

**ROBERTO TAMBINI  
CHIEF EXECUTIVE**

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Our ref: GH/OSCTTEE  
Date: 12 January 2015

**Notice of meeting:**

**Overview and Scrutiny Committee**

**Date: Tuesday 20 January 2015**

**Time: 7.30pm**

**Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames**

**To: Members of the Overview and Scrutiny Committee**

P.A. Broom (Chairman)  
A.E. Friday (Vice-Chairman)  
F. Ayers  
M. Bushnell  
C.A. Davis

R.D. Dunn  
C.M. Frazer  
D. Gohil  
D.L. Grant

I.T.E. Harvey  
M.J. Madams  
M.W. Rough  
D. Saliagopoulos  
S.D. Taylor



## AGENDA

Description	Lead	Timings	Page Number
<b>1. Apologies</b>			
To receive any apologies for non-attendance.	Chairman	7.30pm	
<b>2. Disclosures of Interest</b>			
To receive any disclosures of interest from members in accordance with the Overview and Scrutiny Procedure Rules.	Chairman		
<b>3. Minutes</b>			
To confirm the minutes of the meeting held on 25 November 2014 (copy attached).	Chairman		1 - 5
<b>4. Matters arising from the minutes</b>			
To consider any matter arising from the minutes of 25 November 2014.  [If a member of the committee has an issue arising from the minutes of the meeting held on 25 November 2014 that they wish to raise at the meeting please inform Terry Collier, Assistant Chief Executive, 24 hours in advance of the meeting.]	Chairman		
<b>5. Call in of Cabinet decisions</b>			
No decisions have been called in for Review.	Chairman		
<b>6. Budget 2015 - 2016</b>			
To receive a presentation on and discuss the draft Budget 2015 - 2016.	Terry Collier	7.35pm	
<b>7. Localism - update</b>			
To receive an update from Councillor Friday (Vice-Chairman) on residents' take up of opportunities offered by the Localism Act (copy attached).	Vice-Chairman	8.45pm	6 - 7
<b>8. Flooding Recovery - update</b>			
To note an information update from the Risk and Resilience Manager. (Copy attached)	Nick Moon		8 - 18

Description	Lead	Timings	Page Number
<b>9. Cabinet Forward Plan</b>			
A copy of the latest forward plan is attached.	Chairman	8.55pm	19 - 21
If any members of the committee have any issues contained in the Cabinet Forward Plan they wish to look at please inform Terry Collier, the Assistant Chief Executive, 24 hours in advance of the meeting with reasons for the request.			
<b>10. Work Programme</b>			
The Chairman will report at the meeting.	Chairman		
<b>11. Any Other Business</b>			
If a member of the committee wishes to raise any other business please inform Terry Collier, Assistant Chief Executive, 24 hours in advance of the meeting.	Chairman	9.00pm	

**Minutes of the Overview and Scrutiny Committee  
25 November 2014**

**Present:**

Councillor P.A. Broom (Chairman)  
Councillor A.E. Friday (Vice-Chairman)

**Councillors:**

F. Ayers	R.D. Dunn	M.W. Rough
M. Bushnell	C.M. Frazer	D. Saliagopoulos
C.A. Davis	D.L. Grant	S. Taylor
	I.T.E. Harvey	

**Apologies:** Councillors D. Gohil and M.J. Madams.

**In Attendance:**

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

Councillor T.J.M. Evans, Cabinet Member for Finance

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

**309/14 Disclosures of Interest**

There were none.

**310/14 Minutes**

The minutes of the following meetings were approved as a correct record:

1. Overview and Scrutiny Committee – 8 July 2014

The Committee agreed that due to ongoing questions over the issues related to Kempton Park as noted in Minute 172/14 of the Overview and Scrutiny Committee meeting held on 8 July 2014, the Leader, Councillor R.L. Watts and the Chief Executive be invited to attend a meeting in Sunbury to address residents' concerns. The Leader and the Chief Executive confirmed they were happy to agree to this request.

2. Crime and Disorder Scrutiny Committee – 9 September 2014

3. Overview and Scrutiny Committee – 9 September 2014

**311/14 Matters arising from the minutes**

No matters were raised.

**312/14 Call in of Cabinet Decisions**

No decisions had been called in.

## Overview and Scrutiny Committee, 25 November 2014 - continued

**313/14 Capital Monitoring**

The Committee received an update on the capital expenditure against the budget position of the schemes within the capital programme for the period April 2014 to September 2014.

The Chief Finance Officer reported that £345k had been spent to date, which represented 28% of the revised budget. The projected outturn showed that there was an anticipated spend of £1.111m which represented 89% of the revised budget.

**Resolved** that the report of the Chief Finance Officer outlining the current capital spend and forecast position for the period to September 2014 be noted.

**314/14 Revenue Monitoring**

The Committee received an update on the net revenue spend and forecast outturn position at the end of September 2014.

The Chief Finance Officer reported that the forecast outturn at net expenditure level was £13.074m which resulted in a projected favourable variance of £597k, after taking into account the use of carry forwards. Interest earnings were forecast to exceed the budget by approximately £150k as a result of increased returns from longer term investments.

**Resolved** that the report of the Chief Finance Officer outlining the current net revenue spend and forecast position for the period April to September 2014 be noted.

**315/14 Treasury Management half-yearly report**

The Committee received an interim statement of treasury activities, and the associated monitoring and control of risks, for the first six months of the financial year, to the end of September 2014. The Chief Finance Officer highlighted a positive performance with budget predicted to be outperformed for the year by £150k.

**Resolved** that the half-yearly report on Treasury Management be noted.

**316/14 Waste Management - update**

The Committee received an update report on the Council's ongoing activities to promote and encourage recycling and waste reduction. The Head of Environment Services reported that funding had been obtained for a recycling study, to commence in November 2014, in Stanwell and Sunbury Common which would trial three methods of encouraging residents to recycle more plastics. She also advised that a proposal had been submitted to Cabinet for an additional collection service of textiles and small waste electrical items which would generate income through Recycling Credit Claims and a resale agreement with the Salvation Army.

**Resolved** that the update report on waste management be noted.

## Overview and Scrutiny Committee, 25 November 2014 - continued

**317/14        Communications - update**

The Committee received an update report on progress being made in the Communications Team to use Social Media as a tool for communication with residents.

**Resolved** that the update report on communications be noted.

**318/14        Flooding Recovery - update**

The Committee received an update report from the Risk and Resilience Manager on progress with flooding recovery in the Borough. He outlined the work the Council was doing to assist Spelthorne residents to recover from the floods and increase community resilience. He reported on the draft sandbag policy which was currently out to consultation.

**Resolved** that the update report on flooding recovery be noted.

**319/14        Towards a Sustainable Future – a self-funding Council**

The Committee received presentations from members of the Cabinet, Management Team and officers on the Towards a Sustainable Future (TASF) programme covering finance, assets and income generation, delivery of services and housing strategy.

The Leader, Councillor Watts and the Chief Executive, Roberto Tambini introduced the item and explained the reason behind the Council introducing this strategy was the need to make savings of approximately £750k per annum for each of the next four years. The TASF programme aimed to set the Council on a path towards being self-funding in response to reducing central government funding. It hoped to achieve this through three elements: income generation, new ways of working and a structural review but the Council would continue to maintain the current standards residents enjoyed and enhance them where it could.

The portfolio holder for Finance, Councillor T.J.M. Evans and Chief Finance Officer, Terry Collier provided the financial context to the TASF programme illustrating the reducing General Revenue Support Grant and resulting increasing budget gaps for the Council over the next four years, if no action was taken. They set out the medium term financial modelling of measures proposed to close the gap through the TASF streams.

Councillor Evans and Terry Collier reassured the Committee that the risk of not ending up with the bottom line figures was small as a safety margin had been built in to them. They confirmed that other local authorities across Surrey were looking to generate income from assets but that Spelthorne was taking a more mixed approach in finding ways to address the budget gaps.

The portfolio holder for Assets, Councillor N. Gething and the Regeneration Manager, Heather Morgan explained the projects which were underway to release capital value in assets in order to reinvest the income for a greater return and to finance the Council's future. They outlined the current status of

## Overview and Scrutiny Committee, 25 November 2014 - continued

the Bridge Street car park proposals and the relocation and re-development of the Knowle Green site.

The Leader, Councillor Watts, the Chief Executive, Roberto Tambini and the Assistant Chief Executive, Lee O'Neil outlined the options for alternative models to deliver the Council's services whilst maintaining best value. They explained the process that had taken place so far to identify proposals for service delivery in each service area, including consideration of whether some services could be stopped or delivered differently. Information from the recent residents' survey on the most valued services was being fed into the process. The implementation of any service re-design proposals would be subject to Cabinet approval and might affect the council's future structure.

The Leader, Councillor Watts, advised that a democratic review would not be undertaken until there was a better understanding of what the organisation of the Council would look like but that he hoped at that time to realign the Cabinet Portfolios with the revised service structure.

The Chief Executive confirmed that the Council had spent a modest outlay of less than £5k so far in taking 18 service areas through the re-design process and that there was money allotted in the medium term financial strategy to resource the project.

The portfolio holder for housing, Councillor J.M. Pinkerton OBE and the Assistant Chief Executive, Liz Borthwick outlined the vision of the Council's newly adopted Housing Strategy which was comprised of housing, homelessness and private sector strategies. A detailed action plan had been developed for each strategy and the Council was working closely to deliver these with other agencies and particularly the voluntary sector.

The Assistant Chief Executive reassured the Committee that where the Council was lacking expertise to deliver any of the proposed actions in the Strategy, it would bring in specialists through a variety of partnerships.

The Committee wished to recognise the huge amount of work done by the voluntary organisations in supporting residents in the area of housing.

Members of the Committee were concerned about the state of the housing stock with A2D and the provision of more social housing. The Assistant Chief Executive agreed to take on board Committee members' comments and advised that the Council was working with five preferred registered social landlords to provide more housing stock.

**Resolved** that the Committee:

- (1) recognises that it is the correct approach in this financial climate that Spelthorne Borough Council takes action to plan ahead for a future which will enable it to continue to deliver high quality services for its residents;



## Overview and Scrutiny Committee, 25 November 2014 - continued

- (2) agrees that the sustainable future strategy is based on sound principles and has analysed risk appropriately and
- (3) will monitor the progress of this strategy closely and include it as a standing item on the agenda.

**320/14 Project Management – update**

The Committee received an update from the Head of Customer Services on Project Management. She reported on the priority and statutory projects of which there were now 32 and the progress with mapping out the three work streams for the Towards a Sustainable Future Programme (TASF). The Corporate Project Team had been expanded to five members to support the existing projects and TASF.

**Resolved** that the update report on Project Management be noted.

**321/14 Leaders Task Groups**

The Committee received updates on progress with the work of the three Leader's Task Groups looking at Economic Development, Fixed Assets and Environment and Waste.

**Resolved** to note the work undertaken to date by the Leader's Task Groups.

**322/14 Cabinet Forward Plan**

The Committee received the Cabinet Forward Plan.

**Resolved** to note the Forward Plan.

**323/14 Work Programme**

The Chairman advised that the main topic for the January 2015 meeting would be the Budget.

She asked members to contact Terry Collier, Assistant Chief Executive, if they had suggestions for any other topics they would like included.

**324/14 Any other business**

The Chairman reported that a question had been raised by Councillor R. Dunn who asked when the Kempton Park housing development would be coming before the Committee as agreed in previous committee meetings.

The Chairman advised that the Committee had not, in fact, agreed to put this topic on the Work Programme as there was nothing concrete to scrutinize at the moment - but as it was such an important issue then the Committee would keep a watching brief on developments and pull it in as appropriate.

However, in the meantime, as agreed at the start of this meeting the Leader, Councillor R.L. Watts, and Chief Executive would meet with residents in Sunbury to discuss their concerns.



## **Overview and Scrutiny Committee – 20 January 2015**

### **Localism Update**

We have recently written to the Residents Associations suggesting that we organise a workshop with them to explore how the principles of the four Community Rights could be expanded on and explored in relation to Spelthorne. Joanne Jones is monitoring the responses and once we have a clear picture of how they would like to move forward we will arrange an event if they wish us to do so.

A copy of the letter sent to the associations is attached.

Cllr A.E. Friday  
Vice-Chairman



Residents' Association

Please reply to:  
Contact:

Direct line: 01784 446421  
e-mail: [j.jones@spelthorne.gov.uk](mailto:j.jones@spelthorne.gov.uk)  
Our ref: /  
Your ref:  
Date: 9 January 2015

Dear Residents' Association

As you will remember last year Spelthorne Borough Council's Overview & Scrutiny Committee organised a special session on Localism and invited Residents' Associations to attend. At the end of that meeting it was agreed that we should explore how best to work together to promote the Localism concept.

I am writing to you now as the Deputy Chairman of Overview & Scrutiny to help move the process forward and I am keen to hear from Residents' Associations who would be interested in taking part in a presentation/workshop event on Localism. If there is sufficient interest, we will convene a meeting as soon as practical.

We propose an event where the principles of the four Community Rights could be expanded on and explored in relation to Spelthorne. The rights contained within the Localism Act came into effect in 2012 devolving power from government to communities, local authorities and individuals. This link contains a great deal of information: <http://mycommunityrights.org.uk/my-community-rights/>

If, having explored this information, you would like to take forward any of the issues in relation to your area, please indicate your interest. Attendance at the event would presume an understanding of the principles, and would enable us to explore the ideas you bring along on the day that could impact on your area.

If you wish to participate in an event of this kind, or have any initial queries, please contact Joanne Jones via email at [j.jones@spelthorne.gov.uk](mailto:j.jones@spelthorne.gov.uk)

We hope that this will be a valuable opportunity for us all to develop this concept and once we have analysed the responses we will be in contact with you again.

Yours faithfully

*Cllr Alfred Friday*

Deputy Chairman Overview & Scrutiny

## Overview and Scrutiny Committee – 20 January 2015

### Flooding Recovery - update

#### 1. Community Resilience

- 1.1 SBC and other partners are seeking to increase community resilience within the Borough and Surrey.
- 1.2 Many communities already help one another in times of need, but previous experience has shown that those who have spent time planning and preparing for this are better able to cope and recover more quickly.
- 1.3 Community resilience is an ongoing process of using and enhancing existing relationships to better improve the emergency preparations of an area.
- 1.4 A definition of community resilience is “Communities and individuals harnessing local resources and expertise to help themselves in an emergency, in a way that complements the response of the emergency.”
- 1.5 SBC’s objectives are to;
  - Increase individual, family and community resilience against threats and hazards.
  - Support and enable existing community resilience and expand and grow these successful models of community resilience in other areas.
  - Support effective dialogue between community and the practitioners supporting them.
  - Raise awareness and understanding of risk.
  - Provide tools to allow communities and individuals to articulate the benefits of emergency preparations to the wider community.
  - Provide a shared framework to support cross sector activity to ensure sufficient flexibility to make community resilience relevant.
- 1.6 SBC along with partners and community groups held a planning workshop to explore specific operational arrangements with more established groups.
- 1.7 The objective of the workshop were;
  - To increase understanding by community groups of the multi-agency response and capabilities

- For agencies to understand what response community groups are interested and capable of undertaking
- For all to explore and define how quality information and intelligence can be shared before and during an incident and during the recovery phase.
- To plan specific operational responses to future incidents
- To identify training needs and equipment requirements

1.8 The workshop took place on 3 December 18.30 – 21.00 in the Council Chamber. 29 residents attended along with 10 partners from Surrey County Council, Surrey Fire and Rescue, the National Flood Forum and VAIS.

1.9 The event was well received and a number of issues were explored. We have received follow ups from a number of residents groups and are working to support them with making locally based arrangements.

## **2. Guidance on Flooding In Spelthorne**

2.1 An 8 page booklet providing detailed and broad advice on flooding has been posted to every household within the 1 in 20 flood zone.

2.2 The booklet is also available at the Council Offices and has been placed on our website.

## **3. S19 Reports**

3.1 S19 reports for the Spelthorne area (7 in total) have been drafted and sent through to Surrey County Council. The S19 reports are a duty under the Flood and Water Management Act 2010 requiring the Lead Local Flood Authority (Surrey County Council) undertake an investigation of a flood incident within its area. Surrey CC requested local authorities complete the S19 reports for their worst affected areas, following set criteria, with the reports detailing the flooding that occurred and the risk management authority responsible with any actions they took.

## **4. Watercourse Management**

4.1 Following concerns raised by local residents SBC have lowered part of the river bank of Sweeps Ditch in Staines Park. In this location the bank was raised higher on the park side than on the residential side, due to historic de-silting works being deposited on the bank. Rising flood waters within this section of the watercourse will now enter the park side before affecting the residential side.

4.2 Along Felix Lane in Shepperton, which was significantly affected by the winter floods 13/14, in conjunction with the Environment Agency, SBC has been working with the residents association to educate on how they can better maintain and improve the drainage watercourse that runs along

their private road and borders their properties. SBC have also been engaging the 4.3 Holiday Inn who have responsibilities for part of the watercourse and encouraging them to work together with the local residents.

Appendix 1: Guidance on Flooding in Spelthorne



# Guidance on flooding in Spelthorne

Please keep this leaflet for future reference

[www.spelthorne.gov.uk/flooding](http://www.spelthorne.gov.uk/flooding)  
01784 451499





## Flooding responsibilities and contacts

We understand it can be difficult to know who is responsible for what and hopefully this simple table below will help.

Who?	What?	Telephone	Website/social media
<b>Spelthorne Borough Council</b>	Rest centres, housing, transport, sandbags, administration of Government grant schemes, co-ordination with other agencies and sharing of information	01784 451599	<a href="http://www.spelthorne.gov.uk/flooding">www.spelthorne.gov.uk/flooding</a> <b>Twitter:</b> @spelthornebc <b>Facebook:</b> SpelthorneCouncil <b>Engage App:</b> <a href="http://www.spelthorne.gov.uk/engageapp">www.spelthorne.gov.uk/engageapp</a>
<b>Environment Agency</b>	Flooding advice and information	0345 988 1188	<a href="http://www.gov.uk/environment-agency">www.gov.uk/environment-agency</a> <b>Twitter:</b> @EnvAgency
	Flood warning service	-	<a href="http://www.gov.uk/check-if-youre-at-risk-of-flooding">www.gov.uk/check-if-youre-at-risk-of-flooding</a>
	River levels	-	<a href="http://apps.environment-agency.gov.uk/river-and-sea-levels/136496.aspx">http://apps.environment-agency.gov.uk/river-and-sea-levels/136496.aspx</a>
<b>Thames Water</b>	Sewage, flooded sewers, and sewage clearing	0800 009 3964	<a href="http://www.thameswater.co.uk">www.thameswater.co.uk</a> <b>Twitter:</b> @thameswater
<b>Affinity Water</b>	Drinking water	Emergency number: 0345 357 2407	<a href="http://www.affinitywater.co.uk">www.affinitywater.co.uk</a> <b>Twitter:</b> @AffinityWater
<b>UK Power Networks</b>	Run the electricity supply network (we would advise that you do not contact your energy supplier e.g. SSE, EDF, Virgin etc. as these companies are your own electricity supplier but do not run the electricity supply network)	0800 783 8866	<a href="http://www.ukpowernetworks.co.uk">www.ukpowernetworks.co.uk</a> <b>Twitter:</b> @UKPowerNetworks
	Text alert service	-	<a href="http://www.ukpowernetworks.co.uk/internet/en/power-cuts/Receive-text-updates-during-power-cuts.html">www.ukpowernetworks.co.uk/internet/en/power-cuts/Receive-text-updates-during-power-cuts.html</a>
<b>Surrey County Council</b>	Highway gullies (storm drains)	0300 200 1003	<a href="http://www.surreycc.gov.uk/?a=180236">www.surreycc.gov.uk/?a=180236</a> <b>Twitter:</b> @SurreyCouncil
	Road closures, potholes, paths and verges	0300 200 1003	<a href="http://www.surreycc.gov.uk/?a=181238">www.surreycc.gov.uk/?a=181238</a> <b>Twitter:</b> @SurreyCouncil
	Adult Social Care and vulnerable residents	01932 794800 Out of hours: 01483 517898	<a href="http://www.surreycc.gov.uk/?a=181075">www.surreycc.gov.uk/?a=181075</a> <b>Twitter:</b> @SurreyCouncil
	Trading Standards and rogue traders	03456 009 009	<a href="http://www.surreycc.gov.uk/?a=187794">www.surreycc.gov.uk/?a=187794</a> <b>Twitter:</b> @surreyts

<b>My home insurance is with:</b>	Contact your insurer for further advice about what is and isn't insured	their phone number is:	their web address is:
<b>My contents insurance is with:</b>	Contact your insurer for further advice about what is and isn't insured	their phone number is:	their web address is:

## Flood checklist

### In advance checklist

- we recommend you make up a flood kit in advance (and keep upstairs if possible) to include:
  - a torch
  - blankets
  - waterproof clothing
  - wellington boots
  - a portable radio
  - first aid kit
  - rubber gloves
  - key personal documents
  - if you have a baby: baby food, milk, sterilising equipment, clothes and nappies
- think about medication. In the event of a flood, you will still need to take it
- think about evacuation and a place to stay. If you vacate the property please ensure your relatives, friends or neighbours know where you will be
- make sure you know where to turn off your gas and electricity
- what about your pets? Where will you move them to if a flood is on the way?
- think about your car. Where can you move it to?
- sign up to receive flood warnings by calling Floodline on **0345 988 1188**. Or you can register online at: **[www.gov.uk/sign-up-for-flood-warnings](http://www.gov.uk/sign-up-for-flood-warnings)**



### During a flood checklist

- check websites: **[www.spelthorne.gov.uk/flooding](http://www.spelthorne.gov.uk/flooding)** and **[www.gov.uk/check-if-youre-at-risk-of-flooding](http://www.gov.uk/check-if-youre-at-risk-of-flooding)**
- check Twitter **@spelthornebc** and Facebook **SpelthorneCouncil**
- check local press: **[www.getsurrey.co.uk](http://www.getsurrey.co.uk)**
- check local radio: BBC Surrey Radio (104.6FM)
- check regional TV: ITV London Tonight and BBC London News
- do not let children play in flood water as it may be contaminated
- store valuable or sentimental personal belongings upstairs or in a high place downstairs
- ensure that elderly and vulnerable neighbours, friends or relatives in the area are aware of the danger
- try to avoid coming into direct contact with floodwater. If you have to go into the water, wear waterproof boots and waterproof gloves. Remember to wash your hands thoroughly. Visit: **[www.hpa.org.uk](http://www.hpa.org.uk)**
- if you are considering using liquid petroleum gas (LPG) or generators to cook, heat or pump water, bear in mind these are not designed to be used inside the home. Make sure they have been serviced recently and you have adequate ventilation in your home when they are in use

## Sandbags

Sandbags offer limited protection from flooding and there are many products on the market that are designed to better protect your home. The National Flood Forum publishes a directory of these products on its website [www.bluepages.org.uk](http://www.bluepages.org.uk)

Most local builders merchants and suppliers stock sandbags and sand.

The Council will have a limited supply of sandbags available for those in the most need and in locations where they may help. Please note that residents requesting sandbags from the Council will be added to an 'At Risk of Flooding' register. This list will be shared with agencies to help determine the geographical areas affected, the type of flood risk, any vulnerable or at-risk residents, and to assess the potential benefit of sandbags.

Spelthorne Council and Surrey County Council will also work with Flood Wardens and Flood Community Groups to help coordinate their distribution.

If using sandbags, we recommend that you follow the advice outlined in an Environment Agency leaflet called "Sandbags and how to use them properly" available online.

Please note that all agencies will always focus on those most vulnerable and in need.



Spelthorne Council delivering sandbags

## Rest centres

During a flood or other emergency, rest centres will be set up to help people that have been evacuated from their homes. The help on offer will include overnight emergency accommodation if needed, advice on all of the available options for short and longer term accommodation, and help with basic needs such as food.

If a person is considered a 'vulnerable adult', staff from Surrey County Council will be on hand to help ensure they have the proper medication or access to health professionals, or to look into residential care for those that need that level of care.

The location of the rest centre and whether there will be more than one centre opened, will depend on the extent of the emergency and the geographical area affected.

In Spelthorne, the rest centres will normally be one or more of the Borough's Community Centres. Locations of the Centres will be publicised, including on the Council's website.



## The Environment Agency Floodline Warnings Direct (FWD) service

The Environment Agency uses its Floodline Warnings Direct (FWD) system to send messages to their customers to warn them about flooding from rivers and the sea. There are three types of warning - Flood Alert, Flood Warning and Severe Flood Warning, as shown below.



**FLOOD ALERT**

### Flood Alert

- issued when flooding of low lying land is expected anywhere within a Flood Alert area
- be prepared to act on your flood plan
- prepare a flood kit of essential items
- monitor local water levels and the flood forecast on the website



**FLOOD WARNING**

### Flood warning

- issued when flooding of properties is expected
- move family, pets and valuables to a safe place
- turn off gas, electricity and water supplies if safe to do so
- put flood protection equipment in place



**SEVERE FLOOD WARNING**

### Severe flood warning

- issued when there is danger to life
- stay in a safe place with a means of escape, be ready to evacuate
- co-operate with the emergency services
- call 999 if you are in immediate danger



Lammas Park

## How to register to receive flood warnings

To register for Floodline Warnings Direct, or for general advice and information about flooding, please call Floodline on **0345 988 1188**. Or you can register online at: **[www.gov.uk/sign-up-for-flood-warnings](http://www.gov.uk/sign-up-for-flood-warnings)**

You'll need to provide:

- the address you're registering
- a phone number you can be contacted on day or night
- an email address

You can get warnings by phone, email or text message. **The service is free.**

## What Spelthorne Council did to help its residents and businesses in the last major flood

- set up a Borough Emergency Centre to coordinate the Council's response to the flooding
- distributed tens of thousands of sandbags to help residents protect their properties
- opened a Rest Centre to provide a base for housing advice and overnight emergency beds for people who had to be evacuated from their homes
- worked with our partner agencies to support vulnerable people
- provided short and long term temporary accommodation for residents who needed it
- provided free parking in our car parks so residents whose streets were flooded had somewhere safe to leave their cars
- provided regular updates for residents via our website, social media and advice leaflets
- opened two Recovery Centres to provide help, advice and information
- provided further help, advice and information with the National Flood Forum
- distributed hundreds of portable toilets to residents who needed them
- provided skips for community clear ups
- administered Council Tax and Business Rate relief for eligible individuals/businesses
- administered the Business Support Scheme

## What Spelthorne Council and other agencies have planned for the future

### Spelthorne Council

#### **Emergency Community Volunteer Network**

During the last flood, local people did a magnificent job volunteering to help their neighbours in a number of practical ways. We were amazed by their generosity in giving their time so selflessly. We have therefore helped to set up an Emergency Community Volunteer Network which will consist of Flood Wardens and Support Volunteers.

#### **Flood Wardens**

Community Flood Wardens will take a leading role during a flood. They will represent their community and coordinate the local Support Volunteers. The Council will provide the Community Flood Wardens with appropriate training, equipment and clothing, and they will have a direct line access to the Council's Emergency team.

#### **Support Volunteers**

Support Volunteers will have an important role, helping in a variety of ways, including:

- feeding back accurate information about what is happening in their local community
- helping to spread important information to people in their community e.g. leaflet delivery
- checking on neighbours
- filling or distributing sandbags
- helping with the clean-up

If you are interested in becoming a Flood Warden or Support Volunteer, please complete the form at: [www.spelthorne.gov.uk/flooding](http://www.spelthorne.gov.uk/flooding)

#### **Drainage channels**

Check and clear important drainage channels (critical ditches) which border council owned land and liaise with land owners about their responsibilities.



## Environment Agency

Memorial Gardens, Staines-upon-Thames



Spelthorne Council is working with the Environment Agency to help make sure that callers to their Floodline get information on the latest flooding forecast, specialist flood advice, as well as advice on local arrangements, 24 hours a day, seven days a week.

The Council has also been working with the Environment Agency to help ensure that those communities and individuals either flooded or affected by the winter 2013/14 floods are still receiving all of the information that they need and

are supported as they recover. Both the Council and the Environment Agency are encouraging and supporting communities to develop a Community Resilience Plan to outline arrangements for responding to future floods. This includes helping communities to:

- produce and test household and community flood plans
- set up community resilience volunteer schemes (flood warden schemes).
- ensure residents are signed up to receive flood warnings and understand the difference between Flood Alerts, Flood Warnings and Severe Flood Warnings.

## The River Ash

The EA are currently using their legal powers to do some maintenance work on the River Ash. This work includes general bank clearance, and removal of freshwater plants and debris.

The EA will continue to work with Thames Water to agree a revised protocol to minimise flood risk in the Staines-upon-Thames area.

## Thames Water

Thames Water is investing nearly half a million pounds on repairs and improvements to pumping stations and other network improvements in the area. They are also making £2m of improvements to the Moor Lane sluice gate and aqueduct.

## Surrey County Council

### Highways network:

Roads and bridges in Surrey County Council's highways network suffered a large amount of damage as a result of the floods. In 2014/ 15, Surrey County Council is investing £55 million on their highways network, which includes a £17 million Flood Recovery Programme to help secure and improve their road network for future adverse weather conditions, following a successful funding bid to Department for Transport. This recovery programme includes the resurfacing of 100km of road and removal of more than 20,000 potholes.

### Drainage:

In addition to SCC's regular annual gully cleaning, SCC is investing over £125,000 in drainage maintenance in Spelthorne this financial year, at over 100 different sites. This includes repairs to broken connections, soakaway cleaning, root cutting, and cleaning of Surrey County Council's surface water sewers.

### Funding for flood resilience:

If you were flooded between 1 December 2013 and 31 March 2014, a Repair and Renew Grant is currently available which can provide up to £5,000 per flood affected home or business. The grant must be used to help protect a property against future floods - this can include things like doors or window guards, driveway barriers, water-resilient flooring and moving electricity sockets to a safer level. The grant cannot be used to replace items like carpets, curtains or furniture. Measures should be over and above the repairs that would normally be covered by insurance. The deadline for applications to the Repair and Renew Grant has been extended to 31 December 2014. Applications can be made online by visiting [www.surreycc.gov.uk](http://www.surreycc.gov.uk) and typing 'Repair and Renew Grant' into the search box. Alternatively an application form can be obtained by emailing: [rrg@surreycc.gov.uk](mailto:rrg@surreycc.gov.uk) or calling 0300 200 1003.

### The County Council has also:

- produced a Draft Surrey Local Flood Risk Management Strategy which can be found at: [www.surreycc.gov.uk](http://www.surreycc.gov.uk) and search for 'Surrey Local Flood Risk Management Strategy'
- produced a Household and Community Flood Plan template, which can be downloaded from their website to help residents and community groups know what to do during a flood
- is helping to set up flood action groups to support communities during flooding

## The River Thames Scheme

The River Thames Scheme will reduce flood risk to all communities between Datchet and Teddington, including Spelthorne. It includes large scale engineering work to construct a new flood channel, improvements to three weirs and provide flood protection products (known as property level products) for up to 1200 homes. There will also be work to improve flood incident response plans.

The scheme is a major partnership project between the Environment Agency, local authorities in the area covered, including Spelthorne, the Regional Flood and Coastal Committee, and Thames Water. The Government has made a commitment to fund 75% of the cost of the scheme. However there remains a funding gap of some £50m which needs to be found locally. We are working to find the funding needed to deliver the scheme; then we expect work to start in 2016 and to be completed by 2025.

More information on the River Thames Scheme can be found online at: <https://www.gov.uk/government/publications/river-thames-flood-risk-management-scheme>





## Spelthorne Borough Council - Forward Plan - 09/01/2015

	B	C	D	E	F	G	H	I	J	K	L	M
1												
2	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
3	<b>2015</b>											
4	Review of the Leisure and Culture Strategy, action plan for 2014 and proposed action plan for 2015 (for info)	LStonehouse	PFF			23-Dec-14	12-Jan					
5	Capital programme 2015-2016 draft	TCollier	TE			01-Dec-14	15-Jan	27-Jan				
6	Review of Designated Public Place Order	KMcGroary / LO'Neil	RW			16-Dec-14	12-Jan	27-Jan				
7	Fees and Charges 2015-2016	TCollier	TE	Yes		16-Dec-14	12-Jan	27-Jan				
8	Pay Policy Statement for 2015/16.	JHunt	RW			16-Dec-14	12-Jan	27-Jan				26-Feb
9	High level Options Appraisal on KG (redevelopment and relocation)	HMorgan	NG	Yes	Appendix	23-Dec-14	12-Jan	27-Jan				
10	Airports Commission - response on consultation	JBrooks	VL			06-Jan-15	12-Jan	27-Jan				
11	Treasury Management Strategy	TCollier	TE	Yes		23-Dec-14	12-Jan	27-Jan				26-Feb
12	Calendar of meetings 2015-2016	GHalliwel	RW			06-Jan-15	12-Jan	27-Jan				
13	Monthly income and Salary Monitoring	AFlynn	TE			27-Jan						
14	Churchill village hall	DPhillips	NG			27-Jan	09-Feb	24-Feb				
15	Revenue Budget 2015-2016 final	TCollier	TE	Yes		27-Jan	09-Feb	24-Feb				26-Feb
16	Capital Programme 2015-2016 final	TCollier	TE	Yes		27-Jan	09-Feb	24-Feb				26-Feb
17	Capital monitoring	TCollier	TE			27-Jan	09-Feb	24-Feb				
18	Revenue monitoring	TCollier	TE			27-Jan	09-Feb	24-Feb				
19	Health and Wellbeing Strategy	LBorthwick	JP			27-Jan	09-Feb	24-Feb				
20	River Thames Scheme funding	AFlynn/SMuirhead	DP			27-Jan	09-Feb	24-Feb				
21	Annual Grants Awards 2015-16	LBorthwick	JP			27-Jan	09-Feb	24-Feb				
22	Food and Health and Safety Service Plans	JBramley	PFF			27-Jan	09-Feb	24-Feb				
23	Recommendation from Audit on Corporate Risk Management	Snicholls					09-Feb	24-Feb				
24	Monthly income and Salary Monitoring	AFlynn	TE			24-Feb						
25	Capital monitoring	TCollier	TE			24-Feb	09-Mar	24-Mar				
26	Revenue monitoring	TCollier	TE			24-Feb	09-Mar	24-Mar				
27	Joint enforcement pilot	KMcGroary	PFF			24-Feb	09-Mar	24-Mar				
28	Council Tax and Business rates write-offs	LNorman	TE			24-Feb	09-Mar	24-Mar				
29	Review of Constitution - First draft	Mgraham	RW			24-Feb	09-Mar					
30	Project Management Dashboard update	JBrownlow				24-Feb	09-Mar			17-Mar		
31	External Auditors report	TCollier	TE			10-Mar					26-Mar	
32	Corporate Risk Management report	PTalwar	TE			10-Mar					26-Mar	
33	Internal Audit Annual Plan	DHarris	TE			10-Mar					26-Mar	
34	Confidential Reporting Code	DHarris	TE			10-Mar					26-Mar	
35	Anti-Fraud, Bribery and Corruption Strategy	DHarris	TE			10-Mar					26-Mar	
36	Appraisal Timetable 2015	JHunt	RW			March						
37	Monthly income and Salary Monitoring	AFlynn	TE			31-Mar						
38	Hackney carriage and private hire Licence fees	JBramley	PFF			31-Mar	14-Apr	28-Apr				
39	Review of Constitution - second draft	MGraham	RW			02-Apr	14-Apr	28-Apr				30-Apr
40	Annual sickness monitoring to 31 March 2015	JHunt				May						
41	Annual turnover, recruitment and establishment changes monitoring to 31 March 2015	JHunt				May						

## Spelthorne Borough Council - Forward Plan - 09/01/2015

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	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
2												
42	Revenue monitoring	AFlynn				May		June				
43	Capital monitoring	AFlynn				May		June				
44	Parking fees and charges	SMuirhead	DP	Yes		May		June				
45	Treasury Management Strategy - half yearly report	JHanger		Yes		May		June				
46	Discretionary Housing Payments Policy					May		June				
47	Appointments to outside bodies					May		June				
48	Internal Audit Annual report					June					June	
49	Corporate Risk Management report					June					June	
50	Capital Outturn	AFlynn				June		July				
51	Revenue Outturn	AFlynn				June		July				
52	Summary from Appraisal Feedback	JHunt				July						
53	Draft training plan 2015-16	JHunt				July						
54	Christmas opening for 2015	JHunt				July						
55	Monthly income and Salary Monitoring	AFlynn	TE			28-Jul						
56	Monthly income and Salary Monitoring	AFlynn	TE			25-Aug						
57	Workforce Monitoring					August						
58	Capital monitoring	AFlynn				August		Sep				
59	Revenue monitoring	AFlynn				August		Sep				
60	Effectiveness of system of Internal Audit	DHarris				Sep					Sep	
61	Annual Governance Statement	DHarris				Sep					Sep	
62	Corporate Risk Management	DHarris				Sep					Sep	
63	External Audit report on audit and statement of accounts	TCollier				Sep					Sep	
64	Monthly income and Salary Monitoring	AFlynn	TE			29-Sep						
65	6 month Capital monitoring and projected outturn	AFlynn				Oct		Nov				
66	6 month Revenue monitoring and projected outturn	AFlynn				Oct		Nov				
67	Treasury Management half-yearly	AFlynn	TE			Oct		Nov				
68	Parking fees and charges review			Yes		Oct		Nov				
69	Review of Members Allowances					Oct		Nov				
70	Monthly income and Salary Monitoring	AFlynn	TE			27-Oct						
71	Project Management Dashboard update	JBrownlow				Nov				Jan		
72	Capital programme 2015-2016 1st draft	TCollier				Nov		Dec				
73	Outline Budget 2015-2016	Tcollier		Yes		Nov		Dec				
74	Corporate Plan			Yes		Nov		Dec				
75	Monthly income and Salary Monitoring	AFlynn	TE			24-Nov						
76	Internal Audit Interim report	DHarris				Nov					Dec	
77	Confidential Reporting Code	DHarris				Nov					Dec	
78	Anti-Fraud, Bribery and Corruption Strategy	DHarris				Nov					Dec	
79	Corporate Risk Management	DHarris				Nov					Dec	
80	Monthly income and Salary Monitoring	AFlynn	TE			22-Dec						
81	Annual review of recruitment & retention allowances	JHunt				Dec						

Spelthorne Borough Council - Forward Plan - 09/01/2015

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	Report title or issue	Officer	C/Member	Key	Exempt	MAT	Briefing	Cabinet	Licensing	O&S	Audit	Council
2												
82	<b>2016</b>											
83	Capital programme 2016-2017 draft	TCollier	TE			Dec	Jan					
84	Fees and Charges 2016-2017	TCollier	TE	Yes		Dec	Jan					
85	Pay Policy Statement for 2016/17.	JHunt				Dec	Jan					Feb
86	Review of the Leisure and Culture Strategy, action plan for 2015 and proposed action plan for 2016 (for info)	LStonehouse	PFF			Dec	Jan					
87	Revenue Budget 2016-2017 1st draft	TCollier	TE			Bud brief						
88	Calendar of meetings 2016-2017	GHalliwell	RW			Dec	Jan					
89	Treasury Management Strategy	TCollier	TE	Yes		Dec	Jan					Feb
90	Leisure and Culture Strategy 2016 -			Yes		May		June				
91	Effectiveness of system of Internal Audit	DHarris				Sep					Sep	
92	Annual Governance Statement	TCollier				Sep					Sep	
93	Corporate Risk Management	DHarris				Sep					Sep	
94	Gambling Act Policy 2016 -			Yes		Oct		Nov				
95	External Auditors report					March					March	
96	Corporate Risk Management report					March					March	
97	Internal Audit Annual Plan					March					March	
98	Internal Audit Annual report					June					June	
99	Corporate Risk Management report					June					June	
100	Effectiveness of system of Internal Audit	DHarris				Sep					Sep	
101	Annual Governance Statement	DHarris				Sep					Sep	
102	Corporate Risk Management	DHarris				Sep					Sep	
103	External Audit report on audit and statement of accounts	TCollier				Sep					Sep	
104	<b>2017</b>											
105												
106	<b>2018</b>											
107	Playing Pitch Strategy 2018 -			Yes		June		July				
108	A = Annual report											

