

**Roberto Tambini
Chief Executive**

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Our Ref: TB/Cabinet
Date:- 12 July 2010

NOTICE OF MEETING:

CABINET

DATE: TUESDAY 20 JULY 2010

TIME: 5.00 p.m.

PLACE: GODDARD ROOM, COUNCIL OFFICES, KNOWLE GREEN, STAINES

[Refreshments for Members are available from 4.30pm in the Members' Room.]

TO: THE MEMBERS OF THE CABINET:-

Members of the Cabinet	Cabinet Member Areas of Responsibility
J.D. Packman [Chairman]	Leader of the Council
R.A. Smith-Ainsley [Vice-Chairman]	Planning and Housing
F. Ayers	Community Safety
S. Bhadye	Independent Living
C.A. Davis	Economic Development
G.E. Forsbrey	Environment
Mrs. D.L. Grant	Young People and Culture
Mrs. V.J. Leighton	Finance and Resources
Mrs J.M. Pinkerton	Communications

EMERGENCY PROCEDURE [THE LIFT MUST NOT BE USED]

In the event of an emergency the building must be evacuated. All councillors and staff should assemble on the Green adjacent to Broome Lodge. Members of the public present should accompany the staff to this point and remain there until the senior member of staff present has accounted for all persons known to be on the premises.

[PLEASE NOTE THAT THIS AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST TO TREVOR BAKER ON TEL: 01784 446267]

IMPORTANT PUBLIC NOTICE

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (e.g. mobile telephones, Blackberries, XDA's etc.) in meetings can:

- Interfere with the Public Address and Induction Loop systems;
- Distract other people at the meeting;
- Interrupt presentations and debates;
- Mean that you miss a key part of a decision taken.

PLEASE:

Either switch off your mobile telephone etc. **OR** switch off its wireless/transmitter connection and sound for the duration of the meeting.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER.

1 APOLOGIES FOR ABSENCE

To receive any apologies for non-attendance.

2 CABINET MINUTES – 8 JUNE 2010 [pages 1 to 12]

To confirm the Minutes of the Meeting held on 8 June 2010.

3 DISCLOSURES OF INTEREST

To receive any disclosures of interest from Members in accordance with the Council's Code of Conduct for Members.

4 MINUTES OF THE SPELTHORNE YOUTH COUNCIL MEETING - 25 MAY and 17 JUNE 2010 [Pages 13 to 18] [Cabinet Member – Councillor Mrs. Grant]

To receive the Minutes of the Spelthorne Youth Council meetings held on 25 May and 17 June 2010.

5 MANAGEMENT TEAM REPORTS

To consider the reports of the Chief Executive [CX], Deputy Chief Executive [DCX], Assistant Chief Executives [ACX] and the Chief Finance Officer [CFO] on the following items:-

NOTE: Appendices to reports pre-fixed by * are available in hard copy in the Member's Room.

- (a) Revenue Outturn Report 2009-2010 [CFO]
(pages 19 to 30) [Cabinet Member – Councillor Leighton]
- (b) Capital Outturn Report 2009-2010 [CFO]
(pages 31 to 40) [Cabinet Member – Councillor Leighton]
- (c) *Discretionary Rate Relief Policy [ACX]
(pages 41 to 46) [Cabinet Member – Councillor Leighton]
- (d) *Airtrack – Public Consultation on the second Addendum to the Environmental Statement - Key Decision [DCX]
(pages 47 to 50) [Cabinet Member – Councillor Smith-Ainsley]
- (e) Area Investment Programme – Key Decision [DCX]
(pages 51 to 52) [Cabinet Member – Councillor Packman]
- (f) *Laleham Park – Key Decision [ACX]
(pages 53 to 56) [Cabinet Member – Councillor Grant]
- (g) *Corporate Plan and Priorities – Key Decision [ACX]
(pages 57 to 60) [Cabinet Member – Councillor Packman]
- (h) *Joint Municipal Waste Strategy – Consultation Response [ACX]
(pages 61 to 64) [Cabinet Member – Councillor Forsbrey]
- (i) *Combined Heat and Power Project [ACX]
(pages 65 to 70) [Cabinet Member – Councillor Forsbrey]

- (j) *Partnerships [ACX]
(pages 71 to 75) [*Cabinet Member – Councillor Packman*]

6 ISSUES FOR FUTURE MEETINGS

Members are requested to identify issues to be considered at future meetings.

7 URGENT ITEMS

To consider any items which the Chairman considers are urgent.

8 EXEMPT BUSINESS

To move the exclusion of the Press/Public for the following item(s), 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.

9 EXEMPT MANAGEMENT TEAM REPORTS [Gold Paper]

To consider the exempt reports of the Assistant Chief Executive [ACX] on SPAN Contract renewal.

(pages 76 to 78) [*Paragraph 3 – Information relating to the financial or business affairs of any particular person [including the authority holding that information.]* [Cabinet Member – Councillor Bhadye]

MINUTES OF THE CABINET

8 JUNE 2010

PRESENT:

Councillor J.D. Packman (Chairman, Cabinet Member and Leader of the Council);
Councillor R.A. Smith-Ainsley (Deputy Leader of the Council, Vice-Chairman of the Cabinet and Cabinet Member for Planning and Housing);
Councillor F. Ayers (Cabinet Member for Community Safety);
Councillor G.E. Forsbrey (Cabinet Member for Environment);
Councillor Mrs. V.J. Leighton (Cabinet Member for Finance and Resources) and
Councillor Mrs J.M. Pinkerton (Cabinet Member for Communications); and

Apologies: Councillors S. Bhadye (Cabinet Member for Independent Living), C.A. Davis (Cabinet Member for Economic Development) and Mrs D.L. Grant (Cabinet Member for Young People and Culture)

1599. MINUTES

The Minutes of the Meeting held on 30 March and of the Special Meeting held on 29 April 2010 were confirmed as a correct record.

1600. MINUTES OF THE SPELTHORNE YOUTH COUNCIL MEETING HELD ON 22 APRIL 2010

The Cabinet discussed the Minutes of the Spelthorne Youth Council meeting held on 22 April 2010.

RESOLVED to note the Minutes of the Spelthorne Youth Council meeting held on 22 April 2010.

1601. MINUTES OF THE MEMBERS DEVELOPMENT STEERING GROUP – 29 MARCH 2010

The Cabinet received the Minutes of the Members Development Steering Group dated 29 March 2010.

RESOLVED that the Minutes of the Members Development Steering Group dated 29 March 2010 be noted.

1602. RECOMMENDATION FROM COMMITTEES

(1) Improvement and Development Committee – 24 March 2010

The Cabinet received a recommendation from the Improvement and Development Committee Meeting held on 24 March 2010, on an option appraisal on the provision of Asset Management Services at Spelthorne.

RESOLVED to note the recommendation from the Improvement and Development Committee as follows: - that the decision of the Leader of the Council, Councillor John Packman, the Cabinet Member for Assets, Councillor Frank Ayers and the Chief Executive,

CABINET – 8 JUNE 2010

Roberto Tambini to proceed with a partnering agreement with Runnymede Council be confirmed.

(2) Licensing Committee - 12 May 2010

The Cabinet received a recommendation from the Licensing Committee held on 12 May 2010 on the revision to the Hackney Carriage and Private Hire Vehicle Licence Requirements Policy.

RESOLVED to note and agree the recommendation from the Licensing Committee as follows: - to approve consultation with the hackney carriage and private hire trades on the removal of the existing 50% discount for vehicles fitted with swivel seats, from the Hackney Carriage and Private Hire Vehicles Requirements Policy.

1603. TREASURY MANAGEMENT ANNUAL REPORT 2009/2010

The Cabinet considered the Treasury Management Annual Report 2009-2010.

The options considered were in the main body of the report.

RESOLVED that the Treasury Management Annual Report 2009/2010 be noted.

1604. CAR PARK FEES AND CHARGES 2010/2011

The Cabinet considered a report proposing changes to waiting times following an approach from SLM to see if the Parking Service could enforce parking restrictions in the leisure centre car park, following a significant increase in all day parking which restricted space for valid leisure centre users.

The options considered were in the main body of the report.

RESOLVED:-

- 1) that the changes to waiting times from 2 to 3 hours be approved
- 2) that the timescale for the increase of a penalty charge notice be changed by 50% from 42 days to 56.
- 3) that the Head of Corporate Governance be authorised to publish the required notices to consult on, and if necessary, make alterations to the off-street car parking order.

1605. ST MARTIN'S COURT HALL

The Cabinet considered a report on the re-letting of St Martin's Court Hall, subject to market testing.

The options considered were in the main body of the report.

RESOLVED that Campsies be authorised to proceed with advertising the letting of St. Martin's Court Hall with a further report on the outcome of this exercise being presented to Cabinet in September.

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1606. PROPOSED HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES

The Cabinet considered objections in the form of a letter from a Private Hire driver and petition signed by 16 Hackney Carriage drivers, following consultation on proposals to increase Licence fees.

The options considered were in the main body of the report.

RESOLVED that Cabinet approves the proposed set of fees for Hackney Carriage and Private Hire licences as set out in Appendix A to the report of the Assistant Chief Executive dated 8 June 2010.

1607. CHANGES TO HOUSING BENEFIT BED AND BREAKFAST RATES

The Cabinet considered a report to align the charges for Housing Benefit bed and breakfast rates in accordance with relevant circulars and guidance following alterations to the way Housing Benefit could be paid for households placed in bed and breakfast accommodation by the Department of Work and Pensions.

The options considered were in the main body of the report.

RESOLVED that Cabinet agrees the Housing Benefit rates as set out in Appendix 1 of the report of the Assistant Chief Executive, dated 8 June 2010, for bed and breakfast accommodation.

1608. FEEDBACK FROM INVESTORS IN PEOPLE [IIP] ASSESSMENT

The Cabinet considered a report on Spelthorne's successful reaccreditation as an Investor in People, meeting the nationally recognised good practice standards.

RESOLVED that Cabinet notes Spelthorne's re-accreditation as an Investor in People for a further 3 year period to March 2013.

1609. IMPLEMENTATION OF THE TREVOR ROBERTS ASSOCIATES REVIEW OF THE PLANNING DEPARTMENT

The Cabinet considered an update report on the main recommendations of the TRA review of planning services, and explaining what key decisions needed to be made.

The options considered were in the main body of the report.

RESOLVED:-

1. that Cabinet notes the TRA review, recommendations and key actions.
2. that Cabinet agrees that MAT and a Leader's Monitoring Group oversee monitoring and ensure the effective delivery of the Action Plans arising from the review, and report back to Cabinet (initially on a quarterly basis).

1610. APPOINTMENTS TO OUTSIDE BODIES, THE SCC LOCAL COMMITTEE AND SBC WORKING GROUPS FOR 2010-2011 AND NOMINATIONS TO THE SLGA AND SLGA OUTSIDE BODIES

The Cabinet considered a report on Appointments to Outside Bodies, the Surrey County Council [SCC] Local Committee in Spelthorne and the SBC Working Groups for 2010-2011 and Nominations to the Surrey Local Government Association [SLGA] and its Outside

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Bodies.

The options considered were in the main body of the report.

RESOLVED to appoint representatives to the Outside Bodies, the SCC Local Committee in Spelthorne and the SBC Working Groups for 2010-2011 and to nominate representatives for appointment to the Surrey Local Government Association [SLGA] and its Outside Bodies as follows:-

Outside Bodies for 2010/2011

1. AIRTRACK JOINT MEMBER WORKING GROUP
(2 representatives)

Councillors Miss M.M. Bain and G.E. Forsbrey.

2. COLNE VALLEY PARK STANDING CONFERENCE
(2 representatives)

Councillors D.L. McShane and M.T. Royer.

3. HEATHROW AIRPORT CONSULTATIVE COMMITTEE [HACC]
(2 representatives, plus 2 deputies)

Councillors Mrs. D.L. Grant and G.F. Trussler.

Deputies: Councillors G.E. Forsbrey and Jack Pinkerton.

4. HEATHROW AIRPORT FOCUS FORUM
(2 representatives)

Councillors K. E. Flurry and Mrs. M.W. Rough.

5. JOINT COMMITTEE FOR THE OVERSIGHT OF DELIVERY OF SURREY PUBLIC
AUTHORITY SERVICES
(1 representative)

Councillor J.D. Packman.

6. LOCAL AUTHORITIES AIRCRAFT NOISE COUNCIL [LAANC]
(2 representatives)

Councillors Mrs. D.L. Grant and G.F. Trussler.

7. MANAGEMENT BOARD OF A2DOMINION SOUTH HOUSING ASSOCIATION
(1 representative)

Councillor Mrs. M.W. Rough.

8. MANAGEMENT COMMITTEE OF MEDIATION NORTH SURREY

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(1 representative)

Councillor Miss M.M. Bain.

9. M25 CONSORTIUM
(2 representatives)

Councillors Jack Pinkerton and H.A. Thomson.

10. ON STREET PARKING PARTNERSHIP
(2 representatives)

Councillors G.E. Forsbrey and Mrs. I. Napper.

11. RIVER THAMES ALLIANCE
(1 representative)

Councillor Mrs. V.J. Leighton.

12. SHEPPERTON RED CROSS BUILDING MANAGEMENT COMMITTEE STEERING
GROUP
(1 representative)

Councillor Mrs. V.J. Leighton.

13. SOUTH EAST EMPLOYERS [SEE]
(1 representative, plus 1 deputy)

Councillor R.A. Smith-Ainsley.

Deputy: Councillor S. Bhadye.

14. SPELTHORNE BUSINESS FORUM
(4 representatives, plus 2 deputies)

Councillors C.A. Davis, G.E. Forsbrey, Mrs. V.J. Leighton and J.D. Packman.

Deputies: Councillors A.P. Hirst and H.R. Jaffer.

15. SPELTHORNE CHAMBER OF COMMERCE
(2 representatives, plus 2 deputies)

Councillors Miss M.M. Bain and S.E.W. Budd.

Deputies: Councillors F.Ayers and H.R. Jaffer.

16. SPELTHORNE LEISURE CENTRE – CUSTOMER FORUM
(1 representative)

Councillor Mrs D.L. Grant.

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17. SPELTHORNE MENTAL HEALTH ASSOCIATION MANAGEMENT COMMITTEE - TRUSTEE
(1 representative)

Councillor Ms. N.A. Hyams.

18. SPELTHORNE RIVERSIDE PROJECT JOINT TASK GROUP
(4 representatives)

Councillors Miss M.M. Bain, G.E. Forsbrey, Mrs. V.J. Leighton and Mrs. I. Napper.

19. SPELTHORNE SAFER, STRONGER PARTNERSHIP BOARD
(1 representative)

Councillor F. Ayers.

20. SPELTHORNE TWINNING SCHEME
(The Mayor, plus 2 representatives)

The Mayor, Councillor E. O'Hara , the Leader of the Council, Councillor J.D. Packman and Councillor M.L. Bouquet.

21. STAINES TOWN CENTRE PARTNERSHIP BOARD
(1 representative)

Councillor S.E.W. Budd.

22. STRATEGIC AVIATION SPECIAL INTEREST GROUP (LOCAL GOVERNMENT ASSOCIATION)
(1 representative, plus 1 deputy)

Councillor Jack Pinkerton.

Deputy: Councillor C.A. Davis.

23. SUNBURY LEISURE CENTRE – CUSTOMER FORUM
(1 representative)

Councillor Mrs. D.L. Grant.

24. SUNBURY LEISURE CENTRE JOINT LIAISON GROUP
(2 representatives)

Councillors M.L. Bouquet and Mrs. D.L. Grant.

25. SURREY JOINT WASTE STRATEGY CONSULTATIVE BOARD
(1 representative)

Councillor G.E. Forsbrey.

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26. SURREY MUSEUMS CONSULTATIVE COMMITTEE
(1 representative, plus 1 deputy)

Councillor Mrs. M.W. Rough.

Deputy: Councillor H.R. Jaffer.

27. SURREY TRAVELLER COMMUNITY RELATIONS FORUM
(1 representative)

Councillor R.W. Sider.

28. THE TRAFFIC PENALTY TRIBUNAL
(1 representative, plus 1 deputy)

Councillor G.E. Forsbrey.

Deputy: Councillor C.A. Davis.

29. VOLUNTARY ACTION IN SPELTHORNE [VAIS]
(1 representative)

Councillor G.E. Trussler.

Appointment of Representatives to Serve on the Surrey County Council [SCC] Local Committee and Working Groups for 2010/2011

30. SURREY COUNTY COUNCIL LOCAL COMMITTEE IN SPELTHORNE
(7 representatives and 7 deputies)

Councillors: J.D. Packman (Lead Member), R.A. Smith-Ainsley (Deputy Lead Member), G.E. Forsbrey, Mrs. D.L. Grant, Jack D. Pinkerton, R.W. Sider and G.F. Trussler

Deputies: Councillors F. Ayers, M.L. Bouquet, C.A. Davis, H.R. Jaffer, Mrs. V.J. Leighton, Mrs. I. Napper and M.T. Royer.

SBC Working Groups

31. LOCAL DEVELOPMENT FRAMEWORK [LDF] WORKING PARTY
(7 representatives)

Councillors: J.D. Packman, G.E. Forsbrey [Cabinet Member for Environment], Mrs. V.J. Leighton [Cabinet Member for Finance and Resources], A.P. Hirst and H.R. Jaffer Two Overview and Scrutiny Committee representatives], H.A. Thomson [Planning Committee representative] and L.E. Nichols [Liberal Democrat representative]

32. MEMBERS' DEVELOPMENT STEERING GROUP
(7 representatives)

Councillors Miss M.M. Bain, Mrs S.A. Dunn, Ms. N.A. Hyams, Mrs. V.J. Leighton, Mrs J.M. Pinkerton and Mrs. M.W. Rough.

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Surrey Local Government Association [SLGA] Annual Appointments for 2010-2011:

33. SURREY LOCAL GOVERNMENT ASSOCIATION [SLGA]

One Member, plus one substitute Member to be appointed.

Councillor J.D. Packman (Leader of the Council)

Substitute Councillor R.A. Smith-Ainsley (Deputy Leader)

34. SURREY WASTE PARTNERSHIP

One Member to be appointed.

Councillor G.E. Forsbrey (Cabinet Member for the Environment)

35. SURREY CLIMATE CHANGE PARTNERSHIP MEMBER GROUP

One Member to be appointed.

Councillor G.E. Forsbrey (Cabinet Member for the Environment)

Nomination of a Representative to the SLGA Outside Bodies for 2010-2011 - Three Year Appointment:

36. SURREY HISTORIC BUILDINGS TRUST

One Member appointment available.

Councillor M.T. Royer

1611. DRAFT CALENDAR OF MEETINGS JANUARY TO MAY 2011

The Cabinet considered a draft Calendar of Meetings for the period 1 January to 31 May 2011.

The options considered were in the main body of the report.

RESOLVED that Cabinet approves the draft Calendar of Meetings for the period 1 January to 31 May 2011, as set out in Appendix A to the report of the Deputy Chief Executive dated 8 June 2010.

1612. PETITIONS SCHEME*

The Cabinet considered a report on the adoption and implementation of a Petitions Scheme and an electronic petitions facility, as required under the Local Democracy, Economic Development and Construction Act 2009.

The options considered were in the main body of the report.

RESOLVED that Cabinet recommends Council to agree that:

- (i) The Petitions Scheme, attached at Appendix 1 to the report of the Deputy Chief Executive dated 8 June 2010, be approved and adopted for immediate implementation,

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subject to the inclusion of under eighteen year olds and except for the e-petitions elements, which will be approved for implementation on 1st November 2010.

- (ii) The Head of Corporate Governance be authorised to determine any petitions received that are vexatious, abusive or otherwise inappropriate and therefore not covered by the Petitions Scheme.
- (iii) The Head of Corporate Governance be authorised to make the necessary amendments to the Council's Constitution, to include the Petitions Scheme and the e-petitions elements and the new role of the Council's Overview and Scrutiny Committee in relation to the Petitions Scheme.
- (iv) The Overview and Scrutiny Committee be asked to review the operation of electronic petitions and the Petitions Scheme one year after operation.

1613. THE CABINET FORWARD PLAN

RESOLVED to note the latest version of the Council's Cabinet Forward Plan for the period from 8th June 2010 to 15th February 2011, subject to the inclusion of those matters raised at the meeting.

1614. EXEMPT BUSINESS

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraph, of Part 1 of Schedule 12A of the Act, indicated below.

1615. PEST CONTROL CONTRACT SHORTLIST

Paragraph 3 – Information relating to the financial and business affairs of any particular person (including the Authority)

The Cabinet considered an exempt report on a 'select list' of contractors who would be invited to submit tenders to provide the Council's pest control and stray dog collection service for normal office hours.

The options considered were in the main body of the report.

RESOLVED that Cabinet approves the select list of contractors for invitation to submit tenders to provide the Council's pest control and stray dog collection service for normal office hours.

1616. ACCOMMODATION LEASES AT KNOWLE GREEN

Paragraph 3 – Information relating to the financial and business affairs of any particular person (including the Authority.)

The Cabinet considered a report on the leasing of accommodation within the Knowle Green Offices.

The options considered were in the main body of the report.

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RESOLVED:-

- 1 . that the renewal of the lease with regard to Trevor Baylis from September 2010 until September 2013 be approved;
2. that the new lease for Surrey Community Development Trust back dated from September 2009 until September 2012 be approved
3. that a new lease for Surrey Police with effect from September 2010 for a 20 year period be approved.

1617. ATTENDANCE OF GROUNDS MAINTENANCE STAFF IN THE WALLED GARDEN *Paragraph 2 – Information relating to any individual.*

The Cabinet considered a report on proposals put forward by Lotus Landscapes Ltd to enable them to achieve 3% Gershon efficiency savings as required under the Grounds Maintenance contract.

The options considered were in the main body of the report.

RESOLVED that Cabinet authorises the Officers to proceed with option 3.1 (c) of the Report of the Deputy Chief Executive, dated 8 June 2010, and agrees to a reduction of staffing numbers in the grounds maintenance contract, related directly to the removal of the static attendants in the Walled Garden, Sunbury.

NOTES:-

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, 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;***

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- (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 15 June 2010.*

SPELTHORNE YOUTH COUNCIL
MINUTES

25 May 2010

Held in the Goddard Room, Council Offices, Knowle Green, Staines

PRESENT:

Gemma Anscombe	Dominic Hillman	Olivia Ortega
Tom Critchell	Amir Miah	David Porter
George Daubney	Vivien Miller	Matthew Sutch
Ian Doggett	Lily O'Neill	Charlie Whitley
	Molly O'Neill	

Apologies: Connie Cronin, Joe McVey and Ryan Smith.

In attendance:

Leigh Middleton – SCC Youth Development Officer

Andy Holdaway – SBC Youth and Arts Manager

Gill Hobbs – Committee Manager

16/10 MINUTES

The minutes of the meeting held on 22 April 2010 were agreed as a correct record.

17/10 SPECIAL CABINET 29 APRIL 2010

The report of the Cabinet Member for Young People and Cultural Services on the work of Cabinet, which summarised the items of business discussed at the Special Cabinet meeting held on 29 April 2010, was circulated with the agenda.

The Youth Council discussed and noted the report.

18/10 FEEDBACK FROM SCHOOLS

Most of the schools represented had not held school council meetings. Sunbury Manor school council had visited BP Meadhurst for a training session on decision making.

19/10 PROJECT GROUPS

Youth Awards – feedback

The Youth Awards took place on 8 May at Spelthorne Leisure Centre and the youth councillors had enjoyed it and all those involved said they would like to do it again. The Youth Council discussed what had gone well and what could be improved. Andy suggested that having kept the same

successful format for the past eight years that the Youth Council had an opportunity to consider whether it would like to take the event in a new direction and change the format for next year. This would be discussed further when preparations began later this year for the 2011 event.

Next Projects

The Youth Council discussed the projects they would like to be involved in next. They considered some new ideas as well as reviewing ideas which had come out of workshops in their September 2009 meeting.

The Youth Council agreed to go ahead with work on the Surrey "Transformation Project" but as this wasn't likely to get underway until September 2010, considered other projects for the short term.

Leigh Middleton advised that there was an opportunity for a residential in the third week of the summer holidays but that it had to relate to a specific purpose. Andy agreed to write to all the youth councillors with the dates and if enough were available, he could start planning before the next meeting.

The Youth Council was particularly interested in visiting the European Parliament but Leigh advised that only 4 weeks were available in the year for visits by youth groups and that they would have to raise a large amount of funds to cover the expenses of travel and accommodation. He agreed to discuss the visit with youth councillors who expressed an interest and find out more information, then report back to the Youth Council.

Other suggestions included:

An event to tie in with the World Cup football

A charity cricket match for u18s

A twinning visit to Melun to meet their youth council

A visit to Westminster to meet the new Spelthorne MP

20/10 ANY OTHER BUSINESS

Strode's College Bus

Youth Councillors were concerned about the proposal to stop running the Strode's College bus. Leigh offered to find out from Surrey CC transport officers what the situation was and report back.

SPAN – disability access survey

Andy reminded the Youth Council that anyone interested in helping with the Spelthorne for Access Now (SPAN) disability access in shops survey in Staines over the summer needed to contact Anne Damerell. Gill agreed to take names of those interested to pass on.

Sunbury Cross Redevelopment

Andy advised that plans for the redevelopment of the Sunbury Cross area were being discussed at the Borough Council and the project managers liked the Youth Council's idea of brightly coloured waste bins and sought more, similar ideas from the young people.

Andy encouraged the Youth Council to let him know if they had ideas for anything they would like to see at Sunbury Cross which would make it a more attractive place to live and work.

SPELTHORNE YOUTH COUNCIL
MINUTES

17 June 2010

Held in the Goddard Room, Council Offices, Knowle Green, Staines

PRESENT:

Gemma Anscombe	Amir Miah	Olivia Ortega
Sophie Clark	Vivien Miller	David Porter
Tom Critchell	Lily O'Neill	Matthew Sutch
Dominic Hillman	Molly O'Neill	

Apologies: Connie Cronin, George Daubney, Ian Doggett, Dan Hitch, Joe McVey and Charlie Whitley.

In attendance:

Leigh Middleton – SCC Youth Development Officer

Scott Quinn – SCC Youth Worker

Andy Holdaway – SBC Youth and Arts Manager

Gill Hobbs – Committee Manager

21/10 MINUTES

The minutes of the meeting held on 25 May 2010 were agreed as a correct record.

22/10 CABINET 8 JUNE 2010

The report of the Cabinet Member for Young People and Cultural Services on the work of Cabinet, which summarised the items of business discussed at the Cabinet meeting held on 8 June 2010, was circulated at the meeting.

The Youth Council noted the report.

23/10 FEEDBACK FROM SCHOOLS

There was no feedback from the school councils represented.

Andy encouraged all youth councillors to speak to their relevant teachers about holding school council meetings as this was an important link between the youth council and the Borough's schools.

24/10 VISIT BY SURREY POLICE

Surrey Police had set up a Mipod on the green outside the Council offices and prior to the start of this meeting a number of youth councillors had visited the pod and answered a few questions about safety in the local area.

25/10 CHILDREN AND YOUNG PEOPLE PARTNERSHIP

The following youth councillors volunteered to attend the Children and Young People Partnership meeting on 8 July to report back on the work of the youth council: David Porter and Matthew Sutch.

26/10 PROJECT GROUPS

Next Projects

The Youth Council discussed the projects they would like to be involved in next. There was interest in a Residential but not many youth councillors were available during the proposed week in August and agreed that October half term would be more suitable.

A working group had discussed with Leigh Middleton the possibility of visiting the European Parliament in Brussels and reported their findings to the Youth Council. They proposed to plan a visit for the February 2011 half term week, subject to interest from a minimum of 10 youth councillors. The working group explained their ideas for fundraising and all those present expressed an interest in being involved in the project.

It was suggested that all youth councillors wishing to go form the lead project group, with smaller groups taking on specific planning tasks.

Andy would invite two new members to join the Youth Council, from each year group in every secondary school in the Borough, and to attend the July meeting.

He agreed to give a presentation at the next meeting on the work of the Youth Council for the next year, including the fundraising events for the European Parliament trip, which would be smaller projects in themselves. These latter projects included a charity cricket match and meeting the Spelthorne MP.

27/10 ANY OTHER BUSINESS

Strode's College Bus

Leigh had tried to gather more information about the future of the Strode's College Bus after youth councillors had raised this at the last meeting. He advised that he had been unable to find out anything in particular about the Bus but that Surrey County Council transport officers were happy to attend a future meeting of the Youth Council and discuss transport issues in general.

**2009-10 Revenue Outturn Report
Cabinet Briefing: 5 July 2010; Cabinet: 20 July 2010**

Report of the Chief Financial Officer

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

This report shows the Authority's outturn revenue figures and how resources were spent on providing services for residents.

Purpose of Report

To provide Members with the Revenue outturn figures

Key Issues

- The actual spend to date, at net expenditure at service level, shows that we have spent £14.503m against the full year revised budget of £14.568m
- The above £65k underspend, includes £302k restructuring costs which will deliver ongoing savings and which have been funded from Business Improvement Reserve
- VAT refund including interest of £518k received
- Underlying investment income £160k down against budget
- After taking account of interest relating to VAT interest £100k up on budget

Financial Implications

As set out within the report and appendices

Corporate Priority

All 12 Priorities.

Officer Recommendations

Cabinet are asked to note the report

Contact: Terry Collier, Chief Financial Officer (01784 446296)

Cabinet Member: Cllr Vivienne Leighton

MAIN REPORT

1. BACKGROUND

- 1.1 The purpose of this report is to update Members on the revenue outturn position and the level of transfers from reserves.
- 1.2 To inform Members of the reasons for the variances identified against the budget agreed in February 2009.
- 1.3 In the Budgets agreed for Heads of Service it is always anticipated that there will be budget variances from the original budget. This ensures that the Authority meets any change in the needs of the service to adapt to any unexpected changes which happen in the period.

2. KEY ISSUES

- 2.1 In [Appendix A5](#) the actual spend is £14.503m against the full year REVISED budget of £14.568m.
- 2.2 **Appendices B1 to B9** gives a summarised breakdown of the outturn by portfolio Area, firstly in overall terms and then breaking each portfolio down by cost centres
- 2.3 Major provisional outturn variances, in both monetary and percentage terms, to the original budget together with officer comments on more significant expenditure / income variances are as follows:
 - (a) Economic Development

Cost Centre	Comment	Significant Variance
Car Parks	Vacant posts and better use made of the temp staff budget. Income less than budget due to drop in on street parking, season ticket and rental income.	£99k favourable £249k adverse
Staines Town Centre	Income Better than budget	£40K favourable
Staines Market	Income better than budget	£14k favourable
Committee Services	Vacancy related savings before restructure	£17k favourable

- (b) Planning and Housing.

Cost Centre	Comment	Significant Variance
Building Control	Income better than budget	£23k favourable

Homelessness	Voids costs higher than budget – netted with PSL	£22k adverse
Housing Benefits admin	Income better than budget	£64k favourable
Housing Benefits payments	Better overpayments recovery than anticipated	£174k favourable
Private Sector Leasing (PSL)	Float costs lower than budget – netted with Homelessness	£46k favourable
Land Charges	Higher income than budget due to more activity and revised personal search fees from beginning of last quarter of the year	£47k favourable
Development Control	Effectively saving on Planning Officer post held vacant (£43k), overshadowed by additional income received (Housing and Planning Delivery Grant; and one-off court refund)	£40k favourable £288k favourable
Planning Policy	Additional income generated	£80k favourable

(c) Health and Independent Living

Cost Centre	Comment	Significant Variance
Com Care administration	Staff vacancies at start of year	£10k favourable
SPAN	Salaries overspent due to redundancy payment, and income down as financing stream had stopped	£55k adverse
Environmental Health admin	Staffing vacancies not filled	£73k favourable
Public Health admin		£29K favourable

(d) Environment

Cost Centre	Comment	Significant Variance
<i>Streetscene Management and Support</i>	Redundancy & pension payments, due to restructure of the service- will deliver ongoing savings from 2010-11 onwards Offset by contribution	£190k adverse

	from Business Improvement Reserve.	
Refuse collection	Employee Costs lower than Budget. Income better than budget, due to hire of Green waste bins and resulting recycling credits.	£189k favourable
Energy Initiatives	Patent registration costs not budgeted for. Climate change invoice of £20k included in 0910.	£25k adverse
Environment Services admin	Employee costs less than budget, due to number of vacancies and unpaid leave. Consultants fees less than budget.	£89k favourable
Street Cleaning	Highways verges staff included in budget in error.	£100k favourable
Recycling	AWC tonnage down, resulting in lower recycling credits.	£104k adverse

(e) Young People and Cultural Services

Cost Centre	Comment	Significant Variance
Grounds Maintenance	Employee costs lower than budget due to vacant posts.	£37k favourable
Parks Strategy	Income less than budget due to drop in football, lettings and bowls income.	£47k adverse

(f) Communications and Engagement

Cost Centre	Comment	Significant Variance
Corporate Publicity	Savings on borough bulletin and publicity in general.	£37k favourable
Research and consultation	Savings on Citizen Panel costs.	£35k favourable

(g) Community Safety

Cost Centre	Comment	Significant Variance
Asset Management	Staff savings – reduced hours and secondment	£28k favourable
Knowle Green	<ul style="list-style-type: none">• Additional expenditure of £35k relates to office moves to increase external letting income.• Trade waste costs higher by £8k due to change of contractor,• Telephone costs higher by £10k,• £19k relates to Building maintenance fund and £22k recharge regarding 'Salix project' with no budget.• These costs are partly off set by additional income of £9k from room hire for European and SCC elections and additional rental income of £2k from SCDT and £5k from SCC.	£78k Adverse
Planned Maintenance	Water Sampling contracts for Lammas park and Memorial Gardens.	£56k adverse
Responsive Maintenance	Facilities deteriorating due to no planned maintenance.	£50k adverse

(h) Resources

Cost Centre	Comment	Significant Variance
Audit	Vacancy related Savings	favourable £15k
Management Team	Includes savings on secretariat and redundancy costs of Bob Coe	Net £50k favourable
Human Resources	Savings achieved on Pension and overtime costs of £11k	£13k favourable

	and £2k on microfilming	
Customer Services	Vacancy savings and lower pension costs of £10k, Savings achieved on office stationery - £7k, document storage - £3k and remainder on office equipment.	£29k favourable
Corporate Management	Mainly reflects VAT refund (excluding interest element)	£171k favourable
Misc Expenses	Mainly due to decrease in bad debts provision	£31k favourable
Unapportionable overheads	Savings achieved on Senior staff medical and eye site tests - £11k, Health and safety - £2k, Security services - £3k, Document exchange - £2k and consultants fees relating to in-house training - £10k and remaining £455kr relates to apportioned costs over other services as part of pension accounting- an accounting re-apportionment rather than underlying saving.	£481k favourable
Accountancy	Procurement officer savings and one post holder worked less hours than the budget.	£45k favourable
Council Tax	Savings achieved on Employee related expenditure due to lower pension costs - £14k, Printing - £5k, Investigations and tracing agency costs - £4k, Summons and Bankruptcy costs - £3k, transport related expenditure - £2k. Income is higher due to higher legal and other reimbursements - £29k, NNDR deferral grant income - £8k and efficiency grant income - £10k with no budget.	£75k favourable

2.4 Income

2.5 In overall terms most of the Council's income streams held up reasonably well against budget in the context of the economic downturn. The outturn position on the Council's main income streams are :

- (a) Development Control Income – additional £200k – higher Housing and Planning Delivery Grant (HPDG) allocation than originally budgeted was received. Not however, as part of the cuts announced by the Government in May 2010 we know that the Government has deleted HPDG for 2010-11 onwards.

The Council reclaimed during 2009-10 £113k which was released by the Courts after having been on deposit for 12 years with respect to a CPO scheme.

The above two items more than offset underlying dip in Development Control income for 2009-10

- (b) Land charges fee income – was £47k better than budget and reflects some upturn in activity levels.
- (c) Car parking income -. Separating out on-street parking – offstreet parking income was £64k lower than the budget.

2.6 Building Control Fee income – was £23k better than budget.

2.7 Additional one off income of approximately £518k (net of fees), including statutory interest, was received from Her Majesty's Revenues and Customs for the recovery of prior year overpaid VAT on leisure income which Customs are allowing local authorities to recover.

2.8 **Other Factors**

2.11 Capitalised Salaries – expenditure of approximately £110k has been charged to capital due to reduced spend and activity on capital schemes.

2.12 By incorporating these adjustments the provisional outturn at Net Expenditure level is £14.503 against a revised budget of £14.458m an under spend of £65k

2.13 The surplus on investment income (approximately £100k) reflects the interest on the VAT refund of £256k; underlying investment income was £160k below budget and was due firstly to capital receipts being received later than anticipated and short term interest rates being lower than anticipated when the budget had been set.

2.14 Net Expenditure after investment income is projected to be £13.385m against the revised estimate of £13.548m an under spend of £164k. Taking into account the £302k restructuring costs relating to Streetscene and MAT which will deliver ongoing annual savings of approximately £200k per annum (ie payback within 2 years) underlying underspend was £466k. The £466k equates to approximately 90% of the value of the VAT refund we received.

2.15 No use of the interest equalisation reserve is being made.

2.16 **Funding Proposals**

2.17 Excluding £150k use of carry forward reserve to fund budget items carried forward from 2008-09 and the £302k use of the Business Improvement reserve £582k of other reserves were used broken down as follows:

- Insurance reserve £15k
- General Reserves £150k
- New Schemes Fund £315k

- LPSA Grant set aside £110k

3. OPTIONS ANALYSIS

- 3.1 All variances highlighting increased income or reduced expenditure will be analysed to see if this is a one off occurrence and any that can be seen to be longer term will be incorporated into the outline budget for 2011/12.

4. PROPOSALS

- 4.1 Cabinet are asked to note the current provisional over spend against original budget at the net expenditure level is £9k

5. BENEFITS AND SUSTAINABILITY

- 5.1 Careful monitoring of the budgets will enable greater transparency of budget problems and enable action to be taken when required on areas identified as areas of concern
- 5.2 A systematic approach to budget monitoring will hopefully alleviate problems of major discrepancies being highlighted at year end which have not previously been identified.
- 5.3 Constant monitoring of the budgets enables Heads of Service to be held more accountable for their budgetary spend and any major unidentified variations which occur.

6. FINANCIAL IMPLICATIONS

- 6.1 As set out within the report and appendices.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 There are none

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 A projected balanced outturn depends on Management Team, Heads of Service and all budget managers managing their budgets within the parameters that were originally agreed and achieving where necessary corresponding growth and savings within those budgets. Careful monitoring of the budgets on a monthly basis ensures that any problems or anomalies are identified and investigated at an early stage.
- 8.2 Any necessary corrective action on major budget variations, which cannot be remedied within the Service, are reported to MAT immediately in order to ensure that as much time and opportunity is had to enable the position to be rectified quickly within the current financial year.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Bi-monthly reports are produced for Management Team.

Report Author: Terry Collier 01784 446296

Background Papers: There are none

2009/10 CAPITAL OUTTURN REPORT

Cabinet 16 July 2010

Resolution Required

Report of the Chief Financial Officer

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Money spent on capital schemes enables the Authority to ensure that residents are able to have an improved standard of living and facilities.

Purpose of Report

To provide Cabinet with the provisional outturn figures for 2009/10 on the Capital Programme and agree the list of schemes requested by Heads of Service to be carried forward.

Key Issues

- The current provisional outturn shows that we have spent £1,441k to date against an original budget of £1,889k
- The provisional outturn for the year of £1,441k is 76% of the original budget (the 2008/09 figure comparison was 93%)
- The end of year requested carry forward amount from the revised capital programme budget of £2,352,300 into 2009/10 is £567k, this compares to £486k carried forward from 2008/09.

Financial Implications

As set out within the report and appendices

Corporate Priority

All 12 Priorities.

Officer Recommendations

Cabinet are asked to note the report, and approve the requested carry forwards totalling £567k

Contact: Terry Collier, Chief Financial Officer (01784 446296)

Portfolio Holder: Cllr Vivienne Leighton

MAIN REPORT

1. BACKGROUND

- 1.1 The purpose of this report is to update Cabinet on the provisional outturn spend against the budget outturn position of schemes which have been included in the Capital programme
- 1.2 To inform Cabinet of the reasons for variances and the level of proposed slippage into the 2009/10 Capital budget.

2. KEY ISSUES

2.1 Capital

- (a) Attached, as Appendix A, is the provisional outturn position on capital spending.
- (b) For the year ending 31 March 2010 capital expenditure was £1.441m (76%) of the original budget and 61% of the revised budget.

2.2 Schemes where there is a large variance between the actual outturn and revised estimate (budget) are highlighted on [Appendix A](#), with analysis below;

- (a) Housing Enabling Fund – To be provided to A2D to assist with its funding shortfall from the Homes and Communities Agency and enable it to complete the development of other housing schemes. Payments totalling £105k are due to be made to A2D during 2010/11 to help fund developments. Additionally we are expecting an invoice from Catalyst for the sum of £40k, on scheme completion during this coming financial year.
- (b) Home Repair Assistance Grants – Held back on grants issued during 2009/10 as much as possible due to increased demand from residents requesting adaptations or improvements, and the grant decision unknown for 2010/11 which could have resulted in payments by SBC.
- (c) Wall/Loft Insulation – To be spent in 2010/11 as supplier changed late 2009/10 and being key towards helping fuel poverty targets, therefore also needs to be a long term consideration.
- (d) Stanwell CCTV – Works deferred to 2010/11 owing to upcoming Stanwell New Start.
- (e) Lammas Park – Owing to the sale of Bridge Street car park not occurring, the creation of new building for Sea Cadets has been deferred to 2010/11 and to align with a bid in 2010/11 by the Sea Cadets, for national funds.
- (f) Biffa Award Match Funding – Works started late resulting in an underspend for 2009/10. Due to complete February 2011.
- (g) HR and Payroll System – Project deferred whilst the options were evaluated in terms of using Sharepoint.
- (h) Area Regeneration Project s– Main work being deferred to 2010/11, during which the projects will be completed.

2.3 The currently requested level of carry forward from this year's programme into 2010/11 is £567k.

3. PROPOSALS

- 3.1 Cabinet note the outturn position and recommend that the schemes requested for carry forward be approved.

4. BENEFITS AND SUSTAINABILITY

- 4.1 Careful monitoring of the budgets enables greater information on the likely outturn position which supports improved treasury management interest forecasts as predicted under spends or slippages can be incorporated when calculating the likely outturn position for investment income.

5. FINANCIAL IMPLICATIONS

- 5.1 Any under spend 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 identified.

6. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 6.1 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 allocated the funds to complete the works.

7. RISKS AND HOW THEY WILL BE MITIGATED

- 7.1 Projected outturns are based on the best knowledge of the Heads of Service at a given point in time and may change if there is a major change in circumstances. Regular monitoring and updating of the projections will enable these changes to be picked up and corrective action taken in a timely manner to ensure that necessary corrective can be taken.

8. TIMETABLE FOR IMPLEMENTATION

- 8.1 Bi-monthly monitoring reports are prepared for Management Team and incorporate revised actual and projected outturn figures.

Report Author: Terry Collier Chief Finance Officer 01784 446296

Background Papers:

There are none.

**Spelthorne Borough Council
Discretionary Rate Relief Policy**

Cabinet Briefing: 5 July 2010

Cabinet: 20 July 2010

Resolution Required

Report Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The Council recognises that the voluntary and community sector makes a major contribution to the quality of life for the people who live and work in the Borough. Awarding discretionary rate relief to voluntary sector bodies is one way the Council can provide support.

Purpose of Report

To consider the criteria for awarding relief and determine the level of relief awarded to the organisation based upon the contribution that the organisations makes to the local area and to formulate a policy for granting discretionary rate relief on the grounds of hardship.

Key Issues

- The discretionary rate relief policy has not been reviewed by the Council since 1995 and as such, the level of relief granted for old historic cases may no longer be appropriate.
- The Council has no formal policy for considering relief on the grounds of hardship and in the current economic climate, the Council is facing increased applications for this relief.
- From 1 April 2004, registered community amateur sports clubs (CASCs) are able to qualify for mandatory relief which reduces the cost of relief to Spelthorne, yet Spelthorne only has one registered CASC.
- Legislation provides for at least 12 months notice for removal or changes of relief. Any variance to relief must start at the beginning of the financial year.
- Under delegated powers, Members only see applications for those organisations where the cost borne by the Local Authority exceeds £2,000.

Financial Implications

Level of relief	Spelthorne Council tax funded	Central Government NDR pool funded
Mandatory relief of 80%, where applicable	0	100%
Up to 20% additional discretionary relief for charitable organisations	75%	25%
Up to 100% discretionary relief for other eligible organisations	25%	75%
Up to 100% discretionary	25%	75%

relief on grounds of "Hardship"		
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The anticipated cost to the Council of approving discretionary relief under the revised policy is £83,265.94

Corporate Priority * 1. Community Safety, 2. Younger People, 3. Environment, 4. Housing, 5. Independent Living, 6. Economic Development, 7. Healthy Community, 8. Community Engagement, 9. Sustainable Financial Future, 10. Value for Money ,

Officer Recommendations:

The Cabinet is asked to adopt the attached policy and approve the charity relief applications as set out in [Appendix A, B & C](#) for 2010/11.

Report Author: Linda Norman, Revenues Manager 01784 446375

Area of Responsibility: Terry Collier Assistant Chief Executive 01784 446296

Cabinet member: Councillor Vivienne Leighton

MAIN REPORT

1. BACKGROUND

- 1.1 The Council has the discretion to grant relief of up to 100% on properties occupied by certain non-profit making bodies, or in the case of registered charities, that are entitled to 80% mandatory relief, to top this relief up to 100%.

2. KEY ISSUES

- 2.1 The policy on discretionary rate relief has not been reviewed by the Council since 1995 and in the current economic climate, it is prudent for the Council to review its criteria for relief and the amount of relief awarded.
- 2.2 From 1 April 2010, the 2010 revaluation of non domestic properties came into force reflecting the changes in rental values of premises in the current economic climate.
- 2.3 There is no formal policy to consider discretionary rate relief on the grounds of hardship and in the current economic climate, the Council should ensure that the policy is transparent and is in the interest's of the Council Tax payer.
- 2.4 A change in legislation for Community Amateur Sports Clubs (CASC) came into force from 1 April 2004 which allows CASC's to receive 80% mandatory relief thus reducing the amount and cost of discretionary relief the authority can award.
- 2.5 The property must be wholly or mainly used for charitable or recreational purposes and is occupied by the charity, club, society or other non-profit making organisation.
- 2.6 Organisations should be encouraged to apply for statutory reliefs prior to considering applications for charity relief to reduce the burden on Spelthorne's taxpayers.
- 2.7 Appendix A sets out the criteria the Council has used in recent years for determining discretionary Rate relief.
- 2.8 Appendix B sets out the new criteria the Council should consider for new applications for 2010 and variance to existing awards from 1 April 2012 onwards.
- 2.9 An application for discretionary relief can only be backdated to the beginning of the financial year in which the application was made.

3. OPTIONS ANALYSIS

- 3.1 In formulating a policy for discretionary rate relief, the Council should take into account the following factors:
- (a) The extent to which the organisation meets the local needs of the community.
 - (b) The extent to which the organisation provides a valuable service to the community.
 - (c) The extent to which the organisation provides facilities which indirectly reduces the requirement of the Authority to do so such as leisure, sport, recreational, arts facilities.
 - (d) If the organisation is a sports club, it will be expected to be or have sought registration as a Community Amateur Sports Club prior to considering relief.

- (e) The extent to which the organisation contributes to the Council's priorities of:
 - i) Activities for youth
 - ii) Safer Spelthorne
 - iii) Elderly services
 - iv) Cleaner Spelthorne
 - v) Value for money

3.2 Relief should be reviewed on a bi-annual basis and recipients must supply supporting information:

- (a) Organisations constitution and main purpose and objectives including membership numbers.
- (b) A full statement of audited accounts for the last financial year at the application date.
- (c) Any withdrawal or variance of relief is subject to one year's notice by the Council.

3.3 The policy should be reviewed every five years to coincide with the new valuation list coming into force and take into account any changes in the Council's corporate priorities.

4. PROPOSALS

4.1 To approve the revised policy in Annex B and review the applicants who have re-applied for relief in Annex C.

5. BENEFITS AND SUSTAINABILITY

5.1 By reviewing the current policy, it ensures that the interests of the Council Taxpayer will be balanced against the wider contribution that these organisations makes to the Borough's amenities and its residents lifestyles and well-being.

5.2 By granting relief, these organisations will be able to continue to provide benefit to the community and residents of Spelthorne.

6. FINANCIAL IMPLICATIONS

6.1 The amount of discretionary rate relief borne by the Council is within budget.

6.2 The anticipated cost for 2010-11 is £83,265.94 :

Appendix C Top up discretionary charitable relief (over £2,000) 2010-11
£50, 032.67

Appendix D Top up discretionary charitable relief (under £2,000) 2010-11
£13, 158.08

Appendix E Discretionary rate relief other bodies (under £2,000) 2011-11
£8,530.64

Appendix F Discretionary rate relief other bodies (over £2,000) 2011-11
£11,544.55

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS [

7.1 The Local Government Finance Act 1988 provides for the granting of Discretionary Rate Relief.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 All reviews are checked against the Charities commission website and against the Council's policy on granting relief.

8.2 All sports clubs are checked against the Her Majesty's Revenues and Customs (HRMC) website.

9. TIMETABLE FOR IMPLEMENTATION

9.1 As soon as practicable so relief continues for 2010/11 and new criteria from 2012/13.

Report Author: Linda Norman 01784 446375

Background Papers:

Annex A, B, C, D, E, F

AIRTRACK – PUBLIC CONSULTATION ON THE SECOND ADDENDUM TO THE ENVIRONMENTAL STATEMENT

**MAT: 15 June 2010, Cabinet Briefing: 5 July 2010, Cabinet: 20 July 2010;
Full Council 22 July 2010**

Recommendation Required

Report of the Deputy Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

In July 2009 Heathrow Airport Ltd submitted a Transport and Works Act Order to the Secretary of State for Transport for Airtrack. That included a substantial Environmental Statement which provided much of the supporting detail for the scheme.

A second Addendum to that Environmental Statement has been produced and deals with some objections and previous omissions. It is also subject to formal public consultation.

This report presents a summary of the new information and the extent to which it meets the Council's existing 79 points of objection to the scheme.

Purpose of Report

The purpose of the report is to enable the Council to make a formal response to the current consultation.

Key Issues

The key issues that arise are:

- New information on level crossing down times, but the lack of effective proposals to deal with the consequences.
- Additional ecological information which shows no significant impact of the scheme on the South West London Waterbodies Special Protection Area.
- A significant number of issues which remain unresolved.

Financial Implications

- Cost of public inquiry.
- Adverse impact of the scheme on the value of the Council's assets.

Corporate Priority: 3. Environment

Officer Recommendations

The Cabinet is asked to endorse the response set out in [Appendix A](#).

**Contact: Nigel Lynn, Deputy Chief Executive Tel: 01784 446300
Cabinet member: Councillor Richard Smith-Ainley**

MAIN REPORT

1. BACKGROUND

1.1 The background is set out in the attached Appendix A.

2. KEY ISSUES

2.1 Appendix A summarises the new information provided in the Second Addendum and sets out appropriate recommendations.

3. OPTIONS ANALYSIS

3.1 Given the Council's objections to Airtrack made last year, there is no realistic option other than to respond to the consultation and the extent to which existing concerns have been met.

4. PROPOSALS

4.1 The recommendations set out within Appendix A be agreed.

5. BENEFITS AND SUSTAINABILITY

5.1 The sustainability implications of the new information and any benefits are described in Appendix A.

6. FINANCIAL IMPLICATIONS

6.1 Various pieces of land owned by the Council are proposed to be acquired for the scheme. The latest information has added no further detail on this issue. It should be noted that compensation issues would only be addressed if the scheme and related Compulsory Purchase powers are approved.

6.2 Some of the Council's car parks will be affected by the scheme. Whilst building the new ramp to the Elmsleigh Multi-Storey Car Park in advance of the main contract will reduce the number of car parking spaces lost during construction satisfactory information on other mitigation measures is still missing.

6.3 There will be costs associated with a public inquiry which is not expected to commence until the late Autumn. These costs are uncertain given the number of objections still under discussion and an inquiry timetable not having been set.

7. LEGAL IMPLICATIONS

7.1 There are a range of legal implications arising from a Transport and Works Act Order, but this latest information does not deal directly with legal issues.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 The risks associated with Airtrack are of the scheme getting approval with critical issues remaining unresolved and inadequate controls on its implementation. The purpose of the report at Appendix A is to identify any changes requiring an alteration to the response the Council has already given.

9. TIMETABLE FOR IMPLEMENTATION

9.1 The formal consultation on the Addendum ends on 23 June and an interim officer response has been made by way of forwarding this report to The Secretary of State. The Council's formal response will be forwarded when made.

9.2 As referred to above, the public inquiry is not expected to start until the late autumn.

**Report Author: John Brooks, Deputy Head of Planning and Housing Strategy.
Tel: 01784 446346**

Background Papers: The consultation documents together with the Council's response to the original consultation of July 2009 are available in the Members Room.

AREA INVESTMENT PROGRAMME

Cabinet Briefing: 5 July 2010, Cabinet: 20 July 2010

Resolution Required

Report Deputy Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The overall programme will help support the viability of the three secondary shopping areas of Ashford, Shepperton and Sunbury Cross.

Purpose of Report:

To propose a flexible procurement delegation for the area improvement projects so that there is no delay in implementing any of the schemes when quotes come back for the different pieces of work.

Key Issues:

Contract Standing Orders

Financial Implications:

None arising from this report.

Corporate Priority Economic Development

Officer Recommendations:

To delegate Cabinet decisions under Contract Standing Orders for the Area Improvement Programme to the Deputy Chief Executive in consultation with the Leader of the Council.

Report Author: Michael Graham, Head of Corporate Governance 01784 446227

Area of Responsibility: Nigel Lynn, Deputy Chief Executive 01784 4466300

Cabinet member: Councillor John Packman

MAIN REPORT

1. BACKGROUND

- 1.1 The Area Improvement Programme has three projects within it for Ashford, Shepperton and Sunbury Cross. Capital expenditure has already been approved in previous budgets for £600,000. Funding is coming equally from both Spelthorne Borough Council and Surrey County Council.

2. KEY ISSUES

- 2.1 Each project has a number of different headings for expenditure according to the needs of each area. Each project has to comply with Contract Standing Orders for all procurement decisions which are made. Different elements of each project will have different values and so different rules will apply under the constitution.
- 2.2 Where any element of a project is above the £75,000 threshold to be referred to Cabinet then there could be a delay in authorising next steps on the project. This is particularly so when officers are endeavouring to have as much work as possible completed prior to Winter 2010. Therefore, it is proposed to allow a more flexible route for such procurements. It is proposed that the Deputy Chief Executive (Programme Sponsor) is delegated to make decisions in consultation with the Leader of the Council. This arrangement is in line with the decision making process on the programme generally where the Deputy Chief Executive is the overall Programme Sponsor and the Leader of the Council is the Chairman of the Programme Board.

3. OPTIONS ANALYSIS

- 3.1 The benefit of this proposal is that decisions can be made more quickly on a time limited programme. The normal Cabinet cycle of meetings could delay one or more aspects of the programme if decisions and meetings did not fall at exactly the right time, so there is flexibility on the programme. Decision making is still transparent because all the decisions and consultations would be in writing so that there is an audit trail. This is normal practice for all such procurements.

4. PROPOSALS

- 4.1 To delegate Cabinet decisions under Contract Standing Orders for the Area Improvement Programme to the Deputy Chief Executive in consultation with the Leader of the Council.

5. BENEFITS AND SUSTAINABILITY

- 5.1 As described above.

6. FINANCIAL IMPLICATIONS

- 6.1 None arising from this report directly.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 As described above.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 Not applicable.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 21 July 2010

Report Author: Michael Graham, Head of Corporate Governance 01784 446227

Background papers – there are none.

BRIEFING REPORT ON UPGRADE OF LALEHAM PARK

MAT: 8 June 2010, Cabinet Briefing: 5 July 2010, Cabinet: 20 July 2010

Recommendation Required

Report of the Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

This report outlines options for substantially improving Laleham Park. The park is one of the Borough's flagship parks and is seen by many residents as in need of some improvements.

Purpose of Report

To present the main points arising from an options analysis for the future development of Laleham Park.

Key Issues

General considerations

- Heritage matters
- Environmental Considerations
- Riparian Issues
- Social and Well Being
- Sporting Opportunities
- Commercial Opportunities

Financial Implications

Plans have to be developed for each item in detail and funding sought. Also, quotes will have to be maintained if removal of the barbeques is recommended.

Corporate Priority 2. Younger People, 3. Environment, 6. Economic Development, 7. Healthy Community, 8. Community Engagement, 10. Value for Money, 11. Effective Communications,

Officer Recommendations

The Cabinet is asked to authorise the Officers to proceed with option 1 to instruct the Open Spaces and Sustainability Manager to proceed with obtaining quotes and commence public consultation over the future of Laleham Park as detailed in the Proposal section of the report.

Contact: Liz Borthwick, Assistant Chief Executive, 01784 446376

Cabinet member: Councillor Denise Grant

MAIN REPORT

1. BACKGROUND

- 1.1 Due to its scale, location, river-side aspect and historical significance Laleham Park is an important facility in Spelthorne Borough Council's portfolio of parks and open spaces.
- 1.2 The park has developed historically over the years without coherent master-planning leading to a selection of facilities currently being available to users over the last 20-30 years.
- 1.3 The Park has historic links with the Lucan family and, in terms of its layout, Capability Brown, who is understood to have landscaped the original house gardens. He is famous for historic landscaping across the UK. The nursery also has some unique features for a walled garden.
- 1.4 The park (because of its riverside position) is attractive to visitors and promotes recreation within the Borough. However, the current dilapidated state of the buildings and lack of facilities has caused problems due to the high volume of visitors that the park attracts each summer. With good planning, forward thinking and some finance, the park could become a jewel in the Council's facilities.
- 1.5 In 2008, the Council commissioned a study of the options available for the development of Laleham Park.
- 1.6 A firm of consultants (RQA) were invited to compile an analysis of the park and to put forward recommendations regarding the future development of the park (summary provided in [Appendix 1](#)).
- 1.7 The report raises a number of issues which are considered below.

2. KEY ISSUES

- 2.1 There is need to improve existing toilet facilities at Laleham Park. In recent years the Council has received some complaints that some visitors are using the bushes in the park. Also, we have experienced breakdowns with the APC due to misuse which causes a blockage and closure of the unit. Streetscene have opened the toilet block since last summer and whilst this has slightly improved the situation, it has not resolved it completely.
- 2.2 In 2008, barbeques were installed in the park in order to eradicate the illegal use of fires/barbeques in open areas of the park. These have proved to be very well used but the Council have received some complaints about residents from outside the borough using them, particularly at weekends. Members have stated that they receive a high number of call from residents complaining about the car parking and number of visitors to the park. Therefore, the Cabinet Member responsible for parks and open spaces requested an independent report (provided in [Appendix 2](#)).
- 2.3 Lotus is required to spend a considerable amount of time after the weekend clearing up the litter from the previous days. Due to high usage of the park, this is considerable and means that they have to concentrate resources at Laleham.

- 2.4 There are buildings on the site that are dilapidated and in need of demolition/refurbishment. They could be redeveloped to house a café and possibly provide an iconic building in the park. With the park's riverside heritage a catering facility could be housed in the building along with information about the park and its history. In order to make this financially viable, we would tender for design, build and manage and offer a long term lease in return for a share of the profits.
- 2.5 Other possible development opportunities include a pitch and putt golf course within the park. However, to take these forward a thorough analysis of the options needs to be undertaken.
- 2.6 Funding to enhance this park needs to be examined and the links with Capability Brown provide opportunities for seeking funding for projects, including Heritage Lottery Funding. There is a staff cost implication for further research into this and for the preparation of a bid for lottery funding.
- 2.7 Any developments in the park would have to be sustainable in the longer term so a detailed analysis of options to bring forward would be necessary.

3. OPTIONS ANALYSIS

- 3.1 **Option 1** – to proceed with obtaining quotes and reporting back to Laleham Park Board as per Appendix 1. Members to discuss the issues surrounding the barbeques and as set out in Appendix 2. **This is the preferred option.**
- 3.2 **Option 2** – to remove the barbeques and make good the designated area.
- 3.3 **Option 3** – to increase enforcement during the summer weekends. This will have resource and financial implications for Streetscene.

4. PROPOSALS

- 4.1 Laleham Park Board has asked for this report to be put forward to Cabinet so a decision can be made regarding this issue of barbeques.
- 4.2 Some councillors are concerned regarding the level of use of the barbeques from visitors to the borough. However, the facility is very popular and removing it would probably cause the same problems of illegal barbeques as before the permanent ones were installed.

5. BENEFITS AND SUSTAINABILITY

- 5.1 The character and profile of the park would be improved by the construction of signature entrances at the main access points.
- 5.2 Provision of improved trim trail/fitness facilities will add to the park's well-being agenda. This will attract a wide range of visitors.
- 5.3 The park provides important green space which has a historic significance and could provide enhanced facilities for people and wildlife.
- 5.4 The barbeque facility has received extremely good feedback from users.

6. FINANCIAL IMPLICATIONS

- 6.1 Removal of the barbeques or extra enforcement will incur a cost. The installation cost £25K and there has been a minimal amount of maintenance since then.

- 6.2 The Council's grounds maintenance contractor has a large clear up operation on a Monday after the park has experienced a high volume of visitors over the weekend. These costs are covered by the grounds maintenance contract.
- 6.3 Any upgrade of the park will require capital monies but the Council would tender for design, build and manage a café/restaurant and toilet facility. The Council would investigate applying for Heritage Lottery Funding and/or tendering for design, build and manage of catering facility which would include some match funding.
- 6.4 From July 2010, Cabinet have agreed to start charging for car parking for the first hour (report to Cabinet February 2010). In addition, Parking Services have increased patrols in order to ensure compliance or issue notices. This will increase the income from the park.
- 7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS [Community Strategy, Crime and Disorder, Equality, Diversity and Disability Equality, Freedom of Information, Human Rights, Human Resources, Social Inclusion and Sustainability etc.]**
- 7.1 Surrey County Council owns the land but the Head of Asset Management is currently negotiating the sale for a nominal fee. Otherwise, permission will be needed if any enhancements to the park are to proceed.
- 8. RISKS AND HOW THEY WILL BE MITIGATED**
- 8.1 Under the current arrangements the Council maybe exposed to risks under Health & Safety issues in respect of the buildings. Any new arrangements will address these issues.
- 9. TIMETABLE FOR IMPLEMENTATION**
- 9.1 Once a decision regarding the barbeques has been reached, a further more detailed options analysis will be taken to the Laleham Park Board in July 2010.

Report Author: Catherine Munro, Open Spaces & Sustainability Manager

Background Papers:

Appendix One – Laleham Park Options Analysis

Appendix Two – Barbeque Report

CORPORATE PLAN 2008-11 AND CABINET ARRANGEMENTS – KEY DECISION

Cabinet Briefing: 5 July 2010, Cabinet: 20 July 2010

Recommendation Required

Report the Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The Corporate Plan establishes the aims and objectives for the Borough Council together with the actions we will take to achieve them. This will have a direct effect on the quality of life in the Borough.

Purpose of Report

To report progress on achievements of the Corporate Plan 2008-2011 for 2009 and suggest amendments to the plan including a reduction in the number of priorities for 2010/11.

Key Issues

- The Corporate Plan 2008-11 was approved in February 2008 along with changes to Executive member responsibilities
- Report on progress in achieving the aims of the Corporate Plan during 2009
- Reduction in the number of priorities for 2010/11
- Emphasis on value for money (VFM) and financial restrictions

Financial Implications

There are no financial implications to the plan itself. The Council will decide the allocation of funding according to its priorities and the resources available. This document sets these priorities.

Corporate Priority The Corporate Plan sets the corporate priorities.

Officer Recommendations

The Cabinet is asked to agree the reduction in corporate priorities and approve the revised Corporate Plan 2008-11 (2010 3rd Revision)

Report Author: Brian Harris, Assistant Chief Executive (01784 446249)

Cabinet member: Councillor John Packman, Leader of the Council

MAIN REPORT

1. BACKGROUND

- 1.1 In 2008, the Council adopted a new Corporate Plan for the period 2008-11 with twelve priority themes. At the same time it changed its Executive arrangements to allocate specific responsibilities to individual member of the (then) Executive to lead and achieve the priorities.
- 1.2 After two year's of operation it is appropriate to review achievements against targets in the Corporate Plan and also the total number of priorities.

2. KEY ISSUES

- 2.1 **CORPORATE PLAN** – The previous Corporate Plan set objectives for each of the new priority themes to be achieved by 2011. It also set interim milestones to assess progress towards those objectives. Progress in achieving the milestones is shown in the revised Corporate Plan which is attached at Annex A. Changes from the original plan are shown in bold type.
- 2.2 As can be seen, good progress is being made against the milestones in most of the areas.
- 2.3 In the light of what has happened in the last year some amendments to our 2011 targets are proposed. In some cases these suggest that the current target is too ambitious – e.g. increasing the satisfaction levels of young people in Spelthorne.
- 2.4 In other cases, experience shows that we have already significantly over achieved against the target that was set for 2011 – e.g. reduction in residual waste produced and number of people in temporary accommodation.
- 2.5 Finally, the wording of some targets has been changed to clarify what we are aiming for and what the Council's contribution is to schemes that are being worked for in partnership – e.g. Future Builders.
- 2.6 The revised version of the Corporate Plan is also significantly shorter than the original. By cutting out previous appendices and focussing solely on what we want to achieve and how we are progressing then the document is much shorter and accessible. It also uses, so far as is possible, existing documents as Appendices which can be changed as and when those documents are updated.

3. REDUCTION IN THE NUMBER OF PRIORITIES

- 3.1 The Cabinet will recall that 12 Priority themes were introduced in 2008 as follows:

Community Safety	Economic Development and Regeneration
Younger People	Value for Money
Housing	Effective Communication
Healthy Community	Community Engagement
Environment	Developing Staff and Councillors
Independent Living	Sustainable Financial Future

Although these have worked well it is now felt that in view of the financial challenges facing us we need a better focus on fewer priorities. This will enable a better allocation of increasingly scarce resources.

3.2 It is suggested that we adopt the following six priorities for 2010/11:

A Safer Spelthorne	Supporting Housing Needs
Supporting Younger People	Help for Older People in Need
A Cleaner and Greener Environment	Economic Development and Regeneration

It is felt the Council is in a much better position to influence the above six Priorities. Value for Money has been identified as a value within the Plan and should apply across the six Priorities in a similar way to Effective Communication and Sustainable Financial Future. All three are such an important and integral part of the way we must operate in the future.

3.3 The proposal to reduce the number of priorities does not significantly alter the Cabinet areas of responsibility thus there is no need to recommend on any other changes to full Council. Any re-drafting, which is minor in detail, can be dealt with under delegated authority to the Head of Corporate Governance.

3.4 It has been suggested we hold a Have Your Say type event in November to update representatives of the community e.g. Residents Associations, Neighbourhood Watch on progress with the priorities. An alternative might be to produce leaflets showing progress that are distributed on a wide basis throughout Spelthorne.

4. OPTION ANALYSIS

4.1 **Corporate Plan and Priorities** – The suggested amendments including the reduction in the number of priorities can be accepted or further amendments made.

5. PROPOSAL

5.1 It is proposed that the amendments to the Corporate Plan at Annex A including the reduction in the number of priorities are agreed.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications to the Corporate Plan itself as it sets the priorities and the Council allocates resources according to those priorities.

6.2 LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

6.3 There are no major changes to the responsibility areas of Cabinet Members. The minor changes in wording can be dealt with by the Head of Corporate Governance under delegated responsibility.

7. RISKS AND HOW THEY WILL BE MITIGATED

7.1 There is a risk that if the Council does not have clear strategic aims the resources will be devoted to non-priority areas. Having an up to date Corporate Plan will mitigate this risk.

8. TIMETABLE FOR IMPLEMENTATION

8.1 The revised Corporate Plan can be published with immediate effect.

Report Author: Brian Harris, Assistant Chief Executive (01784 446249)

Background Papers: There are none

CONSULTATION ON REVISION OF JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY

Cabinet Briefing: 5 July, Cabinet: 20 July

Resolution Required

Report of the Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Waste management is a critical issue for Surrey as holes available for land filling waste reduce and disposal costs rise. This report looks at suggestions for updating the statutory Joint Municipal Waste Management Strategy (JMWMS) to meet changes in legislation and approach on waste management.

Purpose of Report

To update members on the consultation exercise and proposed changes to the JMWMS

Key Issues

- JMWMS consultation

Financial Implications

None

Corporate Priority, 3. Environment, Community Engagement, 9. Sustainable Financial Future, 10. Value for Money , 11. Effective Communications,

Officer Recommendations

1. The process for an interim revision to the Joint Municipal Waste Management Strategy (JMWMS) is noted.
2. The Cabinet is asked to agree the proposed revisions to the JMWMS as provided in [Appendix 1](#) and authorise the Head of Sustainability and Leisure to send this report to the Surrey Waste Partnership.
3. The proposed timeline for the adoption of the revision is noted in relation to the meeting of Cabinet in October 2010.

Report Author: Dr Sandy Muirhead Head of Sustainability and Leisure 01784 446318
Area of Responsibility: Assistant Chief Executive Liz Borthwick 01784 446376
Cabinet member: Councillor Gerry Forsbrey.

MAIN REPORT

1. BACKGROUND

- 1.1 The Joint Municipal Waste Management Strategy (JMWMS) is a statutory document which was produced in 2006 and was adopted by all authorities in Surrey at the end of 2006 or early in 2007. Setting out a 20 year plan for the management of household waste in Surrey, it is currently about half-way through its first period leading up to a full review. An interim review has been agreed by the Surrey Waste Partnership and this report covers the main changes.
- 1.2 Surrey Waste Partnership (SWP) has been actively working on the proposed revision to the JMWMS since early this year. The process culminated in a Consultation Draft being seen by the SLGA Waste Members' Group on the 28th of April. This draft was issued for formal public consultation on 17 May 2010 and is being brought to each individual Surrey authority as a consultee. The consultation draft is available in the member's room.

2. KEY ISSUES

- 2.1 Changes have been made to the original Strategy because of new legislation (both English law and EU Directives), new national targets (such as the National Waste Strategy 2007), and new local targets (such as the agreed Surrey target of 70% recycling by 2013/14), and because of areas in the original JMWMS which have been achieved or are now anachronistic. A schedule of the major changes is attached to this report at **Appendix 1**.
- 2.2 Responses from the Consultation, including a formal response from this Council as a consultee, will be considered. The Council need to be aware of the major changes to the JMWMS which are set-out in Appendix 1, and in particular attention is drawn to the addition of the comprehensive waste reduction programme, the recycling target of 70% by 2013/14, the move from in vessel composting to anaerobic digestion for food waste and the move away from mass burn incineration as an option for the disposal of residual waste, the preference for advanced thermal treatment (gasification), and for anaerobic digestion. Depending on the comments received from the consultation process the Strategy will be altered before the final version of the Strategy is put to the Surrey Authorities for adoption in October/ November. The proposed timeline for the adoption of the interim revision to the JMWMS is set-out at [Appendix 2](#) to this report.
- 2.3 Dialogue by Design has been appointed by SWP to carry out the public consultation. As well as being the company which carried out the 2006 consultation, they have wide experience in this field and have also worked with Surrey County Council in the related field of the county Minerals Plan. Dialogue by Design are consulting widely, using stakeholder workshops, web based consultation and public-building based consultation. They have produced a 'pro forma' consultation survey which addresses the main changes to the JMWMS as well as allowing respondents to express points of view on whatever other waste matters they wish. Dialogue by Design will provide an analysis of the responses received and present these results to SWP. They are also commissioned to produce a report which will be published following its presentation to the SWP.

3. OPTIONS ANALYSIS

- 3.1 To not support the changes would not assist this Council or Surrey addressing the environmental and financial issues associated with waste collection and disposal or support emerging Government policies on anaerobic digestion and waste reduction.
- 3.2 As most of the proposed policy changes are updates because of recent refocus on priorities/legislative changes they are relatively minor. Therefore, it is proposed that most of the changes are supported but with two key additions:-
- Where relevant wording is strengthened on policies in relation to waste “prevention” to reflect the new Governments’ proposed zero waste approach’
 - the wording on the policy P4 is revised to “We will commit significant efforts to achieve high reuse, recycling and composting rates and aspire to reach a target of 70% by 2013/14”. A 70% target is ambitious although Surrey Heath who now operate a service which includes mixed plastics, food waste, paper, cans and cardboard t are achieving between 64 and 68% recycling rates.

4. PROPOSALS

- 4.1 To support the response to the JMWMS consultation as proposed in Appendix 1 and 3.2.

5. BENEFITS AND SUSTAINABILITY

- 5.1 Waste is a major environmental issue and by updating the strategy Surrey and Spelthorne will be in a better position to meet future requirements.

6. FINANCIAL IMPLICATIONS

- 6.1 None.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 None known

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 Not supporting the strategy will not assist residents in dealing with the waste generated within Spelthorne or meeting future targets.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Appendix 2.

Report Author Dr Sandy Muirhead Head of Sustainability and Leisure 01784 446318

Background Papers:

1. JMWMS Consultation Draft, Surrey Waste Partnership, May 2010. (Members room)
2. Appendix 1 SBC response to consultation
3. Appendix 2 Consultation Timeline.

Combined Heat and Power Project [Briefing Note]

Cabinet Briefing: 5 July 2010; Cabinet: 20 July 2010

Report of the Assistant Chief Executive

Resolution Required

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents

The implementation of more effective and efficient heating and electric provision for Spelthorne Leisure Centre and Knowle Green offices reducing the financial costs now and in the future, and minimising the financial risk of fluctuating energy prices to the council.

Purpose of Report

To agree, in principle, the project to implement a Combined Heat and Power (CHP) system to provide heat and electricity for Knowle Green offices and Spelthorne Leisure Centre, through the tendering of a Energy Services Contract (ESCo).

An ESCo can overcome many barriers such as limited resources, through a contract to provide a flexible combination of design, build, finance, operation and maintenance of installations.

Key Issues

Increased energy costs now and in the future both in Knowle Green and the Leisure Centre

Boilers are old and in need of replacement

National measures requiring reducing energy usage and carbon dioxide emissions

Using an ESCo to purchase CHP enables flexibility and transfer of risk to contractor and away from the Council.

Financial Implications

Negotiating ESCo conditions will enable the contract to incorporate the design, installation, operation and maintenance of the CHP unit without requiring a capital outlay and guarantee the related energy savings.

Corporate Priority

Making Spelthorne a Better Place and Improving Customer Satisfaction

Officer Recommendations

Cabinet is asked to authorise officers, to proceed with the detailed development of this project

**Contact: Lucy McSherry, Sustainability and Waste Policy Officer, 01784 444279
Portfolio Holder: Councillor Gerry Forsbrey**

MAIN REPORT

1. BACKGROUND

- 1.1 Two desktop studies have been completed (Cynergin, [Appendix 1](#), and Carbon Trust, [Appendix 2](#)) that concluded that installing a Combined Heat and Power (CHP) boiler would be economically feasible, based on a partnership to provide electricity and heat to both Knowle Green offices and Spelthorne Leisure Centre.
- 1.2 Cynergin are a consultancy company that are specialists in energy efficiency and carbon management and are accredited by the Carbon Trust. They have a number of high profile clients and 10 years experience of managing and installing these sorts of projects including a large scale CHP unit at the Natural History Museum in London.
- 1.3 Cynergin, in September 2009 carried out a free desktop study to assess the viability of a Combined Heat and Power boiler supplying both the Leisure Centre and the Council offices. This desktop study is included as Appendix 1 and concluded that the proposed project was financially viable. They estimated some costs and predicted savings but due to limited available energy data at the time the numbers included in Appendix 1 are indicative.
- 1.4 In Appendix 1 a number of assumptions were made within the model in terms of energy consumption and operational costs as much data was unavailable. It was suggested by Cynergin that further, more in-depth work may improve the attractiveness of the contract. Due to the cost/value of the additional work and the fact that the Council is buying a service, procurement regulations will bite and therefore the project needs to be tendered. It is hoped that the tender process will provide the most efficient and economic options for the specifics of this project.
- 1.5 CHP is a technology which enables the simultaneous generation of usable heat and power (in this case electricity) in a single process. This is a highly efficient way of generating heat and electricity, when locally supplied CHP can provide efficiencies of up to 90%, in comparison with the central power stations/national grid system which can be as little as 22% at the point of use due to thermal energy being wasted at power stations and losses during transmission and distribution. (See Figure 1)

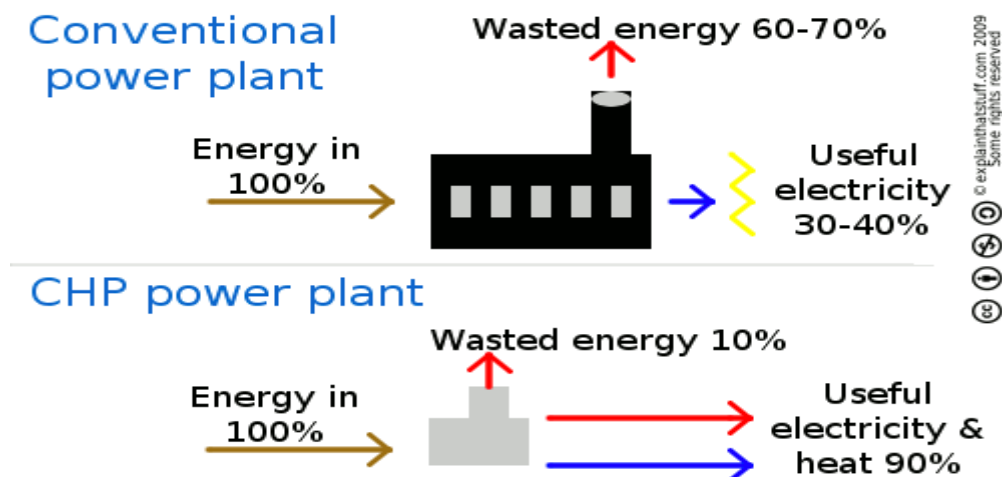


Figure 1 – Comparison of conventional power generation and CHP as proposed

- 1.6 CHP can be employed over a wide range of sizes, applications, fuels and technologies. In its simplest form, it employs a gas turbine, an engine or a steam turbine to drive an alternator and the resulting electricity can be used on-site. The heat produced during power generation is recovered, usually in a heat recovery boiler and can be used to raise steam for a number of processes including providing hot water for space heating.
- 1.7 There are a number of options to acquire a CHP installation. Through research and advice sought it is in this instance recommended that an Energy Service Contract (ESCO) be tendered for. ESCo's are a flexible concept which can be adapted to a specific project's requirements. They are commonly long-term performance-based contracts (7-10 years) for energy services and provision.
- 1.8 It has been suggested that an input specification (and other associated documents) is developed and advertised through the European tender process and allow the bidders and the market to provide specific technological options for the provision of the CHP unit and associated works.

2. KEY ISSUES

- 2.1 There are a number of reasons why the installation of a CHP plant in partnership with the Leisure Centre is necessary:
- a) Increasing and fluctuating energy prices require a more robust method of acquiring our energy.
 - b) Due to increasing energy prices and the contractual terms negotiated with SLM the Council has had to pay the increase costs at the leisure centre over and above the amount of RPI increase.
 - c) Increasing pressure through numerous national schemes including National Indicators, and the Carbon Reduction Commitment place the responsibility upon local councils to reduce their energy usage and associated carbon emissions
 - d) The existing boilers at Knowle Green are very old and in need of replacing; spare parts have to be specially made when faults and breakdown occur.
 - e) To obtain a set price for our energy provision and guarantee annual savings for the duration of the contract.
 - f) Contribute further to the large number of energy saving projects that are on-going throughout the Council's estate and specifically in Knowle Green.
- 2.2 The costs for electricity and gas for both Knowle Green Council Offices and Spelthorne Leisure Centre are shown in Figure 2:

	Year		kWh	£	CO2 (tonnes)
Knowle Green	2009-10	Electricity	473,912	58,799	256
	2009-10	Gas	791,855	24,846	145

Leisure Centre	2009-10	Electricity	1,018,247	148,715	547
	2008-09	Gas	2,467,315	47,792	456

Figure 2 – Electricity and gas costs for Council Offices and Leisure Centre

- 2.3 The purchasing of a CHP in partnership with the Leisure Centre, through an ESCo arrangement would result in no capital outlay for the installation. Instead the Council would enter into a long term contract, no shorter than 10 years, at a annual cost
- 2.4 The ESCo will incorporate the design and installation of the plant, maintenance and operation, as well as guaranteeing the savings. The remuneration aspect of the contract will dictate that if the proposed (and contractually guaranteed) savings aren't made the company/contractor does not get paid.
- 2.5 Incorporating all facets of the project into the ESCo will ensure that the on-going costs are known and accounted for up front. This will result in no unexpected on-going maintenance costs, but rather these costs being included in the annual cost of the ESCo contract.
- 2.6 A CHP unit located at the Leisure Centre will be scaled appropriately through the detailed tendering process. Tender applicants will be asked to fully assess the electric and gas usage of both the Leisure Centre and the Council Offices and scale the CHP to ensure it is as efficient as possible and providing electricity and heat to both sites.
- 2.7 [Case studies](#) have been found ([Appendix 3](#)) which provides very similar examples of the project proposed herein. The CHP installation at Ards Leisure Centre is a comparable size as is anticipated for Spelthorne Leisure Centre and you will see from the case study significant annual energy bill savings were made as well as on-going maintenance costs.
- 2.8 As the Council has leased the leisure centre to SLM for a twenty year period and contracted for the provision of the services there, the Council will need to enter into appropriate documents to vary the leases and the contract. Preliminary discussions have already begun with the Technical Director of SLM to ensure that they were amicable to the proposal.
- 2.9 There are a number of new and emerging government initiatives that are providing funding for the generation of electricity and heat generation. Part of the tender will be the requirement for tenderers the outline the contributions of these initiatives to this project.

3. OPTIONS ANALYSIS

- 3.1 This briefing note is to update Cabinet on the project so far and obtain their authorisation to start the tendering process, and the commencement of the project. This project would lead to reduced energy costs, carbon emissions, and risk of excess payments of energy bills at the Leisure Centre.
- 3.2 Cabinet are also asked to nominate a Councillor to be a representative on the Project Group. Cllr Forsbrey has been aware of the project through his role on

the Sustainable Development Strategy Board, but the author is aware that this project cross-cuts 3 portfolios.

- 3.3 As the project develops there will be further reports to MAT and Cabinet in-line with Contract Standing Orders.

4. PROPOSALS

- 4.1 To approve this project in principle, enabling work to commence on the tender process and ultimately leading to the installation of a CHP unit on the Leisure Centre site.
- 4.2 Negotiations will be carried out with SLM senior management to determine the price for electricity and heat provision for the Leisure Centre and Knowle Green offices

5. BENEFITS AND SUSTAINABILITY

- 5.1 Consistent, reduced price for our energy, decrease overall energy usage and dependence on centrally generated electricity and lessen our CO2 emission.
- 5.2 Replace decrepit, ancient boilers that are old and very inefficient.
- 5.3 Improve our energy security situation and reduce future risk of fluctuation and increasing prices and supply of energy.
- 5.4 Leading our community by example and increasing awareness of energy reduction initiatives.

6. FINANCIAL IMPLICATIONS

- 6.1 By purchasing the CHP unit through an ESCo there will be no capital outlay. The installation, operation and maintenance of the unit will be paid for over the period of the contract, for not less than 10 years, and the savings from the energy reduction will be guaranteed by the contract.
- 6.2 The estimated figures that are included in Appendix 1 show an annual energy saving equivalent to £31,386 and this is conservative as not all the data was available to get a fuller picture. It is likely that more significant savings will be achievable once the leisure centre energy use has been accounted for. Under an ESCo with operational costs and contract costs removed it was predicted we would still save £6,420 a year.
- 6.3 Terms of the tender will require a more comprehensive assessment of financial savings and is likely to form part of the selection criteria.
- 6.4 The current maintenance costs of the existing boilers are approximately £4,500 and these too would be avoided and included in the overall contract cost.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 The installation of the CHP will require a variation to the terms of the leases and contract with SLM. This is required to allow for the CHP unit to be placed on the leisure centre site and also to vary the terms of the contract for the use of the energy and the impact of the cost sharing provisions. Due to the value of the

contract, the tender opportunity will need to be conducted pursuant to the Public Procurement Regulations 2006 and be advertised through OJEU. Victoria Monk, the Council's Principal Solicitor has been briefed and will form part of the project team.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 This project is in the early stages of development and risks such as technological obstacles will be ironed out through the tendering and evaluation stages.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Establish Project Team – to include Head of Asset Management, Head of Sustainability and Leisure Principal Solicitor, finance representatives, Leisure Contract Manager and nominated Councillor.
- 9.2 It is anticipated that the new project will be fully installed and ready to go live by the winter 2011.

Report Author: Lucy McSherry, Sustainability and Waste Policy Officer, 01784 444279

Background Papers:

Appendix 1 – Carbon Trust CHP feasibility study

Appendix 2 – Cynergin Desktop CHP feasibility study

Appendix 3 – Case studies

PARTNERSHIPS

Cabinet Briefing: 5 July 2010 Cabinet: 20 July 2010

Recommendation Required

Report of the Assistant Chief Executive

REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Partnerships should provide significant savings, increased resilience, improved efficiency and customer service, foster innovation and thereby improve the delivery of service to the people of Spelthorne.

Purpose of Report

To consider the Council's current position on Partnerships and how we might deliver services in the future with Partners.

Key Issues

- Current position including survey results
- Developments elsewhere including Surrey First
- Future direction

Financial Implications

Any partnership arrangements should aim to be cost neutral at the very least. It is more likely that financial savings would be made although perhaps not initially.

Corporate Priority All 12 Priorities.

Recommendations

Cabinet is asked to agree that the Council:

- a) continues to work with Surrey First but also continues to develop partnerships with a wide range of partners including other local authorities and external partners.**
- b) develops a partnership approach as a key feature of a new financial and resources strategy and**
- c) agrees to include a partner impact assessment in its committee reports template in the future**

Report Author: Brian Harris, Assistant Chief Executive (01784 446249)

Cabinet member: Councillor John Packman

MAIN REPORT

1. BACKGROUND

- 1.1 For many years Spelthorne has operated a mixed economy of service delivery. We were one of the first Councils in the country to have an external ICT provider and several of the 'big' services have been contracted out over the years e.g. Refuse Collection (now back in-house), Ground Maintenance and Leisure Centres. In addition, Spelthorne's Housing stock was externalised in 1996. This wide range of delivery is evident from the information given at [Appendix A](#).
- 1.2 Partnerships have been in vogue for several years as Councils have tried to improve their services despite reducing funding. Future reductions in budgets for public services reinforce the need for Councils, especially Boroughs/Districts to work in partnership with each other to deliver services.
- 1.3 Spelthorne already has a policy on Partnership governance which uses the Audit Commission definition of partnership – an agreement between two or more independent bodies to work collectively to achieve an objective. This report tends to focus on partnerships involving other local authorities although the Council does have a wide range of arrangements including with private companies, the voluntary sector and the community itself.
- 1.4 The Budget Task Group recognised the importance of further partnerships and also the need to have one person to take responsibility for partnership working. MAT have appointed Brian Harris to take on that role.

2. KEY ISSUES

- 2.1 **Survey** – In order to move forward on Partnerships it is important to understand the current position throughout the Council. A recent survey was undertaken and a synopsis of the results is attached at Appendix A.
- 2.2 The survey asked several questions including:-
 - (a) Current outsourced activities. There are a wide range of examples given including; several large contracts e.g. IT, Grounds Maintenance, Leisure Centre. Although these are essentially contracts elements of partnerships have developed as the relationship has matured.
 - (b) Current joint working activities. Again, a wide range of activities including the Audit arrangement with Elmbridge, sharing of an Emergency Planning post with Runnymede, Telecare with Elmbridge and the Procurement partnership with Elmbridge and Epsom and Ewell.
 - (c) Other examples including sharing a Conservation Officer, Building Control use of a particular architect.
 - (d) Previous efforts at partnership working included the possibility of joining Revenues and Benefits with Woking and/or Elmbridge and joint Building Control and Licensing teams for NW Surrey (Spelthorne, Runnymede, Elmbridge, Surrey Heath)
 - (e) Potential partnership arrangements being worked on include discussions with Runnymede and Elmbridge about IT services and a possible joint Home Improvement Agency with Elmbridge and Runnymede.

- (f) New joint working activities include transitional arrangements for concessionary fares and sharing a Court Officer on Council Tax.
 - (g) Other partnership arrangements being considered include a wide range of Waste Management initiatives covering the whole of Surrey and some Street Scene Partnerships with Runnymede.
- 2.3 The survey demonstrates a wide range of initiatives being undertaken on partnership/outsourcing/joint working. At present they tend to be at a sub service level rather than involving the service as a whole.
- 2.4 The survey did not cover the wide range of partnership arrangements with the voluntary and community sector e.g. Age Concern and CAB as well as with the community itself e.g. self management of Bowling Greens and Village Halls.
- 2.5 **Surrey First** – the Cabinet will be aware that the original vision for Surrey First was the 12 Surrey Council's (11 Districts/Boroughs and County) working together to explore options for running back office facilities, possibly through a separate arm length organisation. Surrey Police have also expressed an interest.
- 2.6 The Partnership has been working on a number of areas -
- (a) 5 main core workstreams covering ICT, Waste, HR, Assets and Procurement. Each workstream has a Chief Executive as Project Sponsor.
 - (b) 3 Cluster Pathfinders covering Legal services, Audit and Revenues and Benefits.
 - (c) In addition a Project Manager is being recruited to help drive this work through. Initially the post will be a 1 year fixed term contract with the possibility of an extension for a further year.
- 2.7 Surrey First have agreed that individual Authorities should not be precluded from seeking other partnerships (see para 2.8 below) and have also asked that each Authority includes a 'partner impact assessment' within its Committee reports template.
- 2.8 **Reigate and Banstead** – have recently agreed to develop a Public Service Partnership agreement with Kent County Council. This is part of what they have called their Alternative Service Delivery and will cover the following services:
- i) Personnel and Payroll
 - ii) Revenues and Benefits
 - iii) ICT
 - iv) Finance and Procurement

We have met with Reigate and Banstead and they have indicated there might be scope for other Authorities to join the Partnership.

They have also agreed to participate in Surrey First apart from any initiatives involving the above 4 services.

- 2.9 A number of Officers recently visited Welwyn and Hatfield Council who have outsourced the management of their ICT, Revenues, Benefits, Customer Contact Centre, Reception and Switchboard to Steria, claiming a saving of £500,000 per annum over a 12 year period. Welwyn and Hatfield also have developed

partnerships with other neighbouring Authorities covering Procurement, HR and Audit in ways similar to ourselves.

- 2.10 Generally it was felt that Spelthorne had a higher starting point in the way we currently deliver our services although there would be scope to discuss further with providers such as Steria to see if we can transform our services in an even more effective and economic way.
- 2.11 We are currently in discussions with South Bucks Council who also use Steria about how we might be able to join up services although this is at a very tentative stage.
- 2.12 Spelthorne has always had a proactive approach to partnership arrangements but there has generally been a limited and muted response from other Surrey Authorities. The current financial position has, however sharpened the appetite of several Authorities to enter discussions on developing partnerships across several services. The Chief Executive has been discussing with his counterparts in Runnymede and Elmbridge potential partnership opportunities. There may be scope to develop partnerships with local authorities outside Surrey/South East i.e. in London and beyond.
- 2.13 We are aware of other Partnership arrangements that have been developed around the country involving joined services, shared Chief Executive/Chief Officer, joint Management Teams and Officer structures

One of the key blockages to partnerships seems to be retaining the sovereignty of particular Councils. This does seem to have been resolved with other Authorities – e.g. Worthing/Adur have 1 CX and Management Team and 1 management structure but have retained their sovereignty as separate Councils with different Members.

3. Future Direction

- 3.1 To date joint working initiatives have been successful where there is:
- i) Political and senior management support
 - ii) Opportunity e.g. vacancies/retirement
 - iii) Incentive for the services involved
 - iv) Commitment of key Officers
- 3.2 At present Spelthorne has tended to develop partnerships with other Authorities as opportunities arise e.g. retirement of key Officers. The financial situation dictates that this approach may need to change. The question is whether we look to operate in clusters e.g. with neighbouring authorities, authorities with the same ICT platform or more of a big bang transformational approach.
- 3.3 It is clear that any partnership entered into:
- i) Must be of benefit to Spelthorne in the medium to long term, generally and in particular, financially
 - ii) Must maintain or improve services
 - iii) Must take into account the full set up costs

- iv) Must maintain local accountability and local service provision for front line services
- v) Require a willing partner

4. OPTION ANALYSIS

- 4.1 There would appear to be a number of options available to the Council:
- (a) Continue as present developing partnerships as opportunities arise
 - (b) Work with Surrey First only
 - (c) Work with Surrey First but also continue to develop partnerships with a wide range of partners including smaller local government cluster groups, external partners such as Steria and Reigate and Banstead/Kent CC. Such partnerships should not be confined to Surrey and the South East, for instance, they could include London Authorities.
 - (d) A big bang transformational programme

5. PROPOSAL

- 5.1 It is proposed that we work on the basis of c) above depending on the severity of our funding situation. It is also suggested that a partnership approach is developed and included as a key feature of a financial and resources strategy.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial consequences from this report although the implication is that any partnership arrangements should help reduce revenue costs (over time) and will therefore enable Spelthorne to become more sustainable.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 There are no direct legal consequences from this report although the implication is that any partnership arrangements will require legal agreement.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 Risks will depend on the partnership entered into but could include loss of control of service/staff/compliance with Council policies etc, professional negligence issues, contractual disputes and 3rd parties e.g. contractors, disputes between partners, conflicting priorities.
- 8.2 There is a need to ensure that staff are aware and clear about the Council's approach to Partnerships in order to maintain their commitment, morale and motivation.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 It is suggested that a Financial and Resources strategy is brought to the Cabinet in November via the Overview and Scrutiny Committee.

Report Author: Brian Harris, Assistant Chief Executive (01784 446249)

Background Papers: There are none