

## **Minutes of Cabinet**

**21 November 2018**

### **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 C. Barnard, Planning and Economic Development  
Councillor J.R. Boughtflower, Corporate Management  
Councillor M.P.C. Francis, Housing  
Councillor D. Patel, Environment and Compliance  
Councillor O. Rybinski, Customer Service, Estates and Transport  
Councillor H.R.D. Williams, Finance

### **2534 Minutes**

The minutes of the Cabinet meeting held on 26 September 2018 were agreed as a correct record.

### **2535 Disclosures of Interest**

There were none.

### **2536 Leader's announcements**

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

"I would firstly like to mention remembrance, in which we commemorated the centenary of the end of the First World War with a special event for schools. We also planted 100 trees in Thameside, Laleham Park, and plan to plant a further 751 trees around the Borough over the coming months to remember the sacrifice of the 851 soldiers lost from the local area and provide a lasting legacy.

Thanks to our highly successful financial strategy, plans to extend the Greeno Centre in Shepperton to provide facilities for the most vulnerable in our communities have moved one step forward with planning permission granted.

Our sound financial position has also enabled us to progress a number of projects to provide much-needed housing in the Borough. Last month saw the completion of three new two-bedroom homes on the site of Churchill Hall in Sunbury, the first of three housing projects the Council is hoping to complete over the next 18 months.

As part of a long-term strategy to make the best use of assets, the Council has secured prior approval to convert part of the Council offices to residential use. Council staff will remain at the offices.

In October we celebrated the hard work and achievements of our local businesses in the first “Spelthorne means Business Awards” with a ceremony for the seven award categories held at Shepperton Studios.

In response to a petition presented to the Spelthorne Joint Committee on 8 October 2018, I agreed that Spelthorne Borough Council would fund a feasibility study on how best to tackle the significant issues which the residents of Stanwell Moor face around HGVs driving through the village.

Thanks to funding from Borough and County Councillors, new emergency throwlines have been placed at key locations along the River Thames in Spelthorne.

Along with the Elmsleigh and Two Rivers shopping centres and Staines-upon-Thames Business Improvement District (BID), Spelthorne Council supported Purple Tuesday, the UK’s first accessible shopping day, which aims to make shopping more inclusive and accessible for all.

In partnership with Spelthorne Council, Heathrow Community Fund and Tesco Bags of Help, Spelthorne Spartans Badminton Club have launched a fun new community project called Glow Badminton. An event is taking place on 17 November with 50% of the proceeds going to Children in need.

An awards ceremony was held on Monday 12 November to recognise the winners of the creative arts competition for children and young people called “What makes Spelthorne Special”. Over 60 young people attended the workshops held in the summer and 93 pieces of work were entered into the competition.

The Council is offering free car parking for late night shopping in Staines-upon-Thames on Thursdays evenings in Council-run car parks in the run up to Christmas.”

**2537 Recommendation from the Audit Committee on Corporate Risk Management**

Cabinet considered the recommendation from the Audit Committee on the Corporate Risk Register.

**Resolved** to approve the Corporate Risk Register as submitted.

**Reason for the decision:**

The Register summarises the Council’s most significant risks. It sets out the controls which have been put in place and identifies any further action which might be needed to mitigate risks.

**2538 Authority Monitoring Report and five-year housing land supply statement**

Cabinet considered the annual Authority Monitoring Report and draft five-year housing supply statement.

Local authorities are required to update annually a supply of deliverable sites sufficient to provide five years' worth of housing against their housing requirements. The Report monitors key issues using selected indicators, relating them to the saved Local Plan policies, the policies in the adopted Core Strategy and Policies DPD and progress on the implementation of sites in the Allocations DPD.

The Authority Monitoring Report was considered by the Local Plan Working Party at its meeting on 18 September 2018 and recommended to Cabinet for publication together with the statement of five-year housing land supply.

However, due to the need to include and update some of the base data informing housing trajectory and the five-year statement, Cabinet deferred consideration of these documents until this meeting. This data had now been incorporated in the documents.

**Resolved** to agree to publish the Authority Monitoring Report together with the draft Statement of five year housing supply.

**2539 Meals on Wheels contract procurement for the supply of meals - Key Decision**

Cabinet considered a report seeking approval for the procurement of the next 5 year contract for Meals on Wheels food with Apetito, our incumbent supplier.

The Council had two contracts with Apetito relating to the supply of Meals on Wheels; the contract for the supply of ready-made and cooked meals to clients expired on 31 July 2018, whilst the lease for vehicles used to deliver the food was due to end on 14 January 2019.

Historically these contracts had not run concurrently but aligning them by extending the contract for the supply of meals to terminate at the same time as the vehicle leasing arrangements, would make contract and supplier management more straightforward.

Alternative options considered and rejected by the Cabinet:

- Not to renew the contract and cease to provide Meals on Wheels for clients;
- Source the meals and vehicles from separate suppliers;
- Cook all meals fresh from scratch at the Fordbridge Community Centre

**Resolved to:**

1. approve the award of a new contract to Apetito for the supply of meals; and

2. approve final costs of the five year lease hire of 4 bespoke vans fitted with 'cook on board' oven facilities, of £126,134.

**Reasons for decision**

Apetito, the Council's incumbent supplier for the past 10 years plus, are able to supply a wide range of meals to suit the client group as well as the option to cook the meals in the ovens fitted in the delivery vehicles.

A market options review concluded that taking into account resources, quality of service and cost implications, best value for money would be achieved through continuing with the current arrangement.

Cabinet agreed delegated authority to proceed with the direct award for the lease of vehicles to Apetito, at its meeting on 18 July. The food and vehicle contracts will run concurrently.

**2540 Capital Monitoring Report**

Cabinet considered a report on the current level of capital spend covering the period April to September 2018.

**Resolved** to note the current level of capital spend.

**2541 Revenue Monitoring Report**

Cabinet considered a report on the current level of revenue spend covering the period April to September 2018.

**Resolved** to note the current level of revenue spend.

**2542 \*Calendar of Meetings 2019-2020**

Cabinet considered a report on the Calendar of meetings for 2019-2020.

The meetings for 2019 to 2020 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 2019-2020 to Council for approval.

**2543 Urgent items**

There were none.

**2544 Exempt Business**

**Resolved** to move the exclusion of the Press and Public for the following item 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.

**2545 \*Exempt Report - West Wing, Council Offices, Knowle Green, Staines-upon-Thames - Key Decision**

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

Cabinet considered an exempt report seeking a recommendation to Council for approval of a budget for design fees for the conversion of the West Wing offices to 25 new apartments.

The conversion to residential units would help meet the wider objectives of the Council in increasing the provision of housing within the Borough.

Alternative options considered and rejected by the Cabinet:

- Not to approve a recommendation to Council on a budget for design fees.

**Resolved to recommend Council to:**

1. Approve a budget for design fees for the conversion of the West Wing offices to 25 new apartments;
2. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to implement the redevelopment project; and
3. To delegate the appointment of the advisors and design team to the Group Head of Regeneration and Growth in consultation with the Portfolio Holder.

**Reason for Decision**

As part of the efficiencies being delivered by Project Lima the West Wing will become vacant by May 2019 and available for alternative uses. Its conversion to residential use will meet the wider objectives of the Council in increasing the provision of housing within the Borough.

The Council obtained Permitted Development Rights approval for conversion of the building from offices to residential use (25 apartments) on 17<sup>th</sup> October 2018.

The ongoing revenue stream (once the works have been completed) will assist in the future long term financial stability of the Council.

**2546 Exempt Report - Investment Acquisition (Q) - Key Decision**

This report was withdrawn.

**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 29 November 2018.**