



Please reply to:

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Date: 16 January 2018

Notice of meeting

Cabinet

Date: Wednesday, 24 January 2018

Time: 7.00 pm

Place: Goddard Room, Council Offices, Knowle Green, Staines-upon-Thames

The members of the Cabinet	Cabinet member areas of responsibility
I.T.E. Harvey (Leader)	Leader and Council Policy co-ordination
A.C. Harman (Deputy Leader)	Deputy Leader and Communications
M.M. Attewell	Community Wellbeing
C.B. Barnard	Planning and Economic Development
M.P.C. Francis	Housing
N.J. Gething	Environment and Compliance
A.J. Mitchell	Corporate Management
O. Rybinski	Customer Service, Estates and Transport
H.R.D. Williams	Finance

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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AGENDA

Page nos.

- 1. Apologies for absence**
To receive any apologies for non-attendance.
- 2. Minutes** **5 - 14**
To confirm the minutes of the meeting held on 12 December 2017 as a correct record.
- 3. Disclosures of Interest**
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Spelthorne Borough Council (Off-Street Parking Places) Order 2018 - Key Decision** **15 - 108**
Councillor Gething

To consider the implementation of the Spelthorne Borough Council (Off-Street Parking Places) Order 2018.
- 5. Contract for refurbishment of Elmsleigh Centre Lifts - Key Decision** **109 - 112**
Councillor Barnard

To consider a report on the refurbishment of lifts serving the Elmsleigh Centre south wing car park.
- 6. Fees and Charges 2018-19 - Key Decision** **113 - 168**
Councillor Williams

To consider the Council's Fees and Charges for 2018-19.
- 7. Treasury Management half-yearly report** **169 - 180**
Councillor Williams

To note the Treasury Management half-yearly report for 2017/18.
- 8. Treasury Management Strategy Statement** **181 - 198**
Councillor Williams

To consider the Treasury Management Strategy Statement 2018/19 and make a recommendation to Council.

9. Leader's announcements

To receive any announcements from the Leader.

10. Urgent items

To consider any items which the Chairman considers as urgent.

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Minutes of Cabinet

12 December 2017

Present:

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination
Councillor A.C. Harman, Deputy Leader and Communications
Councillor M.M. Attewell, Community Wellbeing
Councillor M.P.C. Francis, Housing
Councillor N.J. Gething, Environment and Compliance
Councillor A.J. Mitchell, Corporate Management
Councillor O. Rybinski, Customer Service, Estates and Transport
Councillor H.R.D. Williams, Finance

Apologies:

Councillor C.B. Barnard, Planning and Economic Development

Councillors in attendance:

Councillor S.J. Burkmar
Councillor S.C. Mooney

2428 Minutes

The minutes of the Cabinet meeting held on 22 November 2017 were agreed as a correct record.

2429 Disclosures of Interest

There were none.

2430 Petition about train horn disturbance at Shortwood Common footpath crossing

Cabinet received a petition signed by 88 residents seeking an alternative solution to trains using their horns as they approach the footpath at Shortwood Common, Staines-upon-Thames.

Mrs Sheila Davies spoke on behalf of the petitioners explaining the effect on both their physical and mental health of being disturbed by train horns throughout the day and late into the night.

Councillor Gething, Portfolio Holder for Environment acknowledged on behalf of the Council, that the noise from train horns was affecting residents who live close to the Shortwood Common pedestrian railway crossing during the day and until late at night. He expressed his sympathy for the residents and commented that although the decision to address the residents' concerns lay with Network Rail, the Council would assist as best it could to ensure the most suitable option was pursued.

Councillor Mooney, as County Councillor for Staines-upon-Thames, spoke in support of the residents' petition.

The Leader, Councillor Harvey, added his sympathies for the residents' situation and confirmed that the Council would do all it could to ensure Network Rail finds a mutually satisfactory solution.

Resolved to note the petition seeking an alternative solution to trains using their horns as they approach the footpath at Shortwood Common, Staines-upon-Thames and to keep the matter under review.

Reason for Decision:

On its own the Council cannot effect a change in the noise disturbance being caused by train horn soundings. Network Rail is considering alternative options but these will not be scheduled until 2022. They will consider the possibilities for interim measures until then.

2431 Outline Budget - Key Decision

Cabinet considered a report on the Outline Budget 2018-19 to 2021-22 which summarised the medium term financial strategy in place designed to generate offsetting income, deliver efficiencies and to mitigate the projected budget gaps.

There were no alternative options considered by Cabinet.

Resolved that:-

1. The net budgeted expenditure (before investment and use of reserves) for 2018-19 be set at a maximum level of £11.3m;
2. Cabinet support the overall strategy set out in the report for addressing efficiencies and achieving medium term financial sustainability; and
3. the financial health indicators set out in paragraph 3.21 be agreed.

Reason for Decision.

The recommended options set out in the Report will help to ensure the ongoing financial sustainability of the Council.

2432 *Supplementary Capital Programme Provision for Asset Acquisitions

Cabinet considered a report seeking approval for a supplementary Capital Programme provision of £200m for asset acquisitions.

The proposal to increase the borrowing limits was on the basis that the additional borrowing would be prudentially affordable: any borrowing would be fixed long term and used to fund high quality assets generating net revenue surpluses which would more than cover the financing costs.

The proposal would give Cabinet the ability to consider additional investment opportunities above the current limits but in each case Cabinet would receive a detailed evaluation of the business case and risks in order to decide whether to agree to individual investment proposals.

Alternative options considered and rejected by the Cabinet:

- Not to agree the supplementary Capital Programme provision.

Resolved that Cabinet agrees to recommend that Council:-

1. Approves the supplementary capital estimate for property acquisitions within the Borough of £200m for 2017/18 to support the economic development and well-being of the Borough and investment purposes;
2. Agrees the revised set of prudential indicators which include increasing the operational boundary and authorised limit for external debt by £200m; and
3. Re-confirms the Council's Minimum Revenue Provision policy to ensure prudent provision is made to cover repayment of loans.

Reason for Decision

In order to ensure the ongoing financial sustainability of the Council and its ability to provide services to residents in the face of funding reductions and pressures, the Council needs to be able to continue to generate additional ongoing income through making further income generating asset acquisitions.

2433 Property Investment Strategic Parameters

Cabinet considered a report seeking approval of Property Investment Strategic Parameters.

The proposed Property Investment Strategic Parameters outlined:

- a. The purposes for which the Council invests in property acquisitions, and
- b. The conditions which must be met for investing for revenue generation and/or social investment purposes.

Alternative options considered and rejected by the Cabinet:

- to continue to make investment decisions without any specified parameters

Resolved: Cabinet approved the Property Investment Strategic Parameters.

Reason for Decision

This document enables the Council to be transparent about the reasons why the Council invests in property acquisitions, and the conditions which must be met for investing for revenue generation and/or social investment purposes.

2434 Spelthorne's response to DfT's 'Consultation on Revised Draft Airports National Policy Statement: New Runway Capacity and Infrastructure at Airports in the South East of England'

Cabinet considered a report on Spelthorne Borough Council's response to the revised draft 'Airports National Policy Statement: New Runway Capacity and Infrastructure at Airports in the South East of England'.

The purpose of the draft Airports National Policy Statement was to provide the basis against which a formal proposal for the provision of a new northwest runway at Heathrow would be assessed.

Alternative options considered and rejected by the Cabinet:

- The only other option was 'no response' which would not be in the best interests of Spelthorne's residents and businesses.

Resolved that Cabinet agrees Spelthorne Borough Council's response to the revised draft Airports National Policy Statement.

Reason for Decision

The Council supports the expansion of Heathrow subject to noise, air quality and transport issues being resolved. It is therefore important to respond to these consultation documents as they will influence the way in which detailed proposals for expansion are assessed.

2435 *Calendar of meetings 2018-2019

The Cabinet considered a report on a calendar of meetings for the period from May 2018 to May 2019.

The meetings had been programmed to ensure that the Council makes decisions in a timely way to help with the implementation of its priorities and strategies, as well as fulfilling its constitutional and legal obligations.

Resolved to recommend the calendar of meetings for 2018-2019 to Council for approval.

Reason for Decision

The calendar of meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council key priorities.

2436 Leader's announcements

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

The Benwell Centre in Sunbury-on-Thames has received £1,300 from Tesco's Bags of Help community grant scheme which raises money from the sale of carrier bags. The Centre applied for funding to help it create a gardening club for its members and residents of Mitchison Court. The money will be used for

all the essential items needed to get the garden up and running, such as tools, plants, seeds, bulbs and a greenhouse.

Following an upgrade, the council's website and intranet forms are being rebuilt. All forms will be recreated by 31 December and comply with the new data protection regulations coming into effect in May.

A number of councillors have donated money from their Better Neighbourhood Grants to buy Christmas gifts for the council's Meals on Wheels clients. London Irish Rugby Club is also donating gifts for these residents and will be delivering them to the Fordbridge Centre on 21 December.

Spelthorne Council has now published its Green Belt Assessment which sets out how areas of the borough are performing against Green Belt criteria. The assessment will form part of the council's evidence for the Local Plan which identifies the needs of the borough in relation to housing, the economy, community facilities and infrastructure.

Council Tax payers who claim the single person discount are being asked to confirm whether they still qualify.

Three local secondary schools were invited to the council offices to learn about parliament and take part in a Commons-style debate, chaired by Kwasi Kwarteng MP. This follows on from October's Junior Democracy Event and quiz which was hotly contested by 11 junior school teams.

ICT is progressing with a network refresh and improving the wi-fi coverage across the council offices. This work is being done at the weekends to minimise disruption.

Procurement and Contract Management have presented a report to the Overview and Scrutiny Committee with recommendations on how the council can increase the amount of goods and services sourced from local businesses.

The Project team is continuing to support a range of projects including a piece of work being carried out with Housing in readiness for the Homelessness Reduction Act which comes into force next April. Work to ensure the council complies with the new data protection regulations being introduced next May is also ongoing.

The Asset team has moved to Room 101 and is helping to set up the 'business incubator', a work space in the council offices for local start-ups. The national waste performance statistics for 2016/17 were published by Defra this week and show that Surrey now has the joint highest recycling rate out of the 32 two-tier areas in England, at 57.7%.

Changes to the Christmas rubbish and recycling collections have been kept to a minimum this year to reduce disruption to residents. Details have been published on the website and in the winter Bulletin.

Neighbourhood Services is reminding residents that there is still time to order a food caddy to arrive before Christmas. Food waste is collected every week and turned into fertiliser and energy. Unwanted textiles and small electrical items are also now collected weekly.

Nine Spelthorne residents have received a day's training in hearing aid maintenance to enable them to provide a basic service for elderly people in their local area. The borough already has three Hearing Champions at the Fordbridge Centre in Ashford and All Saints Church in Laleham.

Meetings have been held to investigate the possibility of introducing Good Neighbour schemes in Laleham Village and Staines, providing help for people who need assistance with transport and day-to-day tasks.

The multi-agency approach to providing 'early help' for families through local hubs has developed and staff have been liaising with the local churches and community groups to progress the project which aims to give support for a range of problems before they escalate.

Shepperton became the first Dementia Friendly Community in the borough earlier in the year and discussions are now underway to use the same model in Sunbury-on-Thames.

Around 200 residents came along to Stanwell's first lantern parade on Saturday 2 December. The parade started at St Mary the Virgin Church and ended outside the Sir John Gibson pub with Christmas carols and the lighting of the Christmas tree. The lanterns came courtesy of workshops held at Town Farm School and Stanwell Youth Centre.

2437 Urgent items

The Chairman agreed to take an urgent confidential item on the acquisition of property I at the end of the agenda.

The matter was urgent as the Council had only received confirmation of the opportunity to bid after the agenda had been published.

2438 Exempt Business

Resolved to move the exclusion of the Press and Public for the following items in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

2439 Acquisition of Property H - Key Decision

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered a confidential report on the acquisition of a site as an investment asset.

Alternative options considered and rejected by the Cabinet:

- Formally agree not to submit a bid

Resolved that Cabinet:

1. Approves the acquisition of the investment asset identified in this report;
2. Formally agrees the offer submitted, and authorise the Chief Executive to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);
3. Authorises the Chief Finance Officer to decide:-
 - (i) the most financially advantageous funding arrangements for the purchase,
 - (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable;
4. Authorises the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset; and
5. Agrees to exempt Contract Standing Orders in respect of our advisors.

Reason for Decision

It is anticipated that the acquisition of this property will:-

1. bring in a steady income stream for the term of the multiple leases with different durations, and
2. provide an income stream which shall assist in the future ongoing financial stability of the Council.

2440 Urgent Item - Acquisition of Property I - Key Decision

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Cabinet considered a confidential report on the acquisition of a site as an investment asset.

Alternative options considered and rejected by the Cabinet:

- Formally agree not to submit a bid

Resolved that Cabinet:

1. Approves the acquisition of the investment asset identified in this report;
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3. Authorises the Chief Finance Officer to decide:-
 - (i) the most financially advantageous funding arrangements for the purchase,
 - (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable;
4. Authorises the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset; and

Reason for Decision

It is anticipated that the acquisition of this property will:-

1. bring in a steady income stream for the term of the lease and
2. provide an income stream which will assist in the future ongoing financial stability of the Council.

NOTES:-

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, 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 five 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 five 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 20 December 2017.***

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Cabinet**24 January 2018**

Title	The Spelthorne Borough Council (Off-Street Parking Places) Order 2018		
Purpose of the report	To make a Key Decision		
Report Author	Jackie Taylor Group Head Neighbourhood Services		
Cabinet Member	Councillor Nick Gething	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	<ol style="list-style-type: none"> 1) Authorise the Group Head of Neighbourhood Services to proceed with the proposals made in this report and to implement the Spelthorne Borough Council (Off-Street Parking Places) Order 2018; 2) Authorise the Head of Corporate Governance to publish all notices required to implement the Spelthorne Borough Council (Off-Street Parking Places) Order 2018; 3) Authorise the Group Head of Neighbourhood Services in consultation with the Head of Corporate Governance to consider and address any objections and to amend the proposals if necessary following the public consultation. 		
Reason for Recommendation	<p>To ensure that parking regulations in all off street car parks identified within this report are current and enforceable</p> <p>To support the Council's aim for sustained Economic Development</p>		

1. Key issues

- 1.1 The Council is able to control parking within its administrative area through the production of an Off Street Parking Places Order under the Road Traffic Regulation Act 1984. The order recommended within this report sets out the terms and conditions for use of Council owned car parks, and the charges and penalties which apply to those using the car park. Once made it would form the legal basis from which all future charges and enforcement actions are made.
- 1.2 Due to the number of changes proposed to the existing 2016 order, a new Off Street Parking Places Order is proposed to implement these changes and produce a comprehensive and up to date order. A copy of the new order indicating the proposed changes to be made is attached at **Appendix 1**.

- 1.3 Dispensations for parking arrangements are regularly requested and account for a large portion of admin time and subsequent costs. Consequently, the description of the dispensation charge has been amended to reflect this.
- 1.4 Fishing clubs in Laleham have requested a permit for weekend fishing most of which would be overnight parking, a reduced rate over daily parking is suggested to encourage the use of the car park rather than verges and the roadside. The permit would run for 3 consecutive days between Friday & Monday and be valid for 24 hours each day.
- 1.5 A comparison has been made with neighbouring authorities to assess parking charges, whilst we do not wish to price ourselves out of the market we need to ensure that charges are broadly similar and represent value for money. On that basis we have suggested a number of increases to reflect demand as well as a few decreases where tickets are not being purchased as the cost is too high.
- 1.6 There has been a historical arrangement whereby the Ashford Chamber of Commerce has been given parking within Ashford multi storey car park (MSCP) at a reduced rate which has not been reviewed for very many years. This charge equates to a charge of approx. 6p per day for the 1st vehicle, 10p per day for the 2nd vehicle and 32p per day for all other employees of business associated with the Ashford Chamber of Commerce. Ashford is the only place where this arrangement is in place and it is proposed to remove this charging option and bring it in to line with other areas by offering season tickets. The cost for the proposed season tickets is set out in Schedule 7 of the proposed Order.
- 1.7 Admin costs associated with the issuing of season tickets is high, to encourage the take up of longer term permits and reduce the administration associated with regular issuing of short term permits, we propose to increase the costs of the short term permits.
- 1.8 There are currently 2 charging structures for Blue Badge holders in Elmsleigh surface & Elmsleigh (MSCP), daily ticket purchase and season ticket purchase. The proposed daily ticket cost per hour is the same as that for non-blue badge holders (£1.30 per hour), albeit that a Blue Badge holder is entitled to 1 extra free hour parking to take account of extra time needed to go to and from their vehicle. Season tickets are for non-business use only and the prices have not been reviewed for many years. The proposed cost of a Blue Badge holder season ticket still represents a large saving over the cost of a daily ticket as Blue Badge holders can park for as little as £2.69 per day (based on 1 days usage per week).
- 1.9 A number of charging structures are historic and need to be updated and/or removed as they are no longer relevant and there is no take up from members of the public.
- 1.10 Key changes included within the proposed Order are:-
 - Addition of a number of car parks within the Borough of Spelthorne to give greater control over the parking areas
 - Amendment to charge for dispensations
 - Introduce a permit for 3 consecutive days for fishing clubs
 - Increase parking charges where appropriate

- Remove specific season ticket pricing schedules for Ashford Chamber of Commerce within Ashford MSCP
 - Increase short term season ticket charges to encourage longer term season ticket requests
 - Increase the cost of season tickets for Blue Badge holders in Elmsleigh (MSCP) and surface car parks to make them more comparable with other pricing structures
 - Amend charging structures to reflect customer demands
- 1.11 Before implementing the proposed Off Street Parking Order 2018 we are required to consult with members of the public. The 4 week consultation period consists of advertising the proposed order in the car parks, council offices, in the local paper and to statutory consultees.
- 1.12 The Group Head of Neighbourhood Services in consultation with the Head of Corporate Governance will consider and address any objections and amend the proposals if necessary following the public consultation.
- 1.13 If the new Order is approved we will be required to advertise in the car parks, council offices and local newspapers that the Order is in force and tariff boards will need to be amended.

2. Options analysis and proposal

2.1 Implement the proposed Parking Order (Recommended option):

In order to efficiently regulate the use of car parks and effectively prevent and enforce misuse, it is proposed that Cabinet approves and agrees to:

- (a) Authorise the Group Head of Neighbourhood Services to proceed with the proposals made in this report and implement the Spelthorne Borough Council (Off-Street Parking Places) Order 2018;
- (b) Authorise the Head of Corporate Governance to publish all notices required to implement the Spelthorne Borough Council (Off-Street Parking Places) Order 2018;
- (c) Authorise the Group Head of Neighbourhood Services in consultation with the Head of Corporate Governance to consider and address any objections and to amend the proposals if necessary following the public consultation.

2.2 Do not implement the Parking Order (not recommended):

If the proposed Off Street Parking Places Order is not implemented, it will impact on the Council's ability to effectively regulate the use of the car parks. It will also result in a loss of revenue, as the current parking order does not reflect the current demand of residents and businesses.

- 2.3 Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action/Controls
To enable enforcement action to be taken against drivers of vehicles who park in a hazardous manner to the detriment of pedestrians	Introduction of the Spelthorne Borough Council (Off-Street Parking Places) Order 2018
Regulate the use of the car parks to prevent misuse and anti-social behaviour	Introduction of the Spelthorne Borough Council (Off-Street Parking Places) Order 2018
Failure to implement and make the Order-loss of revenue and control over parking	Ensure Order is promptly advertised, made and implemented

3. Financial implications

- 3.1 There are costs associated with advertising the proposals and order and also for changes to tariff boards. These are expected to be in the region of £3k which can be met within the current budgets.
- 3.2 Increases have been made to tariffs and if implemented the additional income is estimated to be:-
- Amending dispensations £2k
 - Increased parking charges £5k

4. Other considerations

- 4.1 An Equality Impact Assessment has been completed and is attached at **Appendix 2**
- 4.2 Parking in off street parking places can be regulated by Order to prevent misuse. Crime & disorder implications increase if an Order is not made and kept up to date and car parking cannot be regulated.
- 4.3 Any order regulating parking must be implemented in accordance with the provisions of the Road Traffic Regulation Act 1984, which includes consultation with the regulatory statutory bodies and members of the public. The process for introducing a new order is contained in the Local Authorities' Traffic Orders (Procedure) (England & Wales) Regulations 1996.

5. Timetable for implementation

- 5.1 The proposed timetable is set out below:

Report to MAT	19 December 2017
Report to Cabinet	24 January 2018
Consultation-4 weeks	9 February 2018 – 9 March 2018
Evaluate representations	12 March – 22 March 2018
Implementation of new parking order	1 April 2018

Background papers: Current Parking Order 2016

Appendices: Appendix 1 proposed Parking Order 2018
Appendix 2 Equality Impact Assessment

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SPELTHORNE BOROUGH COUNCIL

**THE SPELTHORNE BOROUGH COUNCIL
(OFF-STREET PARKING PLACES) ORDER 20186**

Spelthorne Borough Council in exercise of its powers under Sections 32 and 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (“the 1984 Act”), the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 (“SI 1996/2489”) and the Road Traffic Act 1991 each as amended by the Road Traffic (Permitted Parking Area and Special Parking Area) (County of Surrey) (Borough of Spelthorne) Order 2006 and the Traffic Management Act 2004 and all other enabling powers, with the consent of Surrey County Council in accordance with Section 39 (3) of the 1984 Act and following consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act and the Road Haulage Association and the Freight Transport Association in accordance with Regulation 6 of SI 1996/2489”) hereby makes the following Order:

**SECTION I
CITATION AND INTERPRETATION**

Citation

1. This Order shall come into operation on ~~the 19th day of December 2016~~ 1st April 2018 and may be cited as The Spelthorne Borough Council (Off-Street Parking Places) Order 20186.

Interpretation

2. In this Order, except where the context otherwise requires, the following expressions have the meanings respectively assigned to them:

“civil enforcement officer” means a person authorised by or on behalf of the Council to enforce the restrictions imposed by this Order;

“charging days” in relation to a parking place means those days which are specified in Schedules 1 and 2 for each parking place respectively;

“charging hours” in relation to a parking place means the period during which a charge for parking is made as specified in Schedules 1 and 2 for each parking place respectively;

“contract permit” means a permit purchased from the Council, subject to certain conditions as laid down from time to time by the Council, valid for the period specified on the permit for use in parking places specified in the schedule indicated on the permit;

"disabled persons' badge" means a badge issued by any Local Authority in accordance with the provisions of the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 or a badge having effect under those regulations as if it were a disabled person's badge and “disabled persons’ badge holder” shall be construed accordingly as a person who has been issued with such a badge;

“goods vehicle” means a vehicle, which is constructed or adapted for use for the carriage of goods or burden of any description or a trailer so constructed or adapted;

“invalid carriage” has the same meaning as in Section 136 of the 1984 Act;

“motor car” has the same meaning as in Section 136 of the 1984 Act;

“motor cycle” refers to a solo motor cycle only and means a mechanically propelled vehicle with less than three wheels;

“motor cycle with side car” means a mechanically propelled vehicle not being an “invalid carriage” or a “motor cycle” with less than four wheels;

“owner” means the person by whom the vehicle is kept. In determining who was the owner of a vehicle at any time it shall be presumed that the owner was the person in whose name the vehicle was at that time registered under the Vehicle Excise and Registration Act 1994;

"parking place" means an area of land specified by name in Schedules 1 to 3 and provided by the Council pursuant to Section 32(1) of the Act for the purpose of vehicle parking and not closed (in part or in whole) by a Notice erected thereon by authority of the Council;

“parking ticket” means a ticket issued by a ticket machine pursuant to this Order and indicating the payment of a charge, the time at the beginning of the period for which payment was made and the time when the period expires;

“passenger vehicle” means a vehicle constructed or adapted solely for the carriage of passengers and their effects;

“pay station” means an apparatus of a type and design approved by the Secretary of State for Transport for the purpose inter alia of this Order, being apparatus designed to receive payment in respect of Pedestrian Paid Parking;

“penalty charge” means the charge set by the Council under the provisions of the Traffic Management Act 2004, which is to be paid to the Council following the issue of a Penalty Charge Notice and within 28 days of the issue of that Notice;

“public holiday” means Christmas Day, Boxing Day, New Year’s day, Good Friday, Easter Monday, and any other day designated by the Government as a public holiday in England in addition to or instead of those days;

“relevant position” in respect of: -

- (a) a disabled person’s badge and parking disc has the same meaning as in the Local Authorities Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000; and
- (b) all other tickets, season tickets and permits referred to in this Order means,
 - (i) exhibited on the windscreen, dashboard or fascia of the vehicle facing forward so that the whole of the information on the front of the ticket can be easily read from outside the vehicle; or
 - (ii) where the vehicle does not have a windscreen, dashboard or fascia in a conspicuous position on the vehicle so that the whole of the information on the front of the ticket is clearly legible from outside of the vehicle;

“season ticket” means a ticket purchased from the Council, subject to certain conditions as laid down from time to time by the Council, valid for the period specified on the ticket for use in parking places specified in the schedule indicated on the ticket;

“the Council” means Spelthorne Borough Council;

“ticket machine” means an apparatus of a type and design, approved by the Secretary of State for Transport, for the purpose, inter alia, of this Order, being apparatus designed to indicate the time by a clock, and to issue parking tickets which show that a payment has been made of an amount, or for a period specified thereon, and which specify the date and either the time of such payment, or the time at which the vehicle must leave the parking place;

“trailer” has the same meaning as in Section 136 of the 1984 Act;

3. Except where the context requires otherwise, any reference in this Order to an Article or Schedule shall be construed as a reference to that Article or Schedule in this Order.

4. Sub-sections (4) and (5) of Section 47 of the Road Traffic Regulation Act 1984 shall apply to the parking places as if they were parking places provided on a highway.
5. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

SECTION II

USE OF PARKING PLACES

Classes of vehicles

6. Each parking place specified in Schedules 1 to 3 may be used subject to the following provisions of this Order, as a parking place for such classes of vehicles, on such days, during such hours and on payment of such charges as are specified in relation to that parking place in the Schedules;
7. Where in the Schedules a parking place is described as available for vehicles of a specified class, no person shall permit a vehicle to wait in that parking place unless it is of the specified class.
8. No person shall cause or permit a vehicle to park in a space marked for Disabled Persons unless the vehicle displays a Disabled Person's Badge in the manner prescribed by Regulation 12 of the Disabled Person's (Badges for Motor Vehicles) (England) Regulations 2000.
9. No person shall cause or permit a vehicle to park in a space marked for contract parking unless the vehicle is approved to park in that space either by the Council or on behalf of the Council by the purchaser of the contract parking space.

Position of vehicles

10. The driver of a vehicle shall not permit it to wait in a parking place other than in a parking space, and for this purpose, except with the written permission of the Council, every part of the vehicle must be within the limits of the parking space and not more than one vehicle shall occupy any one such parking space, except in Thames Street car park where the surface precludes bay parking except for disabled vehicles.

11. No vehicle shall be left in any parking place if its length exceeds 5.5 metres in length except with the written permission of the Council.
12. Motor cycles permitted in a parking places shall be positioned in bays marked “motor cycles” on the parking place (if any).

Manner of parking of trailers

13. No person shall cause or permit a vehicle drawing a trailer having a combined length in excess of 5.5 metres to wait in a parking place unless they have been disconnected, and unless the registration number of the vehicle is clearly displayed on the trailer and for the purposes of this Order the vehicle and the trailer shall be deemed to be separate vehicles and the driver of the leading vehicle shall be deemed to be the driver of each of the said vehicles.

Use of vehicles in parking places

14. The driver of a vehicle using a parking place shall stop the engine as soon as the vehicle is in position in that parking place and shall not start the engine again except when about to change the position of the vehicle within or depart from the parking place.
15. No person shall use a vehicle or a trailer, while it is in a parking place, in connection with the sale of any article to persons in or near the parking place, or in connection with the selling or offering for hire of his skill or services, unless duly authorised by the Council in writing so to do.
16. No person shall use any part of a parking place or vehicle left in a parking place without the written permission of the Council:
 - (a) for sleeping or camping purposes, or
 - (b) for cooking purposes, or

- (c) for the purpose of servicing, washing, cleaning, constructing, maintaining or repairing any vehicle or any part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place.

Maximum period of waiting

- 17. The maximum periods of waiting in the parking places and limitations on returning to them shall apply as specified in Schedules 1 to 3.
- 18. The Council at its discretion may grant any person a dispensation from the maximum period of waiting.
- 19. Any person may apply to the Council for a dispensation from the maximum period of waiting provided that
 - (a) the application is made prior to the parking of the vehicle to which the application relates, and
 - (b) the fee as specified in Schedule 10 is paid to the Council prior to the parking of the vehicle to which the application relates

Removal of a vehicle from parking places

- 20. Where a person duly authorised by the Council is of the opinion that any of the provisions contained in this Order have been contravened, or not complied with in respect of a vehicle left in a parking place, he / she may remove the vehicle or cause it to be removed from the parking place.

Movement of vehicles in a parking place

- 21. Any person authorised by the Council or a Police Constable in uniform, in case of emergency, may move or cause to be moved, vehicles left in a parking place to any place he / she thinks fit.

22. Where a vehicle is left in a parking place in a position other than that specified in Article 10 any person duly authorised by the Council or a Police Constable in uniform may move the vehicle or cause it to be moved to a position which complies with that specified in Article 10.

Manner of moving vehicles

23. Any person moving or removing a vehicle in accordance with the preceding Articles may do so by towing or driving the vehicle, or in such other manner as he / she may think necessary, and may take such measures in relation to the vehicle as he / she may think necessary to enable him / her to move or remove it as aforesaid.

Safe custody of vehicles

24. When a person authorised by the Council removes a vehicle or causes it to be removed from a parking place in accordance with Article 20 he / she shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.

Direction in which vehicles must be driven

25. No person shall drive or cause or permit to be driven any vehicle on any length of road or aisle in any parking place contrary to the directions given by the appropriate carriageway markings or signs.

Entry and exit

26. The driver of a vehicle shall not cause it to enter a parking place at a point marked "No Entry" or to leave a parking place at a point marked "No Exit".

Suspension of parking place

27. The Council at its discretion may suspend the use of any parking place or any part of a parking place and thereafter may designate that part of such parking place to be reserved for any purpose it may decide, such suspension to be indicated by notice or traffic sign. The Council shall charge for such suspensions as set out in the miscellaneous charges at Schedule 10
28. No person shall cause or permit a vehicle to be left without the written permission of the Council in a parking place or any part thereof during such periods that the use is suspended or during such periods as there is in or adjacent thereto a notice or traffic sign placed in pursuance of the preceding Article.

Liability

29. The Council does not undertake to supervise the parking places specified in Schedules 1 to 3 and vehicles are parked entirely at the owner's risk and driver's risk and the Council accepts no responsibility for any loss or damage howsoever caused either to the vehicle or its contents.

Other provisions

30. The driver of a vehicle shall not permit that vehicle to wait in a parking place unless the vehicle is licensed in accordance with the provisions of Section 1 of the Vehicles Excise and Registration Act 1994 and unless there is in force in relation to the use of the vehicle by the driver such a policy of insurance as complies with the requirements of Part VI of the Road Traffic Act 1988.
31. The driver of a vehicle using a parking place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the parking place.

32. No person shall, except with the written permission of the Council, or any person duly authorised by them, drive any vehicle in a parking place other than for the purpose of leaving that vehicle in the parking place in accordance with the provisions of this order or for the purpose of departing from the parking place.
33. No person shall in a parking place use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace whereby a breach of the peace is likely to be occasioned.
34. No person shall in a parking place wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking place or residents of premises in the neighbourhood.
35. No person shall in a parking place:
- (a) erect or cause to be erected any tent, booth, stand, building or other structure without the written permission of the Council; or
 - (b) light or cause or permit to be lit any fire, stove or cooker.
36. Any person using a parking place as a means of passage proceeding from one road to another road shall be deemed to be so by using a licence of the Council and not as of right.

SECTION III

PAYMENT FOR PARKING

Pay and display parking tickets

37. The driver of a vehicle left in accordance with the provisions of this Order in a pay and display parking place specified in Schedule 1 shall immediately purchase a valid parking ticket from a ticket machine situated within the parking place at the price and for the period indicated in Schedules 4 to 7 and exhibit the parking ticket on the vehicle in the relevant position.
38. A parking ticket used in a parking place specified in Schedule 1 shall only be a valid parking ticket if it has been purchased from a ticket machine at the parking place where the vehicle is left and to cover the entire period that the vehicle is parked in the parking place.

Tickets non-transferable

39. A parking ticket is valid only for the vehicle in respect of which it was purchased. If a season ticket holder wishes the vehicle details to be amended on a season ticket the season ticket holder will incur an administrative charge as indicated in schedule 10.

Restriction on removal of parking tickets

40. When a parking ticket has been exhibited on a vehicle, in accordance with the provisions of Article 37 no person shall remove the parking ticket from the vehicle until the vehicle is removed from the parking place.

Absence of ticket machine

41. If at the time when a vehicle is left in a parking place shown in Schedule 1 during the charging hours there is no ticket machine at the parking place, or all

the ticket machines at that parking place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, the driver of that vehicle shall be exempt from purchasing a parking ticket.

Pay on foot

42. The parking places shown in Schedule 2 shall be controlled by entry and exit barriers and also ANPR cameras which record the number plate. The driver of a vehicle shall gain entry to such parking places by taking a ticket at the entry barrier. This ticket shall be submitted to a pay station at the end of the parking period and validated by making a payment in accordance with the parking tariffs shown respectively for the said parking places in Schedule 4. The ticket can be kept by the driver as the cameras will allow automatic exit at the exit barrier.
43. In the event that the driver of a vehicle is unable to produce a ticket through loss or any other cause whatsoever he/she may obtain a validated ticket directly from the pay on foot terminal or by applying to a civil enforcement officer and making a payment at the full daily rate for each day or part thereof during which the vehicle has been left in the parking place.

Season tickets

44. Season tickets to park shall be available for the parking places as specified in Schedule 7 but each season ticket shall be valid only for the parking place or places specified upon it.
45. The driver of a vehicle left in accordance with the provisions of this Order in a parking place as specified in Schedule 7 shall be exempt from purchasing a parking ticket if there is displayed in the relevant position a valid season ticket purchased from the Council.
46. Season tickets shall be priced as specified in Schedule 7.

47. A season ticket holder will incur an administrative charge for lost or replacement season tickets as indicated in Schedule 10.

Contract Permits

48. Contract permits to park shall be available for the parking places as specified in Schedule 7 but each contract permit shall be valid only for the parking place or places specified upon it.

49. The driver of a vehicle left in accordance with the provisions of this Order in a parking place as specified in Schedule 7 shall be exempt from purchasing a parking ticket if there is displayed in the relevant position a valid contract permit purchased from the Council.

50. Contract permits shall be priced as specified in Schedule 7.

51. A contract permit holder will incur an administrative charge for lost or replacement season tickets as indicated in Schedule 10.

Disabled persons' vehicles

5248. Disabled Persons' Badge Holders may apply to the Council to purchase a concessionary season ticket for the parking places specified in Schedule 8 and each season ticket shall only be valid for that parking place.

5349. The driver of a vehicle left in accordance with the provisions of this Order in a parking place as specified in Schedule 8 shall be exempt from purchasing a parking ticket if they are in possession of a valid disabled badge holders' season ticket purchased from the Council.

540. Disabled persons' badge holders' season tickets shall be priced as specified in Schedule 8.

Motor cycles

554. The driver of a motor cycle which is left in accordance with the provisions of this Order in a parking place specified in Schedules 1 and 2 in the position marked for such vehicles (if any) or in any marked bay not being a disabled person's bay shall be exempt from payment for parking.

Council staff parking

562. The driver of a vehicle left in accordance with the provisions of this Order on parking places specified in Schedules 1 to 3 and displaying a valid pass issued under the Council Staff Parking Scheme shall be exempt from purchasing a parking ticket and from time limits (if any) as indicated in Schedules 1 to 3.

573. Where a ticket, season ticket or staff permit has been displayed on a vehicle in the relevant position no person other than the driver of that vehicle shall remove the permit from the vehicle unless authorised to do so by the driver of that vehicle.

PART IV

PENALTY CHARGE AT PARKING PLACES

Penalty charge

584. If a vehicle is left in a parking place in contravention of or without complying with any Article of this Order a penalty charge shall be payable and/or the vehicle may be removed from that location or parking place

Penalty charge notice

595. Where a penalty charge may have been incurred it shall be the duty of the civil enforcement officer to issue a penalty charge notice which shall include the information required by the [2004-Traffic Management Act 2004](#).

Payment of the penalty charge notice

6056. The owner of the vehicle in respect of which the penalty charge has been incurred shall pay the amount of the penalty charge to the Council as specified in Schedule 9.

Indications as evidence

6157. The particulars given in the penalty charge notice attached to a vehicle in accordance with this Article shall be treated as evidence in any proceedings relating to failure to pay such penalty charge.

Restriction on removal of a penalty charge notice

6258. When a penalty charge notice has been attached to a vehicle in accordance with any of the foregoing provisions of this Order, no person, not being the driver of the vehicle, a police constable in uniform, a civil enforcement officer or

some other person duly authorised by the Council shall remove the penalty charge notice from the vehicle unless authorised to do so by the driver.

PART V

DISPOSAL OF VEHICLES ABANDONED IN PARKING PLACES

- 6359.** (i) The Council may sell or otherwise dispose of a vehicle which has been, or could at any time be, removed from a parking place pursuant to Article 20, if the vehicle appears to have been abandoned, provided that this power of disposal shall not be exercisable unless the Council has taken such of the following steps as are applicable to the vehicle in question, and there has elapsed a period of six weeks beginning with the taking of the first of those steps.
- (ii) Where the vehicle carries a registration mark the Council shall ascertain from the appropriate body the name and address of the person who is the Registered Keeper of the vehicle pursuant to the Vehicles Excise and Registration Act 1994, unless the Council is satisfied that the true owner of the vehicle has identified himself to it.
- (iii) The Council shall, where it is by virtue of paragraphs (ii), (iv) and (v) of this Article, aware of the name and address of a person who appears to be the owner of the vehicle, send a Notice to that person at that address stating that it is the intention of the Council to sell or otherwise dispose of the vehicle (which shall be sufficiently described in the Notice) on or after a specified date (which shall not be less than two weeks from the date of the Notice and in any event not earlier than six weeks from the date of the first step taken by the Council under this Part of this Order) unless it is in the meantime removed by or on behalf of that person from such place as is specified by the Council in the said Notice or from such place as may be subsequently notified in writing by the Council to that person.

- (iv) If any person to whom a Notice is sent in accordance with paragraph (iii) of this Article informs the Council of the name and address of some other person who he alleges may be the owner of the vehicle, a Notice stating the particulars mentioned in the last preceding Article shall be sent to that other person and to any further person who the Council may in consequence of the sending of the Notice to the said other person be led to believe may be the owner of the vehicle.
- (v) Where a vehicle does not carry a registration mark the first step to be taken by the Council shall be to apply in writing to the Chief Officer of Police in whose area the parking place is situated enquiring whom that officer considers is the owner of the vehicle and the address of that person.
- (vi) The Council shall then make such further enquiries as to ownership as it thinks fit.
- (vii) Upon the sale of a vehicle by the Council, the Council shall apply the proceeds of sale in or towards the satisfaction of any costs incurred by it in connection with the disposal thereof and of any charge or payment to which it is entitled.
- (viii) In the event that any such costs incurred by the Council in connection with the disposal of the vehicle are not satisfied by virtue of the last preceding Article, the Council may recoup those costs from the person who was the owner of the vehicle immediately before it was removed from the parking place, provided that that person was sent by the Council a Notice under paragraph (iii) of this Article.
- (ix) Any sums received by the Council on a sale of a vehicle shall, after deducting any sum applied thereabouts by virtue of paragraph (vii) of this Article, be payable within a period of one year from receipt hereof to any person to whom, but for such sale, the vehicle would have

belonged and insofar as any such sums are not claimed within the said period they shall be paid into the General Rate Fund of the Council.

- (x) Where under the foregoing provisions of this Order a Notice is required to be or may be sent to a person the Notice shall be sent by recorded delivery post.

PART VI

REVOCATIONS

640. The Spelthorne Borough Council (Off Street Parking Places) Order 2016~~4~~ as amended is hereby revoked in its entirety.

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 20186

List of Schedules

- 1 Pay and Display Parking Places
- 2 Pay on Foot Parking Places, Staines-upon-Thames
- 3 Free Parking Places
- 4 Parking Tariffs - Short Stay Car Parks, Staines-upon-Thames
- 5 Parking Tariffs - Long Stay Car Parks, Staines-upon-Thames, Ashford, ~~Sunbury~~
- 6 Parking Tariffs – Recreation Grounds
- 7 Season Tickets, Contract Parking
- 8 Disabled Persons' Badge Holders' Season Tickets
- 9 Penalty Charges Notices
- 10 Miscellaneous Charges
- 11 List of all Car Parks
- 12 Site plans of all Car Parks

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 201~~8~~⁶

SCHEDULE 1

PAY AND DISPLAY PARKING PLACES

Parking Place	Description (see Schedule 12 site plans)	Classes of vehicles	Days and hours of operation	Charging days and hours Maximum period of waiting
Bridge Street Car Park, Staines-upon-Thames	West of Bridge Street Levels 1 and 2 excluding these parts of level 1 and 2 licensed for contract parking on Monday to Friday inclusive	Motor cars without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	8.00am to 12.00am Monday to Sunday Maximum 24 hours
Bridge Street Weekend Only Car Park, Staines-upon-Thames	That part of level 1 licensed for contract parking on Monday to Friday inclusive	Motor cars without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	Between 12 midnight on Friday and 12 midnight on Sunday	8.00am to 12.00am Saturday and Sunday Maximum 24 hours
Elmsleigh Road Car Park, Staines-upon-Thames	East of Thames Street	Motor cars without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.13 metres in height	All days All hours	8.00am to 7.00pm Monday to Sunday Maximum 24 hours
Kingston Road Car Park, Staines-upon-Thames	South west of Kingston Road	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.010 metres in height	All days All hours	8.00am to 7.00pm Monday to Sunday Maximum 24 hours
Riverside Surface Car Park, Staines-upon-Thames	West of Thames Street Including access road from Thames Street	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.105 metres in height	All days All hours	8.00am to 12.00am Monday to Sunday

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 201~~8~~⁸⁶

**SCHEDULE 1 (continued)
PAY AND DISPLAY PARKING PLACES**

Parking Place	Description (see Schedule 12 site plans)	Classes of vehicles	Days and hours of operation	Charging days and hours Maximum period of waiting
Riverside Underground Car Park, Staines-upon-Thames	West of Thames Street including the access road from Riverside Surface Car Park	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 1.98 metres in height	All days All hours	8.00am to 7.00pm Saturday only Maximum 11 hours
South Street West Car Park, Staines-upon-Thames	To rear of 111 High Street	Motor cars without trailers (Contract Bays only)	All days All hours	8.00am to 7.00pm Monday to Sunday Maximum 24 hours
South Street Saturday Car Park, Staines-upon-Thames	South east side of South Street and north east of United Synagogue	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	Saturday only 8.00am to 7.00pm	8.00am to 7.00pm Saturday only Maximum 11 hours
Tothill Multi-storey Car Park, Staines-upon-Thames	East of Thames Street Including ground floor service area	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 1.90 metres in height	All days Times vary. As advertised on site.	8.00am to 7.00pm Monday to Sunday Maximum 11 hours
Ashford Multi-storey Car Park, Ashford	South west of Church Road	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 1.90 metres in height	All days 8.00am to 7.00pm	8.00am to 7.00pm Monday to Saturday <u>Sunday</u>

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2018~~6~~

SCHEDULE 1 (continued)

PAY AND DISPLAY PARKING PLACES

Parking Place	Description (see Schedule 12 site plans)	Classes of vehicles	Days and hours of operation	Charging days and hours Maximum period of waiting
Lammas Recreation Ground	Area marked out for car parking within the recreation ground south of Wraysbury Road Staines-upon-Thames	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday All year
Laleham Park Car Park	Areas marked out for car parking within Laleham Park	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday All year
Abbey Drive, Laleham Park	Areas marked out for car parking within Laleham Park	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday All year
Dumsey Meadow, Shepperton Laleham	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday All year
Manor Park, Shepperton.	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday All year

Thameside Car Park, Laleham Park	Areas marked out for car parking within Laleham Park	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday All year
Thames Street, Sunbury.	Vehicles park in area except marked disabled bay	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday All year
Old Bathing Station, Sunbury.	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday All year
Orchard Meadow, The Avenue, Sunbury	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday
Green Street, Sunbury	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday
Walled Garden, Sunbury	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday
Laleham Village Car Park (The Broadway), Laleham	South east of The Broadway,	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 3 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday
Shepperton Village Hall	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 20186

**SCHEDULE 2
PAY ON FOOT PARKING PLACES**

Parking Place	Description (see Schedule 12 site plans)	Classes of vehicles	Days and hours of operation	Charging days and hours Maximum period of waiting
Elmsleigh Multi-storey Car Park, Staines-upon-Thames	East side of South Street	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.00 metres in height	All days Times vary. As advertised on site.	8.00am to 7.00pm Monday to Sunday Maximum 11 hours
Elmsleigh Surface Car Park, Staines-upon-Thames	East side of South Street	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.00 metres in height Market trader vehicles up to 10 tonnes (in connection with market events only)	All days Times vary. As advertised on site.	8.00am to 12.00am Monday to Sunday Maximum 11 hours

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 20186

SCHEDULE 3

FREE PARKING PLACES

Parking Place	Description (see Schedule 12 site plans)	Classes of vehicles	Days and hours of operation	Maximum period of waiting
Spelthorne Borough Council Car Park, Staines-upon-Thames	Visitor Parking at Knowle Green, Staines-upon-Thames	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.13 metres in height	All days All hours	Maximum of 2 hours waiting period.
Spelthorne Leisure Centre, Staines-upon-Thames	Customer Parking at Spelthorne Leisure Centre Staines-upon-Thames <u>Disabled Parking Bays Only</u>	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.13 metres in height	All days All hours	Maximum of 3 hours waiting period.
<u>Ashford Recreation Ground, Ashford</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u> <u>Vehicles less than 2.10 metres in height</u>	<u>1 October – 31 March</u> <u>7.30am – 6pm</u> <u>1 April - 30 September</u> <u>7.30am – 8.30pm</u>	<u>Maximum 11 hours</u>

<u>Cedars Recreation Ground, Sunbury on Thames</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u>	<u>1 October – 31 March</u> <u>7.30am – 6pm</u> <u>1 April - 30 September</u> <u>7.30am – 8.30pm</u>	<u>Maximum 11 hours</u>
<u>Charlton Village Hall, Shepperton</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u>	<u>All days</u> <u>All hours</u>	<u>Maximum 11 hours</u>
<u>Fordbridge Recreation Ground, Ashford</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u>	<u>1 October – 31 March</u> <u>7.30am – 6pm</u> <u>1 April - 30 September</u> <u>7.30am – 8.30pm</u>	<u>Maximum 11 hours</u>
Groveley Road Recreation Ground, Sunbury	Area marked out for car parking to the north of the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.13 metres in height	All days All hours	Maximum of 2 hours waiting period.
<u>Hengrove Recreation Ground, Ashford</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u>	<u>1 October – 31 March</u> <u>7.30am – 6pm</u> <u>1 April - 30 September</u> <u>7.30am – 8.30pm</u>	<u>Maximum 11 hours</u>
<u>Kenyngton Manor, Sunbury on Thames</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u> <u>Vehicles less than 2.10 metres</u>	<u>1 October – 31 March</u> <u>7.30am – 6pm</u> <u>1 April - 30 September</u> <u>7.30am – 8.30pm</u>	<u>Maximum 11 hours</u>

<u>Littleton Recreation Ground, Shepperton</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u> <u>Vehicles less than 2.10 metres</u>	<u>1 October – 31 March</u> <u>7.30am – 6pm</u> <u>1 April - 30 September</u> <u>7.30am – 8.30pm</u>	<u>Maximum 11 hours</u>
<u>Long Lane Recreation Ground, Stanwell</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u>	<u>1 October – 31 March</u> <u>7.30am – 6pm</u> <u>1 April - 30 September</u> <u>7.30am – 8.30pm</u> <u>All Year</u>	<u>Maximum 11 hours</u>
<u>Mulberry Green, Stanwell</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u>	<u>All days</u> <u>All hours</u>	<u>Maximum 11 hours</u>
<u>Shepperton Recreation Ground, Shepperton</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u>	<u>All days</u> <u>All hours</u>	<u>Maximum 11 hours</u>
<u>Staines Park (Commercial Road) Staines-upon-Thames</u>	<u>Area marked out for car parking</u>	<u>Motor Cars with or without trailers.</u> <u>Motor cycles with or without side cars</u> <u>Invalid Carriages</u>	<u>All days</u> <u>All hours</u>	<u>Maximum 11 hours</u>
<u>Woodthorpe Road open space</u>	<u>Area marked out for car parking to the north of the recreation ground</u>	<u>Motor cars with or without trailers</u> <u>Motor cycles with or without side cars</u> <u>Invalid carriages</u>	<u>All days</u> <u>All hours</u>	<u>Maximum 11 hours.</u>

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 201~~8~~⁶

SCHEDULE 4

PARKING TARIFFS – SHORT STAY CAR PARKS, STAINES-UPON-THAMES

	Elmsleigh Road Pay and Display	Elmsleigh Multi- storey Pay on Foot	Elmsleigh Surface Pay on Foot	Riverside Surface Car Park Pay and Display	Riverside Underground Pay and Display	South Street Saturday Pay and Display
	Monday to Saturday	Monday to Saturday	Monday to Saturday	Monday to Saturday	Saturday only	Saturday only
Up to 1 hour	£1.30 ^{1.20}	£1.30 ^{1.20}	£1.30 ^{1.20}	£1.30 ^{1.20}	£1.30 ^{1.20}	£1.30 ^{1.20}
Up to 2 hours	£2.30 ^{2.20}	£2.30 ^{2.20}	£2.30 ^{2.20}	£2.30 ^{2.20}	£2.30 ^{2.20}	£2.30 ^{2.20}
Up to 3 hours	£2.70	£2.70	£2.70	£2.70	£2.70	£2.70
Up to 4 hours	£3.80 ^{3.70}	£3.80 ^{3.70}	£3.80 ^{3.70}	£3.80 ^{3.70}	£3.80 ^{3.70}	£3.80 ^{3.70}
Up to 5 hours	£7.00	£7.00	£7.00	£7.00	£7.00	£7.00
Over 5 hours	£12.20	£12.20	£12.20	£12.20	£12.20	£12.20
7pm-12am			£1.20 ^{1.00}	£1.20		
	Sunday 8am to 7pm	Sunday 8am to 7pm	Sunday 8am to 7pm	Sunday 8am to 12am		
All day (between times specified)	£2.00	£2.00	£2.00	£2.00		

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 201~~8~~⁶

SCHEDULE 5

PARKING TARIFFS – LONG STAY CAR PARKS, STAINES-UPON-THAMES AND ASHFORD, ~~SUNBURY~~

Pay and Display Car Parks

Page 51

	Bridge Street, Staines-upon-Thames (Monday to Saturday)	Kingston Road, Staines-upon-Thames (Monday to Saturday)	Tothill Multi-storey, Staines-upon-Thames (Monday to Saturday)
Up to 1 hour	£1.30 ^{1.00}	£1.30 ^{1.20}	£1.30 ^{1.20}
Up to 2 hours	£2.30 ^{2.00}	£2.30 ^{2.20}	£2.30 ^{2.20}
Up to 3 hours	£2.70 ^{2.50}	£2.70	£2.70
<u>Up to 4 hours</u>	<u>£3.50</u>	<u>£3.50</u>	<u>£3.50</u>
Up to 5 hours	£3.70 ^{3.30}	£3.70 ^{3.50}	£3.70 ^{3.50}
Over 5 hours	£7.30 ^{7.00}	£7.30 ^{7.20}	£7.30 ^{7.20}
7pm -12am	£1.20 ^{1.00}		
<u>Weekly ticket</u> <u>(Monday 7am to</u> <u>Friday 7pm)</u>		<u>£35</u>	
All day (between times specified)	(Sunday 8am to 12am)	(Sunday 8am to 7pm)	(Sunday 8am to 7pm)
	£2.00	£2.00	£2.00

Ashford multi-storey car park	All year round
Up to 30 minutes	£ 0.50 0.40
Up to 2 hours	£1.00
Over 2 hours	£ 3.00 1.30

Thames Street, Sunbury	All year round	
Orchard Meadow, Sunbury	Up to 1 hour	£0.00
Green Street, Sunbury	Up to 2 hours	£1.10
The Walled Garden, Sunbury	Over 2 hours	£1.50

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 20186

SCHEDULE 6

PARKING TARIFFS - RECREATION GROUNDS

Pay and display car parks

		<u>All</u> <u>Year</u> <u>April –</u> <u>September</u>	<u>October</u> <u>– March</u>
Lammas Recreation Ground, Staines-upon-Thames	Up to 1 hour	£0.50	£0.50
	Up to 2 hours	£2.00	£1.60
	Up to 4 hours	£3.00	£3.00
	Over 4 hours	£7.00	£5.00
Laleham Park Car Park	Up to 1 hour	£0.50	£0.50
	Up to 2 hours	£2.00	£1.60
Thameside Car Park, Laleham Park	Up to 4 hours	£3.00 4.00	£3.00
	Over 4 hours	£7.00 10.00	£5.00
Manor Park, Shepperton	Up to 1 hour	£0.00	£0.00
	1 – 2 hours	£1.10	£1.10
	Over 2 hours	£1.50	£1.50
Shepperton Village Hall	Up to 1 hour	£0.00	£0.00
	1 – <u>Up to</u> 2 hours	£1.00 1.10	£1.10

	Over 2 hours	£ 3.00 ^{1.50}	£1.50
Dumsey Meadow, Shepperton-Laleham <u>Manor Park, Shepperton</u>	Up to 1 hour	£0.00	£ 0.00
Abbey Drive, Laleham Laleham Village Car Park (The Broadway) Laleham	Up to 2 hours	£ 1.50 ^{1.10}	£1.10
Old Bathing Station, Sunbury <u>Green Street, Sunbury</u> <u>Thames Street, Sunbury</u> <u>Orchard Meadow, Sunbury</u> <u>The Walled Garden, Sunbury</u>	Over 2 hours	£ 2.00 ^{1.50}	£1.50

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2018~~6~~

SCHEDULE 7

SEASON TICKETS, CONTRACT PARKING

	Parking Places	Period	Fee level
Season Tickets All days	Bridge Street, Staines-upon-Thames Kingston Road, Staines-upon-Thames Tothill Multi-storey, Staines-upon-Thames Elmsleigh Multi-storey Car Park, Staines-upon-Thames	1 week (Monday – Friday) (Kingston Road ONLY)	£35.00
		3 months	£205.00
		6 months	£380.00
		12 months	£715.00
	Ashford multi-storey	1 month	£14.00
		3 months	£60.00 35.00
		6 months	£100.00 67.00
		12 months	£180.00 130.00
Ashford Chamber of Commerce season tickets All days	Ashford multi-storey	Members of Ashford Chamber of Commerce	£20.00
		First member employees of Ashford Chamber of Commerce	£30.00
		Additional member employees	£100.00

Contract Parking Monday to Friday	Riverside Underground, Staines-upon Thames	3 months	£207.00
		6 months	£415.00
		12 months	£715.00 829.00
Contract Parking Monday to Sunday	South Street <u>West</u> , Staines-upon-Thames Elmsleigh Road Car Park, Staines-upon-Thames	1 month	£69.00
		2 months	£138.00
		3 months	£207.00
		4 months	£276.00
		5 months	£346.00
		6 months	£415.00
		7 months	£484.00
		8 months	£555.00
		9 months	£622.00
		10 months	£691.00
		11 months	£760.00
		12 months	£830.00 829.00
Railway Season Ticket Holders All days	Kingston Road, Staines-upon-Thames	1 month	£80.00
		3 months	£230.00 210.00
		12 months	£800.00 780.00

Business Season Ticket	Thames Street, Sunbury Old Bathing Station, Sunbury Orchard Meadow	Up to 3 months	£65.00 £60.00
	Green Street, Sunbury The Walled Garden, Sunbury	Up to 6 months	£85.00 £80.00
	Manor Park, Shepperton Dumsey Meadow, Laleham Laleham Village Car Park (The Broadway) Laleham; Shepperton Village Hall	Up to 12 months	£110.00 £100.00
Residential Season Ticket	Laleham Village Car Park (The Broadway) Laleham	3 months	£35.00 £30.00
	Manor Park, Shepperton Laleham Park & Thameside Dumsey Meadow, Laleham Thames Street, Sunbury Old Bathing Station, Sunbury Orchard Meadow, Sunbury Green Street, Sunbury The Walled Garden, Sunbury	6 months	£45.00 £40.00
		12 months	£60.00 £50.00
Visitor Permits <u>(book of 10)</u>			£11.00 per book of 10 £1.00 each

~~Informative (not part of the order):~~

~~Note: For lost or replacement season tickets for Elmsleigh surface car park there is a charge of £12 per ticket or card.
This charge will also be applicable if a season ticket holder changes their vehicle and requires a new card.~~

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 201~~8~~⁶

SCHEDULE 8

DISABLED PERSONS' BADGE HOLDERS' SEASON TICKETS (WHITE CARDS)

Parking places	Period	3 months	6 months	9 months	12 months.
Elmsleigh Surface and Elmsleigh Multi-storey	Charge payable	£ 35.00 ^{26.00}	£ 60.00 ^{51.50}	£ 90.00 ^{77.00}	£ 110.00 ^{103.00}

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2018⁶

SCHEDULE 9

PENALTY CHARGE NOTICES

Article 51 - Penalty Charges

	Charge to be paid if higher level contravention as detailed in the Civil Enforcement of Parking Contraventions (Guideline on Levels of Charges) (England) Order 2007	Charge to be paid if lower level contravention as detailed in the Civil Enforcement of Parking Contraventions (Guideline on Levels of Charges) (England) Order 2007.
Payment received by Spelthorne Borough Council after 14 days of the date on which the Penalty Charge Notice was issued (The Discounted Penalty Charge).	£70.00	£50.00
Payment received by Spelthorne Borough Council within 14 days of the date on which the Penalty Charge Notice was issued.	£35.00	£25.00
Remains unpaid after 56 days from date of issue	Increase original notice by 50%	Increase original notice by 50%
Remains unpaid after 70 days from date of issue	Increase further the increased notice by £8.00 debt registration fee*	Increase further the increased notice by £8.00 debt registration fee*

Informative: The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) (Order) 2007 specifies that authorities outside London with civil enforcement powers must issue two different levels of penalty charges in their area higher and lower. What constitutes a higher and lower offence is detailed at Table 2 in the above mentioned Order.

* - The debt registration fee is set by Parliament. Consequently, any increase to the fee is outside of the Council's control. The current fee is £8 (as of 25 July 2016) but this may change from time to time.

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 20186

SCHEDULE 10

Miscellaneous charges

Description	Charge	Comment
Dispensations	£ 15 <u>12</u> per day per vehicle	<u>This charge relates to administrative costs relating to processing of such dispensations.</u> This charge will be waived for charities and voluntary organisations.
Suspensions used to reserve parking spaces	£30 one off administrative charge and £ 15 <u>12</u> per day per vehicle	This charge will be waived for charities and voluntary organisations.
Film Company dispensations and suspensions	<u>Vehicles 3.5 tonnes and under, £15</u> 12 for each bay occupied per vehicle per day. <u>For HGVs and vehicles over 3.5 tonnes £25 for each bay occupied per vehicle per day.</u> Maximum charge £ 1000 <u>100</u>	
Lost or replacement season tickets, <u>contract permits</u> and entry/exit cards for Elmsleigh surface car park	£14 per ticket or card	This charge is also applicable should the owner <u>a season ticket holder</u> change vehicles and require a new card or season ticket.
Market trader vehicles (use of Elmsleigh Surface car park)	£7 per vehicle per day for vehicles between 3.5—up to <u>10 tonnes</u>	This charge relates to vehicles used in connection to market days and special market based events.
<u>Fishing permit for Thameside car park, Laleham</u>	<u>£15 per vehicle for 3 consecutive days between Friday and Monday</u>	<u>Permits are not available via pay and display machines. An application for a permit must be made to Spelthorne Borough Council.</u>

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2018⁶

SCHEDULE 11

List of all Car Parks

1. Abbey Drive, Laleham Park
- ~~2.~~ Ashford Multi-storey Car Park, Ashford
- ~~2-3.~~ Ashford Recreation Ground, Ashford
4. Bridge Street Car Park, Staines-upon-Thames
5. Cedars Recreation Ground, Sunbury on Thames
- ~~3-6.~~ Charlton Village Hall, Shepperton
- ~~7.~~ Dumsey Meadow, Shepperton~~Laleham.~~
- ~~4-8.~~ Elmsleigh Multi-storey Car Park, Staines-upon-Thames
- ~~5-9.~~ Elmsleigh Road Car Park, Staines-upon-Thames
10. Elmsleigh Surface Car Park, Staines-upon-Thames
- ~~6-11.~~ Fordbridge Recreation Ground, Ashford
- ~~7-12.~~ Green Street, Sunbury
13. Groveley Road Recreation Ground, Sunbury
14. Hengrove Recreation Ground, Ashford
- ~~8-15.~~ Kenyngton Manor Recreation Ground, Sunbury on Thames
- ~~9-16.~~ Kingston Road Car Park, Staines-upon-Thames
- ~~10-17.~~ Laleham Park Car Park, Laleham
- ~~11-18.~~ Laleham Village Car Park (The Broadway), Laleham
19. Lammas Recreation Ground
20. Littleton Recreation Ground, Shepperton
- ~~12-21.~~ Long Lane Recreation Ground, Stanwell
- ~~22.~~ Manor Park, Shepperton
- ~~13-23.~~ Mulberry Green, Stanwell
- ~~14-24.~~ Old Bathing Station, Sunbury
- ~~15-25.~~ Orchard Meadow, The Avenue, Sunbury
- ~~16-26.~~ Riverside Surface Car Park, Staines-upon-Thames
27. Riverside Underground Car Park, Staines-upon-Thames
- ~~17-28.~~ Shepperton Recreation Ground, Shepperton

- ~~48-29.~~ Shepperton Village Hall, Shepperton
- ~~49-30.~~ South Street West Car Park, Staines-upon-Thames
- ~~20-31.~~ South Street (Saturday Only) Car Park, Staines-upon-Thames
- ~~24-32.~~ Spelthorne Borough Council Car Park, Staines-upon-Thames
- 33. Spelthorne Leisure Centre, Staines-upon-Thames
- ~~22-34.~~ Staines Park Commercial Road, Staines-upon-Thames
- ~~23-35.~~ Thameside Car Park, Laleham
- ~~24-36.~~ Thames Street, Sunbury
- ~~25-37.~~ Tothill Multi-storey Car Park, Staines-upon-Thames
- 38. Walled Garden, Sunbury
- ~~26-39.~~ Woodthorpe Open Space, Ashford

SCHEDULE 12
Site Plans for all Car Parks

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Nursery

The White House

Burway

Cottage

3

1

Laleham Park

Mews

Abbey Court

Abbey Drive Car Park.

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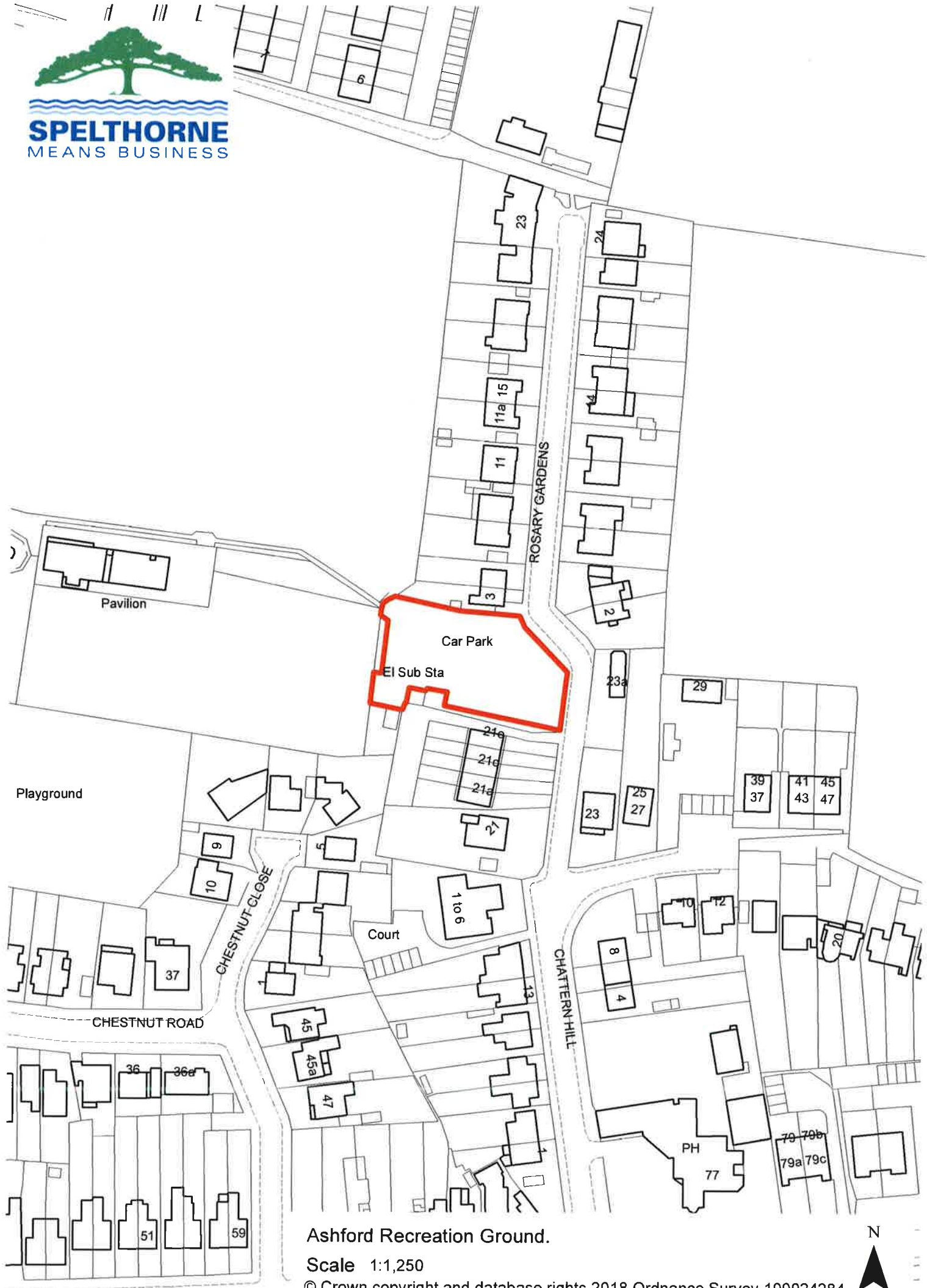


Ashford Multi-Storey Car Park.

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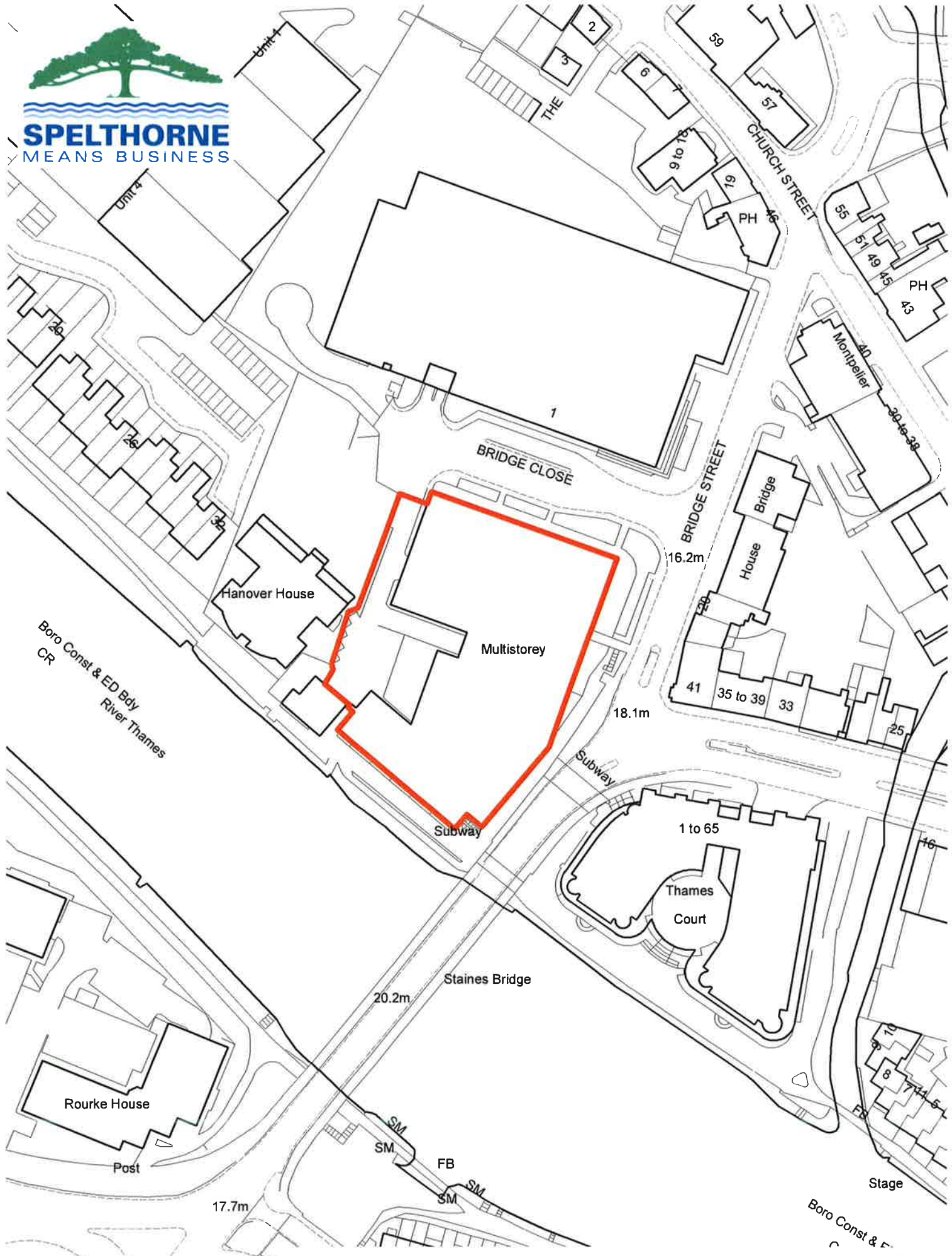


Ashford Recreation Ground.

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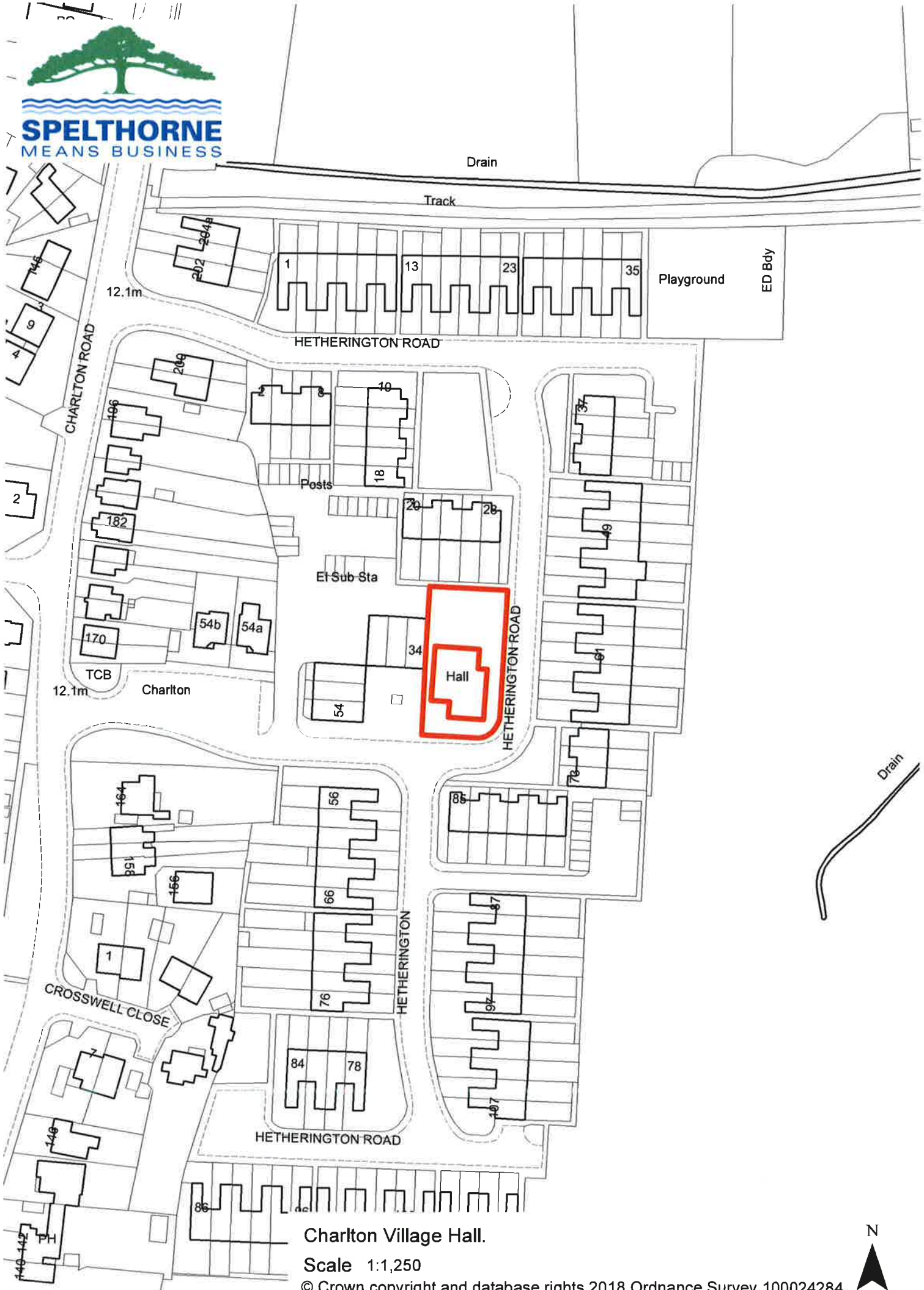


Bridge Street Car Park.

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Charlton Village Hall.

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Dumsey Meadow Car Park.

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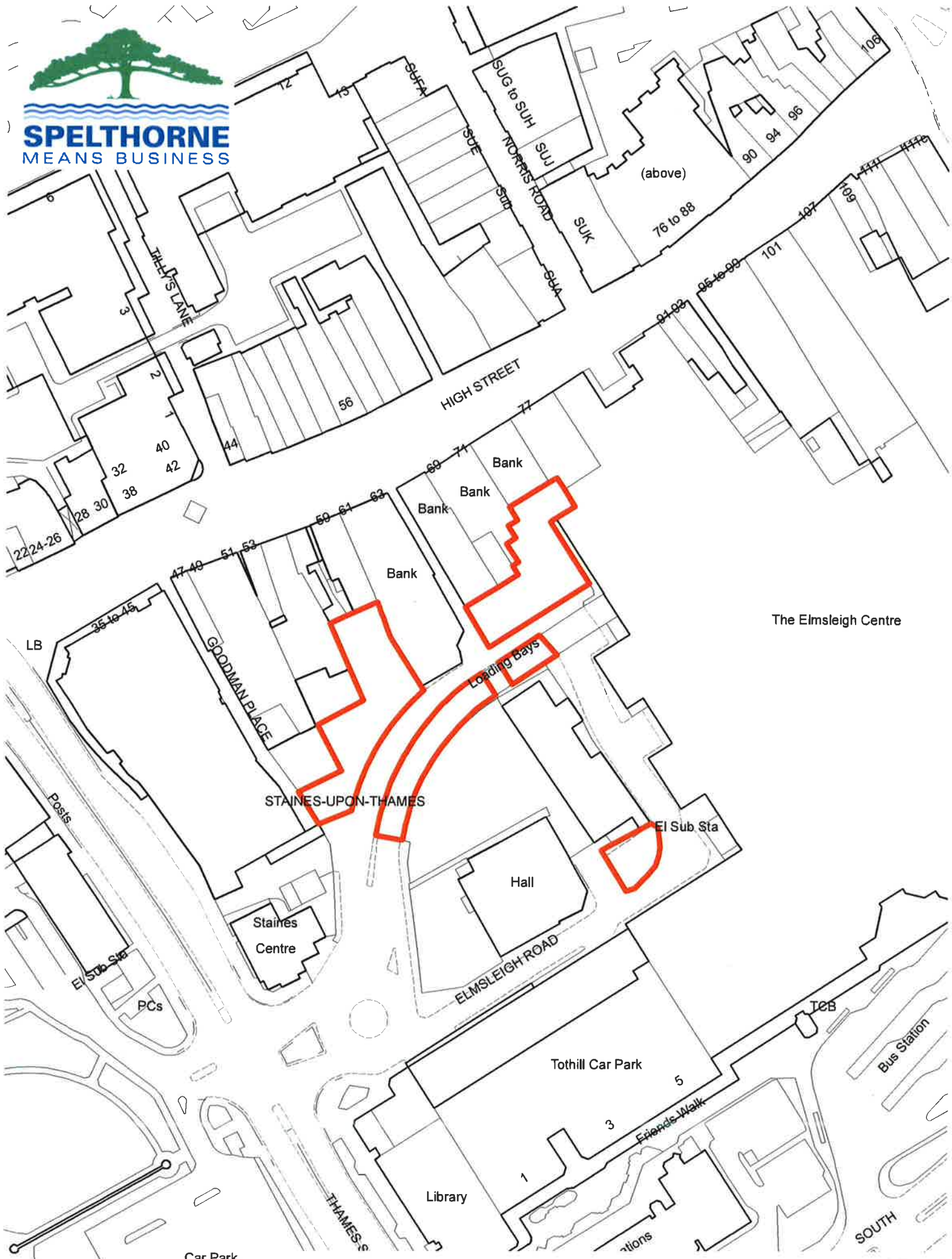


Elmsleigh Multi-Storey Car Park.

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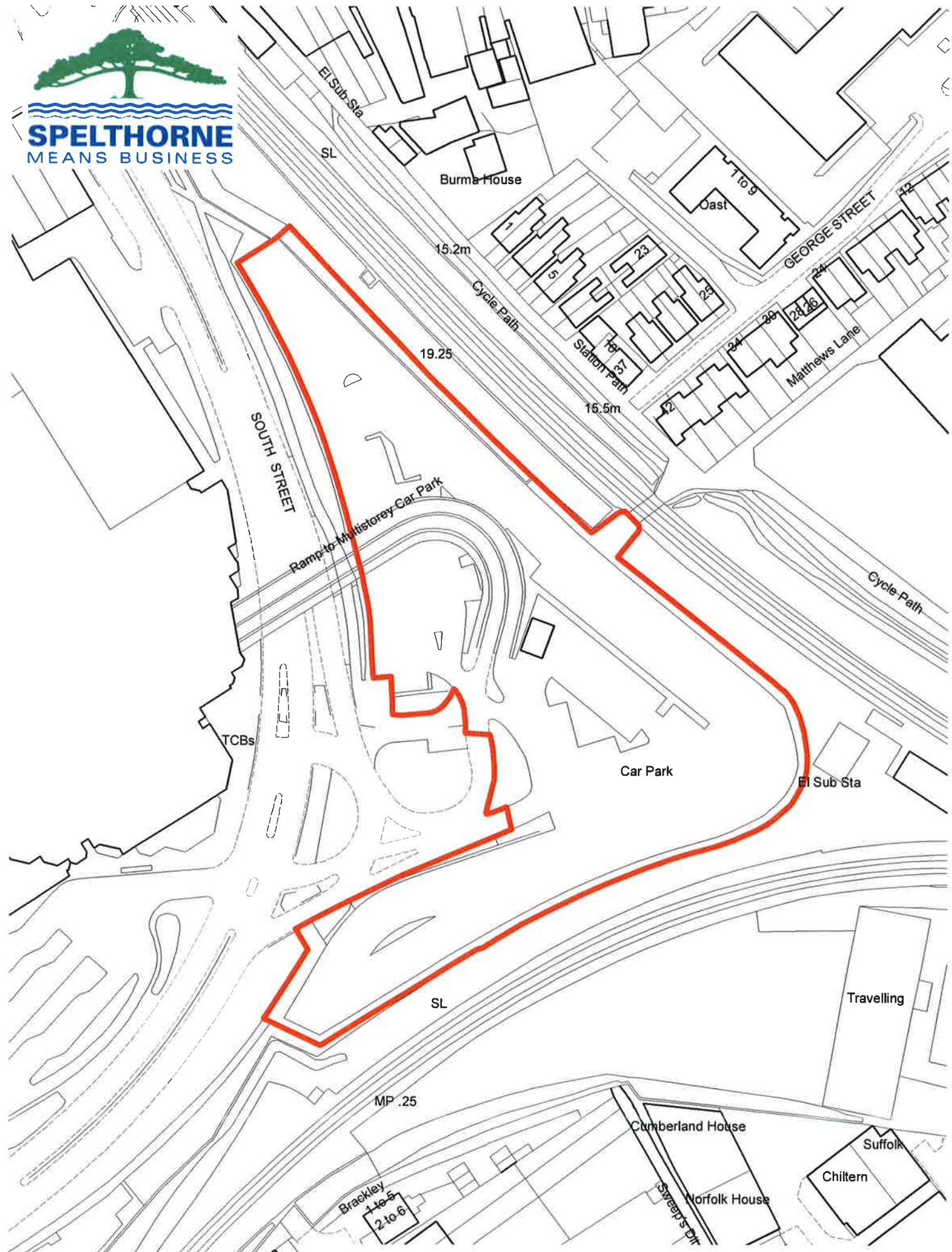


Elmsleigh Road Car Park.

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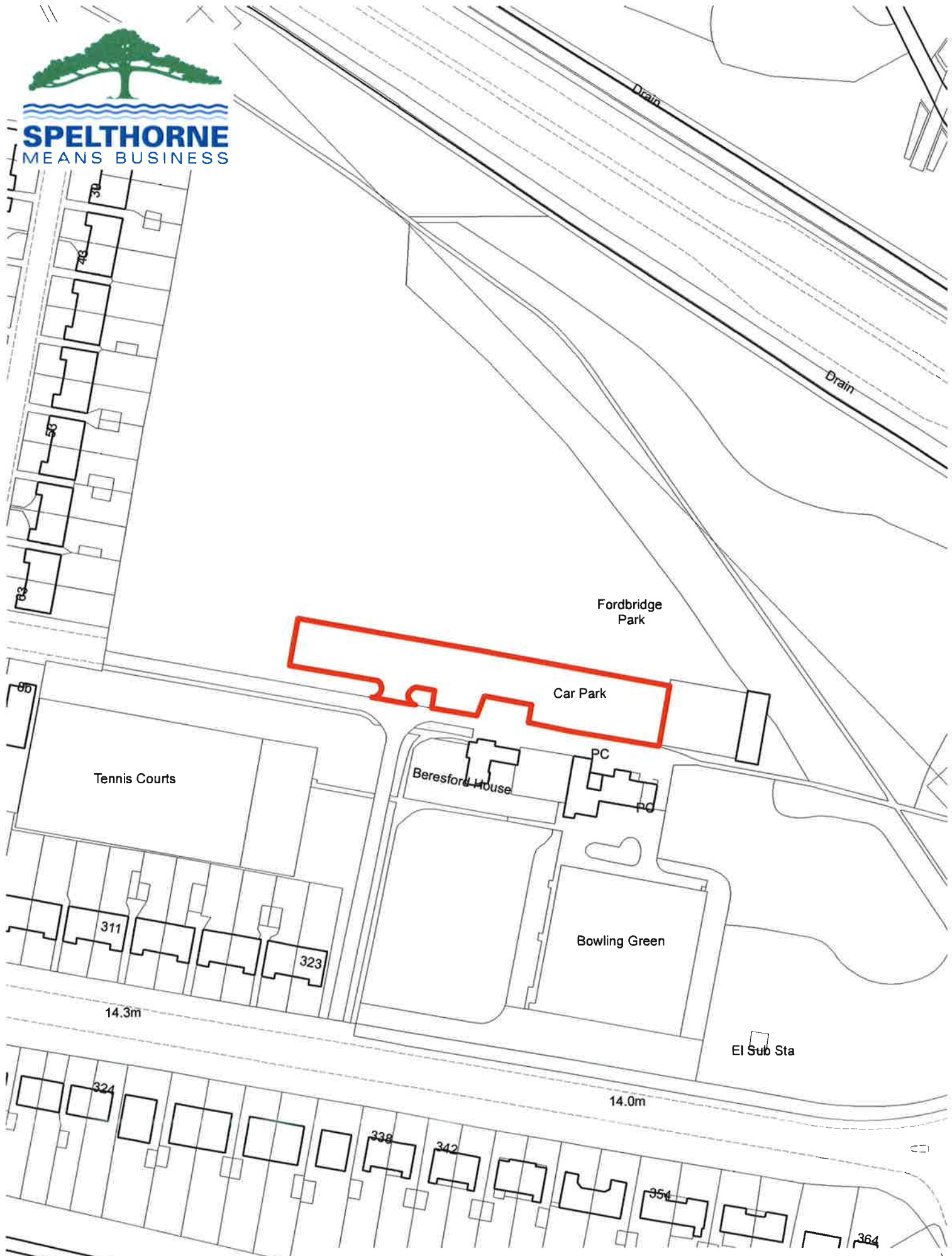


Elmsleigh Surface Car Park.

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Fordbridge Recreation Ground.

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MEANS BUSINESS



SUNBURY

Green Street Car Park, Sunbury.

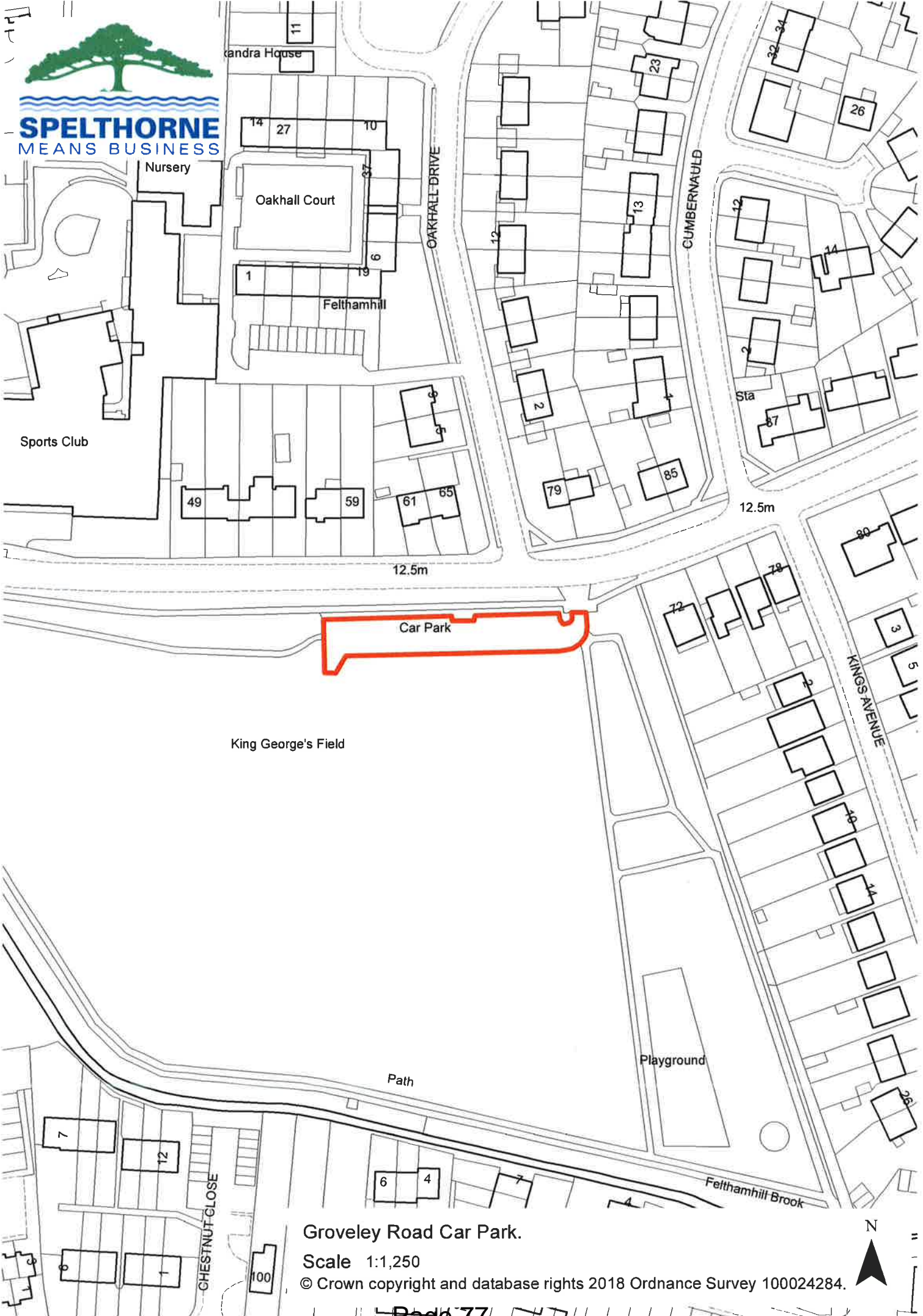
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MEANS BUSINESS



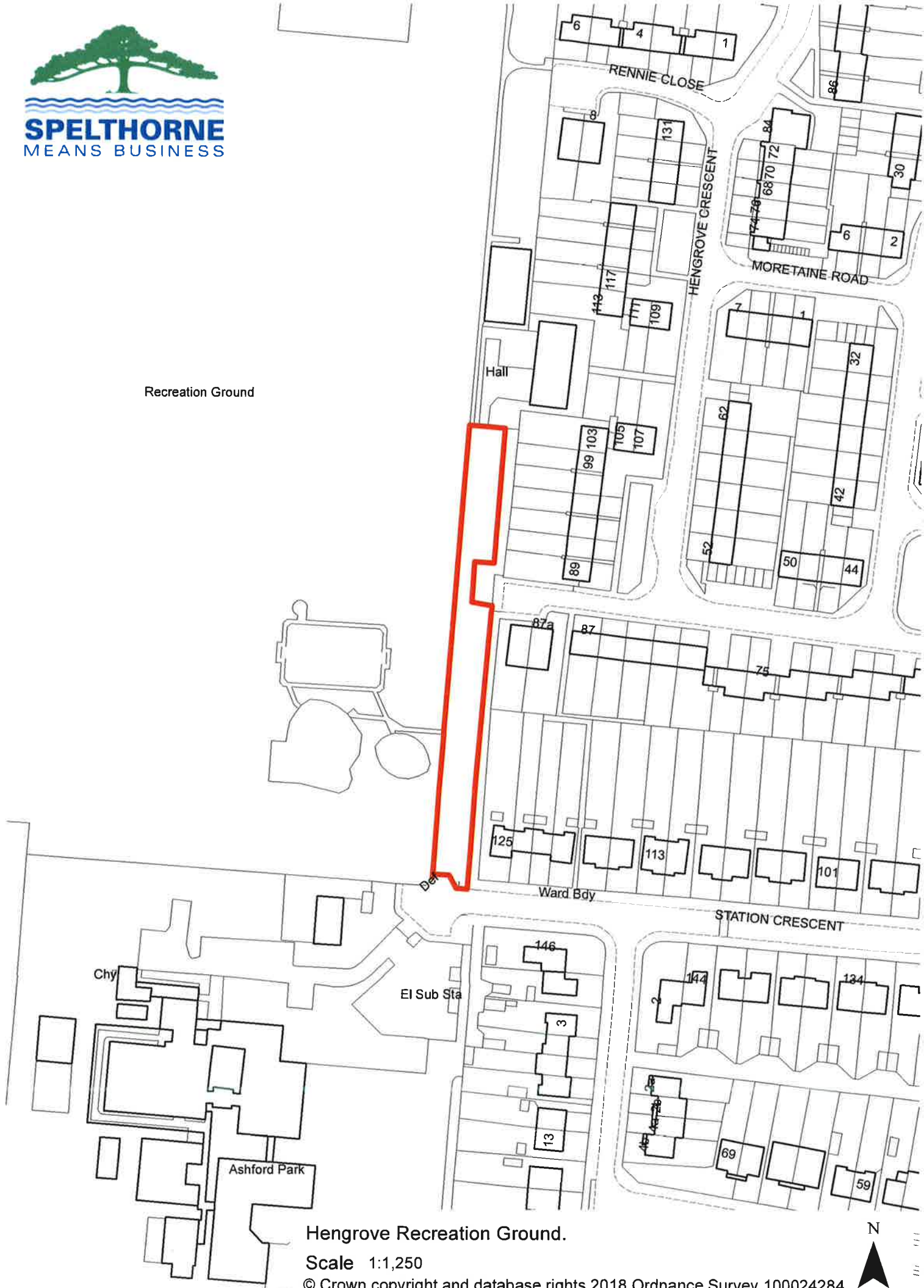
Groveley Road Car Park.

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Recreation Ground



Hengrove Recreation Ground.

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Kenynton Manor Recreation Ground.

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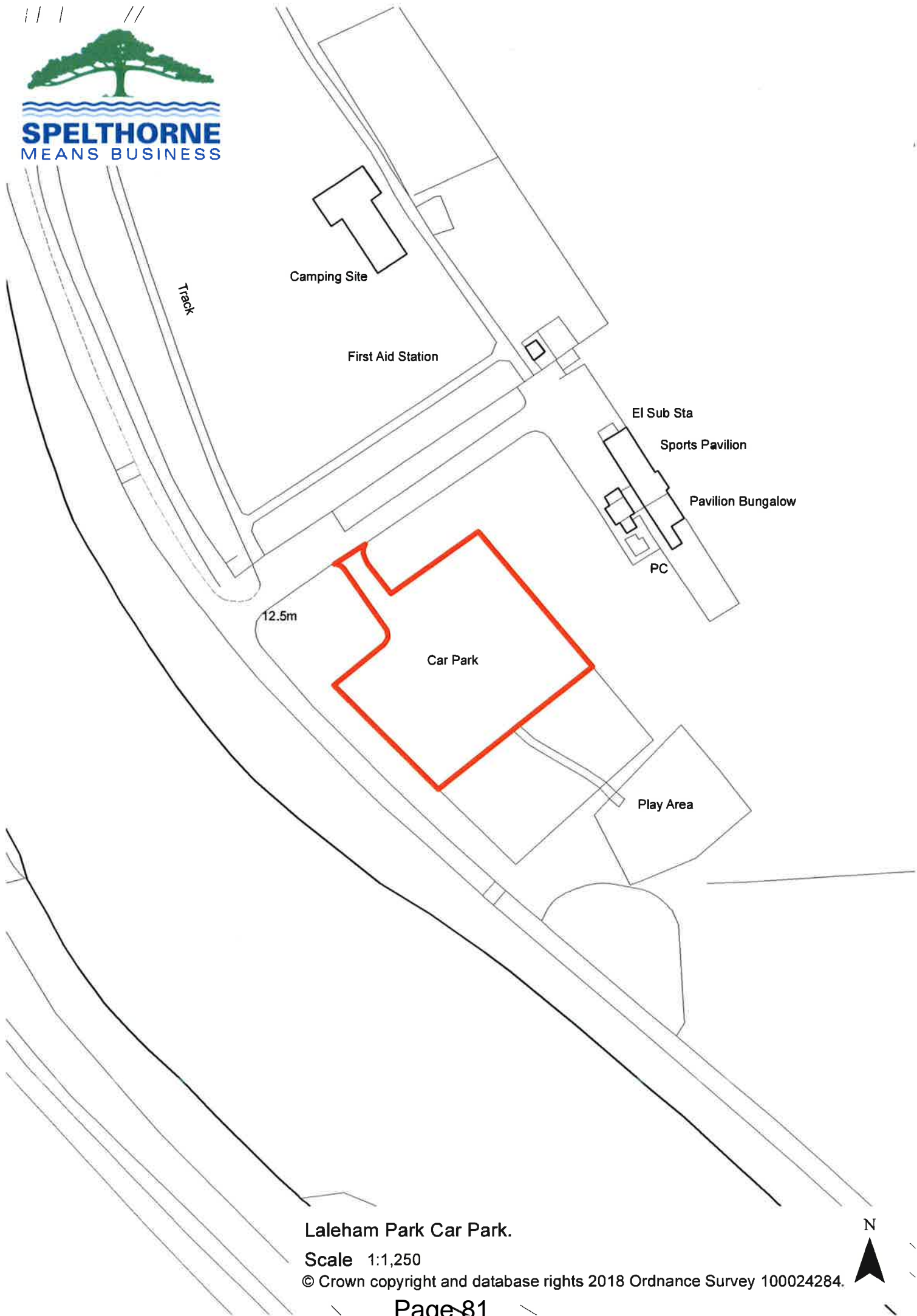


Kingston Road Car Park.

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Laleham Park Car Park.

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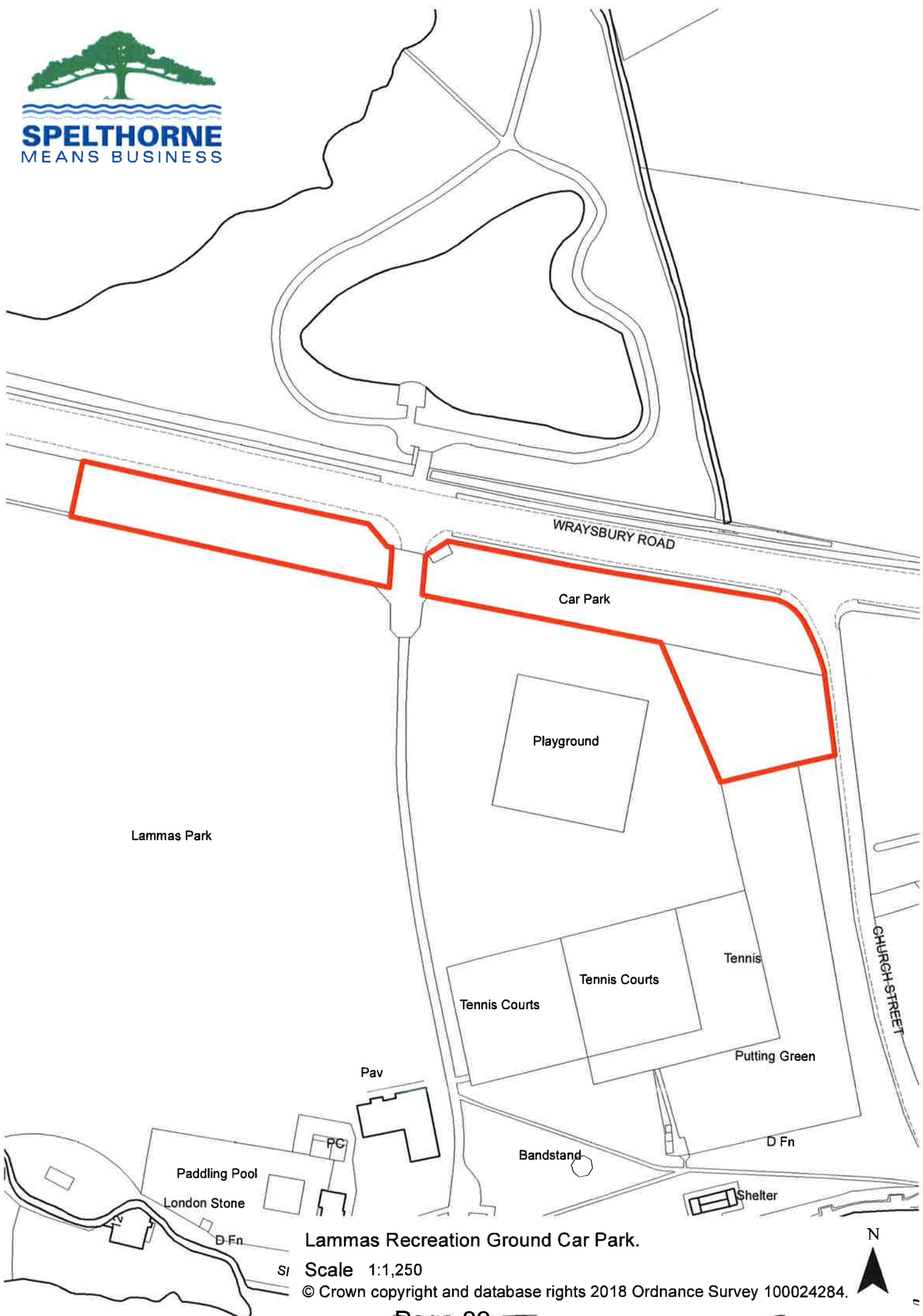


Laleham Village Car Park.

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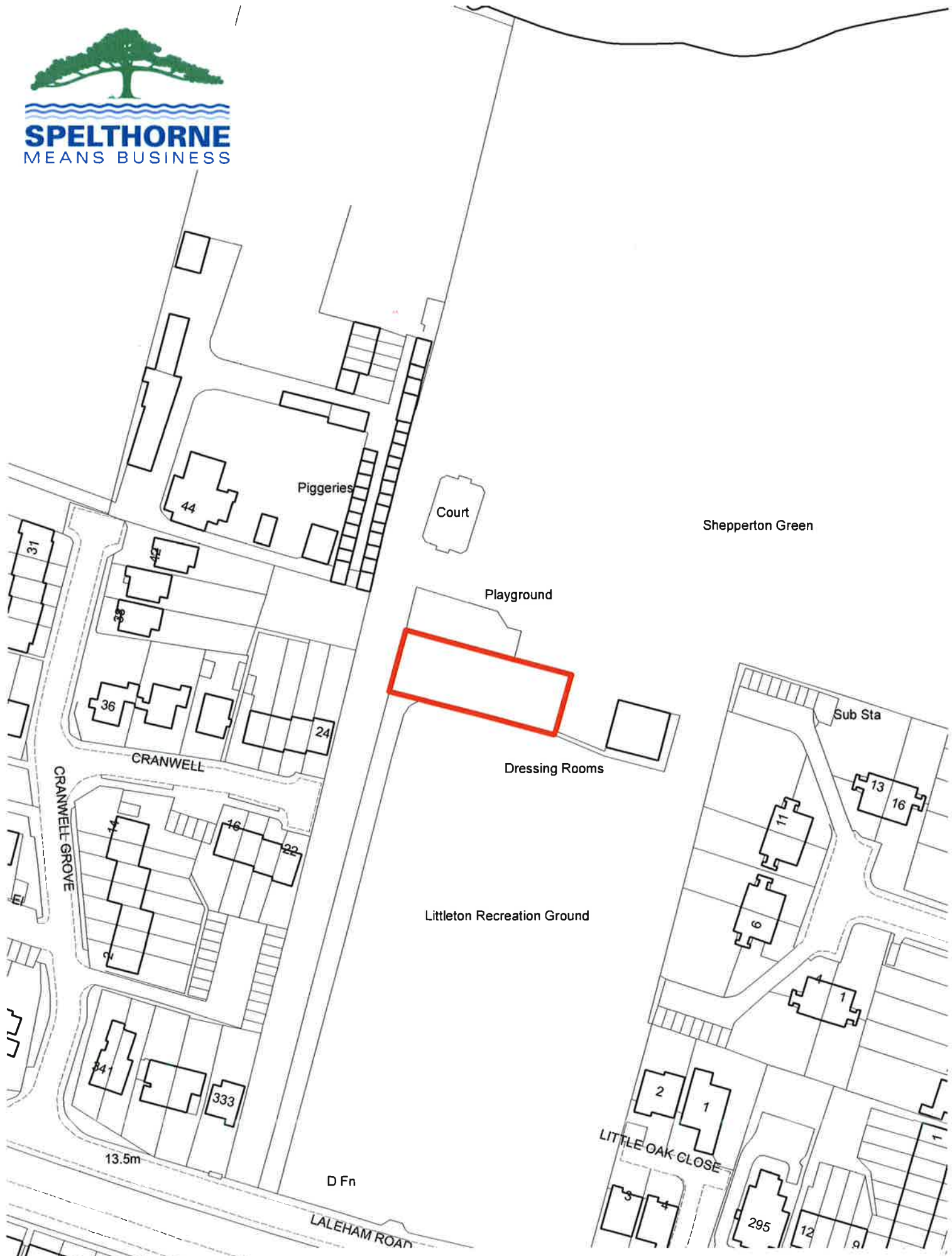


Lammas Recreation Ground Car Park.

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Littleton Recreation Ground.

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MEANS BUSINESS

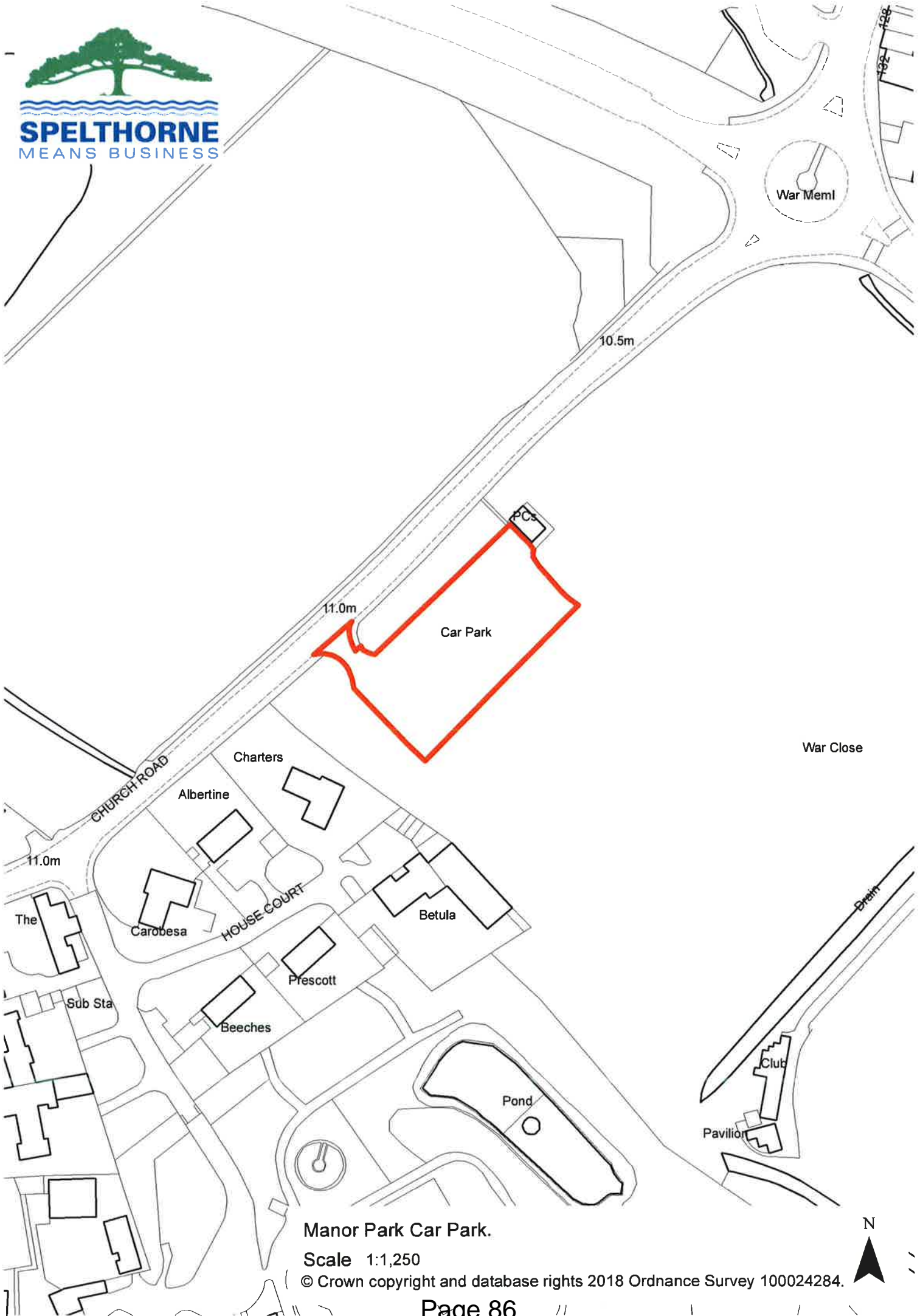


Long Lane Recreation Ground.

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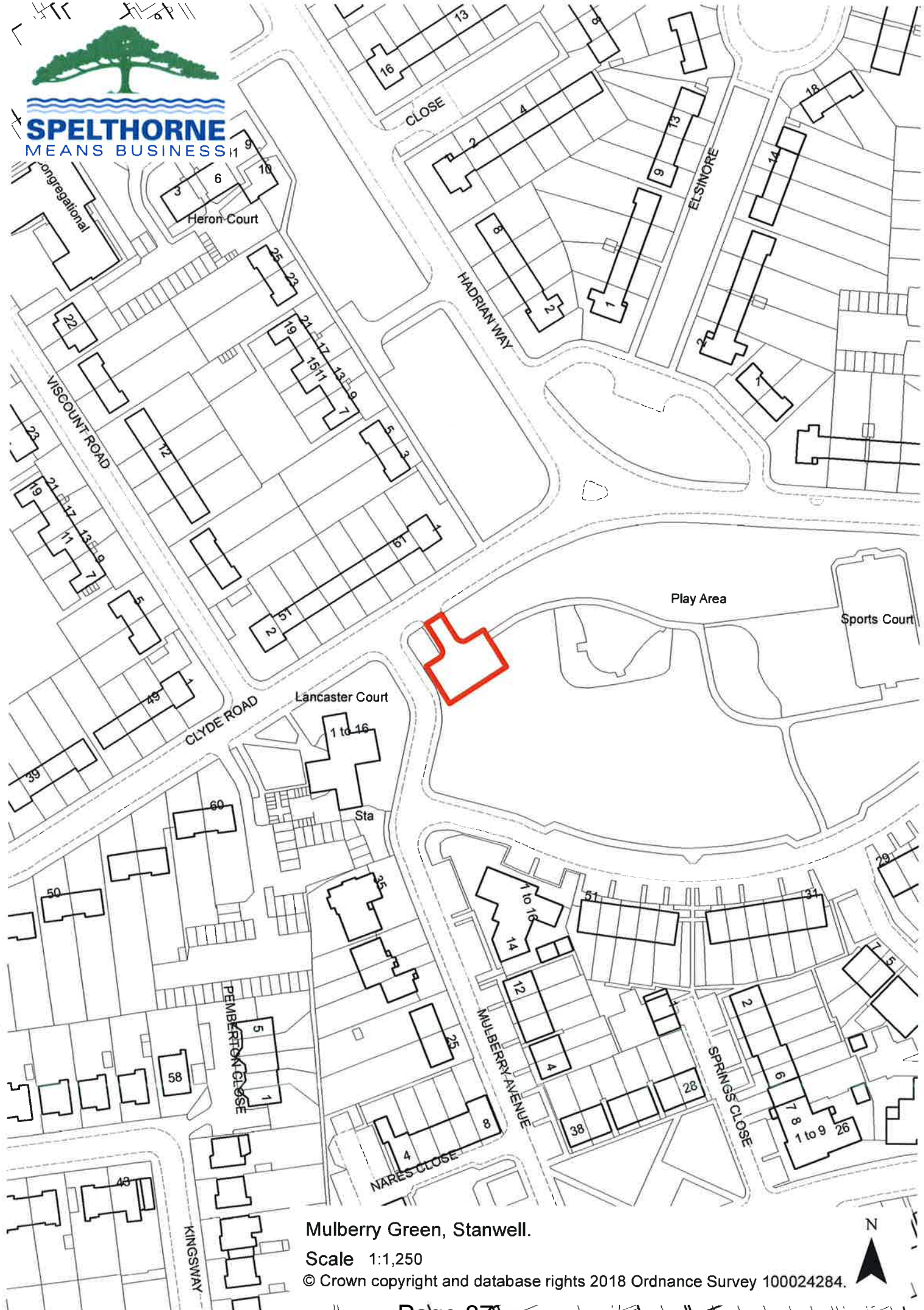
Manor Park Car Park.

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MEANS BUSINESS

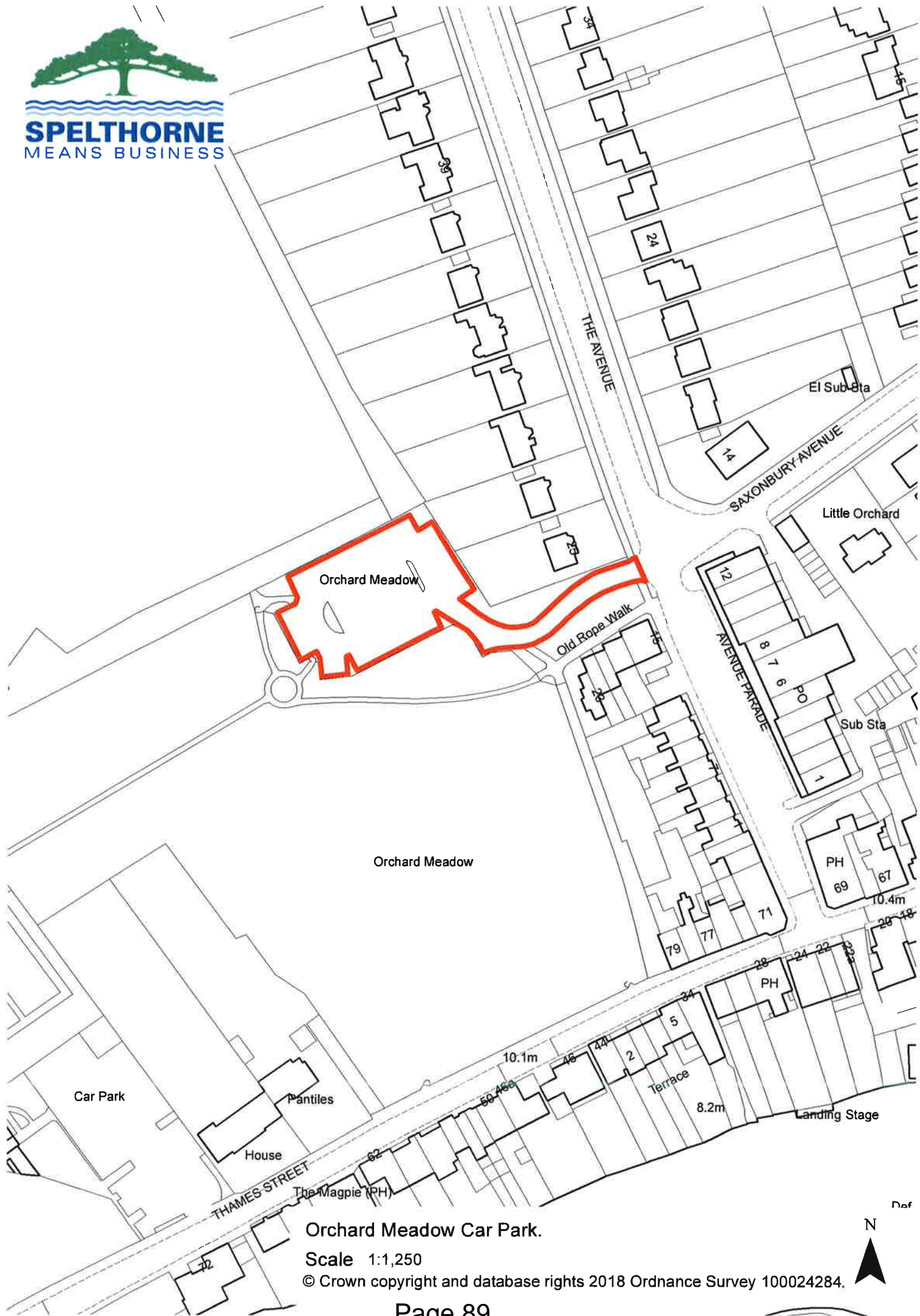


Mulberry Green, Stanwell.

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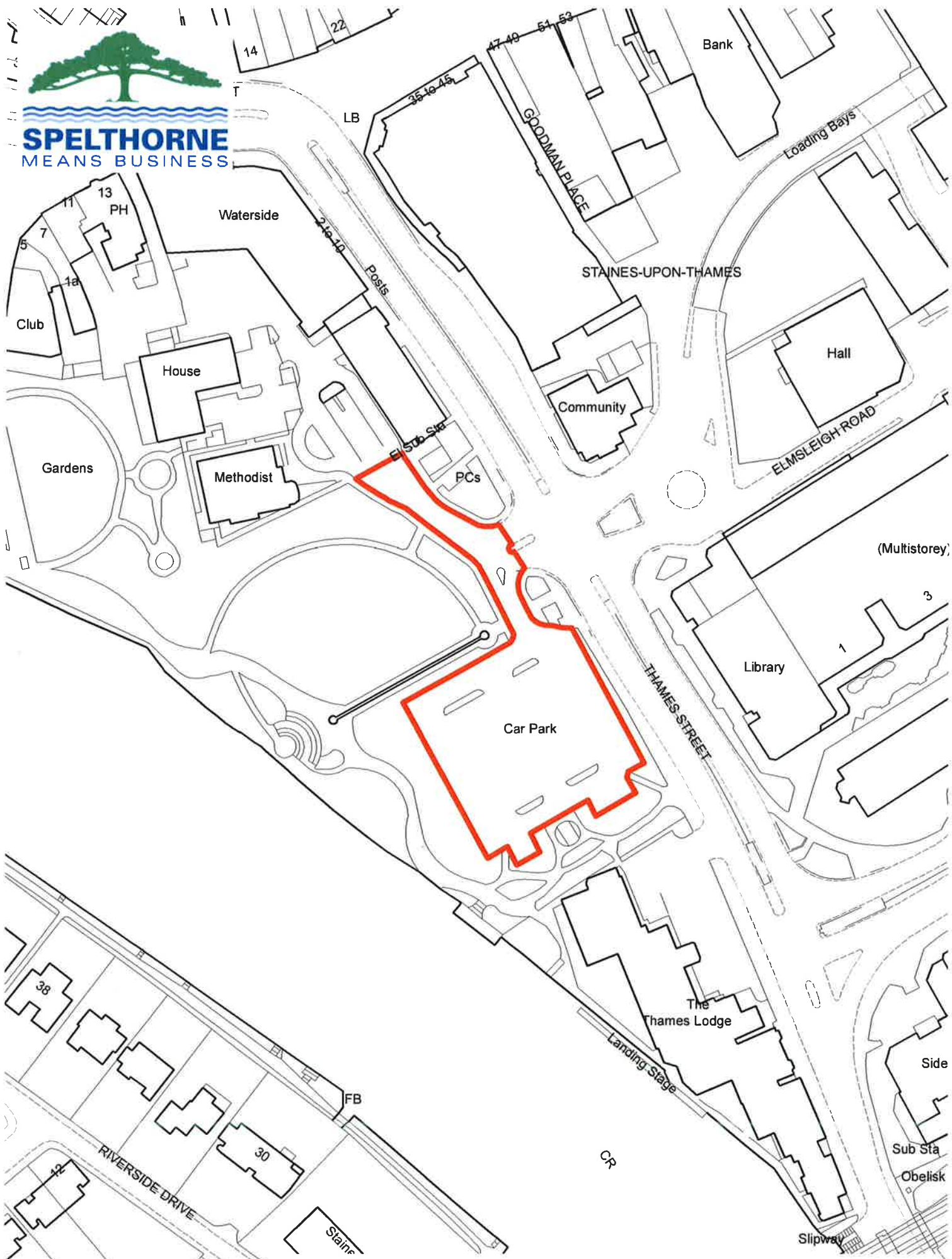


Orchard Meadow Car Park.

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Riverside Surface Car Park.
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Shepperton Recreation Ground.

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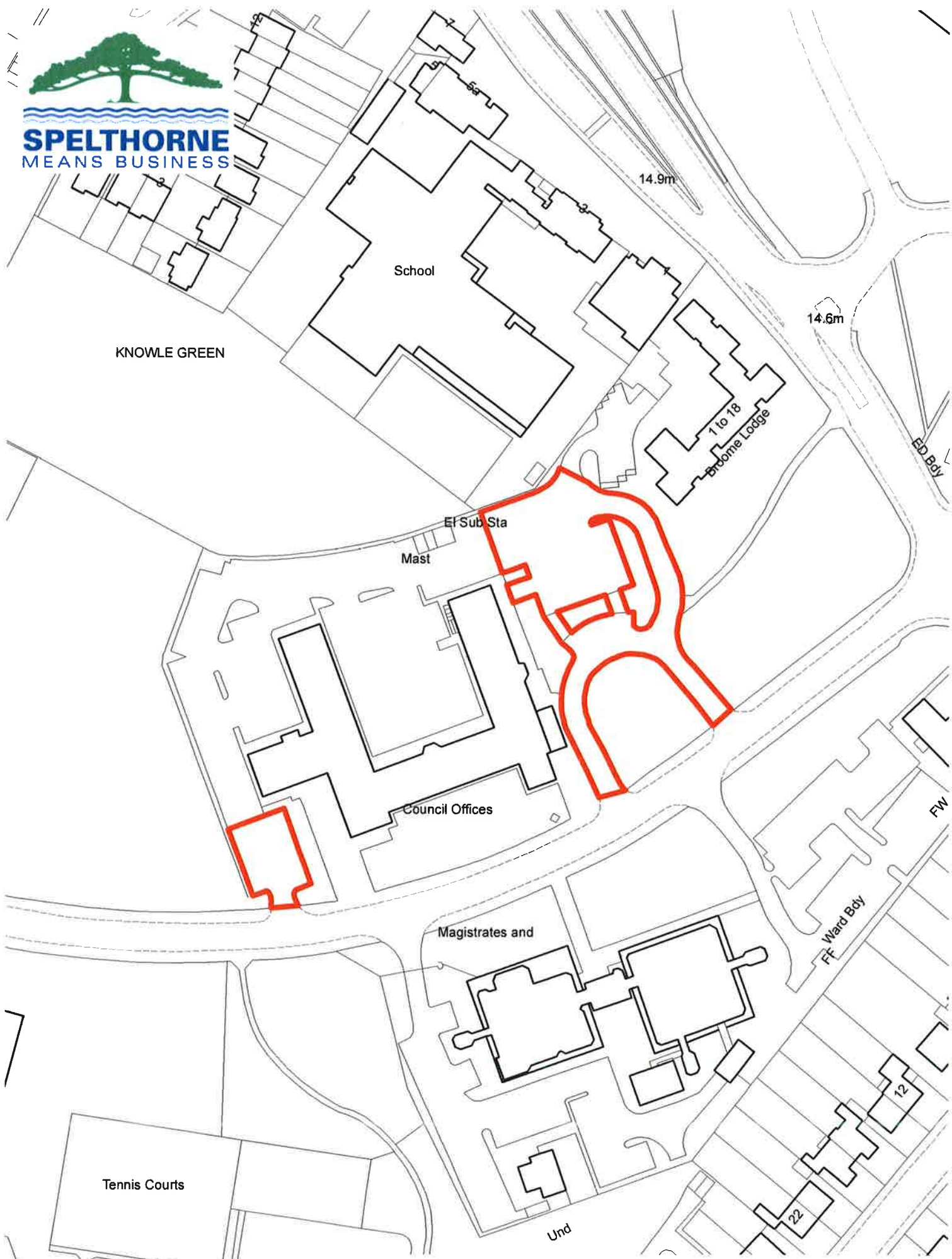


South Street (Saturday only) Car Park.

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KNOWLE GREEN

School

14.9m

14.6m

1 to 18
Broome Lodge

El Sub Sta

Mast

Council Offices

Magistrates and

FF Ward Bdy

FW

Tennis Courts

Und

22

12

Spelthorne Borough Council Car Park.

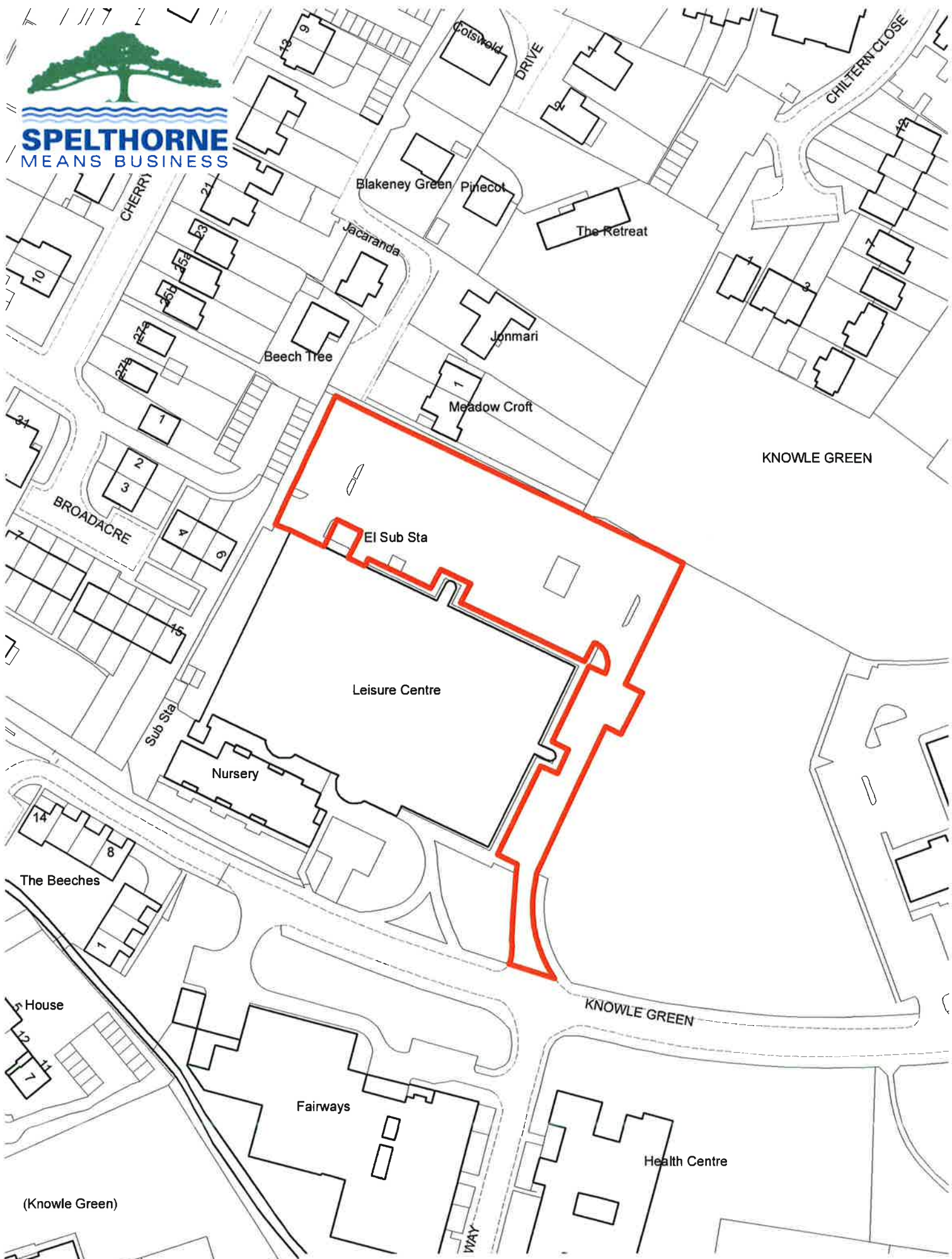
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Spelthorne Leisure Centre Car Park.

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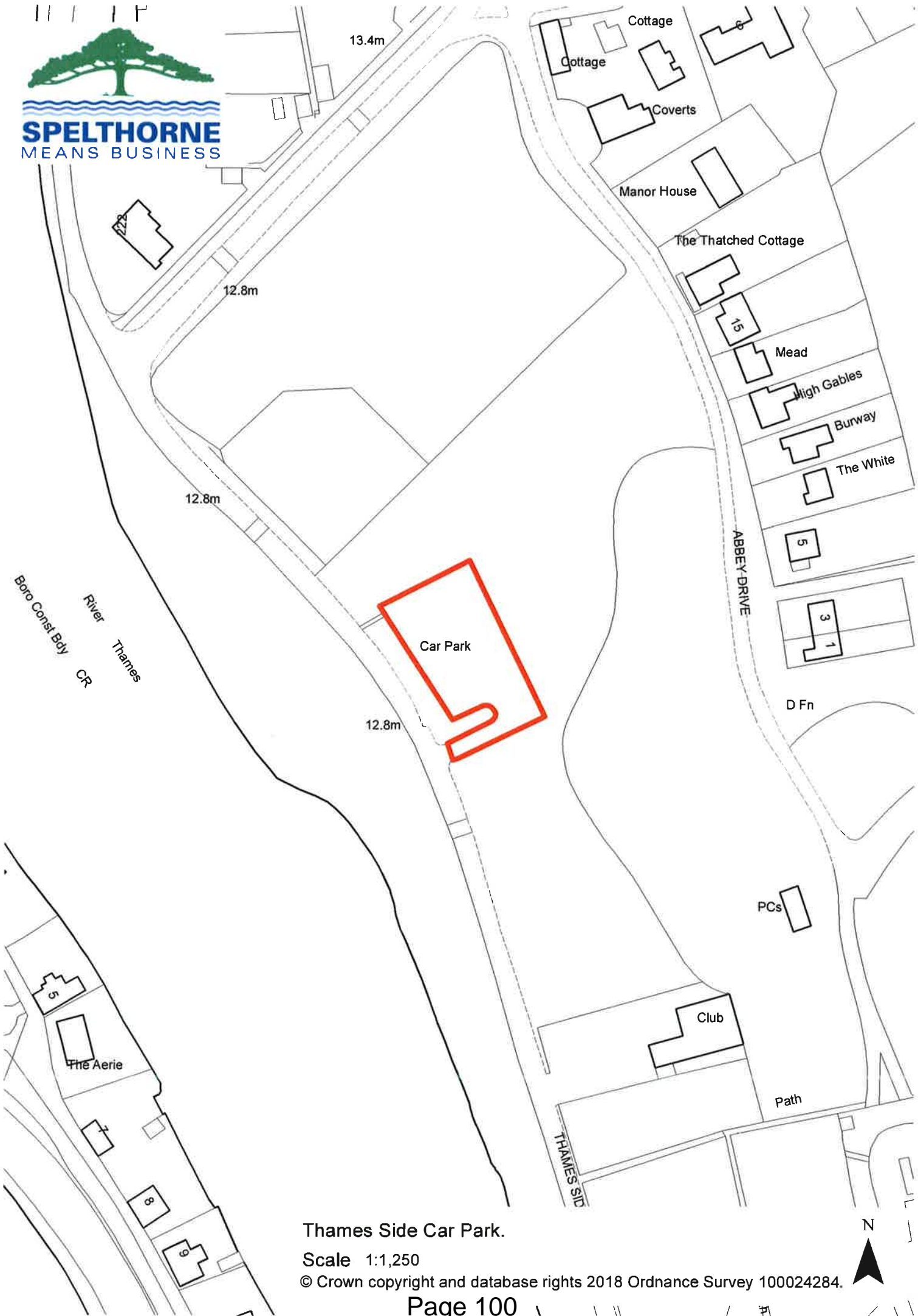
Staines Park



Staines Park, Commercial Road.

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Car Park

Thames Side Car Park.

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Thames Street Car Park, Sunbury on Thames.

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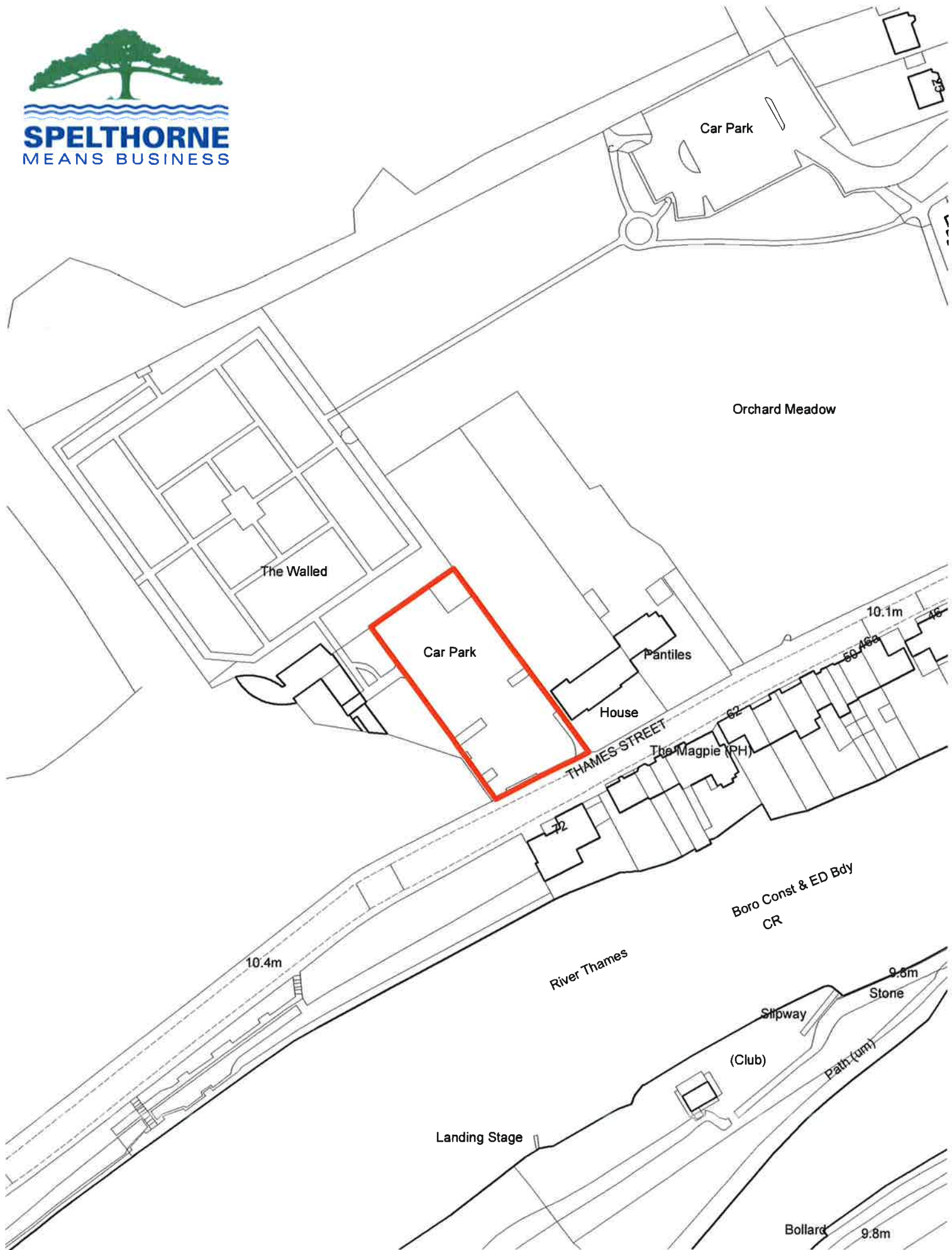


Tothill Car Park.

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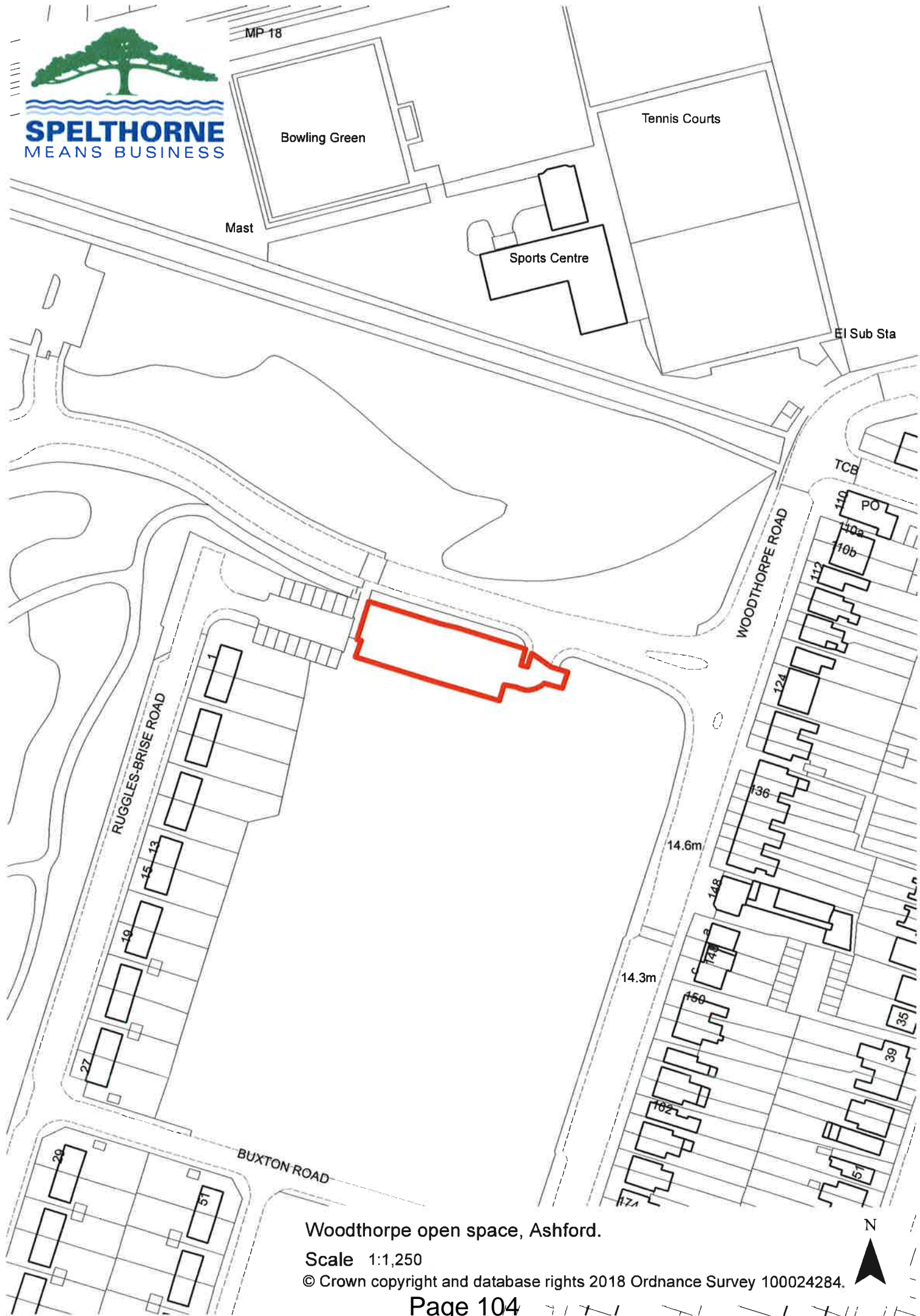


Walled Garden Car Park.

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Woodthorpe open space, Ashford.

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Equality Impact Assessment

EIA Title: Review of off street parking order 2018

Jackie Taylor Group Head of Neighbourhood Services

January 2018

1. The public sector equality duty (2011) covers the following eight protected characteristics:

Age, disability, race, religion or belief, sex, sexual orientation, gender, reassignment, pregnancy & maternity. The duty also covers marriage and civil partnership, but only relating to the elimination of unlawful discrimination

2. The General Equality Duty:

SBC in the exercise of its functions should:

- a. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
- c. Foster good relations between people who share a protected characteristic and those who do not.

Scope of Equality Impact Assessment (EIA)

- Review of off street parking order
- Increase in various parking charges
- Increase in disabled parking charges
- Inclusion of additional off street parking places
- Addition of charges for administrative services
- Amend charging structures to reflect customer demand

Information used to support findings and/or impacts

- A review of existing charges
- A review of car park usage

Is this:-

Policy	Yes	New or proposed	Yes
Strategy	Yes	Already in existence and being reviewed	Yes
Function	Yes	Changing	yes
Service	yes		

What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?

Aims	To increase income from parking charges and update some of the very outdated charging structures
-------------	--

Objectives	To increase income from parking charges and update some of the very outdated charging structures
Outcomes	Increased income and a fairer charging structure
Benefits	Increased revenue will enable enhancements to Council owned car parks

Which groups may be affected by the policy, strategy, function or service?

Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

Group affected	What might be the effect	Information to support this
Disability	Little effect as disabled drivers will still be entitled to purchase single day tickets at reduced rates.	National scheme
Age	Whilst parking charges will increase slightly there is no evidence to suggest that there will be a greater impact on this group than any other.	
Gender reassignment	Whilst parking charges will increase slightly there is no evidence to suggest that there will be a greater impact on this group than any other.	
Marriage & civil partnership	Whilst parking charges will increase slightly there is no evidence to suggest that there will be a greater impact on this group than any other.	
Pregnancy & maternity	Whilst parking charges will increase slightly there is no evidence to suggest that there will be a greater impact on this group than any other.	
Race	Whilst parking charges will increase slightly there is no evidence to suggest that there will be a greater impact on this group than any other.	
Religion or belief	Whilst parking charges will increase slightly there is no evidence to suggest that there will be a greater	

	impact on this group than any other.	
Sex & sexual orientation	Whilst parking charges will increase slightly there is no evidence to suggest that there will be a greater impact on this group than any other.	
All groups	No particular group will be disadvantaged by increasing the fees.	

Result	
Are there any aspects of the policy, strategy, function or service including how it is delivered or accessed, that could contribute to inequality?	No
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees & service users?	No
Please provide an explanation for your answer: Service users may need to pay extra if they require a highway licence or use the Councils parking services but this increase should not have an adverse impact on their lives. It is not unreasonable for service users to pay reasonable rates for such services and will enable the Council to continue to provide parking improvements.	
Identify next steps as appropriate:	
Public consultation exercise required?	Yes

Signed Jackie Taylor Group Head of Neighbourhood Services

Date 4 January 2018

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Cabinet**24 January 2018**

Title	Contract for refurbishment of Elmsleigh Centre Lifts		
Purpose of the report	To make a Key Decision		
Report Author	Heather Morgan – Group Head Regeneration and Growth		
Cabinet Member	Councillor Colin Barnard	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	<p>Cabinet to:</p> <p>Authorise the Group Head Regeneration and Growth to determine the contractor to be appointed for refurbishment of the Elmsleigh Centre lifts (in consultation with the Cabinet Member for Planning and Economic Development and the Chief Finance Officer)</p> <p>Authorise the Head of Corporate Governance to enter into the legal documentation in order to appoint the contractor</p>		
Reason for Recommendation	<p>The Council is in the process of running a tender to appoint a contractor to refurbish three lifts at the Elmsleigh shopping centre</p> <p>Due to the expected duration of the project, Cabinet is being asked to delegate the final decision to the Group Head Regeneration and Growth, Cabinet Member for Planning and Economic Development and the Chief Finance Officer so to ensure that the appointment allows time for the refurbishment works to be completed in advance of the Christmas 2018 trading period</p>		

1. Key issues

- 1.1 In 2016 the Council and the Elmsleigh Shopping Centre management commissioned condition surveys to review the general condition of the five passenger lifts in the centre and prepare recommendations and budget costs for planned expenditure, replacement or refurbishment.
- 1.2 Separate reports were carried out in respect of the lifts 1, 2 and 3 located in the south wing car park and the lesser used lifts 4 and 5 that previously provided direct access to and from the former BHS store in the west wing of the centre.
- 1.3 The consultant's advice was that refurbishment of the lifts would provide another fifteen years or more life expectancy and result in an equivalent improvement in appearance. Replacement of the lifts would offer no long term

advantage over comprehensive refurbishment, while adding between £90,000 and £150,000 to the cost.

- 1.4 Furthermore, it was concluded that lifts 4 and 5 should be excluded from the project. Refurbishment was considered uneconomic, as refit adaptations for Primark (the new occupier of the former BHS unit) have altered the access arrangements to the lifts and will further reduce their use. Instead, the life expectancy of these lifts will be extended by salvaging key spare components from lifts 1 to 3 during the refurbishment works.
- 1.5 The Council is now in the process of running a tender to appoint a contractor to refurbish lifts 1 to 3.
- 1.6 Due to the expected duration of the project, Cabinet is being asked to delegate the final decision to the Group Head Regeneration and Growth, Cabinet Member for Planning and Economic Development and the Chief Finance Officer so to ensure that the appointment allows time for the refurbishment works to be completed in advance of the Christmas 2018 trading period.

2. Options analysis and proposal

Recommended option

- 2.1 That Cabinet agree:
 - (a) Authorise the Group Head Regeneration and Growth to appoint a contractor (alongside the Chief Finance Officer and the Cabinet Member for Planning and Economic development) to refurbish the three lifts serving the south wing car park.
 - (b) Authorise the Head of Corporate Governance to enter into the legal documentation.

Do nothing (not recommended)

- 2.2 The lifts were originally installed in 1978 and, the report concluded that, although correctly maintained and at present generally reliable, as the lifts age further, the components will wear and failures will become more common and it will become more difficult to source compatible replacement parts and system components. Doing nothing is therefore not a prudent option.

Report to a future Cabinet with a recommendation to appoint a contractor (not recommended)

- 2.3 By the time Cabinet consider this report, we will be part way through the tender process. Officers may be in a position to finalise a recommendation in time to meet the February Cabinet reporting deadlines. However, this would delay the implementation of the project and result in the works continuing into the Christmas trading period.
- 2.4 If the report were delayed to the March Cabinet, it would not be possible to complete the works during 2018 and, for practical and cost issues connected with pausing the project part way through, might delay commencement of the project for a further year.

3. Financial implications

- 3.1 The budget for the refurbishment works has been estimated at £420,000 plus VAT and a revenue budget allocated.

3.2 Consultancy and project management costs of circa £20,000 plus associated works to replace floor tiling in the lift lobby area will be funded from a separate revenue budget allocation.

4. Other considerations

4.1 The Group Head for Neighbourhood Services has suggested that we consider relocating the disabled spaces in the longer term in light of the likely reduced usage of lifts 4 and 5 in the future.

5. Timetable for implementation

5.1 The tender pack went out in mid-December with returns due in early February. There will be a two week period to assess the returns and select the contractor and then to confirm the appointment. The aim is for the new contract to be in place by early March.

Background papers: None

Appendices: None

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Cabinet

24 January 2018



Title	Fees and Charges Report 2018/19		
Purpose of the report	To make a Key Decision		
Report Author	Laurence Woolven (Chief Accountant)		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	Cabinet is asked to consider and approve the charges as set out in Appendix A.		
Reason for Recommendation	Fees & Charges are an important source of income for the authority each year and are a key importance in balancing the budget.		

1. Key issues

- 1.1 In the current challenging economic climate, the council has to perform a balancing act between trying to maximise the additional income that can be generated through fees and charges, and setting fee levels which are sustainable and will not adversely impact on its overall income levels. It also needs to be mindful of the impact on residents and the local business community.
- 1.2 Additional income of £19k has been calculated to be generated for 2018/19 from increasing fees and charges. Whilst increases have been applied to most areas, the budget managers feel that in a lot of cases additional income will not be generated from the increases.
- 1.3 The total potential income therefore from rents, fees and charges and grant income excluding housing benefit grant income to be incorporated into the 2018/19 budget will be approximately £4.1m.
- 1.4 More than a third of the Council's total income excluding housing benefit grant income is generated through fees and charges, rents and grants and is therefore of key importance in balancing the budget.

2. Options analysis and proposal

- 2.1 The detailed schedule of proposed fees and charges to be effective from 1st April 2018 is shown in the 2018/19 fees and charges document.
- 2.2 All fees and charges were reviewed in 2017/18 by Group Heads to ensure that they are covering our costs and they have been assessed as to the reasonability of the fee being set.

- 2.3 For 2018/19 in common with previous years Group Heads have been asked to revisit the overall budgeted income estimates, compare them with other authorities' charges and then base them upon the income seen in 2017/18 to date in order to reassess the likely full year income position.
- 2.4 In respect of the economic climate all areas are being monitored through the 2017/18 budget monitoring process to see how the income is holding up against budgets. Management team receive a monthly report on the major income area's highlighting the current position against the previous year position.
- 2.5 Local authorities are able to increase planning fees by 20% if they commit to invest the additional fee income in their planning department. In addition, the draft regulations also state that a planning application fee may be charged by local planning authorities where permitted development rights have been withdrawn by a condition imposed on a planning permission.
- Whilst this increase is welcomed the position for Spelthorne is that the current planning fee budget is not being achieved and it is therefore felt that this increase will only generate an additional £12k.
- 2.6 Only minor changes to Car Parking fees are proposed, this reflects the Councils desire to help local retailers and the business community.
- 2.7 The proposed fees and charges submitted here for the next financial year have in the majority of cases been up rated by 2% which is the current inflation rate (RPI). Some fees have been amended to reflect the maximum level it is perceived that the market can currently stand, while in some cases, there is no increase to the proposed fees and charges for 2018/19.
- 2.8 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the council to the benefit of a particular community group.
- 2.9 The Authority is continuing to look at Services and ensuring that all areas make appropriate charges for all services provided in order to ensure that those users of the service are charged for it so that the rest of the Council Tax payers are not subsidising them.

3. Financial implications

- 3.1 As in the body of the report.

4. Other considerations

- 4.1 There are none.

5. Timetable for implementation

- 5.1 The fees and charges proposed are to be implemented from the 1st April 2018.

Background papers: None

Appendices: A & B

Fees and Charges

2018/19



Printed Date: 04/01/2018 Last modified: 04/01/2018

Report Description:

A full schedule of the fees and charges for all Council services for the coming year

Asset Management

Asset Management

Property Fees

Work charges (general fees)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Consent under Lease (assignment, alterations etc.)		400.00	S	Discretionary
Disposal of Council land (at third party's request)		750.00	S	Discretionary
Entering into a new Lease		750.00	S	Discretionary
Entering into a new Licence		400.00	S	Discretionary
Lease Renewal (substantially new terms)		600.00	S	Discretionary
Lease Renewal (substantially same terms as before)		450.00	S	Discretionary
Licence Renewal (substantially new terms)		325.00	S	Discretionary
Licence Renewal (substantially same terms as before)		250.00	S	Discretionary
New Wayleave, Easement etc.		500.00	S	Discretionary
Regularisation of encroachment		500.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Asset Management

Property Fees

Work charges (third sector fees)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Consent under Lease (assignment, alterations etc.)		200.00	S	Discretionary
Disposal of Council land (at third party's request)		750.00	S	Discretionary
Entering into a new Lease		375.00	S	Discretionary
Entering into a new Licence		200.00	S	Discretionary
Lease Renewal (substantially new terms)		300.00	S	Discretionary
Lease Renewal (substantially same terms as before)		225.00	S	Discretionary
Licence Renewal (substantially new terms)		160.00	S	Discretionary
Licence Renewal (substantially same terms as before)		125.00	S	Discretionary
New Wayleave, Easement etc.		250.00	S	Discretionary
Regularisation of encroachment		250.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Corporate Governance

Land Charges

Land Charges

Copying Charges

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Copy Of Duplicate Search	7.20	8.64	S	Discretionary
Copy of Tree Preservation Order	18.00	18.00	S	Discretionary
Each Agreement - Each Following Sheet	0.75	0.90	S	Discretionary
Each Agreement - First Sheet	2.90	3.48	S	Discretionary

Service Fees (Please note full searches fee is £240.40)

a) LLC1	22.00	22.00	O	Discretionary
b) Con29R	180.00	180.00	S	Discretionary
c) Con29R Surrey County Council Search Fee (payable in addition to the fees above on all full searches completed)	38.40	38.40	S	Discretionary
d) Additional Parcel (Con29)	18.48	18.48	S	Discretionary
e) Each Con 29 'O' Optional Enquiry	18.00	18.00	S	Discretionary
f) Each Additional Enquiry/Solicitors Question	20.00	24.00	O	Discretionary
g) Personal Search Con29 Component data per question	2.04	2.04	S	Discretionary
h) Personal Search Service	0.00	0.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Legal Fees

Legal Fees

Commercial Organisations

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Drafting a simple licence	525.00	600.00	S	Discretionary
Drafting a simple wayleave agreement/lease	1,500.00	1,750.00	S	Discretionary
Renewal of a simple licence	350.00	400.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	750.00	1,000.00	S	Discretionary

Commercial Organisations - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	225.00	230.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	195.00	200.00	S	Discretionary
Solicitor with over 8 years experience	295.00	300.00	S	Discretionary
Trainee Legal Executive / Paralegal	140.00	145.00	S	Discretionary
Trainee Solicitor	140.00	145.00	S	Discretionary

Community Groups

Drafting a simple licence	225.00	225.00	S	Discretionary
Drafting a simple wayleave agreement/lease	525.00	525.00	S	Discretionary
Grazing licence grants and renewals	150.00	150.00	S	Discretionary
Renewal of a simple licence	150.00	150.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	350.00	350.00	S	Discretionary

Community Groups - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	125.00	125.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	105.00	105.00	S	Discretionary
Solicitor with over 8 years experience	145.00	145.00	S	Discretionary
Trainee Legal Executive / Paralegal	85.00	85.00	S	Discretionary
Trainee Solicitor	85.00	85.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Environmental Health/Bdg Cont

Environmental Protection Act

Environmental Information Regulations 2004

Contaminated Land Enquiries

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Commercial - Hourly rate	53.00	55.00	S	Discretionary
Domestic - Hourly rate	53.00	55.00	S	Discretionary
General Inquiries - Hourly Rate	53.00	55.00	S	Discretionary

Environmental Protection

Environmental Protection Schedule 1 Part B Premises

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Summary Of Register	26.00	26.00	S	Discretionary
b) First Sheet - A4	17.00	17.00	S	Discretionary
c) Each Subsequent Sheet - A4	4.50	4.50	S	Discretionary
d) First Sheet-A3	17.00	17.00	S	Discretionary
e) Each Subsequent Sheet-A3	4.50	4.50	S	Discretionary

Pollution

Scrap Metal Dealers

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Scrap Metal collector fee	335.00	335.00	O	Discretionary
Scrap Metal dealer site license fee	530.00	530.00	O	Discretionary
Scrap Metal Licence Variation	61.00	61.00	O	Discretionary
Scrap Metal replacement of Licence	26.00	26.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Food Safety

Food Safety

Food Hygiene Courses

Cancellation of booked appointment (no fee applies if notification of cancellation is given more than 24 hours in advance)

Courses Held (on Site or off site) (Per Person)

Replacement Certificate Fee

Voluntary Surrender Of Foodstuffs Certificate

2017/18 Charge	2018/19 Charge	VAT	Statutory?
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	25.00	S	Discretionary
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80.00		S	Discretionary
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45.00		S	Discretionary
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69.00		S	Discretionary
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Foodstuffs For Export

Per Certificate (If Visit Needed)

143.50	148.50	O	Discretionary
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Per Certificate (If Visit Not Needed)

72.00	74.60	O	Discretionary
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Foodstuffs for Import

Imported organic foodstuffs authentication certificate

47.00	48.50	O	Discretionary
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Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Health and Safety

Health and Safety in the Workplace

Courses

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary
Emergency First Aid at Work (EFAW)	70.00	70.00	S	Discretionary
First Aid at Work (FAW)	165.00	165.00	S	Discretionary
First Aid at Work Re-Qualification (RE-QUAL)	110.00	110.00	S	Discretionary
Institute of Occupational Safety and Health - Managing safely refresher (1 day)		200.00	S	Discretionary
Institute of Occupational Safety and Health - Managing safely	350.00	350.00	S	Discretionary
Institute of Occupational Safety and Health - Working safely	125.00	125.00	S	Discretionary
Institute of Occupational Safety and Health - Working safely passport	25.00	25.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Licensing

Animals

Variation to any Animal Licence

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Change of ownership during licensing period (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	74.00	76.50	O	Discretionary
Change to animals kept or sold from licensed premises (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	125.50	130.00	O	Discretionary

Zoo Licence

Initial applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	391.00	405.00	O	Discretionary
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Highways

Street Trading

New Application Submission Fee - Deducted From Licence Fee If Application Is Approved	83.50	86.50	S	Discretionary
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Street Trading - Per Annum

a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: All Residential Areas Where Streets Are Not Classified Roads	820.00	849.50	S	Discretionary
b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: Sites In Classified Roads Which Are Not Prohibited Streets	820.00	849.50	S	Discretionary
c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites During Street Trading Hours	820.00	849.50	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Licensing

HMO Licensing Scheme

HMO's

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 6 Occupants	648.00	671.50	O	Discretionary
b) 7 to 9 occupants	802.50	831.50	O	Discretionary
c) 10 to 14 occupants	881.50	913.00	O	Discretionary
d) 15 or more occupants	987.00	1,022.50	O	Discretionary
e) Penalty for late or incomplete applications.	123.00	127.50	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	31.50	32.50	O	Discretionary
g) Discount for members of an approved landlords association.	31.50	32.50	O	Discretionary

HMO's Licence Renewals

a) Up to 6 Occupants	486.00	503.50	O	Discretionary
b) 7 to 9 occupants	602.00	623.50	O	Discretionary
c) 10 to 14 occupants	660.50	684.50	O	Discretionary
d) 15 or more occupants	740.00	766.50	O	Discretionary
e) Penalty for late or incomplete applications.	123.00	127.50	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	32.00	33.00	O	Discretionary
g) Discount for members of an approved landlords association.	32.00	33.00	O	Discretionary

Housing

Immigration Housing Inspection

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Cancellation of booked appointment (no fee applies if notification of cancellation is given more than 24 hours in advance)		25.00	S	Discretionary
Housing Inspection	156.00	161.50	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Licensing

Housing

Mobile Homes Site Licenses

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Application for a new site licence - 1 to 5 pitches	449.00	465.00	O	Discretionary
b) Application for a new site licence - 6 to 24 pitches	523.00	542.00	O	Discretionary
c) Application for a new site licence - 25 to 99 pitches	578.00	599.00	O	Discretionary
d) Application for a new site licence - 100+ pitches	689.00	714.00	O	Discretionary
e) Application to alter conditions to a site licence - 1 to 5 pitches	214.00	221.50	O	Discretionary
f) Application to alter conditions to a site licence - 6 to 24 pitches	223.50	231.50	O	Discretionary
g) Application to alter conditions to a site licence - 25 to 99 pitches	233.00	241.50	O	Discretionary
h) Application to alter conditions to a site licence - 100+ pitches	252.00	261.00	O	Discretionary
i) Application to transfer a site licence	120.50	125.00	O	Discretionary
j) Annual fee - 1 to 5 pitches	171.00	177.00	O	Discretionary
k) Annual fee - 6 to 24 pitches	209.00	216.50	O	Discretionary
l) Annual fee - 25 to 99 pitches	237.50	246.00	O	Discretionary
m) Annual fee - 100+ pitches	294.00	304.50	O	Discretionary
n) Recover of cost of enforcement - hourly rate	57.50	59.50	O	Discretionary

Housing Act Notices

Building Control

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Sale Of Approval Notices	20.00	20.00	S	Discretionary

Building Control Research

Additional Copies of Documents/Notices	25.00	25.00	S	Discretionary
Historical Research Per Hr (Inc 4 Copies)	62.00	65.00	S	Discretionary

Housing Act 1985 - Section 265 - Demolition Order

Hourly Rate	57.50	59.50	O	Discretionary
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Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Licensing

Housing Act Notices

Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Hourly Rate	57.50	59.50	O	Discretionary

Street Numbering & Re-Numbering

a) Renaming Property Per Property	52.00	54.00	O	Discretionary
b) Single Property	85.00	88.00	O	Discretionary
c) 2-5 Properties	120.00	125.00	O	Discretionary
d) 6-10 Properties	170.00	177.00	O	Discretionary
e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	170.00	177.00	O	Discretionary

Retail

Registration for skin piercing treatments: acupuncture, tattooing, skin piercing, electrolysis, semi-permanent skin colouring

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Practitioner registration	207.00	214.50	O	Discretionary
Registration of premises	207.00	214.50	O	Discretionary
Replacement certificate	47.00	48.50	O	Discretionary
Transfer of registration	102.50	106.00	O	Discretionary
Variation of registration	55.00	57.00	O	Discretionary

Sex establishment licence fee

Change of licence details	150.00	155.50	O	Discretionary
New, Renewal, Intermediate, Temporary	3,000.00	3,108.00	O	Discretionary

Sex Shop Registration

New, Renewal, Intermediate, Temporary	3,000.00	3,108.00	O	Discretionary
Transfer Of Licence	3,000.00	3,108.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Public Health

Health and Safety

Health And Safety At Work Act 1974

Officer Statement Of Facts - hourly rate

2017/18 Charge **2018/19 Charge** **VAT** **Statutory?**

72.00 59.50 Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Rodent & Pest Control

Animals

Animal Boarding Establishment

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.50	309.50	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	207.00	214.50	O	Discretionary

Breeding Of Dogs

Initial Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.50	309.50	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	207.00	214.50	O	Discretionary

Dangerous Wild Animals (Plus Vet Fees)

Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	521.00	540.00	O	Discretionary
Renewal (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.50	309.50	O	Discretionary

Home boarding establishment

Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	148.50	154.00	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	103.50	107.00	O	Discretionary

Pet Shops

Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.28	309.00	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	207.05	214.50	O	Discretionary

Riding Establishments (Plus Vets Fees)

Initial Application (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	298.50	309.50	O	Discretionary
Subsequent Applications (PLUS ALL ASSOCIATED VET FEES AND CHARGES)	207.00	214.50	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Rodent & Pest Control

Rodent and Pest Control

Pest Control

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Bedbugs	102.50	106.00	S	Discretionary
Mice Per Visit	64.50	67.00	S	Discretionary
Rat Disinfestation - Domestic Properties	41.00	42.00	S	Discretionary
Wasps, Fleas etc - Per Visit	59.50	62.00	S	Discretionary

Stray Dogs

Stray Dogs - Collection Fee

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Plus Kennelling And Vets Fees	174.50	180.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Taxi Licensing

Taxi Licensing - 1 Year & General Fees

Hackney Carriages Driver and Vehicles

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	17.50	18.00	O	Discretionary
Cancellation of booked appointment (no fee applies if notification of cancellation is given more than 24 hours in advance)		25.00	S	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
English & Numeracy Retest Fee	29.00	30.00	O	Discretionary
Geographic Knowledge Retest Fee	63.00	65.00	O	Discretionary
Hackney Carriage /Private Hire Vehicle Plate Replacement	17.50	18.00	O	Discretionary
Hackney Carriage Driver - New	286.00	296.00	O	Discretionary
Hackney Carriage Driver - Renewal	137.00	142.00	O	Discretionary
Hackney Carriage Vehicle	329.00	341.00	O	Discretionary
Hackney Carriage Vehicle (adapted for disabled persons)	164.50	170.50	O	Discretionary
Licence Conditions Retest	36.00	37.00	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	20.00	21.00	O	Discretionary
Re-Issue Of Licence (Change of Vehicle)	96.00	99.00	O	Discretionary
Transfer From Private Hire to Hackney Carriage Fee	150.00	155.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Taxi Licensing

Taxi Licensing - 1 Year & General Fees

Private Hire Driver Operator And Vehicle

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Private Hire Operator - 1 Vehicle	199.00	206.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	247.00	256.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	353.00	366.00	O	Discretionary
d) Private Hire Operator - 21 or more the hourly rate applies	470.00	55.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	17.50	18.00	O	Discretionary
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	49.00	48.00	O	Discretionary
English & Numeracy Retest Fee	30.00	31.00	O	Discretionary
Geographic Knowledge retest fee	36.00	37.00	O	Discretionary
Hackney Carriage /Private hire vehicle plate replacement	17.50	18.00	O	Discretionary
Private Hire Driver Licence - New	276.00	286.00	O	Discretionary
Private Hire Driver Licence - Renewal	137.00	142.00	O	Discretionary
Private Hire Vehicle	290.00	300.00	O	Discretionary
Private Hire Vehicle (adapted for disabled persons)	145.00	150.00	O	Discretionary
Private Hire Vehicle plate replacement	17.50	18.00	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	20.00	21.00	O	Discretionary
Re-Issue Of Licence (Change of vehicle)	96.00	99.00	O	Discretionary

Taxi Licensing - 3 Year Fees

Hackney Carriage and Private Hire Driver

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary
Hackney Carriage Driver - New	481.00	498.00	O	Discretionary
Hackney Carriage Driver - Renewal	369.50	383.00	O	Discretionary
Private Hire Driver Licence - New	471.00	188.00	O	Discretionary
Private Hire Driver Licence - Renewal	332.00	344.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Taxi Licensing

Taxi Licensing - 5 Year Fees

Private Hire Vehicle Operator

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Private Hire Operator - 1 Vehicle	867.00	898.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	1,084.00	1,123.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	1,609.00	1,667.00	O	Discretionary
d) Private Hire Operator - 21 or more the hourly rate applies	2,190.00	55.00	O	Discretionary
e) Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)		25.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Works in Default

Works in Default

2017/18 Charge 2018/19 Charge VAT Statutory?

Works in Default

30% administration fee applied to cost of any works that are carried out in default by Environmental Health

S Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Ind Living

Day Centres

Greeno & Fordbridge Centres (Community Use)

Committee/Meeting Rooms

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri Evening (per hour)	13.00	13.50	E	Discretionary
Saturday (per hour)	15.00	15.50	E	Discretionary

Large Hall

Mon-Fri Evening (per hour)	20.00	20.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	24.00	24.50	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	41.00	41.00	E	Discretionary
Sunday (per hour)	41.00	41.00	E	Discretionary

Quiet Lounge

Mon-Fri Evening (per hour)	13.00	13.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	20.00	20.50	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	25.00	25.50	E	Discretionary

Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)

Large Hall

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon - Fri Evening (per hour)	28.15	28.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	30.60	31.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	53.50	53.50	E	Discretionary
Sunday (per hour)	53.50	54.00	E	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Day Centres

Older Peoples Services

Membership Fees

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Joint Day Centre/Spelride	22.00	22.00	S	Discretionary
Non SBC Resident	23.00	23.00	S	Discretionary
SBC Resident	15.00	15.00	S	Discretionary

Staines Community Centres (Community Use)

Upstairs meeting room

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri Evening	13.00	13.50	E	Discretionary
Saturday Daytime	15.00	15.50	E	Discretionary
Saturday Evening	25.00	25.50	E	Discretionary
Sunday all day	25.00	25.50	E	Discretionary

Upstairs or downstairs area

Mon-Fri Evening	16.50	17.00	E	Discretionary
Saturday Daytime	22.00	22.50	E	Discretionary
Saturday Evening	35.00	36.00	E	Discretionary
Sunday all day	35.00	36.00	E	Discretionary

Staines Community Centres (Semi-Commercial Use)

Upstairs meeting room

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri Evening	18.00	18.50	E	Discretionary
Saturday Daytime	20.00	20.50	E	Discretionary
Saturday Evening	35.00	35.50	E	Discretionary
Sunday all day	35.00	35.50	E	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Day Centres

Staines Community Centres (Semi-Commercial Use)

Upstairs or downstairs area

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Mon-Fri Evening	22.00	22.50	E	Discretionary
Saturday Daytime	25.00	25.50	E	Discretionary
Saturday Evening	45.00	45.50	E	Discretionary
Sunday all day	45.00	45.50	E	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Meals On Wheels

Luncheon Clubs

Service Fees

Charge Per Meal

2017/18 Charge **2018/19 Charge** **VAT** **Statutory?**

4.00 4.00 O Discretionary

Meals On Wheels

Service Fees

Charge Per Meal

2017/18 Charge **2018/19 Charge** **VAT** **Statutory?**

3.90 3.90 O Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Span

Span

Service Fees (Weekly Charge)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Individual Customers In The Spelthorne Area Who Have Lifeline Telephones	4.30	4.30	*	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Leisure

Public Halls

Shepperton Hall

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Community Use (9am To Midnight) (Hire to local groups)				
Mon-Fri 9am To 5pm per hour	18.50	19.00	E	Discretionary
Mon-Fri After 5pm per hour	20.00	20.50	E	Discretionary
Sat 9am To 6pm per hour	24.00	24.50	E	Discretionary
Sat After 6pm per hour	41.00	41.00	E	Discretionary
Sunday 9am To 10.30pm per hour	41.00	41.00	E	Discretionary
Semi Commercial Use (9am To Midnight) (Commercial firms providing a community benefit)				
Mon-Fri 9am To 5pm per hour	25.10	25.90	E	Discretionary
Mon-Fri After 5pm per hour	28.15	28.50	E	Discretionary
Sat 9am To 6pm per hour	30.60	31.00	E	Discretionary
Sat After 6 pm per hour	53.50	53.50	E	Discretionary
Sunday 9am To 10.30pm per hour	53.50	53.50	E	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Planning/Housing

Planning Development Control

A) Pre-Application Charges

a) Householder Applications - Advice (Written)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Householder advice on acceptability of a proposal	65.00	70.00	S	Discretionary

b) Householder Applications - Other

Site Visit and advice on historic buildings	100.00	110.00	S	Discretionary
Site visit and advice on trees	50.00	65.00	S	Discretionary

c) Planning Investigation/Research - Commercial Organisations Only

Investigation/ Research Requiring Both Office And Site Based Work Per Hr	120.00	200.00	S	Discretionary
Investigation/ Research Requiring Office Based Work Only Per Hr	100.00	180.00	S	Discretionary

d) Planning Investigation/Research - Service Fees

High Hedge Legislation	610.00	620.00	S	Discretionary
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e) Written Advice (Initial advice plus one additional response)

01) Single New Dwelling/Replacement Dwelling	250.00	275.00	S	Discretionary
02) Minor Proposals - 2 - 9 dwellings, up to 1000 sq m commercial	425.00	600.00	S	Discretionary
03) Major Proposals - 10+ dwellings or 1,000 - 2,000 sq m commercial	600.00	1,200.00	S	Discretionary
04) Strategic Proposals - 50+ dwellings or +2,000 sq m commercial	1,000.00	2,200.00	S	Discretionary
05) Dropped kerbs - confirmation whether planning permission required	45.00	55.00	S	Discretionary
06) Advertisements, per advertisement	100.00	110.00	S	Discretionary
07) Other Miscellaneous developments (as agreed by the Planning Development Management)	100.00	110.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Planning Development Control

A) Pre-Application Charges

f) Meetings (charge per meeting)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
01) Single New Dwelling/Replacement Dwelling	325.00	350.00	S	Discretionary
02) Minor Proposal (2-9 dwellings or up to 1000 sq m commercial)	550.00	1,000.00	S	Discretionary
03) Major Proposal 10 - 49 dwellings or 1,000 - 2,000 sq m commercial)	850.00	1,800.00	S	Discretionary
04) Major Proposal (10 - 49 dwellings or 1,000 - 2,000 sq m commercial) where Head of Service attends	1,200.00	2,050.00	S	Discretionary
05) Strategic Proposals (+50 dwellings or +2000 sq m commercial)	1,350.00	3,000.00	S	Discretionary
06) Strategic Proposals (+50 dwellings or +2000 sq m commercial) where Head of Service attends	1,600.00	3,250.00	S	Discretionary
07) Advertisements	300.00	350.00	S	Discretionary
08) Planning Performance Agreements for major/complex proposals (Terms to be agreed)			S	Discretionary

C) Planning Miscellaneous Fees

a) Photocopying Charges For Current Applications

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
01) A4 - First Sheet	3.50	3.50	S	Discretionary
02) A4 - Each Subsequent Sheet	1.00	1.00	S	Discretionary
03) A3 - First Sheet	4.50	4.50	S	Discretionary
04) A3 - Each Subsequent Sheet	1.20	1.20	S	Discretionary
05) A2 - First Sheet	7.50	7.50	S	Discretionary
06) A2 - Each Subsequent Sheet	3.00	3.00	S	Discretionary
07) A1 - First Sheet	7.50	7.50	S	Discretionary
08) A1 - Each Subsequent Sheet	4.00	4.00	S	Discretionary
09) A0 - First Sheet	10.50	10.50	S	Discretionary
10) A0 - Each Subsequent Sheet	5.50	5.50	S	Discretionary

b) Service Fees

Planning Decision Notice and copies of TPO's (Each)	20.00	20.00	S	Discretionary
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Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Planning Development Control

C) Planning Miscellaneous Fees

c) Publicity Schedule Of Planning Proposals

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
By email	0.00	0.00	S	Discretionary
Paper Copy	105.00	105.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Street Scene

Abandoned Vehicles

Abandoned Vehicles

Collection Fee

Collection And Disposal From Private Property

2017/18 Charge	2018/19 Charge	VAT	Statutory?
120.00	120.00	O	Discretionary

Miscellaneous

Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley

2017/18 Charge	2018/19 Charge	VAT	Statutory?
75.00	75.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Cemeteries

Interment

Adult Grave

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Adult Grave 24 Hour Burial for one only (5 foot)	1,830.00	1,890.00	O	Discretionary
Adult Grave For 1 Interment	1,326.00	1,350.00	O	Discretionary
Adult Grave For 1 Interment - Casket	1,479.00	1,500.00	O	Discretionary
Adult Grave For 2 Interments	1,377.00	1,400.00	O	Discretionary
Adult Grave For 2 Interments - Casket	1,560.00	1,600.00	O	Discretionary
Brick Vault (Inter only)	460.00	475.00	O	Discretionary

Advance Purchase

Purchase in advance of adjacent plot at time of burial only	3,500.00	3,500.00	O	Discretionary
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All

Cremated Remains	460.00	480.00	E	Discretionary
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Child Grave

Child Grave For 1 Interment	400.00	430.00	O	Discretionary
Child Grave For 2 Interment	400.00	430.00	O	Discretionary
Child Internment within 24 hours	517.00	550.00	O	Discretionary
Child plot within 24 hours	596.00	630.00	O	Discretionary
Stillborn Grave	325.00	350.00	E	Discretionary

Non Residents/Parishioners Charge

Treble Fees For Residents out of Borough			O	Discretionary
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Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Cemeteries

Memorial Garden

Ashford

Plot Fee - Cremated remains

2017/18 Charge	2018/19 Charge	VAT	Statutory?
867.00	900.00	E	Discretionary

Other

Exclusive Right - Purchase of

Burial in a Vault

Child Grave

Cremated Remains

Earthen Grave

Earthen Grave within 24 hours

Issue of duplicate deed of grant

2017/18 Charge	2018/19 Charge	VAT	Statutory?
1,938.00	1,970.00	E	Discretionary
460.00	490.00	E	Discretionary
744.00	760.00	E	Discretionary
1,750.00	1,800.00	E	Discretionary
2,142.00	2,190.00	E	Discretionary
92.00	100.00	E	Discretionary

Exhumation

Exhumation of ashes (Price on Application)

Exhumation of body (Price on Application)

1,530.00		E	Discretionary
		E	Discretionary

Miscellaneous Fees

Registration Of Assignment

122.00	140.00	O	Discretionary
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Right to Erect Memorial Bench

Memorial Bench

Supply & Installation of Memorial Bench

2017/18 Charge	2018/19 Charge	VAT	Statutory?
1,300.00	1,300.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Cemeteries

Right to Erect Memorial Plaque

Memorial Tower Plaque

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
10 Yrs	306.00	312.00	E	Discretionary
15 Yrs	459.00	468.00	E	Discretionary
25 Yrs	612.00	624.00	E	Discretionary

Right To Erect Monument

1. Traditional Graves

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Additional Inscription	178.00	182.00	E	Discretionary
Erection of a Wooden Cross (after 12 months)	346.00	354.00	S	Discretionary
Headstone	346.00	354.00	E	Discretionary
Headstones And Kerbstones	503.00	513.00	E	Discretionary
Kerbs Only	334.00	341.00	E	Discretionary
Monument Over 91.5cm (3')	918.00	936.00	E	Discretionary
Vase Or Tablet	234.00	239.00	E	Discretionary

2. Garden Of Remembrance Tablet

Garden Of Remembrance Tablet	183.00	187.00	E	Discretionary
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Use Of Chapel

Location

Ashford And Staines	255.00	280.00	O	Discretionary
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Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Grounds Maintenance

Spelthorne In Bloom

Spelthorne In Bloom

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Hanging Basket - Winter	36.00	36.00	O	Discretionary
b) Window Box - Winter	55.50	56.00	O	Discretionary
c) Hanging Basket - Summer	57.50	59.00	O	Discretionary
d) Window Box - Summer	90.00	92.00	O	Discretionary
e) Round Basket - Winter		44.00	O	Discretionary
f) Round Basket - Summer		65.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Refuse Collection

Domestic

Bins for New Developments

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 140L - Plastic	60.00	60.00	S	Discretionary
b) 240L - Plastic	60.00	60.00	S	Discretionary
c) 660L - Plastic	250.00	250.00	S	Discretionary
d) 1100L - Plastic	300.00	300.00	S	Discretionary
e) 1100L - Metal		400.00	S	Discretionary

Service Fees

Annual Charge for 240ltr Green Waste Bin	52.00	54.00	O	Discretionary
Annual Charge for 660ltr Green Waste Bin	138.00	140.00	O	Discretionary
Annual charge for collection of second 240ltr Green waste bin		35.00	O	Discretionary
Annual Charge for Green Waste Sack	36.00	37.00	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	170.00	170.00	O	Discretionary
Provision of a waste skip - on private land	250.00	250.00	S	Discretionary
Replacement AWC Bin	60.00	60.00	O	Discretionary
Sale of new 240ltr Green Waste Bin to new scheme members	25.00	25.00	O	Discretionary
Sale of second hand 240ltr Green waste bin (if available)		15.00	O	Discretionary

Non - Domestic

Non - Domestic Properties only, not commercial waste (charge for the disposal of each individual bin per occasion)

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Rubbish 240ltr bin		1.50	O	Discretionary
b) Rubbish 660ltr bin		4.00	O	Discretionary
c) Rubbish - Large 1100ltr bin		7.00	O	Discretionary
d) Recycling 240ltr bin		1.10	O	Discretionary
e) Recycling 660ltr bin		3.00	O	Discretionary
f) Recycling - Large 1100ltr bin		5.00	O	Discretionary
g) Food Waste - up to 140ltr bin		3.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Refuse Collection

Non - Domestic

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Non - Domestic Properties only, not commercial waste (charge for the emptying of each individual bin per occasion)				
a) Rubbish 240ltr bin	11.00	11.00	O	Discretionary
b) Rubbish 660ltr bin	12.00	13.00	O	Discretionary
c) Rubbish - Large 1100ltr bin	13.00	13.00	O	Discretionary
d) Recycling 240ltr bin	3.00	4.00	O	Discretionary
e) Recycling 660ltr bin	4.00	5.00	O	Discretionary
f) Recycling - Large 1100ltr bin	5.00	6.00	O	Discretionary
g) Food Waste - up to 240ltr bin	3.00	4.00	O	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

SAT

Spelride Accessible Transport (S A T)

Membership

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Annual	20.00	20.00	O	Discretionary

Spelride

Per Single Trip	4.00	4.00	Z	Discretionary
Return Trip	7.00	7.00	Z	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Staines Market

Markets

Staines High Street

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Ad Hoc Rentals (Price on Application)			S	Discretionary
Casual Pitch (Friday)	45.00	45.00	S	Discretionary
Casual Pitch (Saturday)	50.00	50.00	S	Discretionary
Causal Pitch (Wednesday)	45.00	45.00	S	Discretionary
Permanent Pitch (Friday)	40.00	40.00	S	Discretionary
Permanent Pitch (Saturday)	45.00	45.00	S	Discretionary
Permanent Pitch (Wednesday)	40.00	40.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Sustainability

Allotments

Allotments

Rental

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Gate Key Deposit	20.00	20.00	<input type="radio"/>	Discretionary
With Piped Water (Per 25.29Sq Meter Per Annum)	14.00	14.50	<input type="radio"/>	Discretionary
Without Piped Water (Per 25.29Sq Meter Per Annum)	11.00	11.50	<input type="radio"/>	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Car Parks

Ashford Multi-Storey

Parking Fees

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 30 minutes	0.40	0.50	S	Discretionary
b) Up to 2 hours	1.00	1.00	S	Discretionary
c) Over 2 hours	1.30	3.00	S	Discretionary

Season Tickets

a) 3 Months	35.00	60.00	S	Discretionary
b) 6 Months	67.00	100.00	S	Discretionary
c) 12 Months	130.00	180.00	S	Discretionary

Dumsey Meadow, Abbey Drive, The Broadway Laleham

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.50	S	Discretionary
c) Over 2 hours	1.50	2.00	S	Discretionary

Elmsleigh Car Park

Blue Badge Holder Concession

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 3 Months	26.00	35.00	S	Discretionary
b) 6 Months	51.50	60.00	S	Discretionary
c) 9 Months	77.00	90.00	S	Discretionary
d) 12 Months	103.00	110.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Car Parks

Green Street & Old Bathing Station, Sunbury

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.50	S	Discretionary
c) Over 2 hours	1.50	2.00	S	Discretionary

Laleham Park/Thameside Car Parks

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.50	0.50	S	Discretionary
b) Up to 2 hours	2.00	2.00	S	Discretionary
c) Up to 4 hours	4.00	3.00	S	Discretionary
d) Over 4 hours	10.00	7.00	S	Discretionary
e) 3 consecutive days		15.00	S	Discretionary

Lammas Park

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.50	0.50	S	Discretionary
b) Up to 2 hours	2.00	2.00	S	Discretionary
c) Up to 4 hours	3.00	3.00	S	Discretionary
d) Over 4 hours	7.00	7.00	S	Discretionary

Manor Park

Pay and Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.50	S	Discretionary
c) Over 2 hours	1.50	2.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Car Parks

Manor Park

Permits - Business

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 3 Months	60.00	65.00	S	Discretionary
b) 6 months	80.00	85.00	S	Discretionary
c) 12 months	100.00	110.00	S	Discretionary

Orchard Meadow, Walled Garden & Thames Street Sunbury

Business Season Tickets

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 3 Months	60.00	65.00	S	Discretionary
b) 6 Months	80.00	85.00	S	Discretionary
c) 12 Months	100.00	110.00	S	Discretionary

Pay And Display

a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.50	S	Discretionary
c) Over 2 hours	1.50	2.00	S	Discretionary

Residents Season Tickets

a) 3 Months	30.00	35.00	S	Discretionary
b) 6 Months	40.00	45.00	S	Discretionary
c) 12 Months	50.00	60.00	S	Discretionary

Other

Dispensations, suspensions & waivers

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Dispensation grant for up to 3 days	12.00	15.00	S	Discretionary
Plus per day charge after 3 days		5.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Car Parks

Other

Other

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Film Concessions (£12-£100 per vehicle per day)			S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	14.00	14.00	S	Discretionary
Residents visitors permits (per permit)		2.00	S	Discretionary
Visitor Permits (Pack of 10)	10.00	11.00	S	Discretionary

Suspensions

Suspensions - reserved parking (one off admin fee)	30.00	30.00	S	Discretionary
Suspensions - Vehicle Charge Per Day	12.00	15.00	S	Discretionary

Penalties

Penalty Bands

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Full Band 1	70.00	70.00	S	Discretionary
Full Band 2	50.00	50.00	S	Discretionary
Mitigated Band 1	35.00	35.00	S	Discretionary
Mitigated Band 2	25.00	25.00	S	Discretionary

Shepperton Village Hall

Business season tickets

a) 3 Months		65.00	S	Discretionary
b) 6 Months		85.00	S	Discretionary
c) 12 Months		110.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Car Parks

Shepperton Village Hall

Pay and Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	0.00	0.00	S	Discretionary
b) Up to 2 hours	1.10	1.00	S	Discretionary
c) Over 2 hours	1.50	3.00	S	Discretionary

Staines Long-Stay - Monday to Sunday 8am to 7pm

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	1.20	1.30	S	Discretionary
b) Up to 2 hours	2.20	2.30	S	Discretionary
c) Up to 3 hours	2.70	2.70	S	Discretionary
d) Up to 4 hours	3.70	3.50	S	Discretionary
e) Up to 5 Hours	3.50	3.70	S	Discretionary
f) Over 5 Hours	7.20	7.30	S	Discretionary
g) 5 days Monday to Friday only (Kingston Road only)		35.00	S	Discretionary

Staines Long-Stay - Monday to Sunday Evening Charge

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Bridge Street - 7pm to 12 midnight	1.20	1.20	S	Discretionary

Staines - Town centre car parks

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Sunday Charge (excludes Lammas Park)	2.00	2.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Car Parks

Staines Pay and Display

Contract Parking - Elmsleigh Road & South Street

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Up to 12 Months	829.00	830.00	S	Discretionary

Contract parking Riverside underground only

a) 3 Months		207.00	S	Discretionary
b) 6 Months		415.00	S	Discretionary
c) 12 Months		829.00	S	Discretionary

Season Tickets - Kingston Road CP only - Railway Users

a) 3 Months	210.00	230.00	S	Discretionary
b) 12 Months	780.00	800.00	S	Discretionary

Season Tickets - Staines (working in Staines)

a) 3 Months	205.00	205.00	S	Discretionary
b) 6 Months	380.00	380.00	S	Discretionary
c) 12 Months	715.00	715.00	S	Discretionary

Staines Short-Stay

Pay And Display

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) Up to 1 hour	1.20	1.30	S	Discretionary
b) Up to 2 hours	2.20	2.30	S	Discretionary
c) Up to 3 hours	2.70	2.70	S	Discretionary
d) Up to 4 hours	3.70	3.80	S	Discretionary
e) Up to 5 Hours	7.00	7.00	S	Discretionary
f) Over 5 Hours	12.20	12.20	S	Discretionary
g) 7pm to 12 midnight (Riverside Surface & Elmsleigh surface only)	1.20	1.20	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Car Parks

The Broadway, Laleham Village

Business Season Tickets

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
a) 3 Months	60.00	65.00	S	Discretionary
b) 6 Months	80.00	85.00	S	Discretionary
c) 12 Months	100.00	110.00	S	Discretionary

Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Parks Strategy

All Recreation Grounds

Filming Rights

	2017/18 Charge	2018/19 Charge	VAT	Statutory?
Still Photography Per Hour (Price on Application)			S	Discretionary
TV Or Films (Per Day Or Part Of) (Price on Application)			S	Discretionary

Fitness & Personal Training Fees & Licences

Details of fees & charges available at www.spelthorne.gov.uk/fitnesstrainingfees			S	Discretionary
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Football

Adult individual bookings	98.00	98.00	S	Discretionary
Adult pitch (per 1/2 season, payable in 3 installments)		1,050.00	E	Discretionary
Adult pitch (per season, payable in 3 installments)		2,100.00	E	Discretionary
Junior individual bookings NO pavillion	39.00	35.00	S	Discretionary
Junior individual bookings with pavillion use	52.00	51.00	S	Discretionary
Junior pitch (per 1/2 season, payable in 3 installments) NO pavillion		375.00	E	Discretionary
Junior pitch (per 1/2 season, payable in 3 installments) with pavillion use		525.00	E	Discretionary
Junior pitch (per season, payable in 3 installments) NO pavillion		750.00	E	Discretionary
Junior pitch (per season, payable in 3 installments) with pavillion use		1,050.00	E	Discretionary

Funfairs

Daily Hire Charge	660.00	700.00	E	Discretionary
Deposit Against Damage	1,330.00	1,400.00	O	Discretionary

Tennis (Price on Application)

Hire of court for private coaching (per hour per court)			S	Discretionary
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Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Parks Strategy

All Recreation Grounds

Usage of Parks

Hire of park for non-charity events

2017/18 Charge	2018/19 Charge	VAT	Statutory?
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470.00	500.00	E	Discretionary
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Fees and Charges

Printed Date: 04/01/2018 Last modified: 04/01/2018

Public Conveniences

Public Conveniences

Usage Fee

Automatic Public Conveniences

2017/18 Charge **2018/19 Charge** **VAT** **Statutory?**

0.20 0.20 Discretionary

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Appendix B

	<u>Page</u>	<u>Income 16/17</u>	<u>Budget 17/18</u>	<u>Income 17/18 YTD</u>	<u>Budget 18/19</u>	<u>Difference between 18/19 and 17/18</u>
<u>Asset Management</u>						
Property Fees	1 - 2	-	-	-	-	-
<u>Corporate Governance</u>						
Land Charges	3	191,347	205,000	134,848	205,000	-
Legal Fees	4	6,528	9,000	4,829	9,000	-
<u>Environmental Health/Bdg Cont</u>						
Contaminated Land Enquiries & Environmental Protection Schedule 1 Part B Premises	5	764	1,100	101	1,100	-
Pollution - Scrap Metal Dealers	5	1,730	-	-	-	-
Food Safety	6	1,710	3,000	1,375	3,000	-
Health and Safety	7	7,116	9,000	6,615	9,000	-
Licensing - Animals	8	-	-	-	-	-
Licensing - Highways - Street Trading	8	3,386	3,500	2,143	3,500	-
Licensing - HMO Licensing Scheme	9	4,755	2,000	3,667	2,000	-
Licensing - Housing	9 - 10	4,437	10,000	4,709	10,000	-
Licensing - Housing Act Notices	10 - 11	-	-	-	-	-
Licensing - Street Numbering & Re-Numbering	11	4,137	2,000	2,673	2,000	-

2015/16 Discretionary Fees and Charges Income data

	<u>Page</u>	<u>Income 16/17</u>	<u>Budget 17/18</u>	<u>Income 17/18 YTD</u>	<u>Budget 18/19</u>	<u>Difference between 18/19 and 17/18</u>
Licensing - Retail	11	65,980	75,400	58,144	75,400	-
Public Health - Health and Safety	12	4,313	3,900	730	3,900	-
Rodent & Pest Control	13 - 14	3,940	5,000	2,410	5,000	-
Taxi Licensing - Hackney & Private Hire	15 - 17	98,646	79,000	52,129	79,000	-
Works in Default	18	-	-	-	-	-
<u>Ind Living</u>						
Fordbridge Centre	19	11,363	10,800	7,578	10,800	-
Greeno Centre	19	11,024	9,000	8,779	9,000	-
Older Peoples Services	20	25,448	25,000	17,403	25,000	-
Staines Community Centre	20 - 21	2,220	15,000	6,423	15,000	-
Meals On Wheels	22	146,924	151,600	100,335	151,600	-
Span	23	234,520	230,000	209,045	230,000	-
<u>Leisure</u>						
Shepperton Hall	24	29,094	30,000	20,029	30,000	-
<u>Planning/Housing</u>						
A) Pre-Application Charges	25 - 26	45,843	28,000	41,550	40,000	12,000

	<u>Page</u>	<u>Income 16/17</u>	<u>Budget 17/18</u>	<u>Income 17/18 YTD</u>	<u>Budget 18/19</u>	<u>Difference between 18/19 and 17/18</u>
C) Planning Miscellaneous Fees	26 - 27	1,128	2,500	605	2,500	-
<u>Street Scene</u>						
Abandoned Vehicles	28	-	-	-	-	-
Cemeteries	29 - 31	324,544	336,100	233,186	336,100	-
Spelthorne In Bloom	32	29,370	27,000	9,758	27,000	-
Refuse Collection - Domestic - Bins for New Developments	33	22,864	40,000	25,259	40,000	-
Refuse Collection - Domestic - Green Waste Bins	33	511,842	490,000	587,556	490,000	-
Refuse Collection - Domestic - Bulky Items	33	28,703	8,200	11,821	8,200	-
Refuse Collection - Non Domestic	33 - 34	95,827	102,000	115,861	102,000	-
SAT - Membership	35	1,451	1,000	1,296	1,000	-
SAT - Spelride	35	75,620	72,700	48,203	72,700	-
Staines Market	36	261,884	250,000	169,812	250,000	-
<u>Sustainability</u>						
Allotments	37	30,345	37,000	33,574	37,000	-
<u>Car Parks</u>						
Ashford Multi-Storey - Pay & Display	38	27,402	33,000	13,951	33,000	-
Ashford Multi-Storey - Season Tickets	38	3,877	5,000	1,355	5,000	-

2015/16 Discretionary Fees and Charges Income data

	<u>Page</u>	<u>Income 16/17</u>	<u>Budget 17/18</u>	<u>Income 17/18 YTD</u>	<u>Budget 18/19</u>	<u>Difference between 18/19 and 17/18</u>
Dumsey Meadow,Abbey Drive,The Broadway Laleham	38	7,039	6,500	3,777	6,500	-
Elmsleigh Car Park - Blue Badge Holder Concession	38	1,004	2,000	1,238	2,000	-
Green Street & Old Bathing Station, Sunbury	39	2,932	3,000	2,916	3,000	-
Laleham Park/Thameside Car Parks - Pay & Display	39	18,437	13,200	12,847	13,200	-
Lammas Park - Pay & Display	39	33,125	33,000	19,079	33,000	-
Manor Park - Pay & Display	39 - 40	4,061	4,000	1,444	4,000	-
Orchard Meadow, Walled Garden & Thames Street	40	31,351	27,000	18,950	27,000	-
Penalties	40 - 41	176,879	125,000	101,222	127,000	2,000
Shepperton Village Hall - Pay & Display	41 - 42	3,689	3,800	1,600	3,800	-
Staines Long-Stay - Pay & Display	42	310,954	322,500	218,626	322,500	-
Staines - Contract Parking	43	47,659	57,400	41,815	57,400	-
Staines - Season Tickets - Kingston Road	43	74,873	70,000	66,785	70,000	-
Season Tickets - Staines	43	123,029	114,600	98,499	114,600	-
Staines Short-Stay - Pay & Display	43	964,347	992,000	497,733	997,000	5,000
Filming Rights	45	750	3,000	4,500	3,000	-
Fitness & Personal Training	45	-	-	-	-	-
Football	45	3,066	2,300	986	2,300	-
Funfairs	45	3,900	4,000	3,930	4,000	-

2015/16 Discretionary Fees and Charges Income data

	<u>Page</u>	<u>Income</u> <u>16/17</u>	<u>Budget</u> <u>17/18</u>	<u>Income</u> <u>17/18 YTD</u>	<u>Budget</u> <u>18/19</u>	<u>Difference between</u> <u>18/19 and 17/18</u>
Tennis	45	-	-	-	-	-
Usage of Parks	46	-	-	-	-	-
Public Conveniences	47	-	-	-	-	-
		4,127,174	4,095,100	3,033,696	4,114,100	19,000

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Cabinet**24 January 2018**

Title	Treasury Management Half Yearly Report 2017/18		
Purpose of the report	To note		
Report Author	Anna Russell, Deputy Chief Accountant		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	Cabinet is asked to note the treasury position achieved during the first six months of 2017/18 and the financial environment in global markets.		
Reason for Recommendation	Not applicable		

1. Introduction and Context

- 1.1 Treasury Management is “the management of the Council’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.2 The Council has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code which requires the Council to report on performance of the treasury management function at least twice yearly (mid-year and at year end).
- 1.3 The Council’s Treasury Management Strategy for 2017/18 was reviewed and approved by Cabinet in January 2018, and approved by Council in February 2017, and has been consistently applied since the beginning of the financial year.
- 1.4 This report is an interim statement of treasury activities for the first six months of the financial year, to the end of September 2017. The Council has invested and borrowed substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risks.

External Context – Economic commentary and outlook

- 1.5 Commodity prices fluctuated over the period with oil falling below \$45 a barrel before inching back up to \$58 a barrel. UK Consumer Price Inflation (CPI) index rose with the data print for August showing CPI at 2.9%, its highest since June 2013 as the fall in the value of sterling following the June 2016

referendum result continued to feed through into higher import prices. The new inflation measure CPIH, which includes owner occupiers' housing costs, was at 2.7%.

- 1.6 The unemployment rate fell to 4.3%, its lowest since May 1975, but the squeeze on consumers intensified as average earnings grew at 2.5%, below the rate of inflation. Economic activity expanded at a much slower pace as evidenced by Q1 and Q2 GDP growth of 0.2% and 0.3% respectively. With the dominant services sector accounting for 79% of GDP, the strength of consumer spending remains vital to growth, but with household savings falling and real wage growth negative, there are concerns that these will be a constraint on economic activity in the second half of calendar year 2017.
- 1.7 The Bank of England made no change to monetary policy at its meetings in the first half of the financial year, although it subsequently edged it up to 0.5% in November.. The vote to keep Bank Rate at 0.25% narrowed to 5-3 in June highlighting that some MPC members were more concerned about rising inflation than the risks to growth. Although at September's meeting the Committee voted 7-2 in favour of keeping Bank Rate unchanged, the MPC changed their rhetoric, implying a rise in Bank Rate in "the coming months" which indeed proved to be the case.
- 1.8 In contrast, near-term global growth prospects improved. The US Federal Reserve ("the Fed") increased its target range of official interest rates in June for the second time in 2017 by 25bps (basis points) to between 1% and 1.25% and, despite US inflation hitting a soft patch with core CPI at 1.7%, a further similar increase is expected in its December 2017 meeting. The Fed also announced confirmed that it would be starting a reversal of its vast Quantitative Easing programme and reduce the \$4.2 trillion of bonds it acquired by initially cutting the amount it reinvests by \$10bn a month.
- 1.9 Geopolitical tensions escalated in August as the US and North Korea exchanged escalating verbal threats over reports about enhancements in North Korea's missile programme. The provocation from both sides helped wipe off nearly \$1 trillion from global equity markets but benefited safe-haven assets such as gold, the US dollar and the Japanese yen. Tensions remained high, with North Korea's threat to fire missiles towards the US naval base in Guam, its recent missile tests over Japan and a further testing of its latent nuclear capabilities.
- 1.10 Prime Minister Theresa May called an unscheduled General Election in June, to resolve uncertainty but the surprise result has led to a minority Conservative government in coalition with the Democratic Unionist Party. This clearly results in an increased level of political uncertainty. Although the potential for a so-called hard Brexit is diminished, lack of clarity over future trading partnerships, in particular future customs agreements with the rest of the EU block, is denting business sentiment and investment. The reaction from the markets on the UK election's outcome was fairly muted. Business confidence now hinges on the progress (or not) of Brexit negotiations, the ultimate 'divorce bill' for the exit and whether new trade treaties and customs arrangements are successfully concluded to the UK's benefit.
- 1.11 In the face of a struggling economy and Brexit-related uncertainty, Arlingclose expects the Bank of England to take a very measured approach to any monetary policy tightening and that any increases will be gradual and limited

as the interest rate backdrop will have to provide substantial support to the UK economy through the Brexit transition.

External Context – Financial markets

- 1.12 Gilt yields displayed significant volatility over the six-month period with the appearing change in sentiment in the Bank of England's outlook for interest rates, the push-pull from expectations of tapering of Quantitative Easing (QE) in the US and Europe and from geopolitical tensions, which also had an impact. The yield on the 5-year gilts fell to 0.35% in mid-June, but then rose to 0.80% by the end of September. The 10-year gilts similarly rose from their lows of 0.93% to 1.38% at the end of the quarter, and those on 20-year gilts from 1.62% to 1.94%.
- 1.13 The FTSE 100 nevertheless powered away reaching a record high of 7548 in May, dropping back to 7377 by September end. Money markets rates have remained low: 1-month, 3-month and 12-month LIBID rates have averaged 0.25%, 0.30% and 0.65% over the period from January to 21 September.

External Context – Credit background

- 1.14 UK bank credit default swaps continued their downward trend, reaching three-year lows by the end of June. Bank share prices have not moved in any particular pattern.
- 1.15 There were a few credit rating changes during the quarter. The significant change was the downgrade by Moody's to the UK sovereign rating in September from Aa1 to Aa2 which resulted in subsequent downgrades to sub-sovereign entities including local authorities. Moody's downgraded Standard Chartered Bank's long-term rating to A1 from Aa3 on the expectation that the bank's profitability will be lower following management's efforts to de-risk their balance sheet. The agency also affirmed Royal Bank of Scotland's and NatWest's long-term ratings at Baa1, placed Lloyds Bank's A1 rating on review for upgrade, revised the outlook of Santander UK plc, and Nationwide and Coventry building societies from negative to stable but downgraded the long-term rating of Leeds BS from A2 to A3.
- 1.16 S&P also revised Nordea Bank's outlook to stable from negative, whilst affirming their long-term rating at AA-. The agency also upgraded the long-term rating of ING Bank from A to A+.
- 1.17 Ring-fencing, which requires the larger UK banks to separate their core retail banking activity from the rest of their business, is expected to be implemented within the next year. In May, following Arlingclose's advice, the Council reduced the maximum duration of unsecured investments with Bank of Scotland, HSBC Bank and Lloyds Bank from 13 months to 6 months as until banks' new structures are finally determined and published, the different credit risks of the 'retail' and 'investment' banks cannot be known for certain.
- 1.18 The new EU regulations for Money Market Funds were finally approved and published in July and existing funds will have to be compliant by no later than 21 January 2019. The key features include Low Volatility NAV (LVNAV) Money Market Funds, which will be permitted to maintain a constant dealing NAV, providing they meet strict new criteria and minimum liquidity requirements. MMFs will not be prohibited from having an external fund rating (as had been suggested in draft regulations). Arlingclose expects most

of the short-term MMFs it recommends to convert to the LVNAV structure and awaits confirmation from each fund.

Regulatory Updates - MiFID II

- 1.19 Until 2 January 2018, local authorities are treated by regulated financial services firms as professional clients who can “opt down” to be treated as retail clients instead. But from 3rd January 2018, as a result of the second *Markets in Financial Instruments Directive* (MiFID II), local authorities will be treated as retail clients who can “opt up” to be professional clients, providing that they meet certain criteria. Regulated financial services firms include banks, brokers, advisers, fund managers and custodians, but only where they are selling, arranging, advising or managing designated investments. In order to opt up to professional, the authority must have an investment balance of at least £10 million and the person authorised to make investment decisions on behalf of the authority must have at least one year’s relevant professional experience. In addition, the firm must assess that that person has the expertise, experience and knowledge to make investment decisions and understand the risks involved.
- 1.20 The main additional protection for retail clients is a duty on the firm to ensure that the investment is “suitable” for the client. However, local authorities, as either retail or professional clients, are not protected by the Financial Services Compensation Scheme nor are they eligible to complain to the Financial Ombudsman Service. It is also likely that retail clients will face an increased cost and potentially restricted access to certain products including money market funds, pooled funds, treasury bills, bonds, shares and to financial advice. In the past, the Council declined to opt down to retail client status as costs were considered to outweigh the benefits.
- 1.21 The Council meets the conditions to opt up to professional status and intends to do so in order to maintain its current MiFID status.

Regulatory Updates - CIPFA Consultation on Prudential and Treasury Management Codes

- 1.22 In February 2017, CIPFA canvassed views on the relevance, adoption and practical application of the Treasury Management and Prudential Codes and after reviewing responses launched a further consultation on changes to the codes in August with a deadline for responses of 30 September 2017. The Council has responded to the consultation.
- 1.23 The proposed changes to the Prudential Code include the production of a new high-level Capital Strategy report to full council which will cover the basics of the capital programme and treasury management. The prudential indicators for capital expenditure and the authorised borrowing limit would be included in this report but other indicators may be delegated to another committee. There are plans to drop certain prudential indicators, however local indicators are recommended for ring fenced funds and for group accounts. Other proposed changes include applying the principles of the Code to subsidiaries.
- 1.24 Proposed changes to the Treasury Management Code include the potential for non-treasury investments such as commercial investments in properties in the definition of “investments” as well as loans made or shares brought for service purposes. Another proposed change is the inclusion of financial

guarantees as instruments requiring risk management and addressed within the Treasury Management Strategy. Approval of the technical detail of the Treasury Management Strategy may be delegated to a committee rather than needing approval of full Council. There are also plans to drop or alter some of the current treasury management indicators.

- 1.25 CIPFA intends to publish the two revised Codes at end 2017/ start 2018 for implementation in 2018/19, although CIPFA plans to put transitional arrangements in place for reports that are required to be approved before the start of the 2018/19 financial year, although it is increasingly looking likely that this timescale is optimistic and the changes may not take effect until 2019/20. The Department of Communities and Local Government (DCLG) and CIPFA wish to have a more rigorous framework in place for the treatment of commercial investments as soon as is practical. DCLG in November issued a consultation on revising its Investment Guidance and its Minimum Revenue Provision guidance for local authorities in England.

Local Context

- 1.26 With the purchase of properties starting with the BP internation campus site in Sunbury during 2016/17, the Council now has significant levels of long term borrowing, secured to fund the property acquisitions.
- 1.27 The Council's current strategy when making strategic asset acquisitions is to take advantage of the cheap borrowing rates available, whilst maintaining and supplementing when possible the investment portfolio that has been built up.
- 1.28 On 31 March 2017, the Council had net investments of £422m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. This is summarised in Table 1 below.

Table 1: Balance Sheet Summary as at 31 March 2017

CAPITAL FINANCING REQUIREMENT	2016/17 £000
Opening Capital Financing Requirement	-
Capital investment	
Property, Plant and Equipment	1,140
Investment Properties	417,500
Intangible Assets	238
Revenue Spend Funded from Capital under Statute	3,536
Total Capital Investment	422,414
Sources of Finance	
Capital Receipts	(2,718)
Government Grants and Contributions	(625)
Sums set aside from Revenue	(2,986)
Borrowing	(413,264)
Reserves	(2,821)
Total Sources of Finance	(422,414)
Closing Capital Financing Requirement	-

- 1.29 The Council's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low. This has also been undertaken to allow time for the Council to successfully undertake an alternative funding exercise to access an element of finance from alternative funders at rates cheaper than the PWLB. The treasury management position as at 30th September 2017 and the change over the period is shown in Table 2 below.

Table 2: Treasury Management Summary

	31/03/2017		30/09/2017
	Balance	Movement	Balance
	£m	£m	£m
Long-term borrowing	(406)	(44)	(450)
Short-term borrowing	(8)	(34)	(42)
Total borrowing	(414)	(78)	(492)
Long-term investments	22	(4)	18
Short-term investments	-	-	-
Cash and cash equivalents	7	28	36
Total investments	29	24	53
Net borrowing	(385)	(54)	(439)

2. Borrowing Strategy to 30 September 2017

- 2.1 At 30 September 2017, the Council held £492m of loans, an increase of £78m from 31 March 2017, including £450m long-term PWLB borrowing as part of its strategy for funding major acquisitions and developments. The 30 September 2017 borrowing position is shown in Table 3 below.

Table 3: Borrowing Position

	31/03/2017		30/09/2017
	Balance	Movement	Balance
	£m	£m	£m
Public Works Loan Board (PWLB)	406	44	450
Local authorities	8	34	42
Total Borrowing	414	78	492

- 2.2 At 30 September 2017, the Council also had short term borrowing totalling £42m. This reflected the cashflow impact of some of the costs associated with acquisitions such as VAT. These funds were borrowed from other local authorities, due to the short term nature of the requirement and the affordable rates on offer.
- 2.3 The Council will also need to borrow additional funds on both a long and short term basis for any further strategic acquisition purchases that occur in the future. Work is ongoing with Arlingclose and the portfolio holder to ensure that the cheapest and most appropriate duration and source are secured.

- 2.4 The Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective.
- 2.5 Affordability and the "cost of carry" remained important influences on the Authority's borrowing strategy alongside the consideration that, for any borrowing undertaken ahead of need, the proceeds would have to be invested in the money markets at rates of interest significantly lower than the cost of borrowing.

Investment Activity to 30 September 2017

- 2.6 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles. However, the ability to maximise interest returns within these guidelines is paramount to generating sufficient funds to support the Council's revenue budget.
- 2.7 As at 30 September 2017, the Council's investment portfolio was a total of £43.29m, with £19.5m of this being short-term cashflow funds. A breakdown of the investments is given in **Appendix A**.
- 2.8 Given the increasing risk and continued low returns from short-term unsecured bank investments, it is the Council's aim to further diversify into more secure or higher yielding asset classes. The availability of funds for investment is dependent upon the timing of precept payments, receipt of grants and progress on the capital programme.
- 2.9 The pooled fund investments form a key part of the portfolio and a full list of these and their current performance is detailed in **Appendix B**.

Investment Performance Monitoring

- 2.10 Security of capital has remained the Council's main investment objective. This has been maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2017/18.
- 2.11 The Council seeks professional advice from Arlingclose and closely adheres to the advice set out in the Department for Communities and Local Government (DCLG) guidance. Given Spelthorne's dependency on investment returns to balance the budget, the Council's investment strategy is also kept under constant review and regular quarterly review meetings are held with Arlingclose, the Council's treasury advisors. All investment and borrowing decisions are made in consultation with our advisors.
- 2.12 Counterparty credit quality was assessed and monitored with reference to credit ratings (the Council's minimum long-term counterparty rating for institutions defined as having "high credit quality" is A- across rating agencies Fitch, S&P and Moody's); credit default swap prices, financial statements, information on potential government support and reports in the quality financial press.

Conclusions and Outlook for the remainder of 2017/18

- 2.13 The UK economy faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. Both consumer and business confidence remain subdued. Household

consumption growth, the driver of UK GDP growth, has softened following a contraction in real wages. Savings rates remain low and real earnings growth (i.e after inflation) struggles in the face of higher inflation.

- 2.14 The Bank of England's Monetary Policy Committee has changed its rhetoric, implying a rise in Bank Rate in "the coming months". Arlingclose is not convinced the UK's economic outlook justifies such a move at this stage, but the Bank's interpretation of the data seems to have shifted.
- 2.15 This decision is still very data dependant and Arlingclose is, for now, maintaining its central case for Bank Rate at 0.25% whilst introducing near-term upside risks to the forecast as shown below. Arlingclose's central case is for gilt yields to remain broadly stable in the across the medium term, but there may be near term volatility due to shifts in interest rate expectations.

3. Financial implications

- 3.1 The financial implications are as set out in this report. The ability to maximise interest returns is paramount to generate sufficient funds to support the General Fund and even a small decline in interest rates can mean a significant reduction in cash returns. Therefore, it is our aim to continue to maintain flexibility commensurate with the high level of security and liquidity and minimal risk when making investment decisions.

4. Other considerations

- 4.1 The Council fully complies with best practice as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities, the Department for Communities and Local Government (DCLG) Guidance on Investments issued in March 2004 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management in the Public Sector 2009 and Cross Sectional Guidance Notes.
- 4.2 Nothing in the Council's current strategy is intended to preclude or inhibit capital investment in local projects deemed beneficial to the local community and which have been approved by the Council.

5. Timetable for implementation

- 5.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation.

Background papers: There are none

Appendices: Appendices A – B are attached

Appendix A

Details of Investments Held as at 30 September 2017

Investment Type	Initial Inv. Amount £m	Yield %	Start Date	Maturity Date
<u>Pooled Investment Funds</u> (see Appendix B for details)				
Charteris Elite Equity Income	0.8	3.65*	11 May 2012	N/A
Schroders UK Corporate Bond	1.5	5.12*	11 May 2012	N/A
M&G Optimal Income Sterling	1.69	2.07*	13 Apr 2015	N/A
M&G Global Dividend	1.0	4.19*	27 Jun 2012	N/A
M&G Extra Income Fund	2.0	2.33*	15 Aug 2016	N/A
Schroders Income Maximiser	1.0	6.68*	06 Jul 2012	N/A
Schroders Income Maximiser	1.0	6.68*	24 Jul 2015	N/A
Schroders Income Maximiser	1.0	6.68*	26 Aug 2016	N/A
CCLA Property Fund (LAMIT)	1.5	5.72*	31 Mar 2013	N/A
CCLA Property Fund (LAMIT)	1.0	5.72*	30 Apr 2014	N/A
Investec Diversified Income	3.0	3.00*	25 Aug 2016	N/A
Threadneedle UK Equity Fund	2.0	1.65*	08 Sept 2016	N/A
Total	17.49	3.98*		
<u>Fixed Rate Deposits</u>				
Network Housing Group	2.0	3.60	28 Apr 2016	27 Apr 2021
Total	2.00	3.60		
Total - Core Inv. Portfolio	19.49	3.94	Average	
<u>Cash Flow Investments</u>				
Insight	5.0	0.17		Instant Access
Standard Life Investments	5.0	0.20		Instant Access
BNP Paribas	5.0	0.24		Instant Access
Federated	5.0	0.21		Instant Access
GSMMF	0.4	0.13		Instant Access
LGIM	5.0	0.17		Instant Access
CCLA	5.0	0.18		Instant Access
Invesco	5.0	0.20		Instant Access
Total	35.4	0.19		
<u>Funding Circle</u>				
Loans to small businesses	0.3	4.81	16 Apr 2015	31 Mar 2019
Total Investments at 30/9/17	43.29	1.49	Overall average	

* Yields on pooled funds are estimates based on in-year performance or estimated performance when the fund was recently opened.

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Pooled Funds as at 30 September 2017

Fund	Date of Purchase	Initial Investment £	Dividends Received to 30/9/17 £	Annualised Dividend Yield %	Capital Gain at 30/9/17 £	Total Return at 30/9/17 £	Total Return %
Charteris Elite Income Fund	11/05/12	800,120	19,851	3.65%	58,827	78,678	9.83%
Schroders UK Corporate Bond	11/05/12	1,500,000	36,749	5.12%	208,451	245,200	16.35%
Schroders Income Maximiser Fund	06/07/12	1,000,000	29,012	6.68%	206,374	235,386	23.54%
Schroders Income Maximiser Fund	24/07/15	1,000,000	23,585	6.68%	- 19,294	4,291	0.43%
Schroders Income Maximiser Fund	26/08/16	1,000,000	25,059	6.68%	41,976	67,035	6.70%
M&G Global Dividend Fund	27/06/12	1,000,000	26,835	4.19%	609,561	636,396	63.64%
M&G Optimal Income Sterling	13/04/15	1,690,636	-	2.07%	85,114	85,114	5.03%
M&G UK Income Distribution Sterling	15/08/16	2,000,000	41,986	2.33%	18,162	60,148	3.01%
Investec Diversified Income	25/08/16	3,000,000	55,120	3.00%	- 71,661	- 16,541	-0.55%
Threadneedle Inv Services - UK Equity	08/09/16	2,000,000	27,969	1.65%	121,045	149,014	7.45%
CCLA - The LAs Property Fund	31/03/13	1,500,000	22,436	5.72%	477,358	499,794	33.32%
CCLA - The LAs Property Fund	30/04/14	1,000,000	12,810	5.72%	129,040	141,850	14.19%
Value at 30/9/2017		17,490,756	321,412	3.98%	1,864,953	2,186,365	12.50%

Pooled Fund Performance to 30 September 2017

The Capital appreciation of these investments as at 30/9/17 equates to 10.66%. However, capital gains and losses may fluctuate throughout the period the investments are held. Any gains would only be realised when the funds are sold. Dividends are received at various times during the year, with some paid quarterly and others half yearly. The income yield for 2017/18 as at 30/9/17 is 1.84% and the estimated annualised income yield on these funds is expected to be in the region of 3.98%.

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Cabinet**24 January 2018**

Title	Treasury Management Strategy Statement 2018/19		
Purpose of the report	To make a recommendation to Council on a Key Decision		
Report Author	Anna Russell, Deputy Chief Accountant		
Cabinet Member	Councillor Howard Williams	Confidential	No
Corporate Priority	Financial Sustainability		
Recommendations	Cabinet are asked to recommend that Council approves the proposed Treasury Management Strategy for 2018/19 as set out in this report.		
Reason for Recommendation	The Treasury Management strategy is fundamental to developing the financial sustainability of the Council.		

1. Key issues

- 1.1 The Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) requires the Council to approve a treasury management strategy before the start of each financial year. CIPFA consulted on changes to the Code in 2017, but has yet to publish a revised Code.
- 1.2 In addition, in March 2010, the Department for Communities and Local Government (CLG) issued revised *Guidance on Local Authority Investments* that requires the Council to approve an investment strategy before the start of each financial year.
- 1.3 This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the CLG Guidance.
- 1.4 The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's Treasury Management Strategy.
- 1.5 In accordance with the CLG Guidance, the Council could be asked in future to approve a revised Treasury Management Strategy Statement should the assumptions on which this report is based change significantly. Such circumstances would include, for example, a large unexpected change in interest rates, or in the Council's Capital Programme or in the level of its investment balance.

External Context - Economic background

- 1.6 The major external influence on the Council's treasury management strategy for 2018/19 will be the UK's progress in negotiating its exit from the European Union and agreeing future trading arrangements. The domestic economy has remained relatively robust since the surprise outcome of the 2016 referendum, but there are indications that uncertainty over the future is now weighing on growth. Transitional arrangements may prevent a cliff-edge, but will also extend the period of uncertainty for several years. Economic growth is therefore forecast to remain sluggish throughout 2018/19.
- 1.7 Consumer price inflation reached 3.0% in September 2017 as the post-referendum devaluation of sterling continued to feed through to imports. Unemployment continued to fall. The Bank of England's Monetary Policy Committee judged that the extent of spare capacity in the economy seemed limited and the pace at which the economy can grow without generating inflationary pressure had fallen over recent years. With its inflation-control mandate in mind, the Bank of England's Monetary Policy Committee raised official interest rates to 0.5% in November 2017.
- 1.8 In contrast, the US economy is performing well and the Federal Reserve is raising interest rates in regular steps to remove some of the emergency monetary stimulus it has provided for the past decade. The European Central Bank is yet to raise rates, but has started to taper its quantitative easing programme, signalling some confidence in the Eurozone economy.

External Context - Credit Outlook

- 1.9 High profile bank failures in Italy and Portugal have reinforced concerns over the health of the European banking sector. Sluggish economies and fines for pre-crisis behaviour continue to weigh on bank profits, and any future economic slowdown will exacerbate concerns in this regard.
- 1.10 Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the European Union, Switzerland and USA, while Australia and Canada are progressing with their own plans. In addition, the largest UK banks will ringfence their retail banking functions into separate legal entities during 2018. There remains some uncertainty over how these changes will impact upon the credit strength of the residual legal entities.
- 1.11 The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Council; returns from cash deposits however remain very low.

External Context - Interest Rate Forecast

- 1.12 The Council's treasury adviser Arlingclose's central case is for the UK Bank Rate to remain at 0.50% during 2018/19, following the rise from the historic low of 0.25%. The Monetary Policy Committee re-emphasised that any prospective increases in Bank Rate would be expected to be at a gradual pace and to a limited extent.
- 1.13 Future expectations for higher short term interest rates are subdued, ongoing decisions remain data-dependent and negotiations on exiting the EU cast a

shadow over monetary policy decisions. The risks to Arlingclose’s forecast are broadly balanced on both sides. The Arlingclose central case is for gilt yields to remain broadly stable across the medium term. Upward movement will be limited, although the UK government’s seemingly deteriorating fiscal stance is an upside risk.

- 1.14 A more detailed economic and interest rate forecast provided by Arlingclose is attached at Appendix A.
- 1.15 For the purpose of setting the budget, it has been assumed that new investments will be made at an average rate of 4 to 5% and that new long-term loans will be borrowed at an average rate of 2.25 to 2.75%

Local Context

- 1.16 On 30 November 2017, the Council held £492m of borrowing and £46.2m of investments. This is broken down further in Table 1 below.

Table 1: Existing Investment & Debt Portfolio Position

	30/11/2017 Actual Portfolio £m	30/11/2017 Average Rate %
External Borrowing:		
Public Works Loan Board	(449.7)	
Local Authorities (short term)	(42.3)	0.8
Total Gross External Debt	(492.0)	
Long Term Investments:		
Pooled Fund Investments	17.5	3.9
Fixed Term Loan – Housing Association	2.0	3.6
Funding Circle	0.3	4.8
Short Term Cash-flow Investments:		
Money Market Funds	26.4	0.3
Total Investments	46.2	
Net (borrowing) / investments	(445.8)	
Non-treasury investments:		
Investment property	500.0	4.0

- 1.17 Funding Circle is a peer-to-peer lending platform which provides an alternative borrowing mechanism for small businesses. This investment was made in April 2015 and is being viewed as a diversification tool within the investment portfolio and also an economic development opportunity enabling the Council to support local businesses where demand exists.

2. Options analysis and proposal

Borrowing Strategy

- 2.1 The Council currently holds £492m of loans. The Council was debt free before 2016/17, when the decision was taken to make strategic property acquisitions based on the opportunities available. With the headroom within the 2017/18 capital programme for further purchases if deemed appropriate, the Council in December approved a further £200m increase in borrowing approval limits. The Council may also borrow on a short term basis to fund any VAT elements of further purchases, which are recovered from HMRC.
- 2.2 The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 2.3 Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.
- 2.4 Borrowing to date has focused on utilising fixed rate funding options from the Public Works Loan Board (PWLB), giving the Council certainty over its future obligations. In 2017/18, Phoenix investment fund has agreed to provide fixed rate loan financing (up to £50m) to the Council, which will help diversify the Council's debt portfolio.
- 2.5 The Council is working with Arlingclose to identify further alternative funding options available for any future purchases, and to build a debt portfolio from a number of sources. With short-term interest rates currently much lower than long-term rates, borrowing options include using short-term loans or internal resources.
- 2.6 The Council may borrow short-term loans to cover any unplanned cash flow shortages that may occur, and may also look at arranging forward starting loans, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.
- 2.7 The benefits of all options will be monitored closely against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2018/19 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
- 2.8 The approved sources of long-term and short-term borrowing are:
 - Public Works Loan Board (PWLB) and any successor body
 - any institution approved for investments (see below)
 - any other bank or building society authorised to operate in the UK
 - UK public and private sector pension funds (except Surrey Pension Fund)
 - Capital market bond investors

- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues
- 2.9 In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:
- operating and finance leases
 - hire purchase
 - Private Finance Initiative
 - sale and leaseback
- 2.10 Short-term and Variable Rate loans: These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.
- 2.11 Debt Rescheduling: The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

Investment Strategy

- 2.12 The Council hold significant levels of invested funds, representing income received in advance of expenditure plus balances and reserves held. Total long term investments are £19.5m as at the end of November 2017. These levels are expected to be maintained during 2018/19, unless there are significant additional capital receipts and it is agreed that these will be invested. Total investments are higher throughout the financial year and are monitored closely and maintained at appropriate levels as part of managing short term cash-flow requirements of the Council.
- 2.13 Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.
- 2.14 If the UK enters into a recession in 2018/19, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.
- 2.15 The Council may invest its surplus funds with any of the counterparty types in Table 2 below, subject to the cash limits (per counterparty) and the time limits shown.

The cash limits shown have been agreed in conjunction with our treasury advisors, to enable the Council to have sufficient flexibility within the strategy being set to manage funds appropriately as they are received. This can sometimes include holding funds in advance of need in relation to making strategic acquisitions.

Table 2: Approved investment counterparties and limits

Credit Rating	Banks Unsecured	Banks Secured	Government	Corporates	Registered Providers
UK Govt	n/a	n/a	£ Unlimited 50 years	n/a	n/a
AAA	£5m 5 years	£10m 20 years	£10m 50 years	£5m 20 years	£5m 20 years
AA+	£5m 5 years	£5m 10 years	£5m 25 years	£5m 10 years	£5m 10 years
AA	£5m 4 years	£5m 5 years	£5m 15 years	£5m 5 years	£5m 10 years
AA-	£5m 3 years	£5m 4 years	£5m 10 years	£5m 4 years	£5m 10 years
A+	£5m 2 years	£5m 3 years	£5m 5 years	£5m 3 years	£5m 5 years
A	£5m 13 months	£5m 2 years	£5m 5 years	£5m 2 years	£5m 5 years
A-	£5m 6 months	£5m 13 months	£5m 5 years	£5m 13 months	£5m 5 years
None	£2m 6 months	n/a	£5m 25 years	£1m 5 years	£1m 5 years
Pooled funds	£5m per fund at point of investment				

This table must be read in conjunction with the notes below.

- 2.16 Credit Rating: Investment limits are set by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.
- 2.17 Banks Unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.
- 2.18 Banks Secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the

highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

- 2.19 Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.
- 2.20 Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies would only be made, following a financial or credit assessment, as part of a diversified pool in order to spread the risk widely.
- 2.21 Registered Providers: Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services, they retain the likelihood of receiving government support if needed.
- 2.22 Pooled Funds: Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.
- 2.23 Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
- 2.24 Operational bank accounts: The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £500,000 per bank as far as practicably possible. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity.
- 2.25 Risk Assessment and Credit Ratings: Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
 - no new investments will be made,

- any existing investments that can be recalled or sold at no cost will be, and
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
- 2.26 Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as “rating watch negative” or “credit watch negative”) so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.
- 2.27 The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.
- 2.28 When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council’s cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.
- 2.29 Specified Investments: The CLG Guidance defines specified investments as those:
- denominated in pound sterling,
 - due to be repaid within 12 months of arrangement,
 - not defined as capital expenditure by legislation, and
 - invested with one of:
 - the UK Government,
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of “high credit quality”.

The Council defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of A- or higher.

- 2.30 Non-Specified Investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in Table 3 below.

Table 3: Non-specified investment limits

	Cash Limit
Total long-term investments	£40m
Total investments without credit ratings or rated below A- (except UK Government and local authorities)	£5m
Total investments (except pooled funds) with institutions domiciled in foreign countries rated below AA+	£5m
Total non-specified investments	£50m

- 2.31 Investment Limits: The maximum that will be lent to any one organisation (other than the UK Government) will be £5 million, to mitigate the risk in the case of a single default. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as shown in Table 4 below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 4: Investment limits

	Cash limit
Any single organisation, except the UK Central Government	£5m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£7.5m per group
Any group of pooled funds under the same management	£15m per manager at point of investment
Negotiable instruments held in a broker's nominee account	£30m per broker
Foreign countries	£5m per country
Registered Providers	£10m in total
Unsecured investments with Building Societies	£20m in total
Loans to unrated corporates	£5m in total
Money Market Funds	£50m in total

Treasury Management Indicators

- 2.32 Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures are shown in Table 5, expressed as the proportion of net principal borrowed.

Table 5: Interest rate exposures

	2017/18	2018/19	2019/20
Upper limit on fixed interest rate exposure	100%	100%	100%
Upper limit on variable interest rate exposure	50%	50%	50%

- 2.33 Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classified as variable rate.
- 2.34 Maturity Structure of Borrowing: This indicator is set to control the Council's exposure to refinancing risk. We calculate this as the amount of fixed rate borrowing we can have maturing in each period as a percentage of total projected borrowing that is at a fixed rate. The calculation takes fixed rate to be whether the borrowing was taken out at a fixed rate for a fixed period of time, regardless of that length of time. The upper and lower limits on the maturity structure of fixed rate borrowing are proposed as shown in Table 6.

Table 6: Maturity Structure of Borrowing

	Upper	Lower
Under 12 Months	10%	0%
1 – 2 Years	15%	0%
3 – 5 Years	20%	0%
6 – 10 Years	25%	0%
10 – 20 Years	50%	0%
20 – 30 Years	75%	0%
30 – 40 Years	90%	0%
40 – 50 Years	100%	0%

- 2.35 Time periods start on the first day of each financial year. The maturity of borrowing is the earliest date on which the lender can demand repayment (in the case of PWLB this will be the maturity date).
- 2.36 This indicator allows us to have the above percentage of borrowing maturing in each time period shown, taking into account our current debt profile and

providing an allowance for new borrowing, whilst having consideration to the capital programme.

- 2.37 Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Table 7: Principal limits

	2018/19	2019/20	2020/21
Limit on principal invested beyond year end	£40m	£40m	£40m

Other Items

- 2.38 There are a number of additional items that the Council is obliged by CIPFA or CLG to include in its Treasury Management Strategy.
- 2.39 Policy on Use of Financial Derivatives: Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the Localism Act 2011 removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

- 2.40 Investment Training: The needs of the Council's treasury management staff for training in investment management are assessed as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.

- 2.41 Investment Advisers: The Council has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment,

debt and capital finance issues. The quality of the service provided is closely monitored by officers based on the needs of the Council at that point in time and by reference to feedback from other councils on advisers that they use. Officers and the Portfolio Holder regularly meet the investment advisers.

- 2.42 Investment of Money Borrowed in Advance of Need: The Council may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.
- 2.43 The total amount borrowed will not exceed the authorised borrowing limit of £920 million. The maximum period between borrowing and expenditure is expected to be two years, although the Council is not required to link particular loans with particular items of expenditure.

3. Financial implications

- 3.1 The budget for investment income in 2018/19 is £900k, based on the existing investment portfolio. This is unchanged from 2017/18. If capital receipts from the disposal of Council assets materialise and it is decided that these sums are to be invested, then this figure will increase significantly. The alternative approach would be to utilise this funding for further strategic acquisitions. A full cost benefit analysis will be completed to determine the most advantageous approach if the Council finds itself in this position.
- 3.2 Debt interest paid in 2017/18 is forecast to be £9m. This reflects the costs we are now committed to pay following the three strategic acquisitions completed since 2016/17 to date, where fixed rate finance was taken from the PWLB. It should be borne in mind that the gross rental income significantly exceeds this cost resulting in a net revenue surplus for the Council. With further acquisition opportunities being explored, and likely to be debt financed if taken up, additional financing costs are expected. However these purchases are reliant on the opportunities that become available, if any, and therefore are not budgeted for in advance.

4. Other considerations

- 4.1 The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Financial Officer, having consulted the Cabinet Member for Finance, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below in Table 8.

Table 8: Alternative strategies

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long term costs may be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain

5. Timetable for implementation

5.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation.

Background papers:

Appendices:

Appendix A - Arlingclose Economic & Interest Rate Forecast November 2017

Appendix B - Treasury Management Policy Statement

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Underlying assumptions

- In a 7-2 vote, the MPC increased Bank Rate in line with market expectations to 0.5%. Dovish accompanying rhetoric prompted investors to lower the expected future path for interest rates. The minutes re-emphasised that any prospective increases in Bank Rate would be expected to be at a gradual pace and to a limited extent.
- Further potential movement in Bank Rate is reliant on economic data and the likely outcome of the EU negotiations. Policymakers have downwardly assessed the supply capacity of the UK economy, suggesting inflationary growth is more likely. However, the MPC will be wary of raising rates much further amid low business and household confidence.
- The UK economy faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. While recent economic data has improved, it has done so from a low base: UK Q3 2017 GDP growth was 0.4%, after a 0.3% expansion in Q2.
- Household consumption growth, the driver of recent UK GDP growth, has softened following a contraction in real wages, despite both saving rates and consumer credit volumes indicating that some households continue to spend in the absence of wage growth. Policymakers have expressed concern about the continued expansion of consumer credit; any action taken will further dampen household spending.
- Some data has held up better than expected, with unemployment continuing to decline and house prices remaining relatively resilient. However, both of these factors can also be seen in a negative light, displaying the structural lack of investment in the UK economy post financial crisis. Weaker long term growth may prompt deterioration in the UK's fiscal position.
- The depreciation in sterling may assist the economy to rebalance away from spending. Export volumes will increase, helped by a stronger Eurozone economic expansion.
- Near-term global growth prospects have continued to improve and broaden, and expectations of inflation are subdued. Central banks are moving to reduce the level of monetary stimulus.
- Geo-political risks remains elevated and helps to anchor safe-haven flows into the UK government bond (gilt) market.

Forecast

- The MPC has increased Bank Rate, largely to meet expectations they themselves created. Future expectations for higher short term interest rates are subdued. On-going decisions remain data dependant and negotiations on exiting the EU cast a shadow over monetary policy decisions.
- Our central case for Bank Rate is 0.5% over the medium term. The risks to the forecast are broadly balanced on both sides.
- The Arlingclose central case is for gilt yields to remain broadly stable across the medium term. Upward movement will be limited, although the UK government's seemingly deteriorating fiscal stance is an upside risk.

Appendix A - Arlingclose Economic & Interest Rate Forecast November 2017 (Page 2 of 2)

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Average
Official Bank Rate														
Upside risk	0.00	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.19
Arlingclose Central Case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	0.00	0.00	0.00	0.00	0.00	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.15
3-month LIBID rate														
Upside risk	0.10	0.10	0.10	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.22
Arlingclose Central Case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	-0.10	-0.10	-0.15	-0.15	-0.15	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.20
1-yr LIBID rate														
Upside risk	0.15	0.15	0.20	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.27
Arlingclose Central Case	0.70	0.70	0.70	0.70	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.77
Downside risk	-0.15	-0.20	-0.30	-0.30	-0.30	-0.30	-0.30	-0.30	-0.30	-0.30	-0.30	-0.15	-0.15	-0.26
5-yr gilt yield														
Upside risk	0.20	0.25	0.25	0.25	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.32
Arlingclose Central Case	0.75	0.75	0.80	0.80	0.80	0.85	0.90	0.90	0.95	0.95	1.00	1.05	1.10	0.89
Downside risk	-0.20	-0.20	-0.25	-0.25	-0.25	-0.35	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	-0.33
10-yr gilt yield														
Upside risk	0.20	0.25	0.25	0.25	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.32
Arlingclose Central Case	1.25	1.25	1.25	1.25	1.25	1.30	1.30	1.35	1.40	1.45	1.50	1.55	1.55	1.36
Downside risk	-0.20	-0.25	-0.25	-0.25	-0.25	-0.30	-0.35	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	-0.33
20-yr gilt yield														
Upside risk	0.20	0.25	0.25	0.25	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.32
Arlingclose Central Case	1.85	1.85	1.85	1.85	1.85	1.90	1.90	1.95	1.95	2.00	2.05	2.05	2.05	1.93
Downside risk	-0.20	-0.30	-0.25	-0.25	-0.30	-0.35	-0.40	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50	-0.38
50-yr gilt yield														
Upside risk	0.20	0.25	0.25	0.25	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.32
Arlingclose Central Case	1.70	1.70	1.70	1.70	1.70	1.75	1.80	1.85	1.90	1.95	1.95	1.95	1.95	1.82
Downside risk	-0.30	-0.30	-0.25	-0.25	-0.30	-0.35	-0.40	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50	-0.39

TMSS 2018/19: Treasury Management Policy Statement

1. INTRODUCTION AND BACKGROUND

- 1.1 The Council adopts the key recommendations of CIPFA's *Treasury Management in the Public Services: Code of Practice* (the Code), as described in Section 5 of the Code.
- 1.2 Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:
 - A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - Suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
- 1.3 The Council (i.e. full Council) will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.
- 1.4 The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Cabinet, and for the execution and administration of treasury management decisions to the Deputy Chief Executive and Chief Finance Officer, who will act in accordance with the organisation's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
- 1.5 The Council nominates the Overview and Scrutiny Committee and the Deputy Chief Executive and Chief Finance Officer to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

2. POLICIES AND OBJECTIVES OF TREASURY MANAGEMENT ACTIVITIES

- 2.1 The Council defines its treasury management activities as:

"The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

- 2.2 This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.
- 2.3 This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.
- 2.4 The Council's borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should allow the Council transparency and control over its debt.
- 2.5 The Council's primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Authority's investments followed by the yield earned on investments remain important but are secondary considerations.