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Date: 1 December 2015

Notice of meeting

Cabinet

Date: Wednesday, 9 December 2015

Time: 7.00 pm

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

The members of the Cabinet	Cabinet member areas of responsibility
Q.R. Edgington (Leader)	Leader
J.R. Sexton (Deputy Leader)	Communications, Procurement and ICT
M.M. Attewell (Deputy Leader)	Waste, Environment and Parking
T.J.M. Evans	Finance
V.J. Leighton	Planning and Corporate Development
A.J. Mitchell	Community safety and Licensing
J.M. Pinkerton OBE	Housing, health, wellbeing, Independent Living and Leisure
D. Saliagopoulos	Economic Development and Fixed Assets

Spelthorne Borough Council, Council Offices, Knowle Green

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AGENDA

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2. Minutes To confirm the minutes of the meeting held on 14 October 2015.	1 - 10
3. Disclosures of Interest To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.	
4. Recommendation from the Licensing Committee on the Gambling Act Policy 2016-2019 - Key Decision Councillor Mitchell	11 - 52
5. Treasury Management half-yearly report Councillor Evans	53 - 64
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10. Calendar of Meetings 2016-17 Councillor Leighton	111 - 118
11. Appointments to Outside Bodies and Working Parties Councillor Edgington	119 - 120
12. Leader's announcements To receive any announcements from the Leader.	
13. Issues for future meetings	

Councillors are requested to identify any issues to be considered at future meetings.

14. Urgent items

To consider any items which the Chairman considers as urgent.

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Minutes of Cabinet

14 October 2015

Present:

Councillor A.C. Harman, Acting Leader and Business Continuity of the Council

Councillor N.J. Gething, Economic Development and Fixed Assets

Councillor V.J. Leighton, Planning and Corporate Development

Councillor A.J. Mitchell, Community Safety and Licensing

Councillor J.M. Pinkerton OBE, Housing, Health, Wellbeing, Independent Living and Leisure

Councillor J.R. Sexton, Communications and Procurement

Apologies:

Councillor C.A. Davis, Waste, Environment and Parking

Councillor T.J.M. Evans, Finance

2199 Minutes

The minutes of the Cabinet meeting held on 15 July 2015 were agreed as a correct record.

2200 Disclosures of Interest

There were none.

2201 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 and sets out controls in place and identifies any further action needed to mitigate risks.

2202 Minutes and Recommendation of the Local Plan Working Party

Cabinet considered the minutes and recommendation of the Local Plan Working Party from its meeting held on 8 September 2015.

Resolved to agree:

1. the Planning Monitoring Report 2015 for publication subject to appropriate changes as discussed at the Local Plan Working Party and any minor corrections and editing requirements;
2. that the Head of Planning will publish the Joint Strategic Housing Market Assessment (SHMA) and
3. to note the intention to consult on a draft SLAA methodology and the formation of a Development Market Panel prior to the final proposed methodology being reported to the Working Party and approved by Cabinet.

2203 Joint Municipal Waste Management Strategy 2015 - Key Decision

Cabinet considered a report on the proposed Joint Municipal Waste Management Strategy for 2015.

Resolved to adopt the Joint Municipal Waste Management Strategy (revision 2) 2015 in principle, but certain items in the Strategy, e.g. 6.3 work area 9, item 1 – changing the bin colour, and work area 11, item 2 – trade waste growth, which are subject to extra resourcing requirements, may not be deliverable, or deliverable within the set timescale. Officers, in conjunction with the Portfolio holder, will report to the Surrey Waste Partnership (SWP) that we will consider these actions as part of any future waste review and will only adopt if they are deemed appropriate and affordable. This is the suggested route forward, and with actions planned, we should meet the aspirations of the Strategy by 2020.

Reason for the decision:

Authorities in two tier counties, such as Surrey, are required to produce a joint strategy for the management of municipal waste, and keep this under review. Cabinet noted that, with the proposed route forward and the actions planned, the Council should meet the aspirations of the joint Strategy by 2020.

2204 Fordbridge Park tennis courts - Key Decision

Cabinet considered a report on the proposed self-management of Fordbridge Park tennis courts.

Resolved to:

1. authorise the self-management of Fordbridge Park Tennis courts;
2. authorise the grant of a lease of Fordbridge Park Tennis Courts and land adjacent to the tennis courts within Fordbridge Park to Community Tennis Ltd for a term of 125 years subject to the negotiation of the heads of terms;

3. authorise the sole rights for the sale of refreshments in Fordbridge Park to be included as part of the lease for Community Tennis Ltd and
4. authorise the Head of Sustainability and Leisure in conjunction with the Head of Asset Management and the portfolio holder to negotiate and finalise the heads of terms so the lease can be granted.

Reason for the decision:

Cabinet noted that the proposal from Community Tennis Ltd would provide an opportunity to improve the tennis offer in the Borough whilst at the same time reducing the Council's maintenance costs.

2205 Capital monitoring

Cabinet considered a report on the current capital spend position from April to August 2015 and a request to approve a supplementary estimate of £30k for replacement of the online booking system and £55k for the host replacement.

Resolved:

1. to note the current capital spend position and
2. to agree the supplementary estimate of £30k for replacement online booking system and £55k for the host replacement.

Reason for the decision:

Cabinet noted that the new online system will integrate with both the Council's payment system to encourage upfront payments and also the invoice system. If appropriate, it will allow events to be booked online or via the Council website and the Spelthorne smartphone App.

2206 Revenue monitoring

Cabinet considered a report on the current net revenue spend position from April to August 2015.

Resolved to note the current revenue spend and forecast position.

2207 Joint enforcement pilot

Cabinet considered a report on a review of the Joint Enforcement Team (JET) pilot scheme and proposals for the continuation of the scheme.

Cabinet noted that since the publication of the report, the Surrey Police and Commissioner's Office had agreed to pay 50% of the cost of delivering the out of hours call out service for the next 12 months.

Resolved to:

1. commend the delivery and success of the JET pilot;
2. support continued funding to enable the JET pilot to become a permanent service within the Council and
3. endorse the provision of the out of hours call out service for a further 12 months.

Reason for the decision:

Cabinet noted that the JET has proven to be an efficient, proactive and effective mechanism to deal with complaints, many of which have been reported by residents of the Borough. This in turn helps to make the Borough a more attractive, cleaner and safer location in which to live, work and play. Provision of the out of hours' service for a further 12 months would enable a further evaluation to take place.

2208 Changing an existing street name in Sunbury-on-Thames

Cabinet considered a report on a proposal to change an existing street name in Sunbury-on-Thames, from Croysdale Avenue to Hazelwood Drive.

Resolved to change the road name of the central Croysdale Avenue to Hazelwood Drive.

Reason for the decision:

The name change will provide clarity and avoid confusion for those visiting the Hazelwood Training Centre. It will also help prevent disruption and annoyance to residents.

2209 Appointment to an Outside Body

Cabinet considered a report on the appointment of a Council representative to the Heathrow Community Noise Forum (HCNF).

Resolved to confirm the late Leader's decision to appoint Councillor Colin Davis as the Council's representative on the Heathrow Community Noise Forum.

Reason for the decision:

Cabinet noted that the purpose of the Forum is:

- To keep local residents and stakeholders informed on airspace issues.
- To improve Councillors' understanding of airspace issues.
- To inform the communications approach to public consultations.

2210 Acting Leader's announcements

The Acting Leader made the following announcements:

Former private hire driver, Colin Buckley, has been prosecuted by Spelthorne Council for driving without a private hire driver or vehicle licence, or valid insurance. The private hire operator he worked for, Michael Marks, was also prosecuted. Buckley was fined a total of £495 plus £1,595 in costs, and his DVLA licence was endorsed with 8 points, narrowly avoiding a driving disqualification. Marks received a fine of £1,200 with an additional £1,435 in costs.

The Spelthorne Junior Citizen event ran for two weeks from 14-29 September at Walton Fire Station. During the two weeks of operation, over 1000 Year 6 pupils from 20 Spelthorne primary schools attended the event which teaches children about staying safe and being good citizens. Topics covered included fire safety, first aid, online security, using public transport, contacting the emergency services and reducing litter.

Councillor Robin Sider BEM has been appointed as the Borough's new Armed Forces Champion. Spelthorne Council signed the Armed Forces Community Covenant in April 2014, an important pledge between the community and the military to recognise, remember and respect the work of the armed forces.

New legislation came into force on 1 October 2015 which requires private landlords to have smoke alarms installed in their properties, and a carbon monoxide alarm where solid fuel is used. Penalties can be up to £5000 for non-compliance. These regulations are enforced by the Council's Environmental Health team.

The first phase of piling work for the 'Ecopark' in Shepperton has been completed. The next phase of piling is due to start in March 2016 and expected to finish at the end of May 2016.

New legislation came into force on 1 October 2015 to protect tenants who hold an assured shorthold tenancy from eviction in circumstances where the tenant has complained about the condition of the premises, and the landlord either did not respond within 14 days, provided an inadequate response or responded by serving a notice of eviction.

Spelthorne's 'My Alerts' service now has 900 online subscribers. The service enables residents to receive news, planning information and bin collection reminders via email.

Ashford resident, David Gale, has received a £5,000 grant for home energy efficiency improvements from the Action Surrey 'Streets Ahead' project which aims to help residents who live in properties which are unsuitable for cavity wall insulation.

Six Aberdeen Angus cows have been introduced to Sunbury Park as part of a trial to improve the areas biodiversity. The Park will be home to the grazing cows for the next eight weeks and it is hoped that their presence will help control invasive grassland species and make way for a greater diversity of wildflowers.

The Council has relaunched its mobile app to make it easier for residents to make contact and find out about local services. Updated with a new look and feel and clearer navigation, the free app can be downloaded to any smart phone or tablet and allows residents to access Council services whilst on the move – no need to make phone calls or log on to the website.

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

- Council Tax: 64.3% (64.4% sply)
- Council Tax Support: 50.6% (46.6% sply)
- Business Rates: 56.87% (57.41% sply)
- Business Rates growth 0.41%

Spelthorne Council's efforts to create a clean, green and colourful borough were recognised at this year's prestigious South & South East in Bloom Awards. The ever-popular Sunbury Walled Garden claimed the top-spot, receiving a Gold award and being declared overall winner in the Small Park category for the third year running. Staines and Sunbury Cemeteries also gained Silver Gilt awards in the Best Small Cemetery category.

Following investigations by the Joint Enforcement Team, three individuals have been prosecuted by Spelthorne Council for the illegal dumping of waste. Stacey Leigh from Ashford, Kathleen Hathaway from Twickenham and Mark Blackburn from Walton-on-Thames were ordered by the Court to pay fines/costs totalling £732, £1266 and £1116 respectively.

The Joint Enforcement Team has issued their first Fixed Penalty Notice for dog fouling to a resident in Stanwell, following information provided by a member of the public. They received an £80 fine.

Spelthorne Council has made a successful bid to receive £6K from the Surrey Police and Crime Commissioners office to help fund improvements at Sunbury Cross. Throughout the winter months the Community Safety team will be working to replace old signage, organising a deep clean of the subways and generally making the area more pleasant for local residents.

From 14 December the Council will be starting kerbside collections for small electrical items such as toasters, kettles and hairdryers. They will be collected on the same day as textiles.

The Annual Police and Crime Commissioners Crime Summit took place on 22 October with around 50 people attending. A grant of £1,000 provided jointly by the Office of the PCC and Spelthorne Community Safety Partnership was won by Jackie Taylor with a bid that will allow a performing arts group to visit schools to deliver presentations related to issues such as bullying/domestic abuse.

The annual SBF breakfast riverboat trip took place on 17 September and was sponsored by Heathrow Airport. Almost 70 people attended which provided an excellent opportunity for businesses to network and meet with some of the local councillors.

The Heathrow Primary School Engineering Challenge took place on 11 September at Echelford School in Ashford with the aim of promoting 'STEM' subjects (science, technology, engineering and maths). The event was attended by the late Cllr Watts who, with his engineering background, was a very enthusiastic participant.

2211 Issues for future meetings

There were none.

2212 Urgent items

There were none.

2213 Exempt Business

It was moved and seconded and

Resolved to exclude the press and public from the meeting for the following items of business 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.

2214 Exempt report - Ashford multi-storey car park - Key Decision

Cabinet considered an exempt report on the disposal of the Ashford Multi-Storey Car Park site, following a public consultation about the future uses of the site and the appointment of property advisors.

Resolved to

1. agree the disposal of the Ashford multi-storey car park to the preferred bidder (paragraph 2.1 of the exempt report), and on the basis that the spirit of intent is to provide 0% affordable housing units;
2. authorise the Head of Asset Management to negotiate and finalise all terms for the sale of the site in consultation with the Portfolio Holder for Economic Development and Fixed Assets and
3. authorise the Head of Asset Management in consultation with the Portfolio Holder for Economic Development and Fixed Assets to negotiate and acquire

land or premises on the Brooklands College site for the provision/replacement of public car parking for the town.

Reason for the decision

The preferred bidder is able to develop the site for the purposes stated in the exempt report and the Cabinet consider there will be a sufficient supply of affordable housing in the area provided by the Brooklands development.

2215 Exempt report - Appointment of property consultants for Knowle Green - Key Decision

Cabinet considered an exempt report on the procurement of property consultants for the relocation and redevelopment of Knowle Green.

Resolved

1. to approve the appointment of company A to act as property advisors for the relocation of the Council Offices from the Knowle Green site to undertake site sourcing, agree heads of terms and complete the purchase of the building only;
2. to approve the recommendation not to award a contract for the redevelopment of the Knowle Green site on the basis that a strategic review is being undertaken of the direction the Council wishes to take on the site and
3. to approve the recommendation not to award a combined contract for the relocation and redevelopment of the Knowle Green site on the basis that a strategic review is being undertaken of the direction the Council wishes to take on the site.

Reason for decision

In order to move forward on the relocation and redevelopment of the Knowle Green site, one of the strands under the 'Towards a Sustainable Future' transformation programme, the Council requires expert property advice which will need to cover guidance on acquisitions, procurement and partnership agreements amongst other matters.

Resolution 1. - Gives the Council a clear reason for the appointment as there has been a full and robust evaluation process.

Resolutions 2. and 3. - The reasons for this approach were set out in paragraphs 1.16 to 1.20 of the exempt report.

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 three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***
 - Outline their reasons for requiring a review;***
 - Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
 - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
 - Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on Tuesday 20 October 2015.***

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Recommendation of the Licensing Committee

1. Statement of Gambling Policy 2016-2019

- 1.1 The Licensing Committee has considered a report on the adoption of the Gambling Act Policy 2016–2019, following a 12 week consultation.
- 1.2 The main changes from the previous Policy related to revisions detailed in the 5th edition of the Gambling Commission Guidance, to which Licensing Authorities must have regard. The Policy now included a Local Area Profile and a requirement for new applicants for betting premises to submit risk assessments.
- 1.3 The Committee considered a summary of the consultation responses and proposed amendments, which are attached together with the revised Policy.
- 1.4 **The Licensing Committee recommends Cabinet that the Statement of Gambling Policy 2016-2019 be recommended to Council for adoption.**

Councillor Robin Sider
Chairman of the Licensing Committee

9 December 2015

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Cabinet

9 December 2015



Title	Adoption of the Gambling Act Policy 2016-2019		
Purpose of the report	To make a recommendation to Council		
Report Author	Dawn Morrison		
Cabinet Member	Councillor Tony Mitchell	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	Cabinet is asked to recommend to Council the adoption of the revised Statement of Gambling Policy 2016-2019, according to the timetable outlined in section 5 this report		

1. Key issues

- 1.1 Section 349 of the Gambling Act 2005 (2005 Act) requires all licensing authorities to prepare and publish a Statement of Policy on the principles that they propose to apply in exercising their functions under this legislation. The Policy will last a maximum of three years, at which time it must be reviewed. A consultation exercise must be undertaken in relation to its review.
- 1.2 A report was presented to Cabinet on 15 July 2015 to obtain approval to consult on the revised draft policy. A consultation was undertaken including Surrey Police, gambling businesses, other organisations affected by gambling activities, all councillors and heads of service, and residents' groups, between 16 July 2015 and 1 October 2015. This follows best practice as set out by the Cabinet Office which recommends that 12 weeks should be allowed for responses.
- 1.3 The consultation attracted four responses: one from a betting operator, one from an organisation representing racecourses, one from a member of the public, and one from Gosschalks Solicitors, acting for the Association of British Bookmakers.
- 1.4 A summary of the consultation responses and proposed amendments is attached at **Appendix A**

2. Options analysis and proposal

- 2.1 The preferred option is for Cabinet to recommend to Council the adoption of the revised policy.

2.2 There is an option for Cabinet to recommend amending the policy. However if Cabinet decides this course of action it may cause a delay in the implementation of the final policy beyond the required time limit.

3. Financial implications

3.1 The cost of revising the policy and the consultation has been met within existing budgets.

4. Other considerations

4.1 The revised policy must be published at least one month before it takes effect. Therefore, it must be approved by Council no later than 31 December 2015.

4.2 Section 154 of the 2005 Act provides that functions relating to the three year licensing policy cannot be delegated and therefore remain functions of the Council.

5. Timetable for implementation

5.1 Council to adopt final policy on 17 December 2015

5.2 Policy published and added to Spelthorne Borough Council website by 31 December 2015 to take effect from 31 January 2016.

Background papers:

Appendices:

Appendix A Table of responses to Spelthorne Borough Council's Draft Statement of Gambling Policy 2016-2019



Gambling Act 2005

Spelthorne Borough Council's Statement of Gambling Policy 2016 - 2019

Statement: 9 December 2015

This Statement of Principles was approved by Spelthorne Borough Council on the 9 December 2015

All references to the guidance refer to the 5th edition of the Gambling Commission's Guidance to Licensing Authorities, dated September 2015

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General Statement of Principles

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Annex 1 Map of Spelthorne

Annex 2 List of Consultees

Annex 3 Schedule of Responsible Authorities

Annex 4 Council’s scheme of delegations of functions

Annex 5 Glossary of terms

Note: The greyed areas of this Policy highlight the principles which will be applied by the Council in exercising its powers as a Licensing Authority under the Gambling Act 2005.
General Statement of Principles

Spelthorne Borough Council ('The Council') recognises the wide variety of premises which require a licence or a permit. These include casinos, betting shops, bingo halls, pubs, clubs and amusement arcades.

In carrying out its licensing functions the Council will have regard to any guidance issued by the Gambling Commission from time to time.

The Council will not seek to use the Act to resolve matters more readily dealt with under other legislation.

To ensure the licensing objectives are met the Council will establish a close working relationship with the police, the Gambling Commission and, where appropriate, other responsible authorities.

Where children and other vulnerable people are allowed access to premises where gambling takes place, the Council may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under-age gambling.

The Council will not normally seek to limit the access of children to any premises unless it receives representations to that effect or it believes it is right to do so for the prevention of their physical, moral or psychological harm.

Applicants seeking premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.

The overriding principle is that each application and the circumstances prevailing at each premises will be considered on their own individual merits.

1. Introduction

1.1 The Gambling Act 2005

1.1.1 The Functions of Licensing Authorities

The Gambling Act 2005 ('the Act') gives licensing authorities various regulatory functions in relation to gambling.

Spelthorne Borough Council ('the Council') is a licensing authority for the purposes of the Act.

The main functions of licensing authorities are:

- Licensing premises for gambling activities
- Considering notices given for the temporary use of premises for gambling

- Granting permits for gaming and gaming machines in clubs and miners' welfare institutes (where appropriate)
- Regulating gaming and gaming machines in alcohol licensed premises
- Granting permits to family entertainment centres for the use of certain lower stake gaming machines
- Granting permits for prize gaming
- Considering occasional use notices for betting at tracks
- Registering small societies' lotteries

The Gambling Commission has responsibility for dealing with personal licences and operating licences.

1.1.2 The Licensing Objectives

In exercising their functions under the Act, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

1.2 Spelthorne Borough – Local Area Profile

Spelthorne Borough Council lies fifteen miles west of central London and sits in the far north-west corner of Surrey, bounded by a long meander of the Thames and close to the boundary of Berkshire. The Borough is also bordered by the London Boroughs of Hillingdon, Hounslow and Richmond. The Borough, covering twenty square miles, is at the inner edge of the Metropolitan Green Belt, with 45% being urban and the remainder protected as Green Belt. Spelthorne's resident population was 95,600 by the end of 2011, based on the 2011 census. The main centres of population are the towns of Staines-upon-Thames, Ashford, Sunbury-on-Thames, Shepperton and Stanwell.

Commercially, the area is one of the most active in Surrey. The local economy includes manufacturing and service industries, research, agriculture, the professions and many administration sites. In fact 20% of all commercial or industrial property in the county is located in the Borough, including the headquarters of national and international companies such as BP. Shepperton Film Studios and Kempton Park Racecourse are also located within the Borough. Heathrow, the busiest international airport in the world, lies on the Borough's northern edge and inevitably has a major impact on the area both economically (13% of Spelthorne's economically active population work there) as well as environmentally.

Transport links in the area are mainly good but traffic can get very congested. The busiest section of the M25 passes through the western part of the Borough while the M3 commences in the south of Spelthorne at Sunbury Cross. Bus and rail links to London are good, but poor to the rest of Surrey.

There are 20 betting shops, one adult amusement arcade located in Staines-upon-Thames, the Borough's principle town. There are 42 pubs in the Borough, most of which have gaming machines, and 23 Private Members' clubs. There are no bingo premises or casinos.

While relative to the county of Surrey as a whole, the Borough is marginally less affluent. However in national terms it is more affluent. According to a Local Economic Assessment conducted in 2013, unemployment levels in Spelthorne are very low at 0.9% (February 2015), although skill levels and consequently incomes are below average for the wider area.

Politically, the Spelthorne constituency has a strong Conservative majority, with 35 Conservative councillors returned in the 2015 borough elections, with three Liberal Democrat councillors and one Labour councillor.

The Campaign for Fairer Gambling commissioned a study into money lost on Category B2 Gaming Machines commonly referred to as Fixed Odds Betting Terminals (FOBTs). These are the high stake machines found in many betting shops. The report analysed the economic impact of FOBTs. The study appears to show that in the year 2013 to 2014, gamblers in Spelthorne lost more money on these machines (£3.3m) than other boroughs in Surrey. However, to put this into a wider context, the same survey shows losses in the neighbouring boroughs of Windsor and Maidenhead of £3.6m, Slough £5.4m, Richmond £5.9m and Hounslow £14.8m. These statistics are provided to assist applicants in completing risk assessments.

Each application will be determined on its individual merits.

A Map of Spelthorne Borough is at **Annex 1**

1.3 Consultation

This statement of policy has been prepared in consultation with the following persons/ bodies

- The Chief Officer of Police
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

A full list of consultees is attached as Annexe 2.

The statement of policy will remain in force for no more than three years, but may be reviewed at any time.

1.4 Declaration

This statement of policy has been prepared with due regard to the licensing objectives, the guidance to licensing authorities issued by the Gambling Commission and with due weight attached to any responses received from those consulted.

1.5 Responsible Authorities

These are generally public bodies that must be notified of all Gambling Act Premises Licence applications and who are entitled to make representations to the Council if they are relevant to the licensing objectives.

Section 157 of the Act defines those authorities as:-

- The Gambling Commission
- The Police
- The Fire Service
- The local planning authority
- Environmental health
- Child Protection Committee (see Section 1.5.1)
- HM Revenue and Customs
- A licensing authority in whose area the premises is situated

Any concerns expressed by a responsible authority in relation to their own functions cannot be taken into account unless they are relevant to the application itself and the licensing objectives. In this regard the Council will not generally take into account representations which are deemed to be irrelevant, i.e.:

- there are too many gambling premises in the locality
- the premises are likely to be a fire risk
- the location of the premises is likely to lead to traffic congestion
- the premises will cause crowds to congregate in one area causing noise and nuisance
- The location is unsuitable because it is in a conservation area
- Planning permission or building regulations approval has not been obtained
- There are moral objections

Each representation will, however, be considered on its own individual merits.

The contact details of all the Responsible Authorities under the Act are contained in Annex 3 of this policy

The Regulatory Reform (Fire Safety) Order 2005 will apply when Gambling premises buildings are occupied. These regulations require the responsible person to carry out a suitable and sufficient fire risk assessment and to act on its findings. The assessment must be reviewed regularly and if any changes are proposed to the licensed premises.

1.5.1 Protection of children

In exercising the Council's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm, the following principles have been applied:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc

Having regard to the above principles, the Council designates the **Surrey County Council Children's Service** for this purpose.

1.6 Interested parties

Interested parties can make representations about licence applications, or apply for a review of an existing licence. The Act defines interested parties as persons who, in the opinion of the licensing authority:

- a) live sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) have business interests that might be affected by the authorised activities; or
- c) represent persons who satisfy paragraph (a) or (b) *

Whether or not a person is an interested party is a decision that will be taken by the Council on a case-by-case basis. However, the following factors will be taken into account:

- the size of the premises;
- the nature of the premises;
- the distance of the premises from the location of the person making the representation
- the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment);
- the nature of the complainant. This is not the personal characteristics of the complainant but the interests of the complainant which may be relevant to the distance from the premises. For example, it could be reasonable for an authority to conclude that "sufficiently close to be likely to be affected" could have a different meaning for (a) a private resident; (b) a residential school for children with truanting problems; and (c) residential hostel for vulnerable adults; the 'catchment' area of the premises (i.e. how far people travel to visit); and whether the person making the representation has business interests in that catchment area, that might be affected.

This list is not exhaustive and other factors may be taken into consideration in an individual case.

*The Council considers the following bodies/ associations to fall within the category of those who represent persons living close to premises, or having business interests that might be affected by the authorised activities:-

- trade associations;
- trade unions;
- residents' and tenants' associations;
- ward/ county councillors
- MPs

This list is not exhaustive and the Council may consider other bodies/ associations & persons to fall within the category in the circumstances of an individual case. The Council may require written evidence that the person/ association/ body represents an interested party.

1.7 Exchange of Information

The Council regards the lawful and correct treatment of information as very important to the successful and efficient performance of the Council's functions, and to maintaining confidence between the people/ bodies we deal with and ourselves. We ensure that our organisation treats information lawfully and correctly. Information provided to the Council in connection with the Gambling Act may not be held confidentially if, in order to fulfil its functions, the Council is under a duty to share it with, e.g.;

- the Gambling Commission, or,
- other public bodies,

In handling information it receives consideration will be given to guidance issued by the Gambling Commission and to the Council's policies in relation to data protection and freedom of information.

Any person wishing to obtain further information about their rights under the Data Protection Act 1998 or the Freedom of Information Act 2000 may view the Council's policies at www.spelthorne.gov.uk

1.8 Enforcement

Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises, and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified. This licensing authority's principles are that:

It will be guided by the Gambling Commission's Guidance to licensing authorities and will endeavour to be:

- Proportionate: regulators should only intervene when necessary, remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects.

In accordance with the Gambling Commission's Guidance to licensing authorities, this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

This licensing authority has adopted and implemented a risk-based inspection programme, based on:

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Gambling Commission, in particular at Part 36
- The principles set out in this statement of licensing principles

The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the licensing authority but should be notified to the Gambling Commission.

This licensing authority shall have regard to the principles of “Better Regulation” as outlined by the Department for Business Innovation and Skills.

The council will take account of the Gambling Commission’s guidance document issued in February 2015 (or any subsequent amendments) ‘Approach to Test Purchasing’ when considering making test purchases at gambling premises.

2. Premises Licences

2.1 Decision making - general

In accordance with Section 153 of the Act, the Council shall aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the authority’s statement of licensing policy

The Council will not have regard to the expected demand for the facilities which it is proposed to provide, nor the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal.

Moral objections to gambling will not be considered by the Council, as they are not a valid reason for rejecting an application for a premises licence.

Each case will be considered on its individual merits. However, in order to assist applicants and objectors alike, this section sets out the general factors that will be taken into account by the Council when considering applications for premises licences.

2.2 Premises “ready for gambling”

Gambling Commission Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

2.3 Location

The location of premises may be relevant to the promotion of the licensing objectives. In particular, premises located in close proximity to the following may give rise to concern:

- schools
- vulnerable adult centres
- residential areas with a high concentration of children

Much will depend upon the type of gambling that it is proposed will be offered on the premises. The Council will, where appropriate, consider the location on a case-by-case basis. If the proposed location does pose a risk to the promotion of the licensing objectives, the applicant will be invited to show how they propose to overcome such concerns.

2.4 Multiple licences/ layout of buildings

Where multiple licences are sought for a building (or a discrete part of a building used for other non-gambling purposes), specific issues will be considered by the Council before such application(s) can be granted. These include

- the ability of children to gain access to or observe gambling facilities (even accidentally) – entrances and exits from parts of a building covered by more than one premises licence should be separate and identifiable so that the separation of different premises is not compromised and that people (and in particular, children) do not drift into a gambling area;
- the compatibility of the two or more establishments; and
- the ability of the establishments to comply with the requirements of the Act.

Splitting of premises

“Premises” can include “any place” but the Council shall pay particular attention if there are issues about sub-divisions of a single building or plot. Revised guidance from the Gambling Commission includes the following advice: “The Commission does not consider that areas of the building that are artificially or temporarily

separated, for example by moveable partitions, can properly be regarded as different premises”, and also that “the crux of the matter is whether the proposed premises are genuinely separate premises that merit their own licence with, for example, the machine entitlements that brings are not an artificially created part of what is readily identifiable as a single premises”.

In determining whether two premises are truly separate, factors that we are advised to consider are:

- Whether the premises have different postal addresses
- Whether the premises have separate registration for business rates
- Whether the premises are owned by the same company

In accordance with the Gambling Commission guidance, an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

Appropriate Licence Environment

The Guidance to Local Authorities and the Licence Conditions and Codes of Practice (LCCP) commencing May 2015, set out additional matters that the council should take into account when considering licence applications for premises licences.

Guidance section 19, LCCP condition 16 and code 9 prescribe restrictions on gambling activities on premises, previously known as primary gambling activity. The council will consider any application based on the provisions in these codes and guidance.

Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls, the council will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises, and that the premises is adequately supervised at all times.

Licence Conditions and Codes of Practice

Section 7 of the Gambling Commission Guidance to Local Authorities sets out considerations that an operator must make in order to protect children and young people from accessing gambling premises.

The Licence Conditions and Codes of Practice (LCCP) issued in 2015 prescribe how operators must prevent children from using age restricted gaming or gambling activities, particularly where gaming machines are licensed.

In particular operators must ensure that;

- all staff are trained,
- that all customers are supervised when on gambling premises
- must have procedures for identifying customers who are at risk of gambling related harm.

The council will expect all operators to have policies and procedures in place as required by the LCCP codes on social responsibility to cover all aspects of the code, in particular staff training records and self-exclusion records

Further provisions with regard to self-exclusion and marketing are included in the social responsibility code. The council will take all conditions and codes into account when considering applications or performing enforcement activities.

Risk Assessments: Betting Premises

Such risk assessments are required from new applicants, and from existing premises licensees seeking to vary a licence. The code requires all operators of Casinos, AGCs, Bingo Premises, FECs, Betting shops and remote betting intermediaries to assess local risks to the licensing objectives, and to have policies, procedures and control measures in place to mitigate those risks.

Operators are required by the SR code to make the risk assessment available to licensing authorities when an application is submitted either for new premises licence or variation of a premises licence, or otherwise on request, and this will form part of the Council's inspection regime and may be requested when officers are investigating complaints.

Whilst applications will be considered on a case-by-case basis, the matters to be considered by operators when making their risk assessment could include:-

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.
- Urban setting such as proximity to schools, commercial environment, factors affecting footfall,
- Range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities
- Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities, etc.
- Matters relating to children and young persons, including;
- Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling alleys, cinemas etc.
- Any premises where children congregate including bus stops, café's, shops, and any other place where children are attracted,
- Areas that are prone to issues of youths participating in anti-social behaviour, including such activities as graffiti/tagging, underage drinking, etc.
- Recorded incidents of attempted underage gambling

Matters relating to vulnerable adults, including:-

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Gaming trends that may mirror days for financial payments such as pay days or benefit payments
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.
- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council

housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate

This list is not intended to be exhaustive. Operators should include in their assessment any matter that they deem relevant.

2.5 Conditions

Conditions may be imposed upon a premises licence in a number of ways. These are

- (a) **Mandatory** – set by the Secretary of State (some set out on the face of the Act) and some to be prescribed in regulations, for all, or classes of licence;
- (b) **Default** – to be prescribed in regulations made by the Secretary of State, to be attached to all or classes of licences unless excluded by the licensing authority;
- (c) **Specific** – conditions that can be attached to an individual licence by the licensing authority.

Conditions imposed by the Council will be proportionate to the circumstances that they are seeking to address. In particular, this Council will ensure that premises licence conditions:

- Are relevant to the need to make the proposed building suitable as a gambling facility
- Are directly related to the premises and the type of licence applied for;
- Are fairly and reasonably related to the scale and type of premises; and
- Are reasonable in all other respects

The Council will not apply conditions upon a premises licence in relation to the following matters:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winning or prizes

Conditions that are additional to the mandatory and default conditions will only be imposed where there is evidence of a risk to the licensing objectives.

2.6 Door Supervisors

It is not a mandatory requirement of the Act to impose a condition relating to door supervision.

However, if the Council do consider it necessary to impose a condition on a premises licence requiring the presence of door supervisors, such persons will be required to hold the appropriate licence from the Security Industry Authority (SIA).

This requirement does not apply to door supervisors at licensed casino or bingo premises, who are exempt from the licensing requirements of the Private Security Industry Act 2001.

The Council may however impose specific requirements on door supervisors at such premises if considered appropriate in an individual case.

The Council will only impose a condition requiring door supervisors where such a condition is considered necessary and proportionate to be compatible with the licensing objectives

2.7 Adult gaming centres

Persons operating an adult gaming centre must obtain an operating licence from the Commission and a premises licence from the Council. This will allow the operator to make category B, C & D machines available to their customers. No one under the age of 18 is permitted to enter an adult gaming centre.

In considering licence applications for adult gaming centres, weight will be given to the need to protect children and vulnerable persons from harm or being exploited by gambling. The Council will therefore expect applicants to demonstrate that there will be sufficient measures in place to promote this objective.

Applicants are encouraged to consider the following steps:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Location of and entry to premises (so as to minimise the opportunities for children to gain access)
- Notices / signage
- Training for staff on challenging persons suspected of being under-age
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Betwatch schemes

This list is not exhaustive, and is merely indicative of example measures.

2.8 Licensed family entertainment centres

Operators of licensed family entertainment centres will require an operating licence from the Gambling Commission, and a premises licence from the Council. This will allow the operator to make category C & D machines available to their customers.

Children and young persons will be able to enter licensed family entertainment centres and play on category D machines but will not be permitted to play on

category C machines. As family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues. Where category C machines are available in licensed family entertainment centres the Council will normally require that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

Applicants are therefore encouraged to consider the steps set out at paragraph 2.6 of this statement in order to prevent children and young persons from gaining access to category C machines. In addition, applicants are encouraged to consider the following

- Physical separation of areas
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not exhaustive, and is merely indicative of example measures.

2.9 Tracks

Tracks are sites (including racecourses and dog tracks) where sporting events take place. Operators of tracks will require a premises licence from the Council, but they do not need to obtain an operating licence from the Gambling Commission (although they may have one).

Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track.

It will be a mandatory condition of all track licences that children and young persons are excluded from any areas where facilities for betting are provided, and any area where a gaming machine, other than a category D machine, is situated. Special dispensation from this rule is provided for dog tracks and horse racecourses, on days when racing takes place, in relation to the areas used for betting. On these days families will be entitled to attend the track or racecourse, and children enter the areas where facilities for betting are provided. This race day dispensation does not apply to the areas where gaming machines of category B & C are provided, and the Council will therefore wish to ensure that suitable measures are in place to prevent children from entering such areas.

Applicants should consider the steps set out at paragraph 2.6 in order to prevent the access of children and young people to machines of category B & C. In addition, applicants should consider the following

-Physical separation of areas

- -Measures / training for staff on how to deal with suspected truant school children on the premises

Gaming machines

Holders of betting premises licences in respect of tracks who also hold a pool betting operating licence may make available up to four gaming machines (categories B2 to D) on the track.

The Council will therefore expect the applicant to demonstrate that suitable measures are in place to ensure that children are prevented from entering areas where machines (other than category D machines) are made available.

Condition on rules being displayed

The Council will attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.

Applications and plans

The Council will require the following information from applicants for premises licences in respect of tracks: -

- detailed plans for the racetrack itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”)
- in the case of dog tracks and horse racecourses, details of the fixed and mobile pool betting facilities operated by the Tote or track operator, as well as any other proposed gambling facilities

Plans will need to make it clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

2.10 Casinos

No Casinos resolution - The Council has not passed a ‘no casino’ resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should the Council decide in the future to pass such a resolution, it will update this policy statement with details of that resolution.

2.11 Betting Premises

This paragraph deals with off-course betting, that is betting that takes place other than at a track (commonly known as a licensed betting office). Operators of betting premises will require an operating licence from the Gambling Commission and a premises licence from the Council.

The holder of a betting premises licence may make available for use up to four

gaming machines of category B (B2, B3 or B4), C or D.

The Council may, in accordance with section 181 of the Act, restrict the number of betting machines, their nature, and the circumstances in which those machines are made available for use. When considering whether to impose such a condition, the Council will take into account the following: -

- the size of the premises;
- the number of counter positions available for person-to-person transactions; and
- the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people

The Council will therefore expect applicants to have fully considered these issues in their application and risk assessments and may ask for alterations to plans where it is not satisfied that adequate supervision of the machines can be ensured.

The Council will only restrict the number of betting machines where there is evidence that breaches of the licensing objectives have occurred or are likely to occur.

2.12 Bingo

Operators of premises offering bingo (cash or prize) will require a bingo operating licence from the Gambling Commission, and a premises licence from the Council.

The holder of a bingo premises licence may, in addition to bingo in all its forms, make available for use up to four category B gaming machines (B3 & B4) and any number of category C & D machines.

It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted the Council will normally require that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

2.13 Temporary Use Notices

Temporary use notices allow the use of premises for gambling where there is no premises licence but where a person or company holding a relevant operator's licence wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for Temporary Use Notices would include hotels, conference centres and sporting venues. The licensing authority can only grant a

Temporary Use Notice to a person or company holding a relevant operating licence.

The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices. At the time of writing this statement the relevant regulations state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner. In practice this means poker tournaments. There are a number of statutory limits in regards to temporary use notices. The meaning of “premises” in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities. As with “premises”, the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of “a set of premises”, the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises. This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission’s Guidance to Licensing Authorities.

If objections are received to a temporary use notice (from the Police, Gambling Commission, HM Revenues & Custom or any other licensing authority in whose area the premises are situated), the Council will hold a hearing to consider the representation (unless all the participants agree that a hearing is unnecessary).

If the Council, after a hearing has taken place or been dispensed with, considers that the temporary use notice should not have effect, it will issue a counter-notice which may:

- prevent the temporary use notice from taking effect;
- limit the activities that are permitted;
- limit the time period of the gambling; or
- allow the activities to take place subject to a specified condition

The Council will apply the principles set out in paragraph 2.1 of this Statement of Policy to any consideration as to whether to issue a counter-notice.

3. Permits

3.1 Unlicensed Family Entertainment Centre gaming machine permits

Unlicensed family entertainment centres will be able to offer category D machines if granted a permit by the Council. If an operator of a family entertainment centre wishes to make category C machines available in addition to category D machines, they will need to apply for an operating licence from the Gambling Commission and a premises licence from the Council.

The Council can grant or refuse an application for a permit, but cannot attach conditions.

As unlicensed family entertainment centres will particularly appeal to children and

young persons, weight shall be given to child protection issues.

The Council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

The policies and procedures are expected to include:

- what staff should do if they suspect that truant children are on the premises
- how staff should deal with unsupervised young children on the premises how staff should deal with children causing perceived problems on or around the premises

The Council will also expect applicants to demonstrate

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed family entertainment centres;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 to the Act);
- that staff are trained to have a full understanding of the maximum stakes and prizes.

3.2 (Alcohol) Licensed premises gaming machine permits

Premises licensed to sell alcohol for consumption on the premises, can automatically have two gaming machines, of categories C and/or D. The holder of the premises licence authorising the sale of alcohol will simply need to notify the Council, and pay the prescribed fee.

The Council may remove the automatic authorisation in respect of any particular premises if;

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Act;
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

If a premises wishes to have more than two machines, then the holder of the premises licence will need to apply for a permit. The Council shall consider that application having regard to the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Act, and any other matters that are considered relevant.

The Council shall determine what constitutes a relevant consideration on a case-by-case basis, but weight shall be given to the third licensing objective i.e. protecting children and vulnerable persons from being harmed or being exploited by gambling. To this end, the Council will expect applicants to demonstrate

- that there will be sufficient measures in place to ensure that under 18 year olds do not have access to the adult only gaming machines.
- Measures may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18.

- Notices and signage.

With respect to the protection of vulnerable persons, the Council will expect applicants to provide information leaflets / helpline numbers for organisations such as GamCare.

It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. An application for an Adult Gaming Centre premises licence would be necessary in these circumstances. The Council may decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. The Council will not attach any other conditions in granting such an application.

The holder of such a permit will be required to comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machines.

3.3 Prize gaming permits

Applicants for prize gaming permits should set out the types of gaming that he or she is intending to offer. The applicant will be required to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations; and
- that the gaming offered is within the law.

In making its decision on an application for this type of permit the Council does not need to have regard to the licensing objectives but will have regard to any Gambling Commission guidance. Weight will be given to child protection issues. Relevant considerations are likely to include the suitability of the applicant (i.e. if the applicant has any convictions which would make them unsuitable to operate prize gaming) and the suitability of the premises. Applicants for prize gaming permits must disclose any previous relevant convictions to the Council.

The Council may grant or refuse an application for a permit, but will not attach any conditions. However, there are four conditions in the Act that permit holders must comply with. These are:

- the limits on participation fees, as set out in regulations;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

3.4 Club gaming and club machine permits

Members clubs (but not commercial clubs) may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (three machines of categories B4, C or D), equal chance gaming and games of chance.

If a club does not wish to have the full range of facilities permitted by a club gaming permit or if they are a commercial club not permitted to provide non-machine gaming (other than exempt gaming under section 269 of the Act), they may apply for a club machine permit, which will enable the premises to provide gaming machines (three machines of categories B4, C or D).

Members' clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally.

Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

The Council will only refuse such an application on one or more of the following grounds;

- the applicant does not fulfil the requirements for a members' or commercial club or and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a condition of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or;
- an objection has been lodged by the Gambling Commission or the Police

The Council will have regard to the guidance issued by the Gambling Commission and (subject to that guidance), the licensing objectives.

There is a 'fast-track' procedure available for clubs which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police, and the grounds upon which an authority can refuse a permit are reduced.

The grounds on which an application under the fast track procedure may be refused are;

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

The Council may grant or refuse an application for a club gaming or club machine

permit, but will not attach any conditions. However, there are a number of conditions in the Act that the holder must comply with.

3.5 Cancellation of Permits

3.5.1 Gaming /Machine Permits

The authority is able to cancel a permit. It may do so in specified circumstances which include if the premises are used wholly or mainly by children or young persons or if an offence under the Act has been committed. Before it cancels an authority must notify the holder giving 21 days' notice of intention to cancel, consider any representations made by the holder, hold a hearing if requested, and comply with any other prescribed requirements relating to the procedure to be followed.

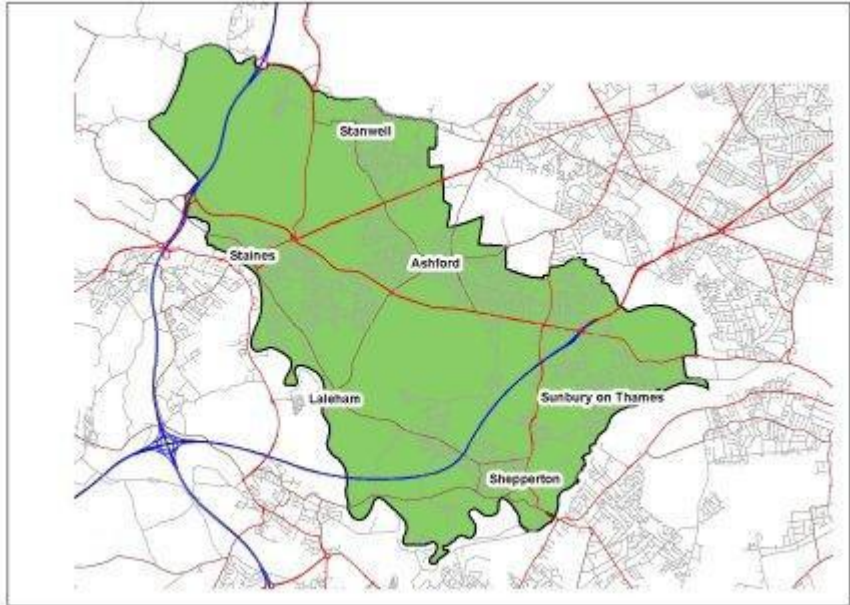
Gaming / Club Machine Permits

Decisions relating to the cancellation of a Club Gaming or Club Machine Permit may not be made by an officer of the authority. Such decisions shall be dealt with by a Licensing Sub Committee.

3.5.2 Alcohol licensed premises permits

In the event of representations being received against a notice of cancellation, the matter will be determined by a licensing sub-committee. Where no representations are received or have been withdrawn, then the decision may remain with an officer.

Annex 1 – Map of Spelthorne Borough



Annex 2

Schedule of Consultees

<p>Persons or bodies representing The interests of those carrying on gambling businesses in the Borough: Association of British Bookmakers mailto:mail@abb.uk.com British Amusement Catering Trade Association mailto:info@bacta.org.uk Leisure Link Group http://leisurelink.com/contact-us/ Racecourse Association Ltd mailto:info@racecourseassociation.co.uk</p> <p>Persons or bodies representing the interests of those who are likely to be affected by the exercise of the authority's functions: All Elected (Ward) Councillors, Spelthorne Borough Council All "Responsible Authorities" as defined under the Gambling Act Spelthorne Borough Council Heads of Service Inspector Ian St John, Surrey Police GamCare info@gamcare.org.uk Responsibility in Gambling Trust alan@responsiblegamblingtrust.org.uk Samaritans jo@samaritans.org Surrey Youth Offending Team surreycc.gov.uk Community Groups, residents' groups and tenant's associations The Salvation Army info@salvationarmy.org.uk</p>	<p>Neighbouring London, County and District Councils:</p> <ul style="list-style-type: none">• London Boroughs of: Hounslow, Hillingdon & Richmond;• Elmbridge Borough Council• <u>Royal Borough Of Windsor & Maidenhead</u>• Runnymede Borough Council• Woking Borough Council <p>Current holders of licences, permits etc. in Spelthorne:</p> <ul style="list-style-type: none">• Representatives of Licensing Act 2003 Premise Licence holders• Representatives of Qualifying Clubs with Club Premises Certificates
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Note: This list is not intended to be exhaustive. Comments and observations are welcome from anyone interested in this policy. Should you have any comments about this policy statement please send them via e-mail or letter to licensing@spelthorne.gov.uk
Licensing Department, Spelthorne Borough Council, Council Offices, Knowle Green, Staines, TW18 1XB

Annex 3

Schedule of Responsible Authorities

For the purposes of the Act, Responsible Authorities are public bodies that must be notified of all applications and who are entitled to make representation in relation to Premises

Spelthorne Licensing Department

Spelthorne Borough Council
Council Offices
Knowle Green
Staines
TW18 1XB

The Gambling Commission

Victoria Square House
Victoria Square
Birmingham
B2 4BP

Licensing Northern Surrey Police

Spelthorne Neighbourhood Team
PO Box 101
Guildford
GU1 9PE

Surrey Fire & Rescue Service

70 Wray Park Road
Reigate
Surrey
RH2 0EJ

Head of Planning

Spelthorne Planning Department

Spelthorne Borough Council
Council Offices
Knowle Green
Staines
TW18 1XB

Head of Statutory Child Protection & Child Care

Child Protection & Independent Review Unit

Fairmount House, Bull Hill
Kingston Road Leatherhead,
Surrey KT22 7AH

HM Revenue & Customs

Greenock Accounting Centre
Custom House
Custom Quay, Greenock PA15
1EQ

Surrey Trading Standards East

Surrey Area office Omnibus
Lesbourne Road Reigate
RH2 7JA

Spelthorne Environmental Health Department Spelthorne

Borough Council
Council Offices Knowle
Green Staines
TW18 1XB

Authorities for vessels:

- Navigation Authority
- The Enforcement Agency
- The British Waterways Board
- The Secretary of State

Annex 4 – Council’s Scheme of Delegation for its Function Under the Gambling Act 2005

Matter to be dealt with	Full Council	Sub-committee	Officers
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting – when appropriate	X (after recommendation from Licensing Committee and Executive)		
Application for premises licences		Where representations have been received & not withdrawn	Where no representations received / representations have been withdrawn
Application for a variation to a licence		Where representations have been received & not withdrawn	Where no representations received / representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received & not withdrawn	Where no representations received / representations have been withdrawn
Review of a premises licence		X	
Application for club gaming / club machine permits		Where representations have been received & not withdrawn	Where no representations received / representations have been withdrawn
Cancellation of club gaming / club machine permits		X X	
			X

Applications for other permits			
Cancellation of licensed premises gaming machine permits		Where permit holder requests a hearing	Where permit holder does not choose to have representations considered
Consideration of temporary use notice		X (where representations are received)	X (where no representations are received)
Decision to give a counter notice to a temporary use notice		X	

ANNEX 5 – GLOSSARY OF TERMS

Admissible Representations: - representations submitted by a Responsible Authority or Interested Party.

Authorised Local Authority Officer: - a Licensing Authority Officer who is an authorised person for a purpose relating to premises in that authority's area.

Authorised Person: - a licensing officer and an officer of an authority other than a Licensing Authority, both of whom have been authorised for a purpose relating to premises in that authority's area. The following are considered authorised persons:

- Inspectors appointed under the Fire Precautions Act 1971;
- Inspectors appointed under the Health and Safety at work, etc. Act 1974;
- Inspectors or Surveyors of ships appointed under the Merchant Shipping Act 1995; &
- A person in a class prescribed in regulations by the Secretary of State.

Automated Roulette Equipment: - equipment that is either linked to a live game of chance, e.g. roulette, or plays live automated games, i.e. operates without human intervention.

Automatic Conditions: - conditions attached automatically to premises licences or authorisations. The Licensing Authority has no discretion not to include or modify them.

AWP machines: - Amusement with Prize Machines

BACTA: - the British Amusement Catering Trade Association

Betting Intermediary: - someone who offers services via remote communication, such as the internet.

Betting Ring: - an area that is used for temporary 'on course' betting facilities.

Bingo: - a game of equal chance.

Casino: - an arrangement whereby people are given an opportunity to participate in one or more casino games.

Casino Games: - games of chance that are not equal chance gaming.

Casino Premises Licence Categories: - regional, large, small, casinos permitted under transitional arrangements.

Casino Resolution: - resolution concerning whether or not to issue Casino Premises Licences.

Child: - an individual who is less than 16 years old.

Christmas Day Period: - the period of 24 hours from midnight on 24 December.

Club Gaming Machine Permit: - a permit to enable the premises to provide gaming machines (three machines of Categories B, C or D)

Club Gaming Permit: - a permit to enable the premises to provide gaming machines (three machines of Categories B C or D), equal chance gaming and games of chance.

Complex Lottery: - an arrangement where:

- Persons are required to pay to participate in the arrangement;
- In the course of the arrangement, one or more prizes are allocated to one or more members of a class;
- The prizes are allocated by a series of processes; and
- The first of those processes relies wholly on chance.

Conditions: - conditions to be attached to licences by way of:

- Automatic provision
- Regulations provided by Sec. Of State
- Conditions provided by Gambling Commission
- Conditions provided by Licensing Authority
- Conditions may be general in nature (either attached to all licences or all licences of a particular nature) or may be specific to a particular licence,

Customer Lotteries: - lotteries run by the occupiers of business premises who sell tickets only to customers present on their premises. These lotteries may not be conducted on vessels.

Default Conditions: - conditions that will apply unless the Licensing Authority decide to exclude them. This may apply to all Premises Licences, to a class of Premises Licence or Licences for specified circumstances.

Delegated Powers: - decisions delegated by the Licensing Authority either to a Licensing Committee, Sub-Committee or Licensing Officers.

Disorders: - in the case of gambling premises licences, disorder is intended to mean activity that is more serious and disruptive than mere nuisance.

Domestic Computer: - one used for in a residential property for private, non-commercial purposes and is exempt from a Gaming Machine Permit.

Dual Use Computer: - definition in forthcoming Regulations. Exempt from a Gaming Machine Permit.

Equal Chance Gaming: - games that do not involve playing or staking against a bank and where the chances are equally favourable to all participants

EBT: - Electronic Bingo Ticket Minders consisting of electronic equipment operated by a Bingo Operators Licence for the purposes of playing bingo.

Exempt Lotteries: - lotteries specified in the Gambling Act as permitted to be run without a licence from the Gambling Commission. There are four types:

- Small Society Lottery (required to register with Licensing Authorities)
- Incidental Non Commercial Lotteries
- Private Lotteries
- Customer Lotteries

External Lottery Manager: - an individual, firm or company appointed by the Small Lottery Society to manage a lottery on their behalf. They are consultants who generally take their fees from the expenses of the lottery.

Fixed Odds Betting: - general betting on tracks.

Gaming: - prize gaming where the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming and where the prizes are determined by the operator before the play commences.

Gaming Machine: - a machine used for gambling under all types of gambling activity, including betting on virtual events.

Guidance to Licensing Authorities: - guidance issued by the Gambling Commission dated April 2006.

Human Rights Act 1998: - Articles 1, 6, 8 and 10

Article 1: Protocol 1 – the right to peaceful enjoyment of possessions

Article 6: - the right to a fair hearing

Article 8: - the right of respect for private and family life

Article 10: - the right to freedom of expression

Inadmissible Representation: - a representation not made by a Responsible Authority or Interested Party.

Incidental non-commercial lottery: - a lottery that is run as an additional amusement at non-commercial events with tickets only sold and drawn during the event, such as a raffle at a dance, bazaar etc.

Information Exchange: - exchanging of information with other regulatory bodies under the Gambling Act.

Interested Party: - a person who in the opinion of the Licensing Authority

- Lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- Has business interests that might be affected by the authorised activities, or
- Represents persons above, including Trade Associations, Trade Unions, Residents and Tenants Associations where they can demonstrate that they represent such persons.

In determining if a person lives or has business interests sufficiently close to the premises, the following factors will be considered: -

- The size and nature of the premises to be licensed.
- The distance of the premises from the location of the person making the representation.
- The potential impact of the premises (e.g. number of customers, routes likely to be taken by those visiting the establishment).
- The nature of the complaint, i.e. not the personal characteristics of the complainant but the interest of the complainant, which may be relevant to the distance from the premises.
- The catchment area of the premises (i.e. how far people travel to visit).

- Whether the person making the representation has business interests that might be affected in that catchment area.

Irrelevant Representations: - representations that are vexatious, frivolous or will certainly not influence the authority's determination of the application.

Large Lottery: - where the total value of tickets in any one lottery exceeds £20,000 or tickets in separate lotteries in one calendar year exceeds £250,000. This type of lottery requires an operating Licence from the Gambling Commission.

Licensed Lottery: - large society lotteries and lotteries run for the benefit of local authorities will require operating licences to be issued by the Gambling Commission.

Licensing Objectives: - there are three objectives

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Live Gambling: - gambling on a live game as it happens.

Lottery: - an arrangement which satisfies the statutory description of either a simple lottery or a complex lottery in Section 14 of the Act.

Lottery Tickets: - every lottery must have tickets for each chance

- Identifying the promoting society
- Stating the price of the ticket, which must be the same for all tickets
- Stating the name and address of the member of the society who is designated as having responsibility at the Society for the promotion of the lottery, or, if there is one, the external lottery manager; and
- Stating the date of the draw, or sufficient information to enable the date of the draw to be determined.

Mandatory Conditions: - conditions that must be attached to a Premises Licence, to a class of Premises Licence or licences for specified circumstances.

Members Club: - a club must have at least 25 members, be established and conducted 'wholly or mainly' for purposes other than gaming, be permanent in nature, not established to make commercial profit and controlled by its members equally.

Non-commercial event: - an event where all the money raised at the event, including entrance fees, goes entirely to purposes that are not for private gain.

Non-commercial society: - a society established and conducted for charitable purposes; for the purpose of enabling participation in, or of supporting, sport athletics or a cultural activity; or for any other non-commercial purpose other than that of private gain.

Occasional Use Notice: - a notice that may only be issued in respect of a track, that permits betting on a track without the need for a Premises Licence and which only the person responsible for administration of events on the track or the occupier of the track may issue.

Off Course Betting: - betting that takes place other than at a track, i.e. at a licensed betting shop.

Off Course Betting: - betting that takes place in self-contained betting premises within the track premises providing facilities for off course betting, i.e. on other events, not just those taking place on the track. Normally operate only on race days.

On Course Betting: - betting that takes place on a track while races are taking place.

Operating Licence: - a licence issued by the Gambling Commission to permit individuals and companies to provide facilities for certain types of gambling, including remote or non-remote gambling.

Permit: - an authorisation issued by the Licensing Authority to provide gambling facilities where the stakes and prizes are low or gambling is not the main function of the premises.

Personal Licence: - a licence issued by the Gambling Commission to individuals who control facilities for gambling or are able to influence the outcome of gambling.

Pool Betting (Tracks): - pool betting may only be offered at a horse racecourse by the Tote and at a dog track by the holder of the premises licence for the track.

Premises: - 'any place' including anything (other than a seaplane or amphibious vehicle) designed or adapted for use on water, a hovercraft or anything or any place situated on or in water. It is for the Licensing Authority to decide whether different parts of a building can be properly regarded as being separate premises.

Premises Licence: - a licence issued by the Licensing Authority to authorise the provision of gaming facilities on casino premises, bingo premises, betting premises, including tracks, adult gaming centres and family entertainment centres where an operator's licence and personal licence have been issued by the Gambling Commission. A licence is restricted to one premise only but one set of premises may have separate licences issued in respect of different parts of the building.

Private lottery: - there are three types of private lottery

- Private Society Lotteries – tickets may only be sold to members of the Society or persons who are on the premises of the Society
- Work Lotteries – the promoters and purchasers of tickets must all work on a single set of work premises
- Residents' Lotteries – promoted by, and tickets may only be sold to, people who live at the same set of premises

Prize Gaming: - gaming in which the nature and size of the prize is not determined by the number of players or the amount paid for or raised by the gaming, the prizes having been determined before play commences, e.g. bingo with non-cash prizes. (NB: bingo with cash prizes and that carried on in commercial bingo halls will need to be licensed by the Gambling Commission; prize gaming does not include gaming by use of gaming machines.)

Prize Gaming Permit: - a permit issued by the Licensing Authority to authorise the provision of facilities for gaming with prizes on specific premises.

Provisional Statement: - an application to the Licensing Authority in respect of premises that are

- Expected to be constructed
- Expected to be altered
- Expected to acquire a right to occupy

Relevant Representations: - representations that relate to the Gambling Licensing Objectives, the Gambling Commission's Guidance, the Codes of Practice.

Responsible Authorities: - public bodies for the area in which the premises are mainly or wholly situated

- Licensing Authority in whose area the premise is partly or wholly situated
- Chief Officer of Police
- Fire & Rescue Service
- Planning Authority
- Environmental Health (related to pollution and harm to human health)
- Body competent to advise on protection of children from harm, i.e. Children & Young Peoples' Service
- Authority in relation to vulnerable adults
- Navigation Authority whose statutory functions are in relation to waters where a vessel is usually moored or berthed
- Environment Agency
- British Waterways Board
- Maritime & Coastguard Agency
- HM Revenue & Customs
- Gambling Commission

Simple Lottery: - an arrangement where

- Persons are required to pay to participate in the arrangement
- In the course of the arrangement, one or more prizes are allocated to one or more members of a class and
- The prizes are allocated by a process which relies wholly on chance.

SWP: - a Skills-with-Prizes machine

Skills with Prizes machine: - a machine on which the winning of a prize is determined only by the player's skill and there is no element of chance. SWP's are unregulated.

Small Lottery: - where the total value of tickets in a single lottery is £20,000 or less and the aggregate value of the tickets in a calendar year is £250,000 or less.

Small Society Lottery: - a lottery promoted on behalf of a non-commercial society, i.e. lotteries intended to raise funds for good causes.

Small Operations: - independent on course betting operators with only one or two employees or a bookmaker running just one shop.

Statement of Principles: - matters the Licensing Authority may publish in the Statement of Licensing Principles that they intend to apply when considering an applicant's suitability in applications for permits for unlicensed family entertainment centres and prize gaming.

Temporary Use Notice: - a notice that may be issued in respect of a set of premises where there is no premises licence, but where a person or company holding an operating licence relevant to the proposed temporary use of premises wishes to use the premises temporarily for providing facilities for gambling.

Totalisator (Tote): - the only permitted operators of pool betting on horseracing tracks.

Track: - a site where races or other sporting events take place e.g. horse racing, dog racing or any other premises on any part of which a race or other sporting event takes place or is intended to take place.

Travelling Fair: - a fair that 'wholly or principally' provides amusements and must be on a site used for fairs for no more than 27 days per calendar year.

Vehicles: - includes trains, aircraft, sea planes and amphibious vehicles other than hovercraft.

Vessel: - anything (other than a seaplane or amphibious vehicle) designed or adapted for use on water; a hovercraft; or anything or part of any place situated on or in water.

Virtual Betting: - gambling by machine that takes bets on virtual races, i.e. images generated by computer to resemble races or other events.

Vulnerable Persons: - no set definition but likely to mean group to include people who gamble more than they want to, people who gamble beyond their means; people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.

Young Person: - an individual who is over 16 years of age but who is under 18 years of age.

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Table of Responses to Spelthorne Borough Council's Draft Statement of Gambling Policy 2016-2019

Response From	Summary of comments made	Proposed amendment/ comment
Coral	<p>Page 6 reference to “Campaign for Fairer Gambling” – comment that Coral were “surprised” that we make reference to such a group.</p> <p>Use of the term FOBT</p> <p>Section 2.3 (Location) Policy should make clear that there is no evidence that the proximity of schools causes harm to the Licensing Objectives.</p> <p>Risk assessment criteria disproportionate</p>	<p>The reference in the policy outlines research conducted by The Campaign for Fairer Gambling. However Gambling Commission guidance says that an effective Local Area Profile is likely to take into account a wide range of factors, data and information to help inform specific risks that operators need to address. Its inclusion is intended to assist applicants in conducting the necessary risk assessments when submitting applications. Wording has therefore been added to make this clear.</p> <p>The term “Fixed Odds Betting Terminals” (FOBT) is well recognised in describing the machines commonly found in betting shops. However wording has been added to reflect the fact that such machines are legally known as Category B2 Gaming Machines</p> <p>Section 6.50 of the Gambling Act guidance says an “area might be identified as high risk on the basis that it is close to a youth centre, rehabilitation centre, or school”. The draft policy is therefore consistent with Gambling Act guidance in this respect. The Section also makes clear that the Council will consider location on a case-by-case basis. No alteration is therefore proposed.</p> <p>Wide ranging criteria has been listed to assist applicants. Not all</p>

		criteria or will be relevant in every case. Alteration has been made to the wording to make this clear.
Resident	Expressed a view that betting shops should not be permitted licences in conservation areas	Gambling law and statutory guidance make it clear that planning issues must not form part of the consideration for an application for a premises licence. Therefore to change the policy to suggest that applications for betting premises in conservation areas will not be considered would be unlawful. No change is therefore proposed.
Racecourse Association Ltd	Generic response in which the Council is asked to note the particular circumstances of racecourses in relation to location, door supervisors and conditions on rules being displayed	Noted.
Gosschalks Solicitors (acting for the Association of British Bookmakers (ABB))	<p>Paragraph 1.2 (Local Area Profile). Request that final paragraph of 1.2, which includes statistics on problem gambling compiled by “The Campaign for Fairer Gambling”.</p> <p>Paragraph 1.5. Request that the paragraph include further examples of irrelevant considerations, as outlined in Paragraph 2.1</p> <p>Paragraph 2.4 (Risk assessments for betting premises). Matters to be taken into account are too prescriptive and some cannot be relevant.</p> <p>Paragraph 2.5 (Conditions) Request addition of a statement that conditions that are additional to the mandatory and default conditions will only be imposed where there is evidence of risks to the licensing objectives</p>	<p>Wording added to make clear that the statistics are there to assist applicants in completing their risk assessments as part of a local area profile only.</p> <p>Bullet points added</p> <p>Wording added to make clear that each application will be considered on a case by case basis.</p> <p>Wording added.</p>

Cabinet

9 December 2015



Title	Treasury Management Half Yearly Report 2015/16		
Purpose of the report	To note		
Report Author	Ryan Maslen		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	Cabinet are asked to note the treasury position achieved during the first six months of 2015/16 and the financial environment in global markets.		

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 2015/16 was reviewed and approved by Cabinet in January 2015 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 2015. The Council has 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. This report covers treasury activity and the associated monitoring and control of risks.

Key Issues

- 1.5 The overall average annualised rate of return for the first six months of 2015/16 is 2.25%. This is 0.42% higher than for the equivalent period last year.
- 1.6 This improved position is due to the continued positive performance of the Council’s current pooled funds and bond investments and also the usage of

newly identified investment opportunities when possible to maximise return. The Council is currently in the process of agreeing a five year loan with a local housing association provider, which will provide a further boost to performance.

- 1.7 The estimated outturn position for the year is interest receipts totalling £648,000. This represents a £13k improvement on the annual budget target set at the beginning of the financial year (£635,000).

Strategy for the year

- 1.8 The overall treasury policy objective is the prudent investment of treasury balances. It is our aim to achieve the maximum return commensurate with proper levels of security and liquidity.
- 1.9 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.
- 1.10 The credit quality of counter-parties (issuers and issues) and investment instruments is assessed by reference to credit ratings issued by Fitch, Moody's and Standard and Poor's. The Council's counter-party credit policy is based on creditworthiness criteria recommended by our advisors and is reviewed on an ongoing basis to ensure that risk to the Council of counter-party defaults remains low.
- 1.11 All three credit ratings agencies have reviewed their ratings in the past six months to reflect the loss of government support for most financial institutions and the potential for varying loss given defaults as a result of new bail-in regimes in many countries. Despite reductions in government support many institutions have seen upgrades due to an improvement in their underlying strength and an assessment that that the level of loss given default is low.

Compliance with Treasury Limits

- 1.12 During the first six months of the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement, and the annual Treasury Management Strategy Statement and Annual Investment Strategy approved by Council in January 2015.

Economic Background

- 1.13 The UK economy has remained resilient over the last six months. Although economic growth slowed in Q1 2015 to 0.4%, year/year growth to March 2015 was a relatively healthy 2.7%. Q2 2015 GDP growth bounced back and was confirmed at 0.7%, with year/year growth showing slight signs of slowing, decreasing to 2.4%.
- 1.14 Gross Domestic Product (GDP) has now increased for ten consecutive quarters, breaking a pattern of slow and erratic growth from 2009. The annual

rate for Consumer Price Inflation (CPI) briefly turned negative in April, falling to -0.1%, before fluctuating between 0.0% and 0.1% over the next few months. In the August Quarterly Inflation Report, the Bank of England projected that GDP growth will continue around its average rate since 2013.

- 1.15 The Bank of England's projections for inflation remained largely unchanged from the May report with them expecting inflation to gradually increase to around 2% over the next 18 months and then remain there in the near future. Further improvement in the labour market saw the unemployment rates for the three months to July fall to 5.5%. In the September report, average earnings excluding bonuses for the three months to July rose 2.9% year/year.
- 1.16 The outcome of the UK general election, largely fought over the parties' approach to dealing with the consequences of the structural deficit and the pace of its removal, saw some very big shifts in the political landscape and put the key issue of the UK's relationship with the EU at the heart of future politics.
- 1.17 Earlier in the financial year, economic data was largely overshadowed by events in Greece. Whilst the Greek exit from the Euro remained a very serious possibility, it was announced in July that the terms for a third bailout of Greece had been reached. The deal amounting to €86 billion was agreed under the terms that Greece would see tax increases, pension reforms and privatisations. A new coalition Government was formed following a snap election in September 2015, but the continuing economic crisis in the area remains a cause for concern.
- 1.18 The summer also saw attention shift towards China as the Shanghai composite index (representing China's main stock market), which had risen a staggering 50%+ since the beginning of 2015, dropped by 43% in less than three months with a reported \$3.2 trillion loss to investors. On 24th August, Chinese stocks suffered their steepest one-day fall on record, driving down other equity markets around the world and soon becoming known as another 'Black Monday'. Chinese stocks have recovered marginally since and are trading around the same level as the start of the year. Concerns remain about slowing growth and potential deflationary effects.
- 1.19 The US economy slowed to 0.6% in Q1 2015 due to bad weather, spending cuts by energy firms and the effects of a strong dollar. However, Q2 GDP showed a large improvement at a twice-revised 3.9% (annualised). The decision on whether to raise US interest rate remains key not only to the US but the global economy as well. The Committee decided not to act at its September meeting as many had been anticipating but have signalled rates rising before the end of the year.

2. Options analysis and proposal

Borrowing Activity to 30th September 2015

- 2.1 At 30th September 2015, the Council had no outstanding short term borrowings. Activity in this area is limited and is currently restricted to meeting daily cash flow requirements. However, short term borrowing may occur during February and March when levels of Council Tax and Business Rate instalments significantly reduce.

Investment Activity to 30th September 2015

- 2.2 The ability to maximise interest returns is paramount to generate sufficient funds to support the General Fund. The Council have therefore in consultation with Arlingclose made a few minor changes to the pooled investment fund portfolio, with the aim of maximising return. Fixed rate deposits have also been made when cash flow requirements permit.
- 2.3 As at 30th September 2015, the Council's investment portfolio was a total of £25.815m and a breakdown of the investments is attached as **Appendix A**. The availability of funds for investment is dependent upon the timing of precept payments, receipt of grants and progress on the capital programme. Consequently the core cash balance available for longer term investment is £20.74m. The cash flow investments, £4.9m in the table in Appendix A, are only available on a temporary basis pending cash flow activities.
- 2.4 Since the beginning of the financial year the Council has made an investment of £175,000 in a company called Funding Circle, who provide a peer-to-peer lending platform which is an alternative borrowing mechanism for small businesses. This is being viewed as a diversification tool within the treasury management investment portfolio, and also an economic development opportunity enabling the Council to support local businesses when demand exists. As shown in Appendix A, the investment is proving successful with the average return to date being 6.61%. A further small additional investment in this area has recently been agreed with the portfolio holder and will be made imminently.
- 2.5 The core investment portfolio of £20.74m now includes £9.49m in pooled equity, bond and property funds and a list of the individual investments and their current performance is detailed in **Appendix B**.

Investment Performance Monitoring

- 2.6 All investment performance is monitored on a monthly basis. The original estimate for net investment income to be credited to the General Fund in 2015/16 was £635,000, a significant increase from 2014/15 (£335,300). This reflected the significant capital receipts that were anticipated by the Council within 2015/16 when the budget was originally agreed. These would have been received and immediately re-invested.
- 2.7 As at 30th September 2015 the total net investment income earned to date was £199,000 of which £142,600 was from pooled funds. With interest rates continuing to remain at historically low levels (0.5% since March 2009), these pooled investment funds are fundamental to meeting the investment income target for the year. Investment income is always received in arrears, sometimes on a half yearly basis. This explains why income received to date seems at such a low level when compared to the annual budget.
- 2.8 Assuming that interest rates remain static in this financial year and pooled fund dividends remain at their current levels, the outturn for the full year is estimated to be £648,000. Action will be taken wherever possible to maximise return by taking advantage of enhanced deposit rates that may be available.
- 2.9 Despite the delay in the Council receiving the capital receipts that were expected, the continued positive performance of existing funds and the additional investments made during the financial year should ensure that the budget target is exceeded.

Conclusions and Outlook for 2016/17

- 2.10 The investment strategy is kept under constant review so that the Council can adapt quickly to the constantly changing environment. The Council continues to be proactive in seeking ways of maintaining and improving current levels of return against a very challenging global investment environment.
- 2.11 Arlingclose believes that Bank Rate will remain at 0.50% until quarter three of the 2016 calendar year and cash rates for deposits are likely to remain at historically low levels for the foreseeable future.
- 2.12 The pace of interest rate rises will be gradual and the extent of rises limited. The appropriate level for Bank Rate for the post-crisis UK economy is likely to be lower than the previous norm. We would suggest this is between 2.0% and 3.0%.
- 2.13 Arlingclose provides a monthly update of the credit ratings of major financial institutions. Counterparty credit quality is assessed and monitored with reference to the rating agencies Fitch, Moody's and Standard and Poor's; credit default swaps; GDP of the country in which the institution operates; the country's net debt as a percentage of GDP; sovereign support mechanisms and potential support from a well-resourced parent institution and share price. This information is used for reference and decision making purposes and will continue to be monitored closely.
- 2.14 The full list of approved investment instruments is attached in **Appendix C and D**; this reflects the application of the creditworthiness criteria recommended by the Council's advisors, Arlingclose.

Proposals

- 2.15 The use of pooled investment funds within the portfolio has been fundamental to the continued positive performance and should help maintain overall investment returns into the future. These investments will also enable the Council to diversify the assets and underlying risk in the investment portfolio and should provide the potential for enhanced returns.
- 2.16 Further diversification and growth of the investment portfolio is planned, especially considering the significant capital receipts the Council are expecting in the near future. Opportunities such as the five years loan to a local housing association are being sought and utilised wherever possible to broaden the portfolio.
- 2.17 In order to realise potential income generating asset related opportunities including the purchase of new Council office accommodation, it may be necessary for the Council to borrow if there is a robust business case. It is likely that borrowing costs would be at a lower rate than would be forgone if we drew down on some of our existing long term investments.

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 – D are attached

Details of Investments Held as at 30th September 2015

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	3.91*	11 May 2012	N/A
Schroders UK Corporate Bond	1.5	6.38*	11 May 2012	N/A
M&G Optimal Income Sterling	1.69	3.00*	13 Apr 2015	N/A
M&G Global Dividend	1.0	3.98*	27 Jun 2012	N/A
Schroders Income Maximiser	1.0	6.72*	06 Jul 2012	N/A
Schroders Income Maximiser	1.0	6.72*	24 Jul 2015	N/A
CCLA Property Fund (LAMIT)	1.5	5.53*	31 Mar 2013	N/A
CCLA Property Fund (LAMIT)	1.0	5.53*	30 Apr 2014	N/A
Total	9.49	4.89*		
<u>Variable Rate Deposits</u>				
Yorkshire Building Society	1.0	2.20	09 Apr 2014	23 Mar 2016
<u>Fixed Rate Deposits (short term)</u>				
Nordea Bank AB	1.25	0.80	29 Jul 2015	15 Dec 2015
Landesbank Hessen-Thuringen	2.0	0.69	31 Jul 2015	29 Jan 2016
Santander	2.0	0.73	04 Aug 2015	04 Feb 2016
Nationwide Building Society	2.0	0.66	15 Sep 2015	15 Mar 2016
Newbury Building Society	1.0	0.50	14 Aug 2015	16 Nov 2015
Standard Chartered CD	2.0	0.72	06 May 2015	06 Nov 2015
Total	10.25	0.69		
Total - Core Inv. Portfolio	20.74	2.51	Average	
<u>Cash Flow Investments</u>				
Standard Life Investments	1.1	0.49		Instant Access
Insight Investments	0.7	0.51		Instant Access
BNP Paribas	3.1	0.53		Instant Access
Total	4.9	0.52		
<u>Funding Circle</u>				
Loans to small businesses	0.175	6.61	16 Apr 2015	
Total Investments at 30.9.15	25.815	2.25	Overall Average	

** Yields on pooled funds are estimates based on the returns on initial investment achieved in 2013/14 and 2014/15.*

Pooled Funds as at 30th September 2015

Fund	Date of Purchase	Initial Investment	Dividends Received to 30/9/15	Annualised Dividend Yield	Capital Gain at 30/9/15	Total Return at 30/9/15
		£	£	£	£	£
Charteris Elite Income Fund	11/05/12	800,000	16,239	4.06%	- 101,365	- 85,126
Schroders UK Corporate Bond Fund	11/05/12	1,500,000	35,808	4.77%	74,648	110,456
Schroders Income Maximizer Fund	06/07/12	1,000,000	32,423	6.48%	82,957	115,380
Schroders Income Maximizer Fund	24/07/15	1,000,000	-	0.00%	- 119,625	- 119,625
M&G Optimal Income Sterling	13/04/15	1,690,636	-	0.00%	- 53,675	- 53,675
M&G Global Dividend Fund	27/06/16	1,000,000	22,616	4.52%	94,720	117,336
CCLA Property Fund (LAMIT)	31/03/13	1,500,000	21,813	2.91%	400,573	422,386
CCLA Property Fund (LAMIT)	30/04/14	1,000,000	12,455	2.49%	85,197	97,652
Value 30/9/2015		9,490,636	141,355	2.98%	463,428	604,783

Pooled Fund Performance to 30th September 2015

The Capital appreciation of these investments as at 30/9/15 equates to 4.88%. 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, some are paid quarterly and others half yearly. For two of the recent investment amendments we have made dividends are yet to be received. The income yield as at 30/9/15 is 1.49% and the estimated annualised income yield on these funds is expected to be in the region of 4.9%.

Approved Counterparties

The Council may invest its surplus funds with any of the counterparty types in the table below, subject to the cash limits (per counterparty) and the time limits shown.

The cash limits shown reflect the capital receipt that the Council may receive during 2015/16. This approach has been agreed in conjunction with our treasury advisors, to enable the Council to have sufficient flexibility within the strategy being set to manage the funds appropriately if they are received. If and when this is realised the Council will manage the funds appropriately, looking to diversify investments as much as possible and keep exposure to approximately 5% per counterparty wherever possible.

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	£5m 20 years	£5m 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
BBB+	£5m 100 days	£5m 6 months	£5m 2 years	£5m 6 months	£5m 2 years
BBB or BBB-	£5m next day only	£5m 100 days	n/a	n/a	n/a
None	£1m 6 months	n/a	£1m 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

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. Unsecured investment with banks rated BBB or BBB- are restricted to overnight deposits at the Authority's current account bank, Lloyds Bank plc.

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.

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.

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 will only be made as part of a diversified pool in order to spread the risk widely.

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 a high likelihood of receiving government support if needed.

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. Money Market Funds that offer same-day liquidity and aim for a constant net asset value 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.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority 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 Authority's investment objectives will be monitored regularly.

Specified Investments

The DCLG 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.

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.

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 below. As detailed in Appendix C, the cash limits shown reflect the capital receipt that the Council may receive during 2015/16 and have been agreed in conjunction with our treasury advisors to provide the Council with an element of flexibility to be able to invest the funds in the most appropriate manner at the time.

	Cash limit
Any single organisation, except the UK Central Government	£5m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£5m per group
Any group of pooled funds under the same management	£5m 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	£2m in total
Money Market Funds	£20m in total

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Cabinet

9 December 2015



Title	Capital Monitoring Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	To note the current spend position and approve a supplementary estimate of £70k for the installation of a BMX track at Hengrove Park and £50k for the Agile working project.		

1. Expenditure to Date and expected Outturn

1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to September 2015.

1.2 For the period ending September 2015, capital expenditure including commitments was £428k (22%) of the original budget (excluding the Knowle Green and Housing opportunity projects) and (21%) of the revised budget (excluding the Knowle Green and Housing opportunity projects).

The projected outturn shows that we are anticipating to spend £1.736m which represents (85%) of the revised budget (excluding the Knowle Green and Housing opportunity projects).

Key Issues

1.3 The £9m that has been allocated for Housing and Knowle Green relocation projects may not be spent in the current financial year and may need to be carried forward at year end.

To approve a supplementary estimate of £70k for the installation of a BMX track at Hengrove Park.

“In 2008 Cabinet agreed to Hengrove Park being extracted for gravel and it was also agreed that of the £700k capital receipt £100k of it would be set aside for park improvements. In the consultation carried out with local residents at the time we were about to let Streeter’s extract the gravel the popular choice was for a BMX/skate park to be installed. This was rechecked with residents via Ashford Residents Association in late 2014/beginning of 2015 and was still the favoured improvement given the constraints of the budget. The costs of the BMX/skate Park are likely to be around £70k with

some being set aside for ongoing maintenance. Items such as bins and benches will be as before but likely to be relocated to the BMX/Skate park and the new path around the park. Designs for the BMX/skate Park will be obtained and checked with residents. The suggested site in the park is furthest from neighbouring properties.”

To approve a £50k supplementary estimate to support 3 proposed Agile working projects endorsed by the asset management board and management team. The project will agree and implement new working practices which will facilitate the move of staff and partners from Knowle Green to a new location by summer 2017.

The project will focus on 3 pilot projects

- 1) Home Working
- 2) Remote/Mobile Working
- 3) Hot Desking/Flexible working

The £50k will be split £25k each on devices and software implementation.

Significant Developments / Variances

- 1.4 1) Small Scale Area Regeneration £350K: Approx £200k is estimated to be spent this year with the remaining £150k re-phased to 2016/17. We are in discussion with Surrey County Council regarding their matched funding contribution. A report will be presented to Management team in Mid-December by the Head of Service with some options but given that the 2 lead cabinet members are now not involved with this project this funding may need to be carried forward to 2016/17.
- 2) Laleham Park £200k: The project is currently being redefined and will be re-phased to 2016/17.

2. Options analysis and proposal

- 2.1 Cabinet are asked to note the current spend position

3. Financial implications

- 3.1 Any underspend on the approved Capital Programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes.

4. Other considerations

- 4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allowed the funds to complete the works.

5. Timetable for implementation

- 5.1 Bi monthly monitoring reports are prepared for Management team and incorporate revised actual figures.

Background papers:

Appendices: A&B

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CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2015

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
Cllr Pinkerton - Housing, Health, Wellbeing, Ind Living & Leisure	2,285,600	-	-	2,285,600	45,654	1,301	189,974	(2,095,626)
Cllr Attewell - Environment	1,177,900	8,000	-	1,185,900	68,767	136,332	835,000	(350,900)
Cllr Gething - Asset Management	7,111,800	20,000	-	7,131,800	(29,781)	10,051	231,800	(6,900,000)
Cllr Harman - ICT	230,000	57,400	-	287,400	95,565	100,492	328,900	41,500
Cllr Mitchell - Comm Safety	150,000	-	-	150,000	-	-	150,000	-
	10,955,300	85,400	-	11,040,700	180,206	248,175	1,735,674	(9,305,026)

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CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2015

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<u>Housing Investment Programme</u>											
<u>Cllr Pinkerton - Housing, Health, Wellbeing, Independent Living & Leisure</u>											
Lee O'Neil	40203	Disabled Facilities Mandatory	460,000	-	62,921	522,921	247,269	-	480,000	(42,921)	Based on current approvals and applications being processed, DFG payments are expected to be £480k for the year. DCLG have awarded us an additional grant of £62,921.
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	29,600	-	-	29,600	-	This is expected to be spent by end of the year.
		Less Specified Capital Grant	(285,000)	-	(62,921)	(347,921)	(173,961)	-	(347,921)	-	
		Net Cost of Disabled Facilities Grants	204,600	-	-	204,600	73,308	-	161,679	(42,921)	
Lee O'Neil	40209	Home Improvement Agency grant	81,000	-	-	81,000	-	-	81,000	-	Annual Invoice to be received later in this financial year. Additional funding of £52705 for Home Improvement to be received from Surrey County Council
		HIA Funding	-	-	-	-	(26,353)	-	(52,705)	(52,705)	
		Total	81,000	-	-	81,000	(26,353)	-	28,295	(52,705)	
Total For HIP			285,600	-	-	285,600	46,956	-	189,974	(95,626)	
<u>Other Capital Programme</u>											
<u>Cllr Pinkerton - Housing, Health, Wellbeing, Independent Living & Leisure</u>											
Deborah Ashman	41622	Affordable Housing Opportunity	2,000,000	-	-	2,000,000	-	-	-	(2,000,000)	Continuing to look for the opportunities and in touch with Registered Social Landlords Partners.
Deborah Ashman	42271	Fordbridge Day Centre	-	-	-	-	(1,301)	1,301	-	-	Special Creditor Retention payment waiting to be cleared
		Total	2,000,000	-	-	2,000,000	(1,301)	1,301	-	(2,000,000)	
<u>Cllr Attewell - Environment</u>											
Jackie Taylor	41506	Spelride Bus Replacement	250,000	-	-	250,000	-	-	250,000	-	The project is still underway, however there has been a delay on the procurement exercise. Project is still expected to be completed by the end of this financial year.
Jackie Taylor	41507	Streetscene Van Replacement	25,000	-	-	25,000	23,300	-	23,300	(1,700)	Vans have been delivered and project has also been completed.
Jackie Taylor	41601	DCLG Bins	-	-	-	-	8,660	-	8,660	8,660	Funded through Department for Communities of Local Govt(DCLG)Grant
		DCLG Funding	-	-	-	-	(8,660)	-	(8,660)	(8,660)	
Jackie Taylor	41619	Small Scale Area Regeneration	700,000	-	-	700,000	-	-	550,000	(150,000)	Expected expenditure of £200,000 at this stage. Any residual amount then will be re-phased to 2016-2017
		External Funding	(350,000)	-	-	(350,000)	-	-	(350,000)	-	
Jackie Taylor	41620	Wheellie Bins	50,000	-	-	50,000	11,663	56,136	50,000	-	Orders will be placed throughout this financial year depending on need as and when identified. Commitments of over £20k are being moved.
		Total	675,000	-	-	675,000	34,963	56,136	523,300	(151,700)	
Lee O'Neil	41314	Air Quality	17,100	8,000	-	25,100	-	-	25,100	-	The contract is now signed with the consultant and now waiting for the work to start. Project is expected to be completed by end of March 2017. Balance will again be requested to be carried forward in the next financial year.
		Total	17,100	8,000	-	25,100	-	-	25,100	-	
Sandy Muirhead	42007	Energy Saving Measures	15,000	-	-	15,000	-	-	15,000	-	The project is expected to commence in winter months.
Sandy Muirhead	42047	Bring Site Initiative	-	-	-	-	(11,780)	11,780	-	-	Special Creditor waiting to be cleared
		Total	15,000	-	-	15,000	(11,780)	11,780	15,000	-	
Sandy Muirhead	41006	Kenyngton Manor Pavilion	98,900	-	-	98,900	-	-	99,700	800	A contractor has been appointed. The work is expected to start subject to the lease is signed by Football club. It is expected that the project will be completed by end of February 2016.
		External Funding	(79,700)	-	-	(79,700)	-	-	(79,700)	-	
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	-	-	200,000	-	-	-	(200,000)	This project is currently being redefined to address changes to the project and the views of the task group are also being sought. It is highly unlikely that this project is completed in this financial year and requested to be carried forward or re-phased in the next financial year
		Total	219,200	-	-	219,200	-	-	20,000	(199,200)	
Sandy Muirhead	41317	Car Park Improvements	110,600	-	-	110,600	45,584	68,416	110,600	-	Work has already started. Project is expected to be completed by end of October 2015

CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2015

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Sandy Muirhead	41320	Pay & Display Machines	141,000	-	-	141,000	-	-	141,000	-	Machines are expected to be installed in winter time. Project is expected to be completed by end of this financial year
		Total	251,600	-	-	251,600	45,584	68,416	251,600	-	
Cllr Gething - Asset Management											
Dave Phillips	41007	Stanwell Skate Park	50,000	-	-	50,000	-	49,964	50,000	-	Contractor has been directed to start the work and the installation date is expected to be in the beginning of November
		External Funding	(50,000)	-	-	(50,000)	-	(49,964)	(50,000)	-	
Dave Phillips	41015	Runnymede Estates	55,600	-	-	55,600	(20,157)	-	55,600	-	Special Creditors are waiting to be cleared. Capitalised Planned Maintenance to be transferred at the end of the financial year
Dave Phillips	41028	Fire Alarm Systems	-	-	-	-	(269)	1,345	-	-	Special Creditor Retention payment is wating to be cleared
Dave Phillips	41031	Fencing	-	-	-	-	(325)	1,624	-	-	Special Creditor Retention payment is wating to be cleared
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	20,000	4,272	-	20,000	-	Successful bidder has contacted Planning and currently in ongoing dicussions regarding progress for the site. Project is expected to be completed by November 2015
Dave Phillips	42011	Replace Council Accommodation	7,000,000	-	-	7,000,000	-	-	100,000	(6,900,000)	Tenders for consultancy services have now been returned. These will be looked at and Report will be prepared for the Committee in October 2015. Balance will again be requested to be carried forward in the next financial year as the target move is July 2018.
Dave Phillips	42036	Plot 12&13 Towpath Car Park	56,200	-	-	56,200	-	-	56,200	-	Currently in negotiation with residents to develop the site. Project is expected to be completed by end of this financial year.
Dave Phillips	42053	Knowle Green Heating	-	-	-	-	(4,320)	3,600	-	-	Special Creditor Retention payment is wating to be cleared
Dave Phillips	42046	Greeno Centre Re-roofing	-	-	-	-	(8,982)	3,482	-	-	Special Creditor Retention payment is wating to be cleared
		Total	7,111,800	20,000	-	7,131,800	(29,781)	10,051	231,800	(6,900,000)	
Cllr Harman - ICT											
Helen Dunn	43003	New Software	20,000	-	-	20,000	5,600	-	20,000	-	Expected to be spent by the end of this financial year on various software enhancements
Helen Dunn	43004	Host Replacement	-	-	-	-	40,817	2,995	45,000	45,000	Funded through Reserves
Helen Dunn	43314	Integra Upgrade	-	8,000	-	8,000	-	1,960	4,500	(3,500)	
Helen Dunn	43608	Other Hardware	60,000	-	-	60,000	1,071	2,400	60,000	-	Expected to be spent by the end of this financial year on various hardware requirements
Helen Dunn	43611	Mobiles and Tablets	-	-	-	-	(1,334)	881	-	-	Payment not required on the accruals
		Total	80,000	8,000	-	88,000	46,154	8,236	129,500	41,500	
Linda Norman	43505	CRM Solution	-	46,200	-	46,200	4,140	38,466	46,200	-	Work on Phase II has now been completed. Development work has also started. User Acceptance Testing to start in November. Project is expected to be completed by end of this financial year
Linda Norman	43515	Corporate EDMS Project	150,000	-	-	150,000	45,271	50,610	150,000	-	New software has been installed and data migration work has already competed for Planning Service. The data migration work is now being undertaken for other services. Project is expected to be completed by March 2016.
Linda Norman	43308	Liquid Voice	-	3,200	-	3,200	-	3,180	3,200	-	Work on Phase III has started. Software is due to be installed in November followed by User Acceptance Testing and expected to go live in January 2016.
		Total	150,000	49,400	-	199,400	49,411	92,256	199,400	-	
Michael Graham	43504	Elections IER Equipment	-	-	4,548	4,548	4,548	798	4,548	-	IER funding through Cabinet Office
		External Funding	-	-	(4,548)	(4,548)	(4,548)	(798)	(4,548)	-	
		Total	-	-	-	-	-	(0)	-	-	
Cllr Mitchell - Community Safety											
Keith McGroary	41621	CCTV Enhancement	150,000	-	-	150,000	-	-	150,000	-	Draft specification has now been completed and tenders will be invited by end of October. Project is expected to be completed by the end of this financial year
		Total	150,000	-	-	150,000	-	-	150,000	-	
Total For Other			10,669,700	85,400	-	10,755,100	133,250	248,175	1,545,700	(9,209,400)	
Total Expenditure			11,720,000	85,400	67,469	11,872,869	393,727	248,973	2,629,208	(9,243,661)	
Total Funding			(764,700)	-	(67,469)	(832,169)	(213,521)	(798)	(893,534)	(61,365)	
GRAND TOTAL			10,955,300	85,400	-	11,040,700	180,206	248,175	1,735,674	(9,305,026)	

Cabinet

9 December 2015



Title	Revenue Monitoring Report		
Purpose of the report	To note		
Report Author	Adrian Flynn		
Cabinet Member	Councillor Tim Evans	Confidential	No
Corporate Priority	Value for money Council		
Cabinet Values	Accountability		
Recommendations	To note the current spend position.		

1. Overall Projected Outturn

- 1.1 To provide cabinet with the net revenue spend figures to the end of September 2015.
- The forecast outturn at net expenditure level is £14.525m against the revised budget of £14.536m; A projected favourable variance of £11k
 - After taking into account the use of carry forwards, the net position is approximately £9k favourable variance.

- 1.2 Interest earnings are forecast to be lower than the budget due to the delayed sale of Bridge street car park by approximately £53k. This shortfall will be covered by a transfer from our interest equalisation reserve.

Key Issues

- 1.3 There is a forecasted £232k adverse variance on bed and Breakfast expenditure for the current financial year due to increased usage. Officers are working on options to mitigate further demand increases.
- 1.4 Vacant staff posts provide short term savings but can result in having an adverse effect on operational issues. As part of the 2016/17 budget process we are looking at the council's pay policies to ensure that they are competitive to other neighbouring council's as a measure to counter act higher rates of pay to professional groups of officer's in other authorities. One of these areas is recruitment and retention allowances.

2. Options analysis and proposal

2.1 Cabinet are asked to note the current net revenue spend and forecast position.

2.2 The following highlights the more significant or material variances:

Housing, Health, Wellbeing, Independent Living and Leisure

Democratic Representation and Management - £40k adverse variance: Four yearly councillors' computer costs incurred following the Borough elections.

Housing Benefit Administration - £49k favourable variance: Vacant posts and reduction in working hours.

Leader

People and Partnerships-£18k favourable variance: Members neighbourhood allocation budget overstated.

ICT and Business Continuity

ICT- £30k adverse variance: Vacant post being covered by agency staff and Microsoft maintenance costs increasing.

Finance

MAT Secretariat & Support-£13k favourable variance: Executive Assistant secondment ended 31st May.

Insurance-£170k adverse variance: Further provision may be required to meet historic Municipal Mutual Insurance liabilities.

Planning

Land Charges - £10k: adverse variance: Vacant post savings offset by reduction in income and additional search fee costs.

Planning Policy - £71k: favourable variance: Vacant posts. Fee income is currently under budget but is anticipated to recover due to potential large scale planning applications being received over the coming months.

Building Control - £42k favourable variance: Vacant post and increased income.

Community Safety

Community Safety - £44k adverse variance: CCTV expenditure higher than budget due to procurement delays in bringing in a new system but offset by restructure savings and increased income.

Waste, Environment & Parking

Recycling - £134k favourable variance: Lower than anticipated gate fees for processing materials

Grounds maintenance - £39k favourable variance: savings on Highways verges staffing and increased income from the agency agreement with SCC.

Cemeteries - £27k adverse variance: Increased use of pre-paid plots.

Staines market - £20k adverse variance: increased competition from pound shops and discount stores.

Depot-£28k adverse variance: Increased insurance excess claims.

Streetscene Management and Support-£136k favourable variance:
Enforcement income not budgeted for, plus vacant posts.

Economic Development and Fixed Assets

Asset Management - £214k favourable variance: Knowle Green relocation budget will not be spent in full in 2015-16, savings from a vacant post offset by higher insurance and consultant fees. A carry forward request will be made at year end.

3. Financial implications

3.1 As set out within the report and appendices

4. Other considerations

4.1 There are none

5. Timetable for implementation

5.1 Bi – monthly reports are produced for Management team

Background papers:

Appendices: A&B

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2015/16 Net Revenue Budget Monitoring
As at end of 30 SEPTEMBER 2015

	15/16	15/16	15/16	15/16
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	55,882,600	56,107,500	57,763,480	1,655,980
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	55,882,600	56,107,500	57,763,480	1,655,980
Less Housing Benefit grant	(31,376,700)	(31,376,700)	(32,310,700)	(934,000)
Less Specific fees and charges income	(9,755,000)	(9,755,000)	(10,487,468)	(732,468)
Net Expenditure - broken down as below	14,750,900	14,975,800	14,965,312	(10,488)
Leader of the Council	443,800	445,000	427,247	(17,753)
ICT & Business Continuity of the Council	697,000	706,500	737,000	30,500
Housing, Health, Wellbeing, Independent Living and Leisure	2,558,000	2,561,400	2,758,500	197,100
Finance	3,491,000	3,511,500	3,724,365	212,865
Planning	1,805,500	1,888,300	1,798,000	(90,300)
Communication and Procurement	215,500	227,000	215,400	(11,600)
Community Safety and Licensing	108,800	108,800	162,200	53,400
Waste, Environment and Parking	3,634,200	3,634,200	3,449,700	(184,500)
Economic Development and Fixed Assets	1,797,100	1,893,100	1,692,900	(200,200)
NET EXPENDITURE AT SERVICE LEVEL	14,750,900	14,975,800	14,965,312	(10,488)
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	(300,000)	-
Partnership Savings	(40,000)	(40,000)	(40,000)	-
Pay award	-	-	-	-
Efficiencies to offset pay award	(100,000)	(100,000)	(100,000)	-
Increased Employer contributions due to auto enrollment	-	-	-	-
NET EXPENDITURE	14,310,900	14,535,800	14,525,312	(10,488)
NET EXPENDITURE	14,310,900	14,535,800	14,525,312	(10,488)
Interest earnings	(635,000)	(635,000)	(635,000)	-
Staines Town Development/TaSF	(531,276)	(531,276)	(313,476)	217,800
BUDGET REQUIREMENT	13,144,624	13,369,524	13,576,836	207,312
Baseline NNDR Funding	(3,055,700)	(3,055,700)	(3,055,700)	-
Revenue Support grant	(1,330,600)	(1,330,600)	(1,330,600)	-
New Homes Bonus	(1,564,400)	(1,564,400)	(1,564,400)	-
NET BUDGET REQUIREMENT	7,193,924	7,418,824	7,626,136	207,312
Collection Fund Surplus/(deficit)	(266,400)	(266,400)	(266,400)	-
CHARGE TO COLLECTION FUND	6,927,524	7,152,424	7,359,736	207,312
2014/15 Revenue carryforward			(216,700)	(216,700)
Net Position				(9,388)

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Appendix B			
REVENUE MONITORING 2015/16			
EXPENDITURE AND INCOME SUMMARY 30 SEPTEMBER 2015			
Results to 30-Sep-15	Budget	Forecast	Variance
	Revised	Outturn	to Revised
	£	£	£
Leader of the Council			
Employees	423,600	431,600	8,000
Other Expenditure	94,600	70,900	(23,700)
Income	(73,200)	(75,253)	(2,053)
	445,000	427,247	(17,753)
ICT & Business Continuity of the Council			
Employees	473,100	484,900	11,800
Other Expenditure	271,800	290,700	18,900
Income	(38,400)	(38,600)	(200)
	706,500	737,000	30,500
Housing, Health, Wellbeing, Independent Living and Leisure			
Employees	3,416,400	3,383,600	(32,800)
Other Expenditure	33,469,200	35,265,900	1,796,700
Housing Benefit grant income	(31,376,700)	(32,310,700)	(934,000)
Income	(2,947,500)	(3,580,300)	(632,800)
	2,561,400	2,758,500	197,100
Finance			
Employees	3,064,700	3,052,200	(12,500)
Other Expenditure	817,600	1,057,000	239,400
Income	(370,800)	(384,835)	(14,035)
	3,511,500	3,724,365	212,865
Planning			
Employees	1,911,500	1,839,900	(71,600)
Other Expenditure	1,238,200	1,255,900	17,700
Income	(1,261,400)	(1,297,800)	(36,400)
	1,888,300	1,798,000	(90,300)
Communication and Procurement			
Employees	111,300	109,700	(1,600)
Other Expenditure	125,700	115,700	(10,000)
Income	(10,000)	(10,000)	-
	227,000	215,400	(11,600)
Community Safety and Licensing			
Employees	203,700	194,700	(9,000)
Other Expenditure	142,700	210,500	67,800
Income	(237,600)	(243,000)	(5,400)
	108,800	162,200	53,400
Waste, Environment and Parking			
Employees	3,299,400	3,156,400	(143,000)
Other Expenditure	4,715,100	4,693,200	(21,900)
Income	(4,380,300)	(4,399,900)	(19,600)
	3,634,200	3,449,700	(184,500)
Economic Development and Fixed Assets			
Employees	277,700	248,700	(29,000)
Other Expenditure	2,051,200	1,901,980	(149,220)
Income	(435,800)	(457,780)	(21,980)
	1,893,100	1,692,900	(200,200)
NET EXPENDITURE AT SERVICE LEVEL			
	14,975,800	14,965,312	(10,488)
Total Employees	13,181,400	12,901,700	(279,700)
Total Other Expenditure	42,926,100	44,861,780	1,935,680
Housing Benefit grant income	(31,376,700)	(32,310,700)	(934,000)
Total Income	(9,755,000)	(10,487,468)	(732,468)
	14,975,800	14,965,312	(10,488)
Total Expenditure			
	56,107,500	57,763,480	1,655,980
Total Income			
	(41,131,700)	(42,798,168)	(1,666,468)
Net			
	14,975,800	14,965,312	(10,488)

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Cabinet Report

9 December 2015



Title	Crossrail 2: Consultation		
Purpose of the report	To make a decision		
Report Author	John Devonshire		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	Cabinet is asked to agree the response to the consultation for Crossrail 2 proposals		

1. Background

- 1.1 The Crossrail 2 (CR2) project is currently sponsored by Network Rail, Transport for London and the Mayor for London. CR2 aims to improve rail connectivity between southwest/ northeast London and its hinterlands including Surrey and Hertfordshire. The project also aims to reduce overcrowding and release capacity for more frequent services on the South West Main Line into/out of London Waterloo. See plan at **Appendix A**.
- 1.2 The Surrey Rail Strategy which was published in September 2013 and is supported by this Council, sets out three priorities. One was to increase capacity on the South West Main Line and Crossrail 2 was the primary means of achieving that. The other two priorities were improved access to airports and improvements to the North Downs Line.

2. Key Issues

- 2.1 The core of the CR2 proposal is a new rail tunnel running from SW London (Wimbledon area) to N London (Tottenham Hale /New Southgate). There are then various possible feeder service routes on existing lines – including Shepperton and Hampton Court. The objective in south London is to divert some existing Waterloo bound services via Crossrail thereby releasing capacity at Waterloo and its approaches to facilitate growth of longer distance services. The tunnel section of CR2 is envisaged to take up to 30 trains per hour in the peak time. Services would stop at all stations – no ‘fast’ CR2 services are proposed.
- 2.2 The CR2 proposals, as currently presented, include using several branch lines in Surrey including Shepperton for CR2 services. The proposals would see an increase in services from Shepperton during peak times from 4 trains per hour to 6 trains per hour, 4 of which would be used for CR2 and 2 would remain direct to London Waterloo. This is opposed to the 4 trains per hour which operate at peak times direct to London Waterloo at the moment. Current travel time from Shepperton to Waterloo at peak times is either a 56min or 1 hour 4min journey.

- 2.3 Rather than running direct to Waterloo, CR2 services would run through Clapham Junction via the new tunnel and onto Victoria and Euston. Any commuters wishing to travel to Waterloo on CR2 services on the Shepperton branch would have to change at Clapham Junction or at Balham for London Underground Northern Line services. It is of note that even if Crossrail services did not extend to the Shepperton branch line (and neither do they go to Staines) passengers from these lines could still change at Clapham Junction to connect to the Crossrail services.
- 2.4 The proposals also state that Shepperton station may have to be reconfigured to accommodate an additional platform. Rail sidings and stabling facilities will be required above ground on the rail network, but no specific locations have yet been identified. Two locations for the below ground network have been identified at New Southgate and Wimbledon. The consultation document considers that CR2 could support the delivery of 200,000 new homes across London and the wider south east.
- 2.5 There is an expectation that, in order to justify a business case, CR2 it will need to demonstrate appropriate levels of additional development can be delivered along the routes. Development potential in the Sunbury/Shepperton area is very constrained by the Green Belt as well as significant areas at flood risk. Existing passenger numbers on the Surrey section of the Shepperton branch line are modest compared to other stations in North Surrey (*figures in millions of passengers per year – Woking 7.1m, Epsom 3.5m, Staines 2.85m, Hampton Court 2.1m, Dorking 1.1m, Ashford 0.91m, Shepperton 0.42m, Sunbury 0.40m, Upper Halliford 0.13m, Kempton Park 0.054m*). Accordingly the business case in either development of passenger number terms is very weak.
- 2.6 It is understood SCC has done further work on this issue as part of its Surrey Rail Strategy and sees the business case as 'borderline' and suggests alternative destinations in Surrey where use levels would be much higher and greater benefits would be secured eg Dorking and Woking.
- 2.7 Officers consider that it is sensible for CR2 to serve locations with the highest level of likely patronage and development potential recognising that those stations not served directly, eg Surrey sections of the Shepperton and Staines lines, will still be able to interconnect with CR2 at Clapham Junction and still retain their existing Waterloo services. In that way residents still benefit from CR2.
- 2.8 It is considered in transport terms that Crossrail 2 concept can be supported in principle. CR2 would offer benefits to release capacity on the rail network at London Waterloo and bring about greater connectivity to and within London with wider economic benefits. However as the CR2 proposals are at an early stage, there are uncertainties as to the impact on journey times/commuting patterns and locations of associated stabling facilities.
- 2.9 In the absence of such detail, it is requested that CR2 undertake further work is undertaken to understand the impact of the CR2 proposals on journey times/commuting patterns including lines not served by CR2. There is also no indication of what will happen to direct services to Waterloo outside of peak times.
- 2.10 Whilst the CR2 proposals do not identify any specific locations for stabling facilities it should be recognised that their location will need to consider non Green Belt locations in the first instance.
- 2.11 In terms of CR2 supporting housing delivery, it should not be assumed that a CR2 service will bring significant housing delivery to an area. In Spelthorne, this will be a matter for the Local Plan review which will need to balance the demands of development against constraints such as Green Belt and Flood Risk. This has been reiterated in the consultation response.

2.12 A copy of the draft response to the CR2 consultation is attached as **Appendix B** to this report. The CR2 consultation closes on Friday 8 January 2016.

3. Options analysis and proposal

3.1 The options are to:

1) AGREE the response to the Crossrail 2 consultation as set out at Appendix B to this report; or

2) AGREE the response to the Crossrail 2 consultation as set out at Appendix B to this report and any further comments Cabinet may wish to make; or

3) NOT AGREE the response to the Crossrail 2 consultation as set out in Appendix B to this report.

2.2 It is proposed that Option 1 be agreed by Cabinet.

4. Financial implications

4.1 None

5. Other considerations

5.1 None.

6. Timetable for implementation

6.1 The aim is for construction of CR2 to start 2020 and be operational by 2030.

Background papers: Crossrail 2 consultation documents - <http://crossrail2.co.uk/>

Appendices: Plan of route and Draft Response to CR2

The scheme

Crossrail 2 - a joint Transport for London / Network Rail project - is a proposed new cross-London rail line that will provide fast and frequent services between stations in Surrey and Hertfordshire. Crossrail 2 stations will be introduced along a 37km tunnel between Wimbledon in the south and both New Southgate and Tottenham Hale in the north. With other improvements to the South West and West Anglia mainlines, Crossrail 2 will serve over 45 stations, from Chessington, Shepperton and Epsom in the south, to Broxbourne in the north. It will allow many new journeys through London by the connectivity it brings and the capacity it frees up on the existing rail network.

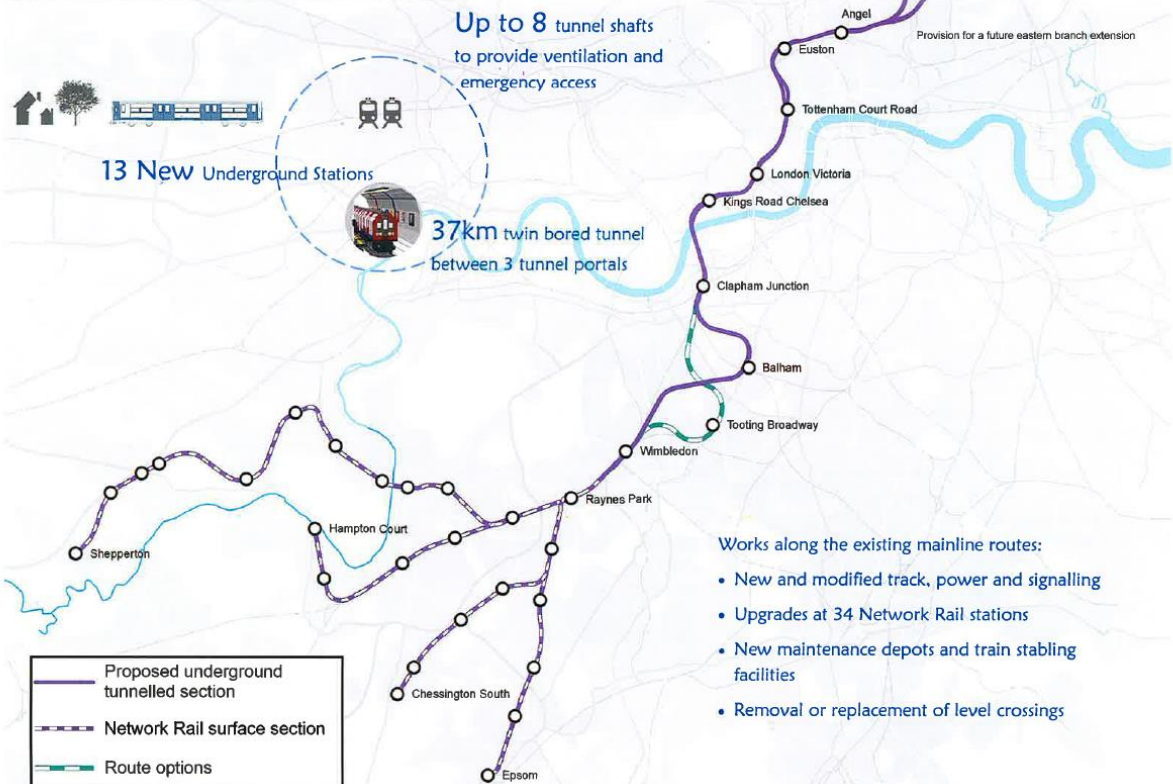
Crossrail 2 will unlock new areas for housing and enable the continued economic growth of the UK's most productive and internationally competitive region, as well as helping to tackle existing and worsening transport problems in London and the Southeast.

84 new 9-car trains each 200m long



HOURLY TRAIN FREQUENCY

- Up to 30 between Dalston and Wimbledon in each direction
- Up to 15 to and from New Southgate
- Up to 15 to and from Tottenham Hale, and up to 12 to and from Broxbourne
- Up to 6 along each of the South West mainline branches.



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Consultation Response to CR2 Proposals

Freepost
CROSSRAIL 2 CONSULTATIONS

Please reply to:

Contact: John Brooks
Department: Planning and Housing Strategy
Service: Planning Policy
Direct line: 01784 446449
Fax: 01784 446362
E-mail: planning.policy@spelthorne.gov.uk
Our ref:
Date: 9 December 2015

Dear Sir/Madam

Cross Rail 2 Consultation on Proposals

Thank you for consulting Spelthorne Borough Council on the proposals for Cross Rail 2 (CR2) as set out in the leaflets '*Have your say on proposals for Crossrail 2*' and '*Crossrail 2 and the environment*', as well as the other factsheets available on the CR2 website.

From the consultation documents and factsheets the following points are noted: -

- A number of branch lines in Surrey including Shepperton, which currently operate from London Waterloo are proposed for CR2 services;
- The number of services on the Shepperton branch line (between Shepperton and Fullwell) would increase from 4 trains per hour at peak times to 6, with 4 proposed for CR2 and 2 to remain for Waterloo;
- CR2 services from Surrey would run to Clapham Junction and onto London Victoria rather than London Waterloo, with an opportunity to change to London Underground Northern Line services at Balham;
- Shepperton station may need to be reconfigured to accommodate an additional platform for CR2;
- CR2 should ease overcrowding on South West Main Line (SWML) services and release capacity on Network Rail lines into London Waterloo;
- Additional stabling will be required for CR2 above ground – but no sites are identified;
- CR2 could also support the regeneration of around 200,000 new homes.

Spelthorne Borough Council supports the principle of CR2 given its likely economic benefits overall through greater connectivity on the rail network across inner London and its likely impact to alleviate overcrowding and congestion on train services in peak hours and release capacity at London Waterloo for more frequent SWML services. However, the CR2 proposals are at an early stage and the information accompanying the consultation is quite generalised and high level. As such, the full impact of CR2 remains uncertain at this time and Spelthorne Borough Council will need to consider CR2 proposals as further details emerge.

However, even at this early stage a number of points are raised: -

The Council recognises that all the stations on the Surrey section of the Shepperton branch line have relatively low passenger numbers and development potential in their vicinity is highly constrained by Green Belt and areas at flood risk as well as other issues. The business case for this part of the Shepperton line therefore appears very weak compared to other potential destinations with higher passenger numbers and development potential.

Whilst the number of peak hour services will rise on the Shepperton branch line from 4 to 6 trains per hour, only 2 of these services will continue to run directly to London Waterloo with the other 4 services for CR2 running through to London Victoria via Clapham Junction. Commuters for Waterloo on these services would either have to change at Clapham Junction or change to London Underground Northern Line services at Balham. We would also wish to understand how both the Shepperton and Staines lines would be affected if neither had a direct CR2 route

There is no indication in the consultation documents or fact sheets on the CR2 website in terms of the time it would take commuters from Spelthorne to reach London Waterloo from CR2 services or via existing services once CR2 is operating and whether this would increase or reduce commute times to London Waterloo. If commute times to London Waterloo from were to increase, this may lead to commuters trying to access the remaining direct services to Waterloo, which with fewer trains per hour at peak times could exacerbate overcrowding rather than alleviating it.

The eventual commuting pattern is however, likely to depend on the end destination of commuters in terms of whether the majority need to travel on to Waterloo or can reach their final destination just as easily from London Victoria (or other stations on the proposed CR2 routes). As such, it will be important to understand the end destination of commuters on the Shepperton and Staines lines to determine the effect of CR2 on commuting patterns and journey times. Spelthorne Borough Council would urge that further work is undertaken in this respect, if not done so already.

In terms of stabling facilities, whilst it is noted that this will be required at above ground locations, the vast majority of the rail network which passes through Spelthorne on the Shepperton branch is located within the Green Belt. As such, any locations for stabling, whether in Spelthorne or elsewhere, will need to consider alternative non Green Belt locations. This could be considered through the Environmental Impact Assessment (EIA).

Finally, it is noted that the consultation states that CR2 could support the delivery of 200,000 new homes across London and the wider south east. However, it should not be considered the case that because any line will see CR2 services, it means that significant levels of development will be feasible. In Spelthorne, the quantum of development which may come forward over time will need to be considered in the next iteration of the Spelthorne Local Plan. It will be for the local plan process to determine the level of development which could be supported having regard to the constraints it faces including other infrastructure capacity issues.

Yours sincerely

John Brooks
Head of Planning and Housing Strategy

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Cabinet

9 December 2015



Title	Surrey Physical Activity Strategy		
Purpose of the report	To make a decision		
Report Author	Sandy Muirhead		
Cabinet Member	Councillor Mrs Jean Pinkerton OBE	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community and Opportunity		
Recommendations	Cabinet is asked to adopt a Physical Activity Strategy for Surrey which will seek to deliver increased activity levels across the population in Surrey by enhanced co-ordinated multi-agency partnership working.		

1. Key issues

- 1.1 Surrey is consistently in the top 4 counties for physical activity levels which is good news for Surrey. More active people are more productive at work, attain better educationally, and cost the health and social care system less. Sport and leisure in Surrey sustains 13,500 jobs and returns (Gross Value Added) over £450m per annum to the economy.
- 1.2 However, there is a direct link between inactivity levels, excess weight, and areas of deprivation and health inequalities. Annually, the direct and indirect cost to Surrey's health system from inactivity is £18m and a major study has recently found that inactivity leads to double the number of deaths than obesity does.
- 1.3 Around 360,000 of Surrey's adults do not exercise enough to meet health guidelines (at least 150 mins/week moderate intensity) and nearly one in four adults (around 210,000) are classed as physically inactive (less than 30 mins/week moderate intensity) and therefore in the Chief Medical Officer's high risk health category. Around 55,000 Surrey children are overweight or obese
- 1.4 In addition, residents with limiting disabilities are only half as likely to participate in sport as those without disabilities; physical activity is higher in males than females at all ages; and certain ethnic groups have lower levels of physical activity. Activity levels decrease with age and, with an ageing population, the situation in Surrey will become more challenging over time.

- 1.5 Physical activity like cycling, walking, school PE, or community sport is already being promoted by many organisations and through many different strategies and action plans. There is lots of great work happening across the county, usually by people working closely together. However, sometimes this work happens in isolation and so there is a danger that, without an overarching strategy on physical activity, there may be duplication of work, or opportunities to work together and share resources/ideas may be lost. Worse still, areas that need greater support may not receive enough attention, resulting in health or social inequalities.
- 1.6 Surrey needs a strategy that pulls together, and starts to address, key issues and makes real progress on them - the Surrey Physical Activity Strategy is designed to do this. It aims to: make local sense of national policy and research; collate in one place what's happening across all the different sectors; and then look to fill the gaps as required. It will also highlight good practice so others can improve their delivery and ensure more organisations work together more effectively to make better use of existing resources.
- 1.7 Physical activity is now firmly in the spotlight nationally. With the support of the Local Government Association, UK Active and the national County Sports Partnership (CSP) Network. Public Health England (PHE) has recently launched 'Everybody Active, Every Day', a framework for national and local action to address the national physical inactivity epidemic which currently costs the country an estimated £7.4 billion a year.
- 1.8 PHE is calling for action from providers and commissioners in: health, social care, transportation, planning, education, sport and leisure, culture, the voluntary and community sector, as well as public and private employers. To make active lifestyles a reality for all, the framework's 4 areas for action will seek to:
 - change the social 'norm' to make physical activity the expectation
 - develop expertise and leadership within professionals and volunteers
 - create environments to support active lives
 - identify and up-scale successful programmes nationwide.
- 1.9 PHE wants to "drive a step change in improving the public's health". They have identified priorities for the next 10 years to tackle inactivity – behaviour that risks poor mental and physical health. These include researching gaps, building evidence, and implementing action across settings and life course.
- 1.10 At a local level, the Active Surrey Board are keen to utilise the national momentum to drive the agenda forward in association with public health colleagues in local government, employers, leisure providers, education and the voluntary sector (including thousands of local sports clubs).
- 1.11 Preventing illness through increasing physical activity levels is already a key pillar of Surrey's Joint Health & Wellbeing Strategy. It is also inherent in the Surrey Cycling Strategy, the Children and Young People's Strategy and Clinical Commissioning Group Prevention Plans, The 2011-2015 Surrey Sport and Physical Activity Strategy provided strategic direction for local partners but ends this year. A new, overarching Physical Activity Strategy has been put together

to bring together all the key strategies and plans in one place and this links to our Leisure and Culture strategy and associated action plan.

- 1.12 Through delivering the strategy at a local level and in conjunction with our own leisure and culture strategy, improvements to facilities, green spaces and activity provision will be better planned and coordinated which will likely result in better outcomes and more choice for residents.
- 1.13 Working with the county, borough and district Health and Wellbeing Boards and other key partners across many different sectors, the Active Surrey Board will oversee the Strategy's implementation and monitoring, reporting progress annually.
- 1.14 The leisure team do hold regular meetings with Active Surrey and Public Health and have various joint projects to work towards delivering the strategy. Joint activities range from workshops on coach development to Club development. Active Surrey organise the Surrey Youth Games and Surrey School Games. Active Surrey support the Spelthorne Primary School Sports Associations and work with clubs in the Borough. They work across Surrey with Sports Councils including Spelthorne's to help them be more proactive in promoting sports. They also provide considerable funding advice to Clubs and each year we have an annual Service Level agreement proposing the work they do with us within the year e.g. supported production of playing pitch strategy. Recently we have gained considerable funding for development of over 50's activities by taking a partnership approach and this will now be rolled out across Surrey. The activities that we undertake such as walking for health, cycling for health, sports and schools development in sport, talented performer etc all fit underneath the umbrella of the Surrey wide strategy as well as linking to our own leisure and culture strategy. By delivering together monies can go further in helping grow sports/physical activity for all in the Borough to develop a healthier and hence more productive population.

2. Options analysis and proposal

- 2.1 To not adopt the strategy will not support the overall objectives of the Council's priorities and other strategies with linkages to health and well being
- 2.2 To adopt a Physical Activity Strategy for Surrey, which will seek to deliver increased activity levels across the population in Surrey, through enhanced and co-ordinated multi-agency partnership working. This is the recommended option as it will assist, not only in improving sports participation, but contribute to the health and well-being of the individual and supports our own activities under the Borough's Leisure and Culture Strategy.

3. Financial implications

- 3.1 None. Existing budgets are in place but greater partnership working and understanding of different organisations/directorates' agendas, is needed to enable more effective planning and delivery.

4. Other considerations

- 4.1 Whilst there are no specific implications for equality arising directly from this report, the Strategy does assist in raising the awareness about physical activity participation levels specifically for certain communities of interest and place, and highlights the need to look at targeted interventions accordingly

Background papers: There are none.

Appendices:

Appendix 1 Key Points and direction for Physical Activity Strategy

Appendix 2 Physical Activity Strategy

Appendix 3 Physical Activity Strategy leaflet

Key Points from and direction of the Physical Activity Strategy for Surrey 2015-2020

In October 2014, 115 people from 70 local organisations took part in a consultation day to consider the landscape, discuss priorities and provide ideas which started the conversation about the scope of the Surrey Physical Activity Strategy 2015-20. Since then Active Surrey has continued these conversations with stakeholders. The vision and headline actions have been drawn from all the guidance and suggestions provided by the national reports and local discussion and are summarised below:-

The Vision

By enabling more residents of all ages to meet the Chief Medical Officer's physical activity guidelines, the **Vision** is that by 2020, Surrey will be the most active county in England.

Existing Key Performance Indicator's from Sport England's Active People Survey will be used as an initial baseline, with other KPIs being developed as part of the ongoing detailed action planning work.

Priorities

Priorities within the Strategy follow a life course pathway from childhood to adulthood and beyond. These include:

- **Start Moving:** Supporting all children and young people to have an active start in life.
- **Move Every Day:** Encouraging all adults to build activity into their everyday lives.
- **Stay Moving:** Supporting older adults to live longer and more active lives.

Principles:

A set of over-arching principles are also proposed – which include:

- **Active Together:** Working in partnership across all sectors to develop shared priorities and projects and to highlight the importance of, and benefits from, everyone moving more.
- **Active Longer:** Working together to make physical activity a priority in health and social care.
- **Active Environment:** Using and shaping the natural and built environment to encourage residents to move more in their everyday lives (including active travel).

Proposed Actions

More detailed work is yet to be undertaken in partnership discussion on the actions required to deliver the Strategy, but following consultation with Stakeholders, the following areas of activity have been agreed in principle:-

Start Moving:

- Expand the role of children's centres / early years in developing physical literacy
- Ensure school facilities meet sporting, physical activity and active travel needs
- Raise the standard of PE & school sport in all Surrey schools
- Help the most inactive get moving
- Address drop-off rates in teenage girls
- Provide more opportunities to progress from high quality school sport to excellent community clubs

Move Every Day:

- Improve community access to sports facilities
- Better coordinate countywide sport provision for those with disabilities
- Promote the benefits of activity, including active travel, to workplaces (especially sedentary workers)
- Reduce the physical activity gender gap
- Increase access to green spaces, particularly by those with the poorest health (mental & physical)
- Consider physical activity implications when planning projects and housing developments

Stay Moving:

- Implement a systematic approach to assessment/promotion of physical activity in primary care generally, and specifically within disease management pathways
- Include physical activity training (prevention and treatment) within primary care training activities
- Increase availability of appropriate programmes in various settings

Surrey's Physical Activity Strategy 2015 – 2020

Final draft version (23 Feb 2015)

For consideration by Surrey's Borough, District and County Councils

DRAFT

Introduction

Being physically active helps us feel good, grow well and achieve at school or work. We can walk, run or ride through Surrey's superb countryside or save time and money on our commutes. We can experience the joy of winning and losing together with teammates or feel pride in conquering a personal challenge. Sport brings us together as a community and allows us to pass on, or develop new, skills through volunteering. Being active can support us to live independently as long as possible and can reduce social isolation. It improves our physical health and reduces the risk of developing many illnesses. In short, it is a sure and enjoyable way to improve our mental and physical wellbeing.

Physical activity includes sport, dance, play, gardening, PE, walking and cycling.

We are a nation of sport supporters, as evidenced by the millions of spectators lining the Olympic cycling routes through Surrey in 2012. But for many of us, watching is all we do and we are simply not active enough. Almost 40% of Surrey's adults don't meet the NHS's activity guidelines and almost a quarter of adults are completely inactive. This is worrying as scientific evidence is now showing that being physically inactive is as bad for our health as smoking.

In Surrey there are a large number of people who would benefit from being more physically active and there are many opportunities in daily life to be active. Our challenge is to bring the two together by:

- Enabling people to be more active, for example by helping sports clubs become more accessible or better quality, making active travel an easier choice, or by ensuring our natural and built environment supports active choices rather than creating barriers.
- Identifying what is currently happening and spreading this information more widely; and, where provision or promotion of services does not match the needs of specific population groups, take positive action to rectify this where we can.

This strategy aims to encourage everyone in Surrey to be more active and therefore gain the many benefits that being active can bring - whatever our age or ability. We need to spread the message so that, throughout our lives, we can all:

Start Moving

Move Every Day

Stay Moving

This strategy has been developed by Active Surrey, the County's Sports Partnership, with input from its wide range of partners and stakeholders who will continue to help drive it forward through detailed action plans. The organisations are all keen to play their part but we can make a greater impact across our county by encouraging other organisations to align strategies and plans that impact on physical activity with the priority areas identified in this strategy. By working together more effectively we can use existing resources better, access new ones, and make a real difference to the lives of the population.

This physical activity strategy provides guidance to strategic leads, policymakers, commissioners and providers on the key approaches and priority groups we need to focus on to improve activity levels in Surrey. But everyone has a role to play in increasing levels of physical activity and therefore health and wellbeing – whether in our school, our work, our community or home, as we travel and how we plan and use our built and natural environment. Let's create a real legacy from London 2012; help us to implement this strategy to make Surrey the most active county in England by 2020.

The Active Surrey Board, June 2015

Why are we focusing on physical activity?

It is only in the past 50 years that physical fitness and activity have become non-essential in our daily lives. National statistics show year-on-year declines in walking and cycling rates as car ownership continues to increase, we have less active jobs, more labour saving appliances and more screen based technology for home entertainment. The result is that we walk less, sit down more, and allow gadgets to do the work for us - during this time, physical activity levels have declined by 20% in the UK with projections indicating a further 15% drop by 2030. The physical demands placed on our bodies are so low that we are becoming more overweight, less fit and in many ways less healthy as a nation.

Of the big four causes of preventable ill-health (smoking, poor nutrition, lack of physical activity and alcohol excess), the impact of physical inactivity has not been as high profile. This is worrying as it has now been shown that physical inactivity is as bad for our health as smoking. Yet, relatively low levels of increased activity can make a huge difference. All the evidence suggests small amounts of regular exercise (20 to 30 minutes every day for adults) brings dramatic benefits. The exercise should be moderate – enough to get a person slightly out of breath and/or sweaty, and with an increased heart rate.

Fig 1: Defining Physical Activity



It is important to understand the scope of this strategy and what is meant by physical activity. We will focus on the activity measured by the Active People Survey, a large, annual telephone survey of adults (14+) in England, commissioned by Sport England. The survey measures participation in sport, active recreation and everyday activity, and provides details of how participation varies from place to place and between different groups in the population. The activities are measured in bouts of 10 minutes and include: sport, recreational cycling, recreational walking, walking for active travel purposes, cycling for active travel purposes, dance and gardening/housework. Occupational activity or DIY is not measured and therefore it will not be considered for development as part of this strategy.

According to the Health Survey for England (2008) and analysis of the annual Active People Survey, it is clear that there are significant health inequalities in relation to the prevalence of physical inactivity according to income, gender, age, ethnicity and disability. The extent of people meeting the recommended levels of physical activity decreases with age, with marked step changes down at specific life transitions such as moving schools (in particular primary to secondary), adolescence, leaving school, moving house, having children and retirement.

The greatest drop-off in activity levels is seen in the teenage years, in particular in girls. There is a clear gender gap with females participate in sport 20% less on average than males. People with a disability are half as likely to take part in physical activity and sport and their experiences are less positive than non-disabled peers.

Some of the key findings for Surrey:

- Over 360,000 adults are not active enough to meet Chief Medical Officer (CMO) health guidelines (at least 150 minutes per week at moderate intensity)
- One in four of the adult population (210,000 people) are classed as physically inactive, that is, they fail to achieve 30 minutes of moderate intensity activity per week. They fall into the CMO’s “high risk” category and are at a much greater risk of developing serious chronic diseases
- 55,000 children and young people are overweight or obese (see Appendix 2)
- 56% of Surrey adults want to do more sport

Fig 2: The Cost of Physical Inactivity

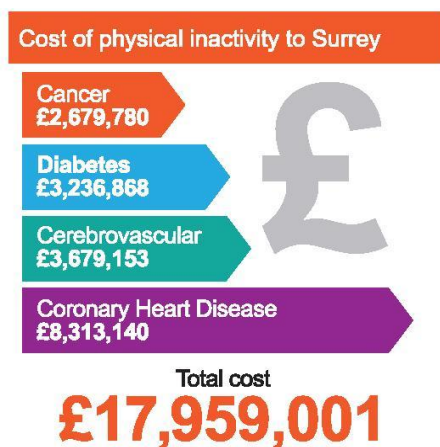


Table 1: Rates of physical activity, sport and active commuting by adults (aged 16+)

	<30 mins Activity per week	30-149 mins Activity per week	150+ mins Activity per week	1 x 30 mins Sport per week	Commuting on foot	Commuting by cycle
England	28.9%	15.5%	55.6%	35.8%	10.7%	3.0%
Surrey	23.5%	16.1%	60.4%	41.1%	8.6%	2.2%
Elmbridge	21.9%	17.3%	60.8%	42.2%	6.2%	3.2%
Epsom and Ewell	20.5%	20.9%	58.6%	39.4%	8.2%	2.5%
Guildford	21.9%	15.4%	62.7%	41.2%	12.0%	2.6%
Mole Valley	22.2%	16.4%	61.4%	44.7%	9.7%	1.9%
Reigate and Banstead	20.0%	13.7%	66.3%	42.7%	9.0%	1.7%
Runnymede	24.3%	13.5%	62.2%	41.7%	9.9%	2.9%
Spelthorne	29.2%	12.7%	58.1%	34.4%	6.3%	2.7%
Surrey Heath	27.9%	15.7%	56.4%	44.6%	7.3%	1.7%
Tandridge	19.8%	21.8%	58.4%	41.8%	7.0%	0.9%
Waverley	27.2%	16.1%	56.7%	39.2%	9.2%	1.5%
Woking	25.1%	14.9%	60.0%	39.8%	8.9%	2.7%
Sources:	APS 7 (2013)	APS 7 (2013)	APS 7 (2013)	APS8 (2014)	Census 2011	Census 2011

The Surrey [Joint Strategic Needs Assessment](#) (JSNA) on Physical Activity (2013) gives full details of the state of the county, its needs, the gaps in knowledge (eg children’s activity levels) and recommendations for action.

By working across the life course with targeted support for particular groups, the Surrey Physical Activity Strategy will put many of the JSNA recommendations into action.

A national and local priority

Many national advisory papers, reports and strategies have been published over the last few years which provide detailed background information and evidence and should be read in conjunction with the Surrey Physical Activity Strategy 2015-2020. They all demonstrate that physical activity is firmly in the national spotlight, showing an increasing drive to improve the health of the nation and tackle health inequalities. Recognition of the need to invest in preventative health is growing, focusing on staying healthy and promoting wellbeing.

National context

The Department of Health published [Start Active, Stay Active](#) in 2011, aimed at the NHS, local authorities and a range of other organisations that develop services, advocating a partnership approach to increasing physical activity levels across the country. Known as the UK's Chief Medical Officers' guidelines (see Appendix 3) the report listed the volume, duration, frequency and type of physical activity required for the UK population to achieve the range of benefits of being active (see Appendix 1).

In January 2012, the Government published the '[Public Health Outcomes Framework](#)' which includes two key outcomes in which physical activity can play a role in increasing healthy life expectancy and reducing differences in life expectancy. The Government's [national ambition for physical activity](#) (2012) remains to achieve these two outcomes: to (year on year) reduce the numbers of adults classed as inactive and to increase the numbers meeting the UK's Chief Medical Officers' guidelines. The Surrey Physical Activity Strategy supports this ambition.

The same year, the Department for Culture, Media and Sport's (2012) [Creating a sporting habit for life](#), focused much attention on addressing the drop off rates in sport in teenage years and early adult life. Sport England-funded programmes like Sportivate and Satellite Clubs are currently showing impact in this age group.

The 2012 [National Policy Planning Framework](#) sets out principles that local plans should reflect in order to achieve sustainable development (ie, meeting current needs without compromising the ability of future generations to meet theirs). The scope of a local plan is broad but one of the key principles is promoting healthy communities - play, active recreation and sport have an obvious role as well as in enhancing community cohesion / a sense of place.

In 2013 the Government launched an all-party [commission on physical activity](#). The commission took evidence about transport planning and the design of the urban environment as well as sport and health. Its first report (2014) emphasised the need to take action to increase the amount of physical activity taken by children and adults. It includes recommendations for making workplaces more active and reinforces the need to ensure that infrastructure encourages activity, incorporating cycleways, places to walk and access to recreation. It emphasised the need to improve cross-sector working, to design physical activity back into our everyday lives and make physical activity a lifelong habit.

In 2013, UK Active produced a report entitled [Turning the Tide on Physical Inactivity](#) recommended a number of ideas including asking local authorities to: prioritise and resource physical inactivity programmes to the same level as other top tier public health risks; partner with all local activity and sports providers to deliver a local ambition of a 1% reduction in inactivity year-on-year for the next five years; and ensure that their green spaces are developed to make them safe, accessible and integrated into their leisure and physical inactivity strategies.

In 2014, UK Active partnered with the Local Government Association, Public Health England and the County Sports Partnership Network to publish [Everybody Active Every Day](#), a framework for national and local action to address the national physical inactivity epidemic. It identified priorities for the next 10 years which included researching gaps, building evidence, and implementing action across settings and life course, and provided a range of national and international best practice on what works to raise physical activity levels. The framework looks for providers and commissioners to:

- change the social ‘norm’ to make physical activity the expectation
- develop expertise and leadership within professionals and volunteers
- create environments to support active lives
- identify and up-scale successful programmes nationwide.

The Sport and Recreation Alliance’s [Raising the heartbeat of the nation](#) (2015) is the latest five-step call to action to central and local government, again emphasising the need to make physical activity part of everyone’s lives every day.

The role of the NHS is further defined through the NHS’s [Five Year Forward View](#) (2014) which sets out a vision for the future of the NHS to close the widening gaps in the health of the population, quality of care and the funding of services. It covers areas such as disease prevention; new, flexible models of service delivery tailored to local populations and needs; integration between services; and consistent leadership across the health and care system.

The 2015 Academy of Medical Royal Colleges’ report [Exercise – the miracle cure and the role of the doctor in promoting it](#) outlines not just ‘why’ doctors in all four nations in the UK must take a leading role in the fight against a sedentary lifestyle, but also sets out in clear and simple terms ‘how’ they should do that.

Locally, Surrey produced a Joint [Health and Wellbeing Strategy](#) (2013) with a key vision to “improve the health and wellbeing of Surrey people”. The strategy was drawn up by the Surrey Health and Wellbeing Board which consists of Borough, District and County councillors and staff, GPs and other partners who work together to achieve the shared vision of improving health and wellbeing in Surrey. The public were also widely consulted on the strategy which has the following priorities:

- Improving children’s health and wellbeing
- Developing a preventative approach
- Promoting emotional wellbeing and mental health
- Improving older adults’ health and wellbeing
- Safeguarding the population

Whilst physical activity is specifically mentioned as a key part of developing a preventative approach, it can play an integral role in supporting each of these priorities. Other key local strategies which mention the importance of increasing physical activity include the [Surrey Children & Young People’s Strategy](#) 2012-17 and [Surrey Cycling Strategy](#) 2014.

In October 2014, 115 people from 70 local organisations took part in a consultation day to consider the landscape, discuss priorities and provide ideas which started the conversation about the scope of the Surrey Physical Activity Strategy 2015-20. Since then Active Surrey has continued these conversations with stakeholders. The vision and headline actions have been drawn from all the guidance and suggestions provided by the national reports and local discussion, with this final draft version prepared for endorsement by statutory partners.

Where do we want to get to? The vision for Surrey in 2020

In Surrey we want to increase the number of people being active at the levels that will promote their health and wellbeing. We want to make physical activity a priority in people's everyday lives and, by 2020, ensure Surrey is the most active county in England.

We need to take both a universal and a targeted approach. Building activity into everyday life can impact on all of us. But we know that those on a low income, females, those from minority ethnic groups and those with a disability are less active than the general population. Our action plans will take this into account, targeting more effort into reducing these activity and health inequalities thus making Surrey a more prosperous and healthier place to live.

THE VISION

By enabling more residents of all ages to meet the Chief Medical Officers' physical activity guidelines, our vision is that by 2020, Surrey will be the most active county in England

HEADLINE KEY PERFORMANCE INDICATORS

KPI 1: By 2020, achieve a 2.5% increase in adults* being active for 150 mins per week	Baseline: 60.4% [APS 7 (2013)] Target: 62.9%
KPI 2: By 2020, achieve a 2.5% decrease in adults* not being active for at least 30 mins/week	Baseline: 23.5% [APS 7 (2013)] Target: 21.0%
KPI 3: By 2020, achieve a 2.5% increase in adults* playing sport once per week	Baseline: 41.1% [APS 8 (2014)] Target: 43.6%

A number of other KPIs will be developed as part of our detailed action planning work

PRIORITIES

- **START MOVING:** Supporting all children and young people to have an active start in life.
- **MOVE EVERY DAY:** Encouraging all adults to build activity into their everyday lives.
- **STAY MOVING:** Supporting older adults to live longer and more active lives.

PRINCIPLES:

- **ACTIVE TOGETHER:** Working in partnership across all sectors to develop shared priorities and projects and to highlight the importance of, and benefits from, everyone moving more.
- **ACTIVE LONGER:** Working together to make physical activity a priority in health and social care.
- **ACTIVE ENVIRONMENT:** Using and shaping the natural and built environment to encourage residents to move more in their everyday lives (including active travel).

* Adults are defined as aged 16 or over.

HEADLINE ACTIONS

START MOVING

- Expand the role of children's centres / early years settings in developing physical literacy
- Ensure educational, community and work facilities meet sporting, physical activity and active travel needs
- Raise the standard of physical education, activity and school sport in all Surrey schools
- Listen to and address the needs of young people to reduce teenage activity drop-off rates
- Provide more opportunities to smoothly transition from sport in schools, colleges and universities to excellent community clubs
- Help the most inactive get moving

MOVE EVERY DAY

- Improve community access to, and quality of, facilities for sport, play and recreation
- Better coordinate and improve countywide sport provision for those with disabilities
- Promote the benefits of activity, including active travel, to workplaces (especially sedentary workers)
- Meet the needs of women and girls to reduce the physical activity gender gap
- Increase access to, and awareness of, green spaces, particularly by those with the poorest health (mental & physical)
- Consider physical activity implications when planning projects and housing developments

STAY MOVING

- Implement a systematic approach to assessment/promotion of physical activity in primary care generally, and specifically within disease management pathways
- Include physical activity training (prevention and treatment) within primary care training activities
- Increase availability, and awareness, of appropriate programmes in various settings

Implementation, monitoring and evaluation

This five year strategy highlights the importance of increasing physical activity levels for the health and wellbeing of the population and identifies the key measures that will be needed within Surrey to achieve increased levels of activity.

Each aim has a high level headline action (shown above). In turn, these actions will have their own project plan created to implement, monitor and evaluate the strategy. Organisations will be encouraged to align strategies and plans that impact on physical activity with the priority areas identified in this strategy.

Whilst all agencies, working in partnership, have a role to play, effective leadership and coordination of effort is needed. Each action plan will have clear lines of accountability overseen by the Active Surrey Board which will work closely with Health and Wellbeing Boards (county and local). An annual progress report on the key actions will be undertaken.

Appendix 1: the health and social benefits of being physically active

Being active is hugely beneficial – not just for our health, it can also improve other aspects of our daily lives:

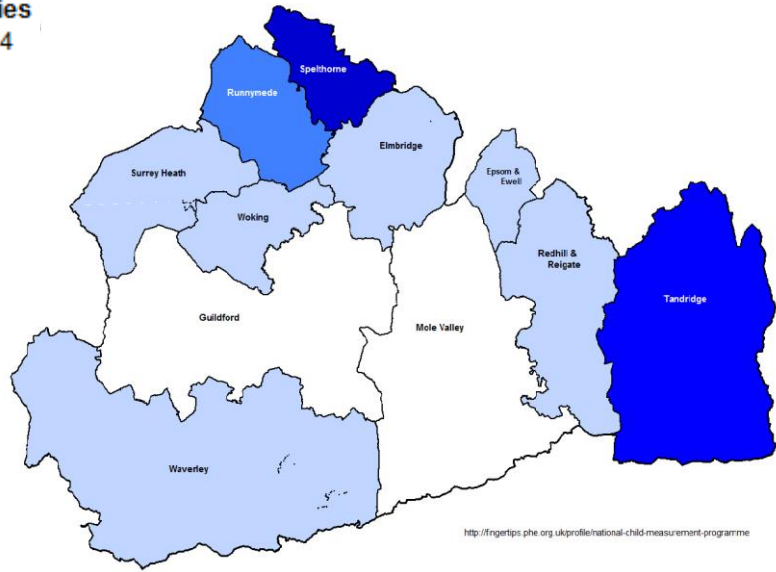
- It prevents and helps to manage over 20 conditions and diseases including coronary heart disease, type 2 diabetes, stroke, mental health problems, musculoskeletal conditions and some cancers⁴. It can also be part of the treatment for these conditions⁵.
- It has a positive effect on wellbeing, mood, sense of achievement, relaxation and release from daily stress⁴.
- It reduces the risk of depression, dementia and Alzheimer's².
- It improves the health of those with a physical or mental disability⁸.
- In childhood it aids healthy growth and development, maintenance of energy balance, mental wellbeing and social interaction. In adolescence, activities that stress the bone are important for bone health and reduce the risk of osteoporosis¹.
- Sport can improve educational attainment, teach important life skills, divert young people from crime and foster social inclusion^{6,9}.
- Active children are less likely to smoke, or to use alcohol/get drunk or take illegal drugs⁷.
- Increasing physical activity levels has been shown to reduce the risk of premature death by 20 – 30%¹².
- Being active can help older people to maintain independence and promotes happiness and mental health and wellbeing¹¹.
- Active travel such as walking and cycling can reduce congestion and improve productivity in the workplace³.
- Active outdoor recreation can help protect our local green spaces as more people use and enjoy them.
- It reduces the strain on NHS budgets: inactivity costs Surrey £13 million a year through disease treatment, sickness absence and premature death³. When compared to those who are active, an inactive person, on average, spends 38% more days in hospital and visits their GP 6% more often¹⁰.

-
1. Department of Health (2004) At least five a week: evidence on the impact of physical activity and its relationship to health.
 2. Department of Health (2011) [Start Active, Stay Active](#): A report on physical activity for health.
 3. Department of Health (2009a). [Be Active, Be Healthy](#): A Plan for Getting the Nation Moving.
 4. National Institute for Health and Clinical Excellence (NICE) (2013). [Physical activity: brief advice for adults in primary care](#).
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 6. Castelli, D.M. Hillman, C.H. Buck, S.M. Erwin. H.E. (2007); Physical fitness and academic achievement in 3rd- and 5th-grade students.
 7. Physical Activity Task Force (2002); Let's Make Scotland More Active – A Strategy for Physical Activity.
 8. US Department of Health and Human Services (2008). Physical Activity Guidelines for Americans.
 9. Sport England (2013) Economic Value of Sport. <http://www.sportengland.org/media/177230/economic-value-of-sport.pdf>
 10. Sari, Nazmi (2008). Physical inactivity and its impact on healthcare utilisation.
 11. http://www.chroniclive.co.uk/news/north-east-news/newcastle-university-study-shows-lifestyle-8616223?dm_i=1IYM,36FOW,8903UG,BDUPS,1
 12. Academy of Medical Royal Colleges (2015) Exercise – the miracle cure and the role of the doctor in promoting it. <http://www.aomrc.org.uk/#>

Appendix 2: Reception and Year 6 obesity levels for Surrey local authorities 2013-14

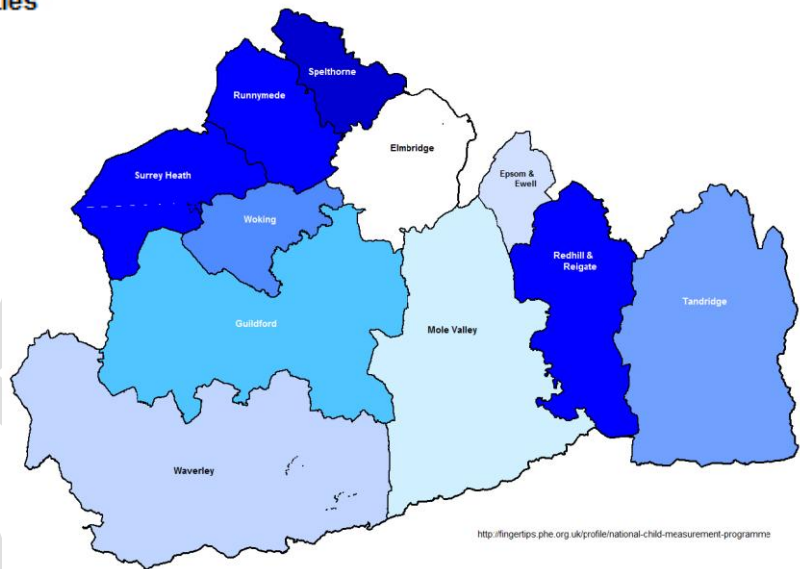
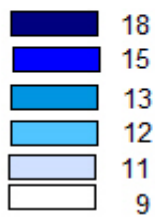
Surrey County: Local Authorities

Receptions: % Obese, 2013/14



Surrey County: Local Authorities

Year 6:: % Obese, 2013/14



Appendix 3: Chief Medical Officer (CMO) Guidelines 2011

In July 2011, The Chief Medical Officers (CMOs) of England, Scotland, Wales and Northern Ireland published [new guidelines for physical activity](#). The report emphasised the importance of physical activity for people of all ages and also highlights the risks of sedentary behaviour. The recommendations for different age groups are as follows:

EARLY YEARS (under 5s)

Physical development involves providing opportunities for babies and young children to be active and interactive and to improve their skills of coordination, control, manipulation and movement. Children should be supported in developing an understanding of the importance of physical activity.

1. Physical activity should be encouraged from birth, particularly through floor-based play and water-based activities in safe environments.
2. Children of pre-school age who are capable of walking unaided should be physically active daily for at least 180 minutes (3 hours), spread throughout the day.
3. All under 5s should minimise the amount of time spent being sedentary (being restrained or sitting) for extended periods (except time spent sleeping).

CHILDREN AND YOUNG PEOPLE (5–18 years)

1. All children and young people should engage in moderate to vigorous intensity physical activity for at least 60 minutes and up to several hours every day.
2. Vigorous intensity activities, including those that strengthen muscle and bone, should be incorporated at least three days a week.
3. All children and young people should minimise the amount of time spent being sedentary (sitting) for extended periods.

ADULTS (19–64 years)

1. Adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.
2. Alternatively, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous intensity activity.
3. Adults should also undertake physical activity to improve muscle strength on at least two days a week.
4. All adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

OLDER ADULTS (65+ years)

1. Older adults who participate in any amount of physical activity gain some health benefits, including maintenance of good physical and cognitive function. Some physical activity is better than none, and more physical activity provides greater health benefits.
2. Older adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.
3. For those who are already regularly active at moderate intensity, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous activity.
4. Older adults should also undertake physical activity to improve muscle strength on at least two days a week.
5. Older adults at risk of falls should incorporate physical activity to improve balance and co-ordination on at least two days a week.
6. All older adults should minimise the amount of time spent being sedentary (sitting) for extended periods.

Produced by Active Surrey (February 2015) in conjunction with the following partners/stakeholders:

- Elmbridge Borough Council, Epsom & Ewell Borough Council, Guildford Borough Council, Mole Valley District Council, Reigate & Banstead Borough Council, Runnymede Borough Council, Spelthorne Borough Council, Surrey County Council, Surrey Heath Borough Council, Tandridge District Council, Waverley Borough Council, Woking Borough Council
- Amateur Swimming Association, Badminton England, British Athletics, British Canoeing, British Gymnastics, British Judo, British Universities & Colleges Sport, British Water Ski and Wakeboard, County Sports Partnership Network, England Athletics, England Boxing, England Netball, Exercise Movement and Dance Partnership, Lawn Tennis Association, Public Health England, Rugby Football Union, Sport England, Table Tennis England, Triathlon England, UK Active, UK Sport, Volleyball England, Youth Sport Trust
- Achieve Lifestyle, ActivKids, A2Dominion, Camberley Cricket Club, Dance Woking, East Surrey College, Everyone Active, Farnham Sports Council, Freedom Leisure, Fulham Football Club Foundation, Fusion Lifestyle, Guildford & Godalming Athletic Club, Holy Family Catholic Primary School, Laleham Sailing Club, Links Partnership, North East Hampshire & Farnham Clinical Commissioning Group, North Runnymede Learning Partnership, Places for People Leisure, Reigate & Redhill YMCA, Reigate Priory Athletic Club, Royal Holloway University of London, R-U-Able2, Special Olympics Surrey, Sport Godalming, Sport Guildford, Sport Woking, Surrey Athletics Network, Surrey Connects, Surrey County Bowling Association, Surrey County Football Association, Surrey County Netball Association, Surrey Cricket Board, Surrey Disabled People's Partnership, Surrey Golf Partnership, Surrey Hills AONB, Surrey Playing Fields, Surrey Rugby, Surrey Sports Park, Surrey Wheels for All, Surrey Wildlife Trust, Surrey Youth Focus, Sustrans, Tandridge Trust, Voluntary Action in Spelthorne, Walking Basketball Ltd, Walton Athletic Club, Walton Rowing Club, Weir Archer Academy

Supporting 80,000 more people to
Start Moving, Move Every Day and Stay Moving



SURREY'S PHYSICAL ACTIVITY STRATEGY 2015 – 2020

activesurrey

Health and Wellbeing
Surrey

SPORT ENGLAND

SURREY
COUNTY COUNCIL

Elmbridge
Borough Council
...bridging the communities...

EPSOM & EWELL
BOROUGH COUNCIL

GUILDFORD
BOROUGH

MoleValley
District Council

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

Runnymede
BOROUGH COUNCIL

SPELTHORNE
BOROUGH COUNCIL

ROB SURREY HEALTH
TRUST

Tandridge
District Council

Waverley
BOROUGH COUNCIL

WOKING
BOROUGH COUNCIL

Introduction

Being physically active helps us feel good, grow well and achieve at school or work. We can walk, run or ride through Surrey's superb countryside or save time and money on our commutes. We can experience the joy of winning and losing together with teammates or feel pride in conquering a personal challenge. Sport brings us together as a community and allows us to pass on, or develop new, skills through volunteering.

Being active can support us to live independently as long as possible and can reduce social isolation, it improves our physical health and reduces the risk of developing many illnesses. In short, it is a sure and enjoyable way to improve our mental and physical wellbeing.

We are a nation of sport supporters, as evidenced by the millions of spectators lining the Olympic cycling routes through Surrey in 2012. But for many of us, watching is all we do and we are simply not active enough. Almost 40% of Surrey's adults don't meet the NHS's activity guidelines for healthy living and almost a quarter of adults are completely inactive. This is worrying as physical inactivity is one of the top four causes of disease (alongside smoking, hypertension and obesity).



Physical activity includes sport, dance, play, gardening, PE, walking and cycling.

By enabling more residents of all ages to meet the Chief Medical Officers' physical activity guidelines, our vision is that by 2020 Surrey will be the most active county in England.

In Surrey there are a large number of people who would benefit from being more physically active and there are many opportunities in daily life to be active. Our challenge is to bring them together so that, throughout our lives, we can all





Start Moving, Move Every Day and Stay Moving.

Building on the recommendations of Surrey's Joint Strategic Needs Assessment, this physical activity strategy provides guidance to strategic leads, policymakers, commissioners and providers on the key approaches and priority groups we need to focus on to improve activity levels in Surrey.

But everyone has a role to play in increasing levels of physical activity and therefore health and wellbeing – whether in our school, our work, our community or home, as we travel and how we plan and use our built and natural environment. Let's create a real legacy from London 2012; help us to implement this strategy to make Surrey the most active county in England by 2020.

The Active Surrey Board, June 2015

By 2020 we will achieve:

-  20,000 more adults being active for 150 minutes per week
-  20,000 less adults not being active for at least 30 minutes per week
-  20,000 more adults playing sport once per week
-  20,000 more children and young people in regular sport activities/events

A number of other KPIs will be developed as part of our detailed action planning work.

Start Moving

Supporting all children and young people to have an active start in life

- Expand the role of children's centres / early years settings in developing physical literacy.
- Ensure facilities meet sporting, physical activity and active travel needs.
- Raise the standard of physical education, activity and school sport in all Surrey schools.
- Listen to and address the needs of young people to reduce teenage activity drop-off rates.
- Provide more opportunities to smoothly transition from sport in schools, colleges and universities to excellent community clubs.
- Help the most inactive get moving.

Move Every Day

Encouraging all adults to build activity into their everyday lives

- Improve community access to, and quality of, facilities for sport, play and recreation.
- Better coordinate and improve countywide sport provision for those with disabilities.
- Promote the benefits of activity, including active travel, to workplaces (especially sedentary workers).
- Meet the needs of women and girls to reduce the physical activity gender gap.
- Increase access to / awareness of green spaces particularly by those with the poorest health.
- Consider physical activity implications when planning projects and housing developments.

Stay Moving

Supporting older adults to live longer and more active lives

- Implement a systematic approach to assessment/promotion of physical activity in primary care generally, and specifically within disease management pathways.
- Include physical activity training (prevention and treatment) within primary care training.
- Increase availability, and awareness, of appropriate programmes in various settings.

To find out more visit

www.activesurrey.com/physical-activity-strategy

Implementation, monitoring and evaluation

This five year strategy highlights the importance of increasing physical activity levels for the health and wellbeing of the population and identifies the key measures needed to achieve increased levels of activity. Each aim has a high level headline action (shown overleaf) which, in turn, will have their own detailed action plan created in order to implement the strategy.

The strategy has been developed by Active Surrey, the County's Sports Partnership, with input from its wide range of partners and stakeholders (see below) who will help drive it forward through the action plans. The organisations are all keen to play their part but we can make a greater impact across our county by encouraging other organisations to align their strategies and plans with the priority areas identified in this strategy. By working together more effectively we can make best use of existing resources, access new ones, and make a real difference to people's lives.

We need to take both a universal and a targeted approach. Building activity into everyday life can impact on all of us, but we know that those on a low income, females, those from minority ethnic groups and those with a disability are less active than the general population. Our action plans will take this into account, targeting more effort into reducing these activity and health inequalities thus making Surrey a more prosperous and healthier place to live.

Whilst all agencies, working in partnership, have a role to play, effective leadership and coordination of effort is needed. Each action plan will have clear lines of accountability overseen by the Active Surrey Board which will work closely with Health and Wellbeing Boards (county and local). An annual progress report on the key actions will be published.



Produced by Active Surrey (June 2015) in conjunction with the following partners/stakeholders:

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- Achieve Lifestyle, ActivKids, A2Dominion, Better, Camberley Cricket Club, Dance Woking, East Surrey Clinical Commissioning Group (CCG), East Surrey College, Everyone Active, Farnham Sports Council, Freedom Leisure, Fulham Football Club Foundation, Fusion Lifestyle, Guildford & Godalming Athletic Club, Guildford & Waverley CCG, Holy Family Catholic Primary School, Laleham Sailing Club, Links Partnership, North East Hampshire & Farnham CCG, North Runnymede Learning Partnership, North West Surrey CCG, Places for People Leisure, Reigate & Redhill YMCA, Reigate Priory Athletic Club, Royal Holloway University of London, R-U-Able2, Special Olympics Surrey, Sport Godalming, Sport Guildford, Sport Woking, Surrey Athletics Network, Surrey Connects, Surrey County Bowling Association, Surrey County Football Association, Surrey County Netball Association, Surrey Cricket Board, Surrey Disabled People's Partnership, Surrey Downs CCG, Surrey Golf Partnership, Surrey Heath CCG, Surrey Hills AONB, Surrey Playing Fields, Surrey Rugby, Surrey Sports Park, Surrey Wheels for All, Surrey Wildlife Trust, Surrey Youth Focus, Sustrans, Tandridge Trust, Voluntary Action in Spelthorne, Walking Basketball Ltd, Walton Athletic Club, Walton Rowing Club, Weir Archer Academy.

Cabinet

9 December 2015



Title	Calendar of Meetings for 2016-2017		
Purpose of the report	To make a recommendation to Council		
Report Author	Greg Halliwell		
Cabinet Member	Councillor Vivienne Leighton	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Accountability		
Recommendations	Cabinet is asked to recommend the Calendar of Meetings for 2016-17 to Council for approval.		

1. Key issues

- 1.1 The proposed Calendar of meetings for 2016-17 (Appendix 1) has been compiled to enable the consideration of Council business and covers the period from May 2016 to May 2017.
- 1.2 Council meetings have been scheduled to enable effective decision-making whilst making the best use of resources available. The meetings have 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.
- 1.3 In May 2017, Monday 1 May is a bank holiday, therefore Group will be held on Tuesday 2 May and the Cabinet meeting in that cycle will be held on Thursday 11 May.
- 1.4 The Chief Finance Officer has been consulted on the suitability of dates to enable end-of-period financial reports to be available for consideration at Cabinet and Overview and Scrutiny Committee meetings.
- 1.5 The Leader of the Council and the Committee Chairmen have the power to call additional or extraordinary meetings when required to accommodate urgent or unscheduled matters of business.

2. Options analysis and proposal

- 2.1 The Calendar of meetings provides a framework for the democratic and decision making processes that will underpin the delivery of the council's key priorities. It is proposed to agree the dates as set out in Appendix 1.

3. Financial implications

- 3.1 The cost of administering the proposed meetings can be met from within the existing budget.

4. Other considerations

- 4.1 Council, Cabinet and Committee meetings are held in venues that meet the requirement of the Equality Act in terms of accessibility and hearing loops etc. in order to ensure access to meetings for all.

5. Timetable for implementation

- 5.1 Once ratified at the Council meeting on 17 December 2015, the Calendar of meetings will be published on the website and implemented from May 2016.

Background papers: There are none.

Appendices:

Appendix 1 - proposed calendar of meetings (A3 x 2)

Appendix 1a - proposed calendar of meetings (A4)

2016 Year Planner

Appendix 1

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2016	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T						
January					1 Bank Holiday	2 3	4	5	6 Licensing	7	8	9 10	11 Cabinet Brief	12	13 Planning	14 Cabinet Budget Brief	15	16 17	18 Group	19 O&S	20	21	22	23 24	25	26	27 Cabinet	28	29	30 31		
February	1	2	3 Licensing	4 Code of Conduct	5	6 7	8 Local Cttee	9 Cabinet Brief	10 Planning	11	12	13 14	15 Group	16	17	18	19	20 21	22	23	24 Cabinet	25 Council	26	27 28	29 Cabinet Briefing							
March		1	2	3 Licensing	4	5 6	7 Group	8	9 Planning	10	11	12 13	14 Local Cttee	15 O&S	16 Cabinet	17	18	19 20	21	22	23	24 Audit	25 Bank Holiday	26 27	28 Bank Holiday	29	30 Licensing	31				
April					1	2 3	4	5	6 Planning	7	8	9 10	11	12 Cabinet Brief	13	14 Code of Conduct	15	16 17	18 Group	19	20 Licensing	21 Civic Reception	22	23 24	25	26	27 Cabinet	28 Council	29	30 31		
May							2 Bank Holiday	3	4 Planning	5 PCC Elections	6	7 8	9	10	11 Licensing	12	13	14 15	16	17	18	19 ACM	20	21 22	23	24	25	26	27	28 29	30 Bank Holiday	31
June			1 Planning	2	3	4 5	6 Cabinet Briefing	7	8	9	10	11 12	13 Group	14	15 Licensing	16 Code of Conduct	17	18 19	20	21	22 Cabinet	23 Audit	24	25 26	27	28	29 Planning	30				
July					1	2 3	4 Cabinet Briefing	5 LGA conference	6 LGA conference	7 LGA conference	8 LGA conference	9 10	11 Group	12 O&S	13 Licensing	14 Cabinet BB	15	16 17	18 SCC Local	19	20 Cabinet	21 Council	22	23 24	25	26	27 Planning	28	29	30 31		
August	1	2	3	4	5	6 7	8	9	10	11	12	13 14	15	16	17	18	19	20 21	22	23	24 Planning	25	26	27 28	29 Bank Holiday	30	31					
September				1	2	3 4	5	6	7	8	9	10 11	12 Cabinet Briefing	13	14 Licensing	15 Code of Conduct	16	17 18	19 Group	20 O&S	21 Planning	22	23	24 25	26 SCC Local	27	28 Cabinet	29 Audit	30			
October						1 2	3 Conservative	4 Party	5 Conference	6	7	8 9	10	11	12 Licensing	13	14	15 16	17 Cabinet Budget Briefing	18	19 Planning	20 Council	21	22 23	24	25	26	27	28	29 30	31	
November		1	2	3	4	5 6	7 Cabinet Briefing	8	9 Licensing	10	11	12 13	14 Group	15	16 Planning	17	18	19 20	21 SCC Local	22	23 Cabinet	24 Code of Conduct	25	26 27	28	29 O&S	30					
December				1	2	3 4	5 SCC Local	6 Cabinet Briefing	7 Licensing	8	9	10 11	12 Group		14 Planning	15	16	17 18	19	20	21 Cabinet	22 Council	23	24 25	26 Bank Holiday	27 Bank Holiday	28	29	30	31		

2017 Year Planner

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2017	M	T	W	T	F	W	M	T	W	T	F	W	M	T	W	T	F	W	M	T	W	T	F	W	M	T	W	T	F	W	M	T	
January						1	2 Bank Holiday	3	4 Licensing	5	6	7 8	9 Cabinet Briefing	10	11 Planning	12	13	14 15	16 Group	17 O&S	18	19 Cabinet BB	20	21 22	23	24	25 Cabinet	26	27	28 29	30	31	
February			1 Licensing	2 Code of Conduct	3	4 5	6 Cabinet Briefing	7	8 Planning	9	10	11 12	13 Group	14	15	16	17	18 19	20 SCC Local	21	22 Cabinet	23 Council	24	25 26	27	28							
March			1	2	3	4 5	6 Cabinet Briefing	7	8 Planning	9	10	11 12	13 Group	14	15 Licensing	16	17	18 19	20 SCC Local	21	22 Cabinet	23 Audit	24	25 26	27	28 O&S	29	30	31				
April						1 2	3	4	5 Planning	6	7	8 9	10 Civic Awards	11	12	13	14 Bank Holiday	15 16	17 Bank Holiday	18	19 Licensing	20 Code of Conduct	21	22 23	24 Cabinet Briefing	25	26	27 Council	28	29 30			
May	1 Bank Holiday	2 Group	3 Planning	4	5	6 7	8	9	10 Licensing	11 Cabinet	12 13	14	15	16	17	18 Council ACM	19	20 21	22	23	24	25	26	27 28	29 Bank Holiday	30	31						
June				1	2	3 4	5	6	7	8	9	10 11	12	13	14	15	16	17 18	19	20	21	22	23	24 25	26	27	28	29	30				
July						1 2	3	4	5	6	7 8	9	10	11	12	13	14	15 16	17	18	19	20	21	22 23	24	25	26	27	28	29 30	31		
August		1	2	3	4	5 6	7	8	9	10	11 12	13	14	15	16	17	18	19 20	21	22	23	24	25	26 27	28 Bank Holiday	29	30	31					
September					1	2 3	4	5	6	7	8	9 10	11	12	13	14	15	16 17	18	19	20	21	22	23 24	25	26	27	28	29	30			
October						1	2	3	4	5	6 7	8	9	10	11	12	13	14 15	16	17	18	19	20	21	22	23	24	25	26	27	28 29	30	31
November			1	2	3	4 5	6	7	8	9	10	11 12	13	14	15	16	17	18 19	20	21	22	23	24	25 26	27	28	29	30					
December					1	2 3	4	5	6	7	8	9	10	11	12	13	14	15	16 17	18	19	20	21	22	23 24	25 Bank Holiday	26 Bank Holiday	27	28	29	30 31		

Council	
Cabinet	
Cabinet Briefing	
Cabinet Budget Briefing	
Overview and Scrutiny Committee	
Planning Committee	
Licensing Committee	
Audit Committee	
Members' Code of Conduct Cttee (MCCC)	
SCC Local Cttee	
Surrey Schools Holidays	
Group	
2015 Councillor Induction sessions	

Calendar of Meetings May 2016 to May 2017 - Appendix 1a

Meeting	2016 May	June	July	Aug	Sept	Oct	Nov	Dec	2017 Jan	Feb	Mar	Apr	May
Cabinet Briefing		6	4		12		7	6	9	6	6	24	
Group		13	11		19		14	12	16	13	13		2
Cabinet		22	20		28		23	21	25	22	22		11
Council	19 (ACM)		21			20		22		23		27	18
Cabinet Budget Briefings			14			17			19				
O&S Committee			12		20		29		17		28		
Audit		23			29						23		
Planning	4	29	27	24	21	19	16	14	11	8	8	5	3
Licensing	11	15	13		14	12	9	7	4	1	15	19	10
Members' CoC		16			15		24			2		20	
SCC Local			18 Formal		26 Formal		21 Informal	5 Formal		20 Informal	20 Formal		
Seminars													
Bank Holidays Council Offices closed	2 & 30			29				26, 27	2			14, 17	1, 29

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Cabinet

9 December 2015



Title	Outside Bodies and Working Parties appointments		
Purpose of the report	To make a decision		
Report Author	Greg Halliwell		
Cabinet Member	Councillor Quentin Edgington	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Cabinet Values	Community		
Recommendations	Cabinet is asked to ratify the Leader's appointments of representatives to the Outside Bodies as detailed below.		

1. Key issues

- 1.1 Five vacancies have arisen in the Council's representatives to Outside Bodies and Working Parties and it is necessary for replacements to be appointed.
- 1.2 Four of these vacancies have arisen as a result of the death of Councillor R.L. Watts, as a representative on: South East Employers, Surrey County Council Local Committee and the Local Plan Working Party and as a deputy representative on Surrey Waste Partnership.
- 1.3 The remaining vacancy has arisen due to the resignation of Councillor C.M. Frazer from his position on the Management Committee of Mediation North Surrey.
- 1.4 Two further amendments to the appointments on Outside Bodies have arisen as a result of the change to the Cabinet member holding the Portfolio for Environment.
- 1.5 In his capacity as Strong Leader, Councillor Q.R. Edgington has made the following appointments of Council representatives to fill the vacancies on the Outside Bodies and Working Parties:
 - South East Employers: Councillor Q.R. Edgington
 - Surrey County Council Local Committee in Spelthorne: Councillor Q.R. Edgington
 - Local Plan Working Party: Councillor Q.R. Edgington
 - Local Plan Working Party: Councillor M.M. Attewell as the portfolio holder for Environment

- Surrey Waste Partnership and the Surrey Energy and Sustainability Partnership: Councillor M.M. Attewell on both as the portfolio holder for Environment
- Mediation North Surrey: Councillor M.M. Attewell

2. Other considerations

2.1 There are none.

3. Timetable for implementation

3.1 The appointments have taken effect and Cabinet is asked to ratify them. .

Background papers: There are none.

Appendices:

There are none.