for a minimum of two years) as set out in para 4.2 of the report of the Assistant Chief Executive, subject to the application of the Regulations issued for schemes under the Local Government Finance Act 2012.

- 2. Technical Reforms to Council Tax Discounts and Premiums (adoption) – Key Decision**
 - 2.1 Cabinet considered a report on the proposed technical reforms to Council Tax discounts and premiums
 - 2.2 Resolved to recommend** that Council approves the revised Council Tax discounts and premiums from 1 April 2014 (for a minimum of two years) as set out in para 4.2 of the report of the Assistant Chief Executive, subject to the application of the Regulations issued for schemes under the Local Government Finance Act 2012.

- 3. The Corporate Plan 2013-15 – Key Decision**
 - 3.1 Cabinet considered a report on the revised Corporate Plan for 2013-15.
 - 3.2 Resolved to recommend** that Council adopts the proposed Corporate Plan for 2013-15.

- 4. Spelthorne Economic Strategy – Key Decision**
 - 4.1 Cabinet considered a report from the Economic Development Task Group on the revised Economic Strategy.
 - 4.2 Resolved to recommend** that Council approves the revised Economic Strategy for Spelthorne.

- 5. Statement of Licensing Policy 2014-19 – Key Decision**
 - 5.1 Cabinet considered a report on the revised Statement of Licensing Policy for 2014-19.
 - 5.2 Resolved to recommend** that Council adopts the proposed Statement of Licensing Policy for 2014-19.

6. Scrap Metal Dealers' Act 2013 – fee-setting and delegations

6.1 Cabinet considered a report on the implementation of the Scrap Metal Dealers' Act 2013.

6.2 Resolved to recommend that Council:

- Approves the fee levels as detailed in the report of the Assistant Chief Executive.
- Approves the delegations as detailed at 2.7 to 2.9 in the report of the Assistant Chief Executive.

Councillor Robert Watts
Leader of the Council

19 December 2013

Report of the Monitoring Officer to Council – 19 December 2013

Attendance at meetings by Councillor Madams

Purpose of Report

To seek approval from the Council to waive the application of the six months' rule to Councillor M. Madams, due to her ill health, until the Annual Meeting of the Council in May 2014.

The six months' rule

Section 85 of the Local Government Act 1972 states:

- (1) *Subject to subsections (2) and (3) below, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of the period, cease to be a member of that authority.*
- (2) *Attendance as a member at a meeting of any committee or subcommittee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons shall be deemed to be attendance at a meeting of the authority.*
- (3) *[Not applicable as it relates to service in the armed forces]*

Attendance by Councillor Madams

Councillor M. Madams' last attendance at any meeting as defined in Section 85 (2), was at the Council meeting on 25 July 2013. She has been suffering ill health which has prevented her from attending any meeting since that date.

Under the six-months' rule, she will cease to be a member of the authority if she does not attend any meeting before 25 January 2014, unless the Council approve the reason for her absence.

I understand from Councillor Madams that she is due to have an operation in January 2014 and that her recovery will take a further one to two months.

Recommendation: That the Council approves Councillor Madams' absence from attendance at meetings from 25 July 2013 until the Annual Council meeting on 20 May 2014.

19 December 2013

Report from the Leader of the Council on the work of the Cabinet

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main issues which the Cabinet discussed at its meeting on 26 November 2013.

1. Surrey Local Flood Risk Management Strategy - Key Decision

- 1.1 We considered a report on the Surrey Local Flood Risk Management Strategy.
- 1.2 We agreed to endorse the aims of the draft Strategy and the principle of multi-agency joint working to deliver them.

2. Parking fees and charges – Key Decision

- 2.1 We considered a report on a review of car parks fees and charges.
- 2.2 We agreed to:
 - Authorise the Head of Sustainability and Leisure to proceed with proposals made in the revised report of the Assistant Chief Executive dated 26 November 2013.
 - Authorise the Head of Corporate Governance to publish a notice of proposal to advertise the proposed changes.
 - Delegate authority to the Head of Corporate Governance, in consultation with the Head of Sustainability and Leisure and the Cabinet Member for parking services to deal with any responses to the proposed changes.
 - Delegate authority to the Head of Sustainability and Leisure, in consultation with the cabinet Member for parking services to amend the proposals following consultation.
 - Authorise the Head of Corporate Governance to publish a notice of making once the final decision is made.

3. Staines-upon-Thames programme – Key Decision

- 3.1 We considered a report on the proposed programme to develop key sites within Staines-upon-Thames.
- 3.2 We agreed to:
 - The preferred options for Bridge Street (**para 3.6**), Tothill (**para 3.16**), Riverside (**para 3.27**), Elmsleigh surface (**para 3.37**) car parks.
 - **Develop a promotional document** for Staines-upon-Thames and commit to an Area Action Plan for Staines upon Thames when the Local Plan is reviewed (**para 3.45**).
 - Formally **set up a sub-committee of Cabinet** with the appropriate delegations (**para 3.52**).

4. Welfare reform – Key Decision

4.1 We considered a report on the impact to date of welfare reform on Spelthorne's community.

4.2 We agreed to:

- Note developments in the Welfare Reform agenda.
- Give a steer to officers in an attempt to achieve a workable balance between incentivisation and assisting claimants with the use of Discretionary Housing Payments in limited circumstances as described in Option 3.3 of the report from 01/01/2014.

5. Sustainable funding for the Surrey Waste Partnership

5.1 We considered a report on proposed funding changes to ensure future support for the Surrey Waste partnership.

5.2 We agreed to:

- Pooling 2% of the annual 3% rise in recycling credits in the financial year 2014/15.
- A new base level of recycling credit payments as a consequence of this reduction, thereby allowing a similar contribution to be made in subsequent years, subject always to annual approval by Spelthorne BC and
- Anticipate a 3% increase in this new base for recycling credits from April 2015, and in other subsequent years.

6. Moorings

6.1 We considered a report on a review of the situation with moorings in Spelthorne.

6.2 We agreed to:

- Note the report and await the outcome of the Environment Agency trial to implement a Thames-wide and consistent approach to enforcement and licensing of landing stages.
- Take forward enforcement at Ryepack Moorings in March 2014.

Councillor Robert Watts
Leader of the Council

19 December 2013

Report from the Leader of the Council on the work of the Cabinet

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main issues which the Cabinet discussed at its meeting on 17 December 2013, most of which were Recommendations to Council and therefore have already been considered at item 10 of the agenda.

1. How to deal with the issue of spitting and chewing gum waste

- 1.1 We considered a report on the prospect of implementing a new byelaw to prohibit spitting and littering of chewing gum in public open spaces.
- 1.2 We agreed to the implementation, on a three-month trial basis in Staines-upon-Thames High Street, of fixed penalty notices for littering of chewing gum.

2. Laleham Park boathouse Lease

- 2.1 We considered a report on a request to approve the granting of a new lease of the Council's land to Sir William Perkin's School to enable them to construct and run a boathouse for rowing at Laleham Park.
- 2.2 We agreed to the disposal of an interest in land over £75,000

3. Residential properties in parks

- 3.1 We considered a report on the residential properties in parks and their use as temporary accommodation
- 3.2 We agreed to authorise the Strategic Housing Group (SHG) to investigate the possibility of a business model for provision of accommodation for homeless families.

4. Staisafe radio network

- 4.1 We considered a report on a radio communication system to replace the existing provision in Staines-upon-Thames and to cover the whole of the Borough.
- 4.2 We agreed to a supplementary capital estimate of £45,000 for the purchase of radios and a new mast.

Councillor Robert Watts
Leader of the Council

19 December 2013

Report of the Chairman on the work of the Audit Committee

The Audit Committee held a meeting on 12 December 2013 and considered the following items of business.

1. Annual Audit Letter

The Committee noted the External Audit Annual Audit letter, which summarised the key findings from KPMG's 2012/13 audit of the Council.

2. Audit Services Interim Report

The Committee noted a report on the annual review of the system of internal audit which summarised the work undertaken by Audit Services during the period April 2013 to November 2013 and provided the Council with assurance on the adequacy of its internal audit systems of control.

The Committee discussed the risks relating to duplicate payments and the systems in place to safeguard against this risk.

3. Corporate Risk Management

The Committee noted the quarterly update on the Corporate Risk Register and recommended it to Cabinet for approval.

4. Confidential Reporting Code (Whistleblowing Policy)

The Committee reviewed and approved, without amendment, the report on the Confidential Reporting Code (Whistleblowing) Policy.

5. Anti-Fraud, Bribery and Corruption Strategy

The Committee noted the report on the annual review of the Anti-Fraud, Bribery and Corruption Strategy which highlighted the steps taken in the past year to improve fraud awareness for all staff and members through the circulation of fraud awareness leaflets and the provision of training.

The Committee discussed central government's proposals to create a centralised fraud investigation service and the implications to the Council's Housing Benefit Fraud team.

The Committee noted and endorsed the review of the Anti-Fraud, Bribery and Corruption Strategy.

6. Committee Work Programme 2013/14

The Committee approved its Work Programme as submitted, for the remainder of the Municipal Year 2013/14.

Councillor D. Gohil
Chairman of the Audit Committee

19 December 2013

Report of the Chairman on the work of the Licensing Committee

There have been five Licensing Sub-Committee meetings and one Committee meeting since the last report of the Chairman. Details of their work are set out below.

1. Licensing Sub-Committee - 21 October 2013

A Licensing Sub-Committee considered a report to determine whether or not Mr A. Jamali was a fit and proper person to continue to hold a Hackney Carriage driver licence. The Sub-Committee revoked Mr Jamali's licence for the reasons set out in the decision notice.

2. Licensing Committee - 14 November 2013

The Licensing Committee considered a report on the Licensing Policy 2014-2019 which had been reviewed to take into account current statutory government guidance on the 2003 Act and changes to the Act itself or its associated regulations and amended following consultation.

The Committee recommended the Licensing Policy 2014-2019 to Cabinet for adoption.

3. Licensing Sub-Committee - 26 November 2013

A Licensing Sub-Committee which considered an application for a Premises Licence at Esso Shepperton Service Station in the light of an objection from a local resident on 9 September 2013, was re-convened to hear the applicant's representations in relation to the primary use of the premises. The Sub-Committee was satisfied that the primary use of the premises was non-fuel and granted the licence subject to additional conditions.

4. Licensing Sub-Committee - 2 December 2013

A Licensing Sub-Committee considered a report to determine whether or not Mr S. Mohamad was a fit and proper person to continue to hold a Hackney Carriage driver licence. The Sub-Committee took no action pending consideration of Mr Mohamad's appeal to the Assistant Chief Executive and Chair of the Licensing Committee for determination as per the procedure under the Penalty Points Scheme.

5. Licensing Sub-Committee - 4 December 2013 am

A Licensing Sub-Committee considered a report to determine whether or not Mr P. Taylor was a fit and proper person to hold a Hackney Carriage driver licence. The Sub-Committee granted Mr Taylor's application for a licence for the reasons set out in the decision notice.

6. Licensing Sub-Committee - 4 December 2013 pm

A Licensing Sub-Committee considered a report to determine whether or not Mr M.S. Miah was a fit and proper person to hold a Hackney Carriage driver licence. The Sub-Committee granted Mr Miah's application for a licence for the reasons set out in the decision notice.

Councillor Robin Sider
Chairman of the Licensing Committee

19 December 2013

Report of the Chairman on the work of the Overview and Scrutiny Committee

The Overview and Scrutiny Committee has met once since the last Council meeting and this report gives an overview of the issues considered.

1. Financial Reports

- 1.1 The Committee noted three financial reports: two monitoring reports setting out expenditure for the period April to September 2013 and the forecast outturn position for both capital and revenue; and a half-yearly report on treasury management.
- 1.2 In relation to capital, £544k had been spent to date with a projected outturn spend anticipated of £1.857m which represented 98.1% of the revised budget.
- 1.3 In respect of revenue, the forecast outturn at net expenditure level was £12.151m. After taking into account the use of carry forwards, the net position resulted in a £323k underspend.
- 1.4 In relation to treasury management, the projected investment return was expected to be in line with the budgeted figure of £345k. Part of the Council's portfolio had been diversified into pooled investment funds to help maintain overall investment returns into the future.
- 1.5 I congratulated Terry Collier and his team and Councillor Evans for their efforts in keeping the Council's funds steady and safe whilst facing difficult economic circumstances.

2. Remote Working project update

- 2.1 The Committee discussed an update report providing the main conclusions and recommendations from the Council's remote working pilot project, with the Assistant Chief Executive and Environmental Health Manager.
- 2.2 The Committee noted the report subject to the following recommendations:
 1. If this project is moved forward that there is a rigorous analysis of the cost implications and the payback period;
 2. A robust document management system is implemented and
 3. Sufficient attention is paid to the impact of cultural change on the staff involved and provision of training for those affected.

3. Local Council Tax Support Scheme and Council Tax Discounts and Premia 2014/15 onwards

- 3.1 The Committee considered a report on the options for a revised local Council Tax Support Scheme and Council Tax Discounts and Premia. It noted that there had been a 9% response rate to the consultation with an even split on the preferred option.
- 3.2 The Committee felt it was important that residents were given some certainty about future payments and therefore agreed that the scheme adopted should be for a minimum of two years, i.e. 2014/15 and 2015/16.

- 3.3 The Committee unanimously supported the preferred options being recommended to Cabinet: option 1 for Discounts and Premia and option 2 for the Council Tax Support Scheme.

4. Leader's Task Groups

- 4.1 The Committee noted the progress that had been made with work on the three Leader's Task Groups looking at Economic Development, Fixed Assets and Environment and Waste.

5. Emergency Plan update 2013/14

- 5.1 The Committee discussed an update report highlighting key changes made in the latest review of the Emergency Plan 2013/14 with the Portfolio Holder, Councillor D. Patel. The Committee was concerned that the role of councillors in an emergency was made clear in the Plan and that councillors were properly briefed.
- 5.2 The Committee noted that Councillor Patel had asked the Emergency Planning officer to arrange a seminar for the Committee on the Emergency Plan.
- 5.3 The Committee noted the update and asked that more information be provided in the Plan to explain the role of councillors as community leaders in an emergency situation. The Committee was happy to work with the Portfolio Holder and Officers on this. The Committee also recommended that it should be mandatory for all councillors to receive and read the Emergency Plan document.

6. Project Management methodology update

- 6.1 The Committee noted progress made with current projects and thanked Linda and her team for their work. It strongly recommended MAT to adopt the next steps as set out in the report and agreed the importance of sharing best practice across the authority.

7. Social Media

- 7.1 The Committee discussed a report on the need for further resources to promote the use of Social Media in the Council, with the Head of Customer Services.
- 7.2 The Committee recognised the importance of a coherent, professional social media operation for the Council and supported the allocation of extra resources for Social Media provided this was properly costed and the benefits and payback demonstrated.

8. Replacement Telephony System

- 8.1 The Committee noted a report on the progress of the implementation of Lync as the replacement telephony system.

9. Localism Act – Impact on Service Areas

- 9.1 The Committee agreed a sub-group comprising Cllrs Friday, Ayub and Dunn to look at the reports on what the Council was doing to address Localism, in more detail and whether it could be doing more to benefit residents and report back to a future meeting for this Committee's further consideration.

10. Streetscene update

- 10.1 The Committee discussed an update on the work and performance of the Streetscene department with the Head of Streetscene. Members asked questions about fly tipping, recycling rates and how the service communicates performance to residents.
- 10.2 The Committee noted the report subject to receiving an update on the Council's plans for improving recycling rates and considering how service performance is gauged and monitored. I thanked Jackie Taylor and her team for their dedication to the residents' service.

Councillor Philippa Broom

Chairman of the Overview and Scrutiny Committee

19 December 2013

Report of the Chairman on the work of the Planning Committee

The Planning Committee has met twice since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key items considered by the Planning Committee at the meetings on 23 October and 20 November 2013.

The meeting on **23 October** dealt with 4 items. Public speaking took place on 3 of the items with 6 people taking the opportunity to address the Committee. The following decision was made on those items on the agenda attracting public speaking:

- Permission was granted for the erection of a detached house within the grounds of 4 Tadmor Close Sunbury.
- Permission was granted for an extension to the public gym at Matthew Arnold School, Kingston Road, Staines.
- An application to provide a landing stage to serve the new boathouse for Sir William Perkins School at Thameside Laleham was also approved.

The meeting on **20 November** dealt with 11 items. 4 of these items related to the proposed McDonalds restaurant and associated signage at 554 London Road, Ashford. These items were deferred from consideration to enable a fuller report addressing the highway implications of the proposal to be submitted. Of the remaining items public speaking took place on only one of them, with 2 people addressing the Committee. The key items considered by the Committee related to:

- The renewal of permission for a block of 9 flats at 101-103 Chertsey Road Ashford
- The Committee also resolved to raise No Objection to consultations from Surrey CC on a proposal to extend the time period for the removal of the breakwater baffle, and gravel extraction, at Queen Mary Reservoir Quarry and 2 related consultations on the replacement of temporary processing plant.

Councillor Richard Smith-Ainsley
Chairman of the Planning Committee

19 December 2013

Report of the Chairman on the work of the Planning Committee

This report gives an overview of the key items considered by the Planning Committee at the meeting on 18 December 2013

The meeting on **18 December** dealt with 2 items. Public speaking took place on each of the items with 4 people taking the opportunity to address the Committee. The following decisions were made:

- Planning permission was refused for the erection of a Mc Donald's restaurant with drive thru facility at 554, London Road, Ashford. The application was refused because of its impact on the neighbouring residential property.
- A very strong objection was also raised to the consultation by Surrey CC on an application seeking minor amendments to the approved Waste Management Facility at Charlton Lane Shepperton . Our response to the County also reiterated the fact we remain very strongly opposed to the proposal overall.

Councillor Richard Smith-Ainsley
Chairman of the Planning Committee

19 December 2013

