

Public Document Pack



20 April 2016

Please reply to:

Contact: Greg Halliwell

Direct line: 01784 446267

E-mail: g.halliwell@spelthorne.gov.uk

To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held in the **Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames** on **Thursday, 28 April 2016** commencing at **7.30 pm** for the transaction of the following business.

A handwritten signature in blue ink that reads 'Roberto Tambini'. The signature is written in a cursive style and is underlined with a single horizontal line.

Roberto Tambini
Chief Executive

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

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

AGENDA

Description	Page nos.
<p>1. Apologies for absence To receive any apologies for non-attendance.</p>	
<p>2. Minutes To confirm as a correct record the minutes of the Council meeting held on 25 February 2016 and the Extraordinary Council meeting held on 7 April 2016.</p>	1 - 14
<p>3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.</p>	
<p>4. Announcements from the Mayor To receive any announcements from the Mayor.</p>	
<p>5. Announcements from the Leader To receive any announcements from the Leader.</p>	
<p>6. Announcements from the Chief Executive To receive any announcements from the Chief Executive.</p>	
<p>7. Questions from members of the public The Leader, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 14.</p>	
<p>8. Petitions The Council has received the following petition from Mrs. Vicki Kapoor Sood: “To ask the Council to provide a much-needed Leisure Centre in Stanwell” The Council will decide to respond to this petition in one of the following ways: (a). support the action the petition requests. (b). dismiss the action the petition requests. (c). refer the petition to the Cabinet or the Overview and Scrutiny Committee for further consideration.</p>	

The petition organiser will receive written confirmation of the decision.

9. Recommendations of the Cabinet

To consider the recommendations of the Cabinet from its meeting on 27 April 2016. 15 - 16

- a) Review of Waste Services and Vehicle Procurement
- b) Review of the Constitution 2015
- c) Amendment to Pay Policy Statement

10. Reports from the Leader of the Council

To receive reports from the Leader of the Council on the work of the Cabinet at the following meetings:

- a) Extraordinary Cabinet - 7 April 2016 17 - 18
- b) Cabinet - 27 April 2016 19 - 20

11. Report from the Chairman of the Audit Committee

To receive the report from the Chairman of the Audit Committee on the work of her Committee. 21 - 22

12. Report from the Chairman of the Members' Code of Conduct Committee

To receive the report from the Chairman of the Members' Code of Conduct Committee on the work of his Committee. 23 - 24

13. Report from the Chairman of the Overview and Scrutiny Committee

To receive the report from the Chairman of the Overview and Scrutiny Committee on the work of his Committee. 25 - 26

14. Report from the Chairman of the Planning Committee

To receive the report from the Chairman of the Planning Committee on the work of his Committee. 27 - 28

15. Motions

Under Standing Order 17, the Council has received Notice of the following Motion:

“The democratic process as currently provided to the residents of the Borough of Spelthorne could be improved.”

Proposed by Councillor Quentin Edgington
Seconded by Councillor Penny Forbes-Forsyth

16. Questions on Ward Issues

The Leader, or their nominee, to answer questions from Councillors on issues in their Ward, in accordance with Standing Order 15.

17. General questions

The Leader, or their nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 15.

The following question has been received from Councillor Quentin Edgington:

“Please can the Leader of the Council now provide the FULL COSTS of the Extraordinary Council meeting held on February the 2nd, including an appropriate costing for all the Council officers present and the caretaking costs and not just the Committee Services costs?”

The following question has been received from Councillor Robin Sider:

“An assessment of the Elmsleigh surface and multi storey car park was recently carried out by specifically trained police assessors who look for evidence that the car park is clean, well-managed, has appropriate lighting and effective surveillance. These requirements show that the parking operator has put in place measures that help to deter criminal activity and anti-social behaviour in their parking area. Following this assessment the car park successfully gained the Park Mark Safer Parking Award. This scheme is run by the Association of Chief Police Officers and was developed to provide a material benchmark for parking areas across the United Kingdom. Car Parks with this award can use the Park Mark tick symbol which helps drivers find car parks where they can confidently leave their vehicle knowing the environment is safe. A total of eleven car parks operated and maintained by Spelthorne Borough Council have been awarded the Park Mark status.

Will the Leader of the Council join me in congratulating the management of our car parks on achieving this outstanding accolade.”

18. Appointment of a representative Trustee

To consider the re-appointment of Mr. Euan O’Hara as a Trustee of Staines Parochial Charity, for a further 4-year term until April 2020.

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 25 February 2016 at 7.30 pm

Present:

Councillors:

M.M. Attewell	K. Flurry	A.J. Mitchell
C.B. Barnard	M.P.C. Francis	S.C. Mooney
R.O. Barratt	C.M. Frazer	A. Neale
I.J. Beardsmore	A.E. Friday	J.M. Pinkerton OBE
S. Capes	N.J. Gething	R.W. Sider BEM
R. Chandler	A.C. Harman	R.A. Smith-Ainsley
C.A. Davis	I.T.E. Harvey	B.B. Spoor
S.M. Doran	A.T. Jones	H.R.D. Williams
S.A. Dunn	V.J. Leighton	
T.J.M. Evans	M.J. Madams	

In Attendance:

Mr. Murray Litvak, Chairman of the Members' Code of Conduct Committee

Apologies: Apologies were received from Councillors P.C. Forbes-Forsyth, A.L. Griffiths, N. Islam, D. Patel, O. Rybinski, D. Saliagopoulos, J.R. Sexton and H.A. Thomson and Miss Sue Faulkner, Vice Chairman of the Members' Code of Conduct Committee.

Councillor M.P.C. Francis, The Mayor, in the Chair

28/16 Minutes of Council - 17 December 2015

The minutes of the Council meeting held on 17 December 2015 were confirmed as a correct record.

29/16 Minutes of Extraordinary Council - 2 February 2016

The minutes of the Extraordinary Council meeting held on 2 February 2016 were confirmed as a correct record.

30/16 Disclosures of Interest

There were none.

31/16 Announcements from the Mayor

The Mayor invited all councillors to the Mayor's Ball on 9 April 2016, starting at 6.15pm, at the Runnymede Hotel.

The Mayor also informed councillors that there will be a St. George's day charity ladies lunch, organised by his wife the Mayoress, at Ashford Manor golf club on 26 April 2016 at 12.30 for 1pm. The name of the guest speaker is yet to be confirmed.

32/16 Announcements from the Leader

Councillor Harvey, Leader of the Council, made the following four announcements:

- He thanked all the staff for their support since becoming the Leader on 2 February 2016.
- The Towards a Sustainable Future (TaSF) programme will be re-started with the process for the Group Heads appointments.
- Good progress has been made on asset-related arrangements.
- New Cabinet appointments and portfolios as follows:
 - a. As well as the strategic co-ordination of Council Policy, the Leader's portfolio will also include strategic assets.
 - b. Councillor Harman, the Deputy Leader, will have Towards a Sustainable Future (TaSF) and Communications within his portfolio.
 - c. Councillor Barnard will have the Corporate Management portfolio.
 - d. Councillor Mitchell will have the Environment and Compliance portfolio.
 - e. Councillor Pinkerton will have the Housing portfolio.
 - f. Councillor Attewell will have the Community and Wellbeing portfolio.
 - g. Councillor Gething will have the Planning and Economic Development portfolio.
 - h. Councillor Williams will have the Finance and Customer Services portfolio.
 - i. The Leader is keeping the final portfolio vacant for now whilst taking stock of the main challenges facing the Council.

33/16 Announcements from the Chief Executive

There were none.

34/16 Questions from members of the public

In accordance with Standing Order 15.3 (c) of the Constitution, the Mayor directed that the following public question and answer be circulated in writing at the meeting without being read aloud:

Question from Mr Andrew McLuskey

“Given that, according to government figures, Spelthorne is the unhealthiest council area in Surrey , and also the 132st in England’s health league, and given also that Surrey has pointed out that we have pockets of deprivation in particular areas of the Borough what does the Council intend to do to remedy this unhappy situation.”

Response from Cllr. Jean Pinkerton OBE, former portfolio holder for Housing, health, wellbeing, Independent Living and leisure

Thank you for your question, Mr McLuskey.

The health and wellbeing of Spelthorne residents is a key priority for the Council and we dedicate significant resources to ensuring that residents of all ages have opportunities to stay physically and mentally active and maintain a healthy lifestyle. There is a huge choice of sporting and leisure activities in the Borough and many of these are provided free of charge.

It is not uncommon for Spelthorne to compare less than favourably in health statistics when compared with other Surrey Boroughs. The Borough lies to the south west of London and has a demographic which makes it more comparable with some outer London boroughs than the rest of Surrey.

Surrey is one of the healthiest counties in the UK and Spelthorne also fares well in the majority of health measures when compared with the national picture and that of our neighbouring boroughs. However, the Council is not complacent and recognises the key role it plays in helping to improve the health and wellbeing of residents, particularly those in areas of greater deprivation where certain health issues are more prevalent.

A Spelthorne Health and Wellbeing Strategy is being written in liaison with partner organisations, which includes several health related actions. The local strategy is aligned to the NW Surrey CCG Prevention Plan and the prevention element of the Surrey Health and Wellbeing Strategy. It contains a number of initiatives all aimed at improving the health and wellbeing of residents, looking at local needs and evidence of what has worked well in the past.

Current initiatives include:-

- Surrey County Council commissioned Weight Management courses are currently running at Spelthorne Leisure Centre and Stanwell Rose Centre.
- Food premises can take part in the Surrey wide ‘Eat Out Eat well’ award scheme.
- Surrey County Council have commissioned Quit 51 to provide a Surrey Wide Stop Smoking Service and Spelthorne recently took part in the smoke free playground project.

- Spelthorne work very closely with Active Surrey, schools and local sports clubs to promote opportunities for sport within Spelthorne. Free sports sessions for young people will start in April as part of the Surrey Youth Games and a 'Sports week' will take place in the summer holidays for young people.
- There are several free opportunities for people of all ages to keep active including four skate/BMX parks, tennis courts, basketball courts and multi-use games areas and play areas. Plus several large parks and open spaces and riverside walks. We have a new 5k measured run route in Laleham Park, which is free to use.
- Spelthorne run a Walking for Health and Cycling for Health schemes for adults and an exercise referral scheme for those with health problems is available at Spelthorne Leisure Centre. Local walk route maps are available on the Spelthorne website and cycling maps are being developed.
- We have a disability sports club for young people on a Saturday morning and a Boccia Club for adults with disabilities on a Thursday evening.
- We are currently taking part in the Get Fit 50+ Surrey wide scheme in liaison with Active Surrey and Public Health and our day centres and community centres offer a wide range of activities for older people.
- We work with Action Surrey, Age UK and GP surgeries to ensure residents' homes are safe, warm and in a good state of repair.

35/16 Petitions

There were no petitions.

36/16 Treasury Management Strategy Statement and Annual Investment Strategy 2016-2017

The Council considered the recommendation of the Cabinet on the Treasury Management Strategy Statement and Annual Investment Strategy 2016-2017.

RESOLVED that Council approves the proposed Treasury Management Strategy Statement and Annual Investment Strategy 2016-2017.

37/16 Pay Policy Statement 2016-17

The Council considered the recommendation of the Cabinet on the Pay Policy Statement for 2016-17.

RESOLVED that Council approves the Pay Policy Statement for 2016-17.

38/16 Capital Programme 2016-2017 to 2019-20

The Council considered the recommendation of the Cabinet on the Draft Capital programme for 2016-17 to 2019-20.

RESOLVED that Council approves:

- The Capital Programme for 2016-17 to 2019-20.
- The Prudential Indicators for 2016-17 to 2019-20.

39/16 Revenue Budget 2016-2017

The Council considered the recommendation of the Cabinet on the detailed Revenue Budget for 2016-17 and the proposed Council Tax for 2016-17. The Mayor referred councillors to the Budget Book (green cover) reflecting the decisions and recommendations made by the Cabinet on 24 February 2016, including the precepts being levied by Surrey County Council and the Surrey Police.

The portfolio holder for Finance, Councillor Tim Evans, made a statement on the Budget and the Council Tax and moved the recommendations on the detailed Budget for 2016-17 as set out in the Budget Book (green cover). This was seconded by Councillor Ian Harvey, Leader of the Council. The Leader of the Liberal Democrats, Councillor Ian Beardsmore, also made a statement.

Copies of Councillors Evans and Beardsmore's speeches are attached to these minutes as **Appendices A** and **B**.

The Mayor explained that under the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, relevant authorities are required to record in the minutes of the proceedings, immediately after any vote is taken at a budget decision meeting of an authority, the names of the persons who cast a vote for the decision or who abstained from voting.

The voting was as follows:

FOR (24)	Councillors I.T.E. Harvey (Leader); A.C. Harman (Deputy Leader); M.M. Attewell; C. Barnard; R.O. Barratt; S. Capes; R. Chandler; C.A. Davis; S.M. Doran; T. Evans; K. Flurry; M.P.C Francis (Mayor), C.M. Frazer, A.E. Friday (Deputy Mayor); N. Gething; A. Jones; V.J. Leighton; M.J. Madams; A.J. Mitchell; S.C. Mooney; A. Neale; J.M. Pinkerton; R.W. Sider; R.A. Smith-Ainsley and H.R. Williams.
AGAINST (3)	Councillors I.J. Beardsmore; S.A Dunn; B. Spoor.

RESOLVED:

- 1. To approve the growth and savings items as set out in the report's appendices.**
- 2. The Council tax Base for the whole council area for 2016-17. [Item T in the formula in Section 31b (3) of the Local Government Finance Act**

1992, as amended (the “act”)] should be 38,308.40 band D equivalent dwellings and,

2.1 Calculate that the Council tax requirement for the Council’s own purpose for 2016-2017 is £187.44 per Band D equivalent dwelling.

3. To approve a 2.7% increase in the Spelthorne Borough Council element of the Council tax for 2016-17. Moreover:

a) The revenue estimates as set out in Appendix 1 be approved.

b) No Money, as set out in this report is appropriated from General Reserves in support of Spelthorne’s local Council tax for 2016/17.

c) To agree that the council tax base for the year 2016/17 is 38,308.40 band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.

That the following sums be now calculated by the Council for the year 2016/17 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	71,233,115	being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils.
B	64,052,589	being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
C	7,180,526	being the amount at 3(c) above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B (1) of the Act, as the basic amount of its Council tax for the year (including Parish precepts).
D	187.44	being the amount at 3(c) above (item R), all divided by item T (2 above) calculated by the Council in accordance with Section 31B (1) of the act, as the basic amount of its Council Tax for the year (including Parish precepts).
E	0	being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
F	187.44	being the amount at 3(d) above less the result given by dividing the amount at 3 (e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.

All newly built commercial property completed between 1st October 2013 and 30 Sept 2016 will be exempted from empty property rates for the first 18 months, up to the state aid limit.

A 50 per cent business rates relief for 18 months between 1st April 2014 and 31st March 2017 for businesses that move into retail premises (excluding banks, building societies and betting shops) that have been empty for a year or more.

That the following amounts be calculated for the year 2016/17 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
124.96	145.79	166.61	187.44	229.09	270.75	312.40	374.88

Being the amounts given by multiplying the amount at (e) above by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

That it be noted that for the year 2016/17 Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

Precepts issued to the Council

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
1) Surrey County Council	845.52	986.44	1127.36	1268.28	1550.12	1831.96	2113.80	2536.56
2) Surrey Police	146.79	171.26	195.72	220.19	269.12	318.05	366.98	440.38

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts set out in Appendix 6 as the amounts of Council tax for the year 2016/17 for each of the categories of dwellings on Appendix 3.

The Council has determined that its relevant basic amount of Council Tax for 2016/17 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2016/17 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

40/16 Reports from the Leader of the Council

The Leader of the Council, Councillor Ian Harvey, presented the reports of the following meetings:

The Leader's decision meeting held on 18 January 2016.
The Cabinet meeting held on 27 January 2016.
The Cabinet meeting held on 24 February 2016.

Both Cabinet reports outlined the matters which the Cabinet had decided since the last Council meeting.

41/16 Report from the Chairman of the Overview and Scrutiny Committee

The Chairman of the Overview and Scrutiny Committee, Councillor Alfred Friday, presented his report which outlined the matters the Committee had decided since the last Council meeting.

42/16 Report from the Chairman of the Planning Committee

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

43/16 Motions

There were none.

44/16 Questions on Ward Issues

There were none.

45/16 General questions

Under Standing Order 15, Councillor Quentin Edgington asked the following general question:

"What was the total cost of the Extraordinary Council Meeting held on Tuesday 2 February 2016?"

Response from the Deputy Leader of the Council, Councillor Tony Harman

Thank you for your question, Councillor Edgington.

In actual cash terms, the cost of the meeting was £166, being the Committee attendance allowance paid to two members of the Committee Services team and the cost of printing and posting out the agendas.

However, the reputational cost to the Council was much higher, especially as the meeting would not have been necessary had you chosen to step down as the Leader of the Council following the selection of Councillor Ian Harvey as the Leader of the Conservative Group at its meeting held on 18 January 2016.

46/16 Appointments of representative Trustees

Resolved that:

- a. Mr. Matthew Calvert be re-appointed as a Council representative Trustee to serve on the Laleham Charities – Village Hall and Recreation Ground for a further 4-year term until February 2020.
- b. Mrs. Marion Bushnell be re-appointed as a Council representative Trustee to serve on the Ashford Relief in need Charity for a further 4-year term until October 2020.

This page is intentionally left blank

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Extraordinary Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday, 7 April 2016 at 7.30 pm

Present:

Councillors:

M.M. Attewell	C.M. Frazer	A.J. Mitchell
C.B. Barnard	A.E. Friday	S.C. Mooney
R.O. Barratt	N.J. Gething	J.M. Pinkerton OBE
I.J. Beardsmore	A.L. Griffiths	O. Rybinski
S. Capes	A.C. Harman	R.W. Sider BEM
R. Chandler	I.T.E. Harvey	R.A. Smith-Ainsley
C.A. Davis	N. Islam	B.B. Spoor
S.M. Doran	A.T. Jones	H.A. Thomson
S.A. Dunn	J.G. Kavanagh	H.R.D. Williams
Q.R. Edgington	V.J. Leighton	
T.J.M. Evans	M.J. Madams	

Councillor M.P.C. Francis, The Mayor, in the Chair

Apologies: Apologies were received from Councillors S.J. Burkmar, K. Flurry, P.C. Forbes-Forsyth, D. Patel, D. Saliagopoulos and J.R. Sexton, Mr Murray Litvak and Miss Sue Faulkner, Chairman and Vice-Chairman of the Members' Code of Conduct Committee.

82/16 Disclosures of Interest

Councillor R.A. Smith-Ainsley declared a non-pecuniary interest in the item before the Council, due to his position as a representative on the A2Dominion Customer Service Board and on the basis that A2Dominion is the main social housing provider for the Council.

There were no other interests.

83/16 Request for Supplementary Capital Estimate for property acquisition

The Council considered a report on a request for a supplementary Capital estimate for property acquisitions in the Borough, to provide much needed affordable housing as well as income and capital growth. The Leader addressed the Council as follows:

“The report before you this evening is asking Council to agree to increase the amount of capital provision that it has available to spend on acquiring additional properties in the borough, and in so doing increase our asset base. It is important to understand the reasons why this is being asked for. There is an increasing need to provide both affordable housing and emergency accommodation for homeless families. A lot of our hard working residents (whose jobs support the local economy) are simply not able to afford to buy their own homes due to rapidly increasing house prices. The intention is to use this additional capital to buy properties which can house those families. We will also look at ways of ensuring that an on-going rental income stream comes to the Council.

It may also be spent on providing emergency temporary accommodation (Bed and Breakfast) which will not only help reduce our costs but ensure that families have a better chance of being housed in the borough (which presents less challenges and is better for the residents with respect to proximity to family support networks etc).

In the future it may also be spent on buying properties for social and economic regeneration within our town centres, both to support growth and bring in an income stream to help support the Council’s budget. However, as a Council we will only look to buy properties where it makes business sense to do so. It is not necessarily the case that all the capital which is being asked for will be spent.

If the extra capital is agreed by Council, a Cabinet meeting will follow immediately after this meeting to consider whether we acquire two properties in the borough designed to help meet the need for affordable housing and temporary emergency accommodation. It is the role of Cabinet to review and consider the report in detail, and to make a decision on whether to proceed with the purchases.

I therefore move that Council:

- Approves the request for supplementary capital expenditure for property acquisitions of up to £29m for 2016/17 (for service provision – specifically for affordable housing and emergency accommodation, economic and social regeneration or to generate an on-going income stream) and
- Agrees the revised set of prudential indicators which include the operational boundary and authorised limit for external debt.”

The motion was seconded by Councillor A.C. Harman and in accordance with Standing Order 22.4, he called for a recorded vote to be taken on the motion before the Council.

The voting was as follows:

FOR (29)	Councillors I.T.E. Harvey (Leader); A.C. Harman (Deputy Leader); M.M. Attewell; C. Barnard; R.O. Barratt; I.J. Beardsmore; S. Capes; R. Chandler; C.A. Davis; S.M. Doran; S.A. Dunn; T. Evans; C.M. Frazer, N. Gething; A. Griffiths; N. Islam; A. Jones; J.G. Kavanagh; V.J. Leighton; M.J. Madams; A.J. Mitchell; S.C. Mooney; J.M. Pinkerton; O. Rybinski; R.W. Sider; R.A. Smith-Ainsley, B. Spoor, H.A. Thomson and H.R. Williams.
ABSTAIN (1)	Councillor Edgington

The Motion was carried.

Resolved that Council:

1. Approves the request for supplementary capital expenditure for property acquisitions of up to £29m for 2016/17 (for service provision – specifically for affordable housing and emergency accommodation, economic and social regeneration or to generate an on-going income stream); and
2. Agrees the revised set of prudential indicators, as set out at Appendix 2 to the report, which include the operational boundary and authorised limit for external debt.

This page is intentionally left blank

Recommendations of the Cabinet

Cabinet meeting held on 27 April 2016

1. Review of waste services and vehicle procurement

- 1.1 Cabinet considered a report on the review of the management of household waste services and the procurement of existing waste and street cleansing vehicles.
- 1.2 **Resolved to recommend** that Council agrees the Capital spend of £255,000 for the purchase of waste and street cleansing vehicles and related in-cab technology.

2. Review of the Constitution 2015

- 2.1 Cabinet considered a report on a review of the Constitution for 2015.
- 2.2 **Resolved to recommend** that Council agrees:
- The proposed changes to non-Executive functions
 - To delegate to the Monitoring Officer consequential changes to the Scheme of Delegations to Officers (part 3d of the report) following the appointment of the new Group Heads.
 - The revised Constitution.

3. Amendment to Pay Policy Statement for 2016-17

- 3.1 Cabinet considered a report on the proposed changes to the Pay Policy Statement for 2016-17, as set out in Appendix 1 of the report.
- 3.2 **Resolved to recommend** that Council approves the proposed changes to the Pay Policy Statement for 2016-17, as set out in Appendix 1 of the report.

Councillor Ian Harvey
Leader of the Council

28 April 2016

This page is intentionally left blank

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

Extraordinary meeting held on 7 April 2016

This is my report as the Leader of the Council on the work of the Cabinet.

1. Acquisition of properties in the Borough

1.1 We considered a report on the acquisition of properties in the Borough

1.2 We agreed as follows:

Property One

1. The level of offer which has been put in for the purchase and conversion of property one; and
2. To give delegated authority to the Deputy Chief Executive (Terry Collier) to undertake any necessary subsequent negotiations and to purchase (in consultation with the Leader and the Cabinet Member for Finance).

Property Two

3. The level of offer for the purchase and upgrading of property two; and
4. To give delegated authority to the Deputy Chief Executive (Terry Collier) to submit the offer and undertake any necessary subsequent negotiations, and purchase (in consultation with the Leader and the Cabinet Member for Finance).

Generally

5. To approve the setting up of a Local Authority Trading Company Knowle Green Estates, as a 100% property trading company owned by the Council, as a potential vehicle to purchase and hold the properties; and
6. To give delegated authority to the Deputy Chief Executive (Terry Collier) in consultation with the Leader and the Cabinet Member for Finance, and subject to taxation advice, to decide if the properties will be held by the Council or its property trading company

Councillor Ian Harvey

Leader of the Council

28 April 2016

This page is intentionally left blank

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

Meeting held on 27 April 2016

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main business considered by the Cabinet at its meeting on 27 April 2016.

However, it should be noted that three of the items, Review of waste services and vehicle procurement; Amendment to the Pay Policy Statement 2016-17 and Review of the Constitution 2015 were recommendations to Council and therefore these have already been considered at item 9 on the agenda.

1. Health and Wellbeing Strategy 2016-2019 - Key Decision

- 1.1 We considered a report on the Council's Health and Wellbeing Strategy for the period 2016 to 2019.
- 1.2 We agreed to:
 - Adopt the Health and Wellbeing Strategy 2016-2019.
 - Report to Cabinet annually with an update on the action plan.

2. Recommendation from Audit Committee on Corporate Risk Management

- 2.1 We considered the recommendation of the Audit Committee from its meeting held on 24 March 2016.
- 2.2 We agreed to approve the recommendation of the Audit Committee on Corporate Risk Management.

Councillor Ian Harvey
Leader of the Council

28 April 2016

This page is intentionally left blank

Report of the Chairman on the work of the Audit Committee

The Audit Committee held a meeting on 24 March 2016 and considered the following items of business.

1. Annual Audit Letter 2014-15

The Committee noted a report on the Annual Audit Letter 2014/15 from the Council's external auditor KPMG.

The Committee queried the process of appointing external auditors and whether a review should take place. The Deputy Chief Executive explained that up until 2017 local authorities have had no choice over appointment of their external auditors but that that will change when we participate in a national or Surrey procurement arrangement. The Committee noted that KPMG had been the external auditors for around 13 years.

2. Corporate Risk Management

The Committee noted and accepted the quarterly update on the Corporate Risk Register and recommended it to Cabinet as an accurate reflection of the current corporate risks affecting the Council.

The Internal Audit Manager summarised the risks affecting the Council, as outlined in the report specifically the Corporate Health and Safety, business continuity plans, service planning, the Towards a Sustainable Future (TaSF) project, the amount of projects, staff morale and the procurement and contracts of the authority.

The Committee focused on the risks associated with corporate fraud and the successful investigations that had occurred in the last quarter. The Committee noted the good returns of £271,000 received at the end of December 2015 from a non-benefit fraud investigation of avoidance of business rates. The Committee noted the success of joint working with other Surrey borough and the fact that this had promoted more robust services and access to information to combat fraud.

3. Confidential Reporting Code (Whistleblowing Policy)

The Internal Audit Manager submitted the Confidential Reporting Code (Whistleblowing Policy), which formed part of the Council's Constitution, for review. The Code sets out how to raise serious concerns about any aspect of the Council's work, who to raise them with and how they should be dealt with.

The Committee noted and accepted the changes to the Confidential Reporting Code (Whistleblowing Policy).

4. Annual Internal Audit Plan 2016-2017

The Internal Audit Manager outlined the Annual Internal Audit Plan 2016-2017 which demonstrated how the authority would fulfil its statutory requirement to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper internal audit practices.'

The Committee noted the Internal Audit Plan 2015-2016.

5. Anti-Fraud, Bribery and Corruption Strategy

The Committee endorsed the Council's Anti-Fraud, Bribery and Corruption Strategy.

In addition the Committee noted the Council's position regarding CIPFA's Code of Practice on managing the risk of fraud and corruption.

6. Committee Date Reschedule

The Committee rescheduled the next Audit Committee as it was set to take place on the same day as the EU Referendum.

The Committee agreed to hold the meeting on 7 July 2016.

7. Committee Work Programme 2015-2016

The Committee approved its Work Programme for the 2016-2017 Municipal year.

Councillor Mary Madams
Chairman of the Audit Committee

28 April 2016

Report of the Chairman on the work of the Members' Code of Conduct Committee

The Members' Code of Conduct Committee has met once since the last Council meeting, on 14 April 2016, and considered the following item of business.

1. Review of the Constitution

- 1.1 The Committee noted that the Constitution had last been reviewed by the Council in 2012 and that a recent internal review had highlighted the need for various technical amendments to be made to ensure that it remained appropriate and relevant as the main tool by which the Council managed its business and was kept up to date with changing legislation.
- 1.2 The Committee looked in detail at the proposed changes being made to the Constitution and discussed them with the Deputy Monitoring Officer.
- 1.3 The Committee agreed to:
 - recommend Cabinet to agree the changes to the delegations of all executive functions;
 - recommend Cabinet to recommend Council to approve the revised Constitution subject to: amendments to the Planning Code in respect of: clarifying 'planning reasons' by the addition of the word 'material'; and including a procedure at Committee for situations where a member of the Planning Committee has 'Called-in' an application; and corrections to a number of minor typographical errors and consistency issues which occurred throughout the Constitution; and
 - recommend Cabinet to recommend Council to agree the proposed changes to non-executive functions; and to delegate to the Monitoring Officer, consequential changes to the Scheme of Delegations to Officers (part 3d) following the appointments of Group Heads.

Murray Litvak

Chairman of the Members' Code of Conduct Committee

28 April 2016

This page is intentionally left blank

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

This report gives an overview of the issues considered at the 15 March 2016 meeting.

1. Proposal to form a Spelthorne Joint Committee

- 1.1 The Committee received and noted a report outlining draft proposals to replace the current Surrey County Council Local Committee in Spelthorne with a Spelthorne Joint Committee, and the executive and non-executive functions to be delegated to the Joint Committee.
- 1.2 The Committee had before it the draft Terms of Reference and Standing Orders for the Joint Committee and noted both the general remit and the specific, proposed, County and Borough functions which would become the responsibility of the Spelthorne Joint Committee. It was envisaged that the Joint Committee would be operational from 1 June 2016.
- 1.3 The Committee clarified with the Head of Corporate Governance that this Overview and Scrutiny Committee would still have responsibility for the scrutiny of Joint Committee executive decisions which related to functions delegated by Spelthorne Borough Council only.

2. Support to Local Businesses and the unemployed

- 2.1 The Committee noted a report on the activities and opportunities offered by the Council to support local businesses and residents to enhance their economic prosperity and which had contributed to Staines-upon-Thames being identified as the number one town in the entire UK to set up and start a new business in 2015.
- 2.2 The Committee noted the constraints of the limited resources at Spelthorne (only 1.5FTE [full-time equivalent] posts in the Economic Development Team undertaking all the activities detailed in the report), compared to Woking Borough Council who had a team of 5FTE, and urged the Cabinet to continue to invest in the resources made available for Economic Development at Spelthorne
- 2.3 The Committee was concerned about inhibitors for business and economic development in Staines-upon-Thames due to existing transport infrastructure, including the provision of car parks and access by train and discussed these issues with the Economic Development Manager.
- 2.4 The Committee urged the Cabinet to support the campaign for the extension of Zone 6 to Staines-upon-Thames.

3. Leaders' task groups update

- 3.1 The Committee received updates on progress with the work of the Leader's Task Groups looking at the Towards a Sustainable Future programme and all other assets.
- 3.2 Members asked for reassurance about the review undertaken on the Towards a Sustainable Future Programme by Councillor Barnard and asked him to attend a future meeting of the Committee to discuss his review and conclusions of the Towards a Sustainable Future programme.

4. Committee Work Programme 2015-2016

- 4.1 The Committee noted the outstanding items identified on the work programme to be scheduled for meetings in the next municipal year and the inclusion of a report from Councillor Barnard at the next meeting of the Committee.

Councillor Alfred Friday

Chairman of Overview and Scrutiny Committee

28 April 2016

Report of the Chairman on the work of the Planning Committee

The Planning Committee has met on two occasions since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key items considered by the Committee at its meetings on 10 February, 9 March and 6 April 2016.

Planning Committee – 10 February 2016

1. The February meeting dealt with one planning application. Public speaking took place on this item with one person taking the opportunity to address the Committee. The item considered by the Committee is set out below.
2. This one item related to 34 Laleham Road in Staines (15/01556/RVC). The application proposed the relaxation of condition 2 of planning permission 13/00880/HOU to allow the substitution of plans showing the removal of render and mock Tudor boarding on the front and part side elevations. The Planning Committee resolved to approve the application.

Planning Committee – 9 March 2016

3. At the Planning Committee meeting on 9 March 2016, a total of four applications were considered with two people taking the opportunity to address the Committee. The key items considered by the Committee are set out below.
4. The first two items, 15/01718/FUL and 15/01719/LBC concerned Bridge Street Car Park, Bridge Street, Staines-upon-Thames. The proposals were: Planning application for demolition of existing unlisted car park, sea cadet building, access ramp, deck and steps in Staines Conservation Area and redevelopment of the site to provide buildings ranging from 4 to 12 storeys in height comprising 358 sq.m (GIA) ground floor commercial floorspace (Use Class A1/A2/A3) and 205 residential units (Use Class C3), together with ancillary residents gym, associated car parking, open space, landscaping and infrastructure works (15/01718/FUL). Listing Building Consent application for minor alterations and works to Grade II Listed Staines Bridge in association with the redevelopment of the adjacent Bridge Street Car Park (15/01718/LBC). The Planning Committee resolved to approve the proposals.
5. The next item, 15/00173/FUL, related to land adjacent to Revelstoke, Towpath, Shepperton. The application proposed the change of use of part of land from vegetable/garden patch to a 16 space car park for residents of Pharaoh's Island with associated boundary treatment, landscaping and access and planning permission was granted.
6. The last planning application related to 44 Chaucer Road, Ashford (15/01352/FUL). It proposed a Certificate of proposed development for the creation of a rear dormer and installation of rooflights in front roof slope. The application was approved.

Planning Committee – 6 April 2016

7. At the Planning Committee meeting on 6 April 2016, a total of one application and two enforcement items were considered with three people taking the opportunity to address the Committee. The key items considered by the Committee are set out below.
8. The first item, 15/00021/FUL, related to The Bradbury Centre Nursing Home, 68 Manygate Lane, Shepperton. Erection of 2 storey 78 bedroom residential care home together with associated works including the provision of 23 car parking spaces, a refuse store and hard and soft landscaping. (Existing care home is to be demolished). The application was approved by the Planning Committee.
9. The next item sought authority to serve and enforcement notice (14/00214/ENF). It related to 7 Maxwell Road in Ashford and concerned the unauthorised siting and residential use of a caravan. The Planning Committee resolved to take enforcement action to cease the unauthorised siting and removal of the caravan and any unauthorised hardstanding.
10. The last item also sought authority to serve and enforcement notice (16/00078/UNDEV). It related to The Paddocks, 237-245 Hithermoor Road, Stanwell Moor and concerned the unauthorised siting and residential use of a caravan. The Planning Committee resolved to take enforcement action to cease the unauthorised siting and removal of the caravan and any unauthorised hardstanding.

Councillor Richard Smith-Ainsley
Chairman of Planning Committee

28 April 2016