

**Roberto Tambini
Chief Executive**

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Our Ref:
Date:- **9 July 2009**

NOTICE OF MEETING:

CABINET

DATE: TUESDAY 21 JULY 2009

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	Health and Independent Living
C.A. Davis	Regeneration
G.E. Forsbrey	Environment
Mrs. D.L. Grant	Young People and Cultural Services
A.P. Hirst	Communications and Engagement
Mrs. V.J. Leighton	Corporate Services

EMERGENCY PROCEDURE [THE LIFT MUST NOT BE USED]

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the green adjacent to Broome Lodge. Members of the public present should accompany the Officers to this point and remain there until the Senior Officer 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 RICHARD POWELL ON TEL: 01784 446240]

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 note that apologies have been received from Councillor C.A. Davis and to receive any other apologies for non-attendance.

2 MINUTES – 16 JUNE 2009 - (pages 1 to 4)

To confirm the Minutes of the Meeting held on 16 June 2009.

3 DISCLOSURES OF INTEREST

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

4 SPELTHORNE YOUTH COUNCIL MINUTES – 9 JUNE 2009 [Cabinet Member – Councillor Mrs. Grant] (pages 5 to 6)

To receive Minutes of the Spelthorne Youth Council meeting on 9 June 2009.

5 MANAGEMENT TEAM REPORTS

To consider the reports of the Deputy Chief Executive [DCX] and Assistant Chief Executives [ACX] on:-

- (a) Assisted Play Scheme Vouchers [ACX]
(pages 7 to 11) [Cabinet Member – Councillor Mrs. Grant]
- (b) Gypsy and Traveller South East Plan Partial Review GOSE Consultation [DCX]
(pages 12 to 15) [Cabinet Member – Councillor Smith-Ainsley]
- (c) Refurbishment of the Bridge Over the River Colne [ACX]
(pages 16 to 19) [Cabinet Member – Councillor Ayers]
- (d) Amendments to the Council's Scheme of Delegation [ACX]
(pages 20 to 22) [Cabinet Member – Councillor Davis]
- (e) Gambling Act 2005 – Draft Statement of Gambling Policy 2010-2013 [ACX]
(pages 23 to 26) [Cabinet Member – Councillor Ayers]
- (f) Asset Management Plan [ACX]
(pages 27 to 29) [Cabinet Member – Councillor Ayers]

6 THE CABINET FORWARD PLAN (pages 30 to 35)

To note the updated version of the Council's Cabinet Forward Plan for the period from 1st July 2009 to 30th June 2010.

7 ISSUES FOR FUTURE MEETINGS

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

8 URGENT ITEMS

To consider any items which the Chairman considers are urgent.

MINUTES OF THE CABINET

16 JUNE 2009

PRESENT:

Councillor J.D. Packman (Leader of the Council, Chairman of the Cabinet, and Cabinet Member - 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 M.L. Bouquet (Cabinet Member for Corporate Services);
Councillor C.A. Davis (Cabinet Member for Regeneration);
Councillor G.E. Forsbrey (Cabinet Member for Environment);
Councillor Mrs. D.L. Grant (Cabinet Member for Young People and Cultural Services);
Councillor A.P. Hirst (Cabinet Member for Communications and Engagement); and
Councillor Mrs. V.J. Leighton (Cabinet Member for Health and Independent Living).

In Attendance: Councillor Mrs. P.C. Amos.

1477. MINUTES AND WELCOME

The Chairman welcomed to the meeting Councillor Mrs. Patricia Amos, newly elected Borough Councillor for the Ashford East Ward, who was attending the Cabinet meeting as an observer.

The Minutes of the Meeting of the former Executive held on 19 May 2009 were confirmed as correct record.

1478. SPELTHORNE YOUTH COUNCIL MINUTES – 14 MAY 2009

The Cabinet discussed the Minutes of the Spelthorne Youth Council meeting held on 14 May 2009.

Members noted in particular the Minute on Youth Council – The Way Forward, where following the Youth Council Residential and a workshop at the last Youth Council meeting, the youth councillors had identified areas which they wanted to review in order to decide the new direction for the Youth Council. The Youth Council was presented with 20 questions based on its ideas for the way forward and voted on the options given.

RESOLVED to note the contents of the minutes of the Spelthorne Youth Council meeting held on 14 May 2009.

1479. GAMBLING ACT 2005 – SETTING OF FEES FOR 2009/2010

The Cabinet considered a report on the Gambling Act 2005 – Setting of Fees for 2009/2010.

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

RESOLVED to agree the proposed Gambling Act 2005 - Licence Fee levels for 2009/2010, as outlined in Appendix 1 to the report of the Assistant Chief Executive.

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1480. APPOINTMENTS TO OUTSIDE BODIES, THE SURREY COUNTY COUNCIL [SCC] LOCAL COMMITTEE IN SPELTHORNE AND THE WORKING GROUPS FOR 2009-2010 AND NOMINATIONS TO THE SURREY LOCAL GOVERNMENT ASSOCIATION [SLGA] AND ITS OUTSIDE BODIES

The Cabinet considered a report on Appointments to Outside Bodies, the Surrey County Council [SCC] Local Committee in Spelthorne and the Working Groups for 2009-2010 and Nominations to the Surrey Local Government Association [SLGA] and its Outside Bodies.

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

RESOLVED to authorise the Chief Executive, in consultation with the Leader of the Council, to appoint representatives to the Outside Bodies, the SCC Local Committee in Spelthorne and the Working Groups for 2009-2010, as shown at Appendix A to the report of the Deputy Chief Executive, and to nominate representatives for appointment to the Surrey Local Government Association [SLGA] and its Outside Bodies, as shown at Appendix B to the report of the Deputy Chief Executive.

1481. TREASURY MANAGEMENT ANNUAL REPORT 2008/2009 – KEY DECISION

The Cabinet considered a report on the Treasury Management Annual Report 2008/2009.

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

RESOLVED:

- (1) To note the Treasury Management Annual Report for 2008/2009, as set out in the report of the Assistant Chief Executive and Chief Finance Officer.
- (2) To place on record the thanks and gratitude of the Cabinet to the Assistant Chief Executive and Chief Finance Officer and his staff for their hard work and a very good result on the Council's treasury management performance for 2008/2009.

1482. *MANAGEMENT OF ORDINARY WATERCOURSES IN SPELTHORNE – KEY DECISION

The Cabinet considered a report on the Management of Ordinary Watercourses in Spelthorne and two maps showing the location of the Watercourses within the Borough were circulated to Members at the meeting.

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

RESOLVED to authorise the Officers to proceed with Option 7 as set out in the report of the Assistant Chief Executive and to adopt the policy, as set out in Appendix 2 to the report of the Assistant Chief Executive.

Note: The Council by agreeing to the implementation of Option 7 will enable the Officers, in particular, to ensure through enforcement action that riparian owners of private land undertake their duties in relation to the necessary maintenance of watercourses which run through their land. Regarding the implementation of the adopted policy, the Officers will liaise with the Environment Agency and Surrey County Council to ensure that they undertake

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their responsibilities in relation to the necessary maintenance of watercourses. All local Estate Agents and Solicitors will be notified of the adopted policy and of the proposed action to ensure that riparian owners of private land carry out their watercourse maintenance responsibilities.

RESOLVED TO RECOMMEND the Council to approve the new Officer Delegations at Paragraph 7.2 of the report of the Assistant Chief Executive and to authorise the necessary amendments to the Council's Constitution.

1483. 2008-2009 PROVISIONAL REVENUE OUTTURN

The Cabinet considered a report on the 2008-2009 Provisional Revenue Outturn.

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

RESOLVED to note the report of the Chief Finance Officer on the 2008-2009 Provisional Revenue Outturn.

1484. 2008-2009 PROVISIONAL CAPITAL OUTTURN

The Cabinet considered a report on the 2008-2009 Provisional Capital Outturn.

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

RESOLVED to note the report of the Chief Finance Officer on the 2008-2009 Provisional Capital Outturn.

1485. REVIEW OF SPELRIDE OPERATIONS – KEY DECISION

The Cabinet considered a report on the Review of Spelride Operations.

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

RESOLVED:

- (1) To maintain the current level of Spelride Service for 2009-2010.
- (2) To also explore different options to delivering the Spelride Service to ensure the service is sustainable for the future.
- (3) That the Officers will also continue to meet the User Group to consider minor amendments to the Spelride Service to meet changing needs.

1486. THE CABINET FORWARD PLAN

RESOLVED to note the updated version of the Council's Cabinet Forward Plan for the twenty five months period from 1st June 2009 to 30th June 2011.

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NOTES:-

- (1) **Members of the Improvement and Development and Performance Management and Review Committees are reminded that under Overview and Scrutiny Procedure Rule 16.2 in the Council's Constitution, 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 Improvement and Development and Performance Management and Review Committees 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 either the Improvement and Development or the Performance Management and Review Committee are able to "call in" a decision which falls within the functions of their own particular Committee;**
- (4) **To avoid delay in considering an item "called in", an extraordinary meeting of the relevant Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;**
- (5) **When calling in an 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 their 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 Improvement and Development and Performance Management and Review Committees in relation to the above decisions by the Cabinet is the close of business on TUESDAY – 23 JUNE 2009.**

SPELTHORNE YOUTH COUNCIL
MINUTES

9 June 2009

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

PRESENT:

Anthony Appleyard	Joseph McVey	David Porter
Daniel Calmiano	Amir Miah	Amy Seales
Sophie Clark	Grace Millard	Ryan Smith
Connie Cronin	Vivien Miller	Arran Southern
George Daubney	Olivia Ortega	Matthew Sutch
Dan Hitch		

Apologies: Gemma Anscombe, Chloe Blanchard, Liam Blanchard, Tom Finney, Sox Ghosal, Bradley Kelly and Jake Potter.

In attendance:

Leigh Middleton – SCC Youth Development Officer

Andy Holdaway – SBC Youth and Arts Manager

Gill Hobbs – Committee Manager

32/09 MINUTES

The Minutes of the meeting held on 14 May 2009 were approved as a correct record.

33/09 CABINET – 19 MAY 2009

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 on 19 May 2009, was circulated with the agenda.

The Youth Council noted the report.

34/09 PROJECTS

The Youth Council split into groups to discuss ideas for projects to work on in the coming year. Youth Councillors voted on the ideas and came up with the following shortlist:

Youth Council Bus – to visit schools/groups and inform about work of YC

Trips to visit other Youth Councils

Open Mic event/Live and Unsigned

Summertime Ball

Bike Marathon for Charity

Youth Council Residential

Young people's Bulletin

The ideas would be taken to the Children and Young People Partnership for their input and the Youth Council would then decide two projects to work on for six months, at its September 2009 meeting.

35/09 SUMMER PARTY

The Youth Council discussed ideas for an end of year Summer Party to take place at its next meeting on Thursday 16 July.

36/09 ANY OTHER BUSINESS

Summer events

Andy reported on the events that the Borough Council had organised for the Summer period. More information would be available at the next meeting and produced in a summer events leaflet:

Cultural Olympiad – The Leisure Centres would be open for a day at the end of July offering free taster sessions in Olympic Sports and other activities. This would become an annual event.

Andy encouraged any Youth Councillor who was interested in getting involved as a staff member to have a chat with him.

Urban Jamming

This year a music festival would take place on a stage in Staines High Street between 12pm and 4pm on 13 August. Again, volunteers to assist were welcome.

Spelthorne's Got Talent

The Spelthorne's Got Talent competition would be starting in schools soon and the winner would perform at the Urban jamming event.

Summer Safe Scheme

The scheme would be running again this year for four weeks in August and more details would be available soon.

ASSISTED PLAY SCHEME VOUCHERS

Resolution Required

Report Assistant Chief Executive

REPORT SUMMARY

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

People on a low income and on specific benefits will be able to apply for play scheme vouchers to reduce the cost of their children attending summer play schemes within the Borough.

Play schemes enable local children to take part in a wide variety of positive activities, with their peers in a safe and supervised environment.

Purpose of Report

To report on the previous success of the [play scheme voucher scheme](#) and to demonstrate the requirement to utilise the remaining Spelthorne Lottery funds for the 2009 scheme.

Key Issues

- Allocation of funding
- Demand for vouchers
- Voucher eligibility

Financial Implications

The Cabinet is asked to agree the funding of £8,000 from the Spelthorne Lottery Fund for the 2009 play scheme voucher project and to allocate the remaining £10,226 left in the Spelthorne lottery fund to allow the play scheme voucher project to continue in 2010.

Corporate Priority

Younger People, Community Engagement.

Officer Recommendations

The Cabinet is asked to agree the funding of £8000 for the 2009 and allocate the remaining £10,226 in the lottery fund for the 2010 scheme.

Contact: Liz Borthwick 01784 446376

Cabinet Member: Councillor Mrs. Denise Grant

1. BACKGROUND

- 1.1 Spelthorne Borough Council used to directly provide holiday play scheme opportunities across the borough, spending over 60,000 to subsidise the cost of places ensuring that opportunities were made available to all children within the Borough.
- 1.2 In 2004 it was decided to outsource the play scheme's to Kids for Life, but we still provided a subsidy of £32,000 to keep the overall cost down and support the subsidised places for families in receipt of benefit. During this time a number of other play schemes had set up within the borough.
- 1.3 In September 2006 Kids for Life went in to voluntary liquidation, and it was decided that the play scheme budget would be offered up as a budget saving. However, £10,000 was allocated from the grants budget to continue to support assisted places. This initially was going to be directly given to the play schemes themselves but this was felt that we would not reach the people that really needed it. It was therefore agreed to offer play scheme vouchers which contributed to the price of play scheme places, to families in receipt of benefits.
- 1.4 The vouchers were offered on a first come first served basis, to those families in receipt of income support, full council tax benefit or housing benefit. Families were identified through the housing benefits team. In 2007 each family were allowed to apply for up to 25 days worth of vouchers for up to three children per family. In 2008 this was changed to allow families to apply for up to two weeks per child, up to a maximum of £210 subsidy per family to allow more children to be supported.
- 1.5 Vouchers were administered in either £35 or £7 values. The £35 vouchers contribute to the price of a weekly place and the £7 vouchers contribute to daily places. This did not cover the whole cost of the scheme and was for play scheme provision Monday to Friday 10am – 4pm.
- 1.6 A number of schemes within the borough are happy to accept the vouchers on our behalf, we then reimburse the value of the vouchers they collect. Eligibility for the vouchers is confirmed by the housing benefits team.
- 1.7 In 2008 we sent out 1020 letters through the housing benefits team, to families on benefits. 54 families made use of the vouchers to access play scheme places at a cost of £4382. This year there are more families with children on benefits and 1600 families would receive the letter, which is an increase of 57%. It is anticipated that more families may make use of the vouchers in 2009 and this is also anticipated for 2010.

2. KEY ISSUES

- 2.1 **Funding allocation** –Money was allocated from the lottery grants budget to support this scheme in 2007 and 2008. If the scheme is to continue a minimum of £8,000 would be required for 2009, as it is anticipated that there will be a higher demand this year, due to the higher numbers of people on benefits. Vouchers will remain at a value of £35 for a weeks place or £7 for a days place and will contribute towards the cost of a play scheme place. The remaining £10,226 in the Spelthorne lottery fund will be required to ensure that this scheme can run in 2010.
- 2.2 **Demand for vouchers** –The voucher scheme is very much appreciated by those in receipt of benefits. Health and social care professionals working with some of

the families have expressed their appreciation of the scheme. It is anticipated that there will be a higher demand for the vouchers in 2009 and again in 2010, due to the increased number of families on benefits.

- 2.3 **Voucher eligibility** – To ensure the eligibility of families the housing benefits team will verify all applications for the vouchers.

3. OPTIONS ANALYSIS

- 3.1 To allow £8,000 from The Spelthorne lottery fund to be used to fund the 2009 play scheme voucher initiative and to use the remaining £10,226 in the lottery fund for 2010.
- 3.2 To withdraw funding and not support play scheme places in the future, therefore limiting the opportunity for children from low income families to access play opportunities within the borough.

4. PROPOSALS

- 4.1 Offer play scheme vouchers to families in receipt of full council tax benefit, income support or Housing benefit and allow families to apply for up to 2 weeks per child, up to a maximum of £210 subsidy per family.
- 4.2 Continue to offer two weeks per child as decided in 2008, to enable us to support more families.
- 4.3 Vouchers to remain at a value of £35 or £7 each and will contribute towards the cost of a play scheme place. This would be for play scheme provision Monday to Friday 10am – 4pm.

5. BENEFITS AND SUSTAINABILITY

- 5.1 This scheme will require further funding for it to continue after 2010.
- 5.2 The scheme supports the provision of holiday play schemes within Spelthorne and offers additional opportunities for families in need.
- 5.3 The scheme engages children in positive activities, with their peers in a safe and supervised environment.

6. FINANCIAL IMPLICATIONS

- 6.1 A minimum of £8000 would be required to ensure that the voucher scheme can run this year. The remaining £10,226 in the lottery fund would then be required to ensure that the scheme can run in 2010.
- 6.2 Officer time to administer voucher system.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 The holiday play schemes have confirmed that they will be accepting the vouchers.
- 7.2 This initiative relates to the leisure and cultural strategy and the play strategy.
- 7.3 This initiative supports the social inclusion strategy.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 Ineligible families accessing the voucher scheme:

- (a) Families wishing to access the scheme will have to prove they are in receipt of benefits. Families are asked to complete an application form and the details will be checked with housing needs to ensure they are registered.

The name of the family will be written on the back of the voucher, to prevent use by another family.

8.2 Play scheme provider co-operation:

- (a) Play scheme providers will be asked to sign an agreement relating to the terms and conditions of the scheme.

8.3 Unsuitable providers:

- (a) To ensure providers are suitable we will only endorse those with a satisfactory level of OFSTED inspection.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The play scheme vouchers will be available for the summer holidays 2009 and 2010.

Report Author: Lisa Stonehouse, Leisure Services Manager 01784 446431

Background Papers:

Map of play scheme voucher holders in 2008

GYPHY AND TRAVELLER SOUTH EAST PLAN PARTIAL REVIEW GOSE CONSULTATION

Resolution Required

Report of the Deputy Chief Executive

REPORT SUMMARY

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

The North Surrey Gypsy and Traveller Accommodation Assessment (GTAA) (2006) identified a need for more pitches in Spelthorne which, if provided, will give Gypsies, Travellers and Travelling Showpeople access to permanent accommodation.

Purpose of Report

- To give details of the South East England Partnership Board's (SEEPB) recommendation to the Secretary of State on the provision of new pitches for Gypsies, Travellers and Travelling Showpeople (GTTS) in the South East region set out in new Policy H7.
- To set out the implications for Spelthorne.

Key Issues

- The SEERA consultation in 2008 recommended Option D.
- GOSE is now leading a consultation on that recommendation on behalf of the Secretary of State.
- In the SEERA consultation, Gypsies and Travellers themselves favoured Option C.
- For Spelthorne, the difference between Options C and D is marginal but the principle of a fairer regional distribution needs to be upheld.
- Transit site needs assessments to be made on a regional basis.

Financial Implications

There are no financial implications at present for the Council.

Corporate Priority 4. Housing

Officer Recommendations:

The Cabinet is asked to endorse the response to the GOSE consultation which is:

- to oppose option D.
- to support the principle of wider and fairer redistribution through option C.
- to oppose the assessment of transit sites provision at a local level.

**Contact: Nigel Lynn, Deputy Chief Executive (01784) 446300
Cabinet Member: Councillor Richard Smith-Ainsley**

MAIN REPORT

1. BACKGROUND

- 1.1 From September to November 2008, the South East Regional Assembly (SEERA) consulted on four options, A B C D, for the provision of additional GTTS pitches across the region, following the accommodation needs assessments undertaken by all local authorities.
- 1.2 Option A, which seeks to meet need where it arises, would mean 7 additional pitches for Spelthorne.
- 1.3 Option B, which takes account of environmental, social and economic factors, would mean an additional 9 pitches for Spelthorne.
- 1.4 Option C, which distributes half of the identified need across the whole region, would mean 7 additional pitches for Spelthorne.
- 1.5 Option D, which distributes a quarter of the identified need across the whole region, would mean 8 additional pitches for Spelthorne.
- 1.6 Spelthorne's response was that the Borough should not have to make any additional provision of accommodation, and that provision should be focussed on those authorities in the region who have made little or no provision in the past, including those with significant levels of unauthorised sites (Report to Executive on 18 November 2008).
- 1.7 Spelthorne currently has 10 public pitches, 13 permanent pitches, 15 transit, and 10 pitches for Travelling Showmen.
- 1.8 SEERA has been superseded by the South East England Partnership Board (SEEPB)

2. KEY ISSUES

- 2.1 The outcome of the consultation was that SEERA recommended option D, i.e. 75% of additional pitch provision to be provided where the need is identified and 25% to be distributed across the whole region.
- 2.2 SEERA accepted that the majority response favoured a wider redistribution. Gypsies and Travellers and Travelling Showmen favoured option C, i.e. 50% to be provided where the need arises and 50% to be distributed across the whole region.
- 2.3 SEERA noted Spelthorne's response (1.2 above) and stated that no local authority is so constrained, e.g. by Green Belt and/or flood plain, that any additional provision would be impossible to provide.
- 2.4 The Council needs to respond to the GOSE-led consultation which is recommending option D to the Secretary of State.
- 2.5 SEEPB justifies this recommendation by noting that, although option C was the best supported option overall, options C and D combined were opposed by 63% of councils, which tended to favour option A, meeting all the need where it arises.
- 2.6 This, of course, would favour districts and counties which, unlike Spelthorne, had made little or no provision over the years for Gypsies and Travellers.

- 2.7 The Surrey authorities do not regard this as a fair approach but SEEPB considers option D to be the most sustainable approach.
- 2.8 Policy H7 also recommends that the assessment of transit site needs should be a matter for county groupings of local authorities, and that provision should be made in Local Development Documents.
- 2.9 This position appears to have been reached on the basis that “the evidence currently available at regional level is insufficiently robust to make consistent transit pitch allocations across the region.”
- 2.10 This is a strategic rather than a local issue that should be addressed at the strategic level.
- 2.11 Spelthorne has already made adequate provision for a transit site, therefore the Council takes the view that sufficiently robust evidence should be gathered and strategic planning for needs carried out at the regional rather than local level.

3. OPTIONS ANALYSIS

- 3.1 The difference in numbers of gypsy and traveller pitches for Spelthorne between options C and D is marginal.
- 3.2 Nevertheless, it is the principle of redistribution of pitch provision across the South East region as a whole which the Council needs to support.
- 3.3 Option C was the best supported option from the SEERA consultation and, of the four options is the fairest for pitch distribution across the whole region, ensuring as it does that all local authorities would be required to make some provision for need rather than concentrating future provision in those areas which have already made significant provision.

4. PROPOSALS

- 4.1 Option C would entail the provision of seven additional pitches for gypsies and travellers and option D would entail eight.
- 4.2 In line with most other Surrey districts, Spelthorne does not support the recommendation of option D.
- 4.3 However, in common with the majority of the respondents to the SEERA consultation, the Council does support a wider and fairer distribution of the identified need.
- 4.4 The proposed Policy H7 makes GTTS provision for the period 2006 to 2016 and the Council's Local Development Framework (LDF) runs to 2026. Policy H7 requires authorities to calculate further pitch requirements for that ten year period on the basis of 3% compound growth for Gypsies and Travellers and 1.5% for Travelling Showmen.
- 4.5 If option D is accepted by Government, this would require the Council to provide a further ten pitches between 2016 and 2026 for Gypsies and Travellers and three pitches for Travelling Showmen.
- 4.6 Taking the South East region as a whole, the application of the compound rate means that the authorities which have made the most provision already will have to make even more provision in the future.
- 4.7 This cannot be regarded as the fairest method of regional distribution when some authorities have made little or no provision in the past.

5. BENEFITS AND SUSTAINABILITY

- 5.1 The provision of some additional pitches in Spelthorne would benefit the gypsy and traveller community provided any such pitches were located on or close to existing sites and were capable of being supported by existing services and opportunities for employment, i.e. in sustainable locations.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications at present for the Council, but current Government funding for additional pitches or refurbishment of existing sites cannot be guaranteed indefinitely into the future.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS Social Inclusion

- 7.1 The Government expects the gypsy and traveller community to be treated in the same way as the settled community both in terms of their accommodation needs and their rights and responsibilities.
- 7.2 They are entitled to have fair access to suitable accommodation, education, health and welfare provision, at the same time as needing to respect the rights of the settled community and the shared environment in which they live and work.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 Having undertaken a GTAA in line with its statutory duty under the Housing Act 2004, the Council must now ensure that the outcome of the partial review of the South East Plan in relation to accommodation for gypsies and travellers doesn't impose upon the area a level of additional pitch provision which it cannot accommodate or sustain.
- 8.2 Once the final pitch allocations have been agreed by Government, and in line with para 6.30 of the LDF, the Council will have to prepare a separate Development Plan Document (DPD) on the issue.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 GOSE's consultation on option D runs from 8 June until 1 September 2009.
- 9.2 GOSE will report the outcome direct to the Planning Inspectorate.
- 9.3 The Examination in Public (EiP) will be held at the Penta hotel in Reading from 2 February to 5 February 2010.
- 9.4 A pre-Examination meeting will be held at the same venue on Friday 16 October 2009.

Report Author: Greg Halliwell, Housing Strategy Officer, Tel: (01784) 446254

**Background Papers:
There are none**

REFURBISHMENT OF THE BRIDGE OVER THE RIVER COLNE

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 bridge has been temporarily repaired and as a result is an unsightly and potentially unsafe access along the riverside recreational walk which forms part of the Thames Path. Its' permanent repair is required to ensure continued access along the riverside.

Purpose of Report

To obtain authorisation to proceed with repairs to this bridge and to agree appropriate expenditure.

Key Issues

- General considerations
- Environmental Considerations
- Riparian Issues
- Social and Well Being
- Commercial Opportunities

Financial Implications

The revenue cost of the additional works has been estimated at £33,556 inclusive of temporary works

Corporate Priority, Environment, Healthy Community, Community Engagement,

Officer Recommendations

The Cabinet is asked to authorise the Officers to proceed with the options recommended under item 4 - Proposals of the main report and to authorise the additional funding for the repairs.

**Contact: Terry Collier, Assistant Chief Executive, 01784 446296
Cabinet Member: Councillor Frank Ayers**

MAIN REPORT

1. BACKGROUND

- 1.1 Over a year ago defects were reported to the bridge over the River Colne in Staines. This small timber footbridge, which forms part of the Thames Path, links the path to the rear of Thames Edge Court with the path which continues downstream to the Memorial Gardens, passing to the rear of properties in Colnebridge Crescent.
- 1.2 The bridge beams are formed of an engineered timber known as 'Glulam'. Although hardwood, rot was identified and temporary repairs, involving fixing plywood over the bridge decking and infilling the balustrade, were completed at that time.
- 1.3 Permanent repairs to the bridge were included in the 2008/9 Planned Preventative Maintenance (PPM) contract, with the works funded by Section 106 monies. These works involved installing a scaffolding platform across the river to provide access to replace defective slats and balusters.
- 1.4 However, following initial works, which involved removing a number of the decking slats, a significant amount of rot was discovered in one of the main beams, many of the slats and the balustrade supports. The rot has to be cut away to prevent further deterioration of the beam. The works originally intended were no longer adequate and work was halted whilst the matter was investigated.

2. KEY ISSUES

- 2.1 Although the rot is fairly extensive it is not considered to significantly affect the structural soundness of the bridge. As a precaution, temporary support has been installed and the bridge decking overlaid with further boarding. It has therefore been possible to keep the bridge open whilst a permanent repair is sought.
- 2.2 A number of options for repairing the bridge have now been investigated and repairing the bridge in situ is preferable to removing and replacing whole sections of the bridge due to its location over the Colne River.
- 2.3 The repairs will go ahead under the original contract and a specialist timber treatment sub-contractor has provided a proposal to remove all rotten timber and replace it with a fibre reinforced resin. These works would take up to six weeks. During this time the bridge will need to be closed for operational and safety reasons.
- 2.4 It is proposed to minimise disruption of this popular route by deferring the works until September although this will incur ongoing costs associated with the existing scaffolding which was originally installed for the PPM works and now provides temporary support.
- 2.5 As a result of the additional works and the weekly costs associated with the scaffolding supplementary revenue funding is required.
- 2.6 During the closure of the bridge, a detour via Memorial Gardens, Market Square and Clarence Street would need to be imposed and clearly marked. In the meantime the bridge scaffolding will remain in place and the condition of the bridge will be inspected periodically.

3. OPTIONS ANALYSIS

- 3.1 To replace the bridge entirely with a timber bridge. This would involve the removal of the original bridge and would require a barge crane due to the restricted access the site. This alone is very expensive.
- 3.2 To replace the bridge entirely with a steel bridge. This would also involve the removal of the original bridge and would again require a barge crane due to the restricted access the site.
- 3.3 To strengthen the rotten bridge beam with a steel plate. A structural engineer was commissioned to investigate this and advised that significant difficulties would be experience in this due to the size and weight of the plate required and the extent to which the rotten timber was to be cut away. It was concluded that this approach was impractical.
- 3.4 In-situ repairs by a specialist sub-contractor mean that the problems of lifting associated with other options were avoided.
- 3.5 Permanent closure or removal of the bridge was not considered appropriate on this popular section of the Thames Path

4. PROPOSALS

- 4.1 For the repairs to be deferred until September 2009 and to then progress under the original PPM contract with a nominated specialist sub-contractor to undertake in-situ repairs to the defective bridge beam. The main contractor would then progress with reinstatement of the decking and balustrade, albeit more extensive than originally proposed.
- 4.2 The bridge would be closed for the duration of the works and a clearly marked detour put in place.

5. BENEFITS AND SUSTAINABILITY

- 5.1 The popular riverside walk would be retained providing safe pedestrian access to Staines Bridge. This bridge contributes significantly to the access to and from Memorial Gardens, Market Square and commercial properties to the western part of Staines. Closure of the bridge would have an impact on the nationally recognised Thames Path.

6. FINANCIAL IMPLICATIONS

- 6.1 The cost of the work originally intended was to be limited to the funds available from appropriate S106 funds, at under £5800.

The revised proposal with in-situ specialist repairs is:

Erect and dismantle scaffolding	£2,555
Scaffolding hire (6 weeks)	£648
Protective measures	£1,006
Contractors works	£8,211
Specialists works	£18,136
Contingency	£3,000
Total works	£33,556

6.2 There may be additional costs associated with weekly inspections of the scaffolding at £120/week whilst the scaffolding is currently being hired at £108/week (£900 to the end of May). These costs, and those of the consultant supervising the works, would be covered by the S106 funds.

6.3 As stated in 1.3 above these works are all part of the 2008/09 PPM programme. All the other works associated with this contract have reached the Practical completion stage and our consultants are in the process of agreeing the Final Account with the contractor for the completed element of the works. Their initial assessment is that (excluding the bridge works) we will be within the contract sum by around £20,000.00 If this assessment is correct then we would be able to reduce the addition amount of budget required.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

7.1 In view of the proposals it is anticipated that the only legal implications are those of health and safety of building sites.

8. RISKS AND HOW THEY WILL BE MITIGATED

8.1 Commencing the repair works in September avoids closure of the bridge during the time when the footpath will be at its busiest.

9. TIMETABLE FOR IMPLEMENTATION

9.1 An order would be placed for work to start in September 2009 with a duration for the works of six weeks.

Report Author: Ken Saunders, Tel: 01784 446317

Background Papers: There are none.

AMENDMENTS TO THE COUNCIL'S SCHEME OF DELEGATION

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

Good governance underpins all the work of the Council. An up to date Scheme of Delegation with clear delegations and authorisations supports the work of the Council in all of its services to local residents.

Purpose of Report

To seek authority to update the Scheme of Delegations to Officers.

Key Issues

- It is essential that the Scheme of Delegation to officers accurately reflects the types of officers enforcing certain legislation.
- The current Scheme of Delegation excludes the Head of Environmental Health and Building Control from taking prosecutions under the Health and Safety at Work etc. Act 1974.
- There are no delegations to enable the Head of Environmental Health and Building Control to enforce the provisions of the Working Time Regulations 1998 (as amended).
- The Official Feed and Food Control (England) Regulations was updated in 2007 and therefore need to be reflected in the Scheme.

Financial Implications

There are none.

Corporate Priority

Not applicable.

Officer Recommendations

The Cabinet is asked to recommend the Council to approve the revisions to the Council's Scheme of Delegation as set out in this report.

Contact: Liz Borthwick, Assistant Chief Executive. 01784 446376

Portfolio Holder – Councillor Colin Davis

MAIN REPORT

1. BACKGROUND

- 1.1 The Council last approved some revisions to the Council's Scheme of Delegation in March 2009. These included a range of amendments to local government legislation and organisational changes within the Council.
- 1.2 The Council's Scheme of Delegation is the document which underpins the work of the Council and it is only the Council that has the ability to decide upon revisions. Therefore in order to update this key working document the draft changes recommended by officers must have the final approval of Council.

2. KEY ISSUES

- 2.1 This update process is principally designed to allow the Head of Environmental Health and Building Control to take prosecutions under the Health and Safety at Work etc. Act 1974 and to enforce the Working Time Regulations 1998. There are no major changes to the workings of the Council highlighted in this report.
- 2.2 These proposed amendments have been brought to the attention of the Monitoring Officer and it is possible to accommodate such changes within this report. The suggested amendments are shown as tracked changes to the current Scheme. **A copy of this document is in the Members' Room.**
- 2.3 **Scheme of Delegations to Officers**
 - 2.3.1 Delegation 8.33 has been amended to enable the Head of Environmental Health and Building Control to carry out the full range of functions under the Health and Safety at Work etc. Act 1974. The current Scheme does not allow this officer to take prosecutions under this Act.
 - 2.3.2 A new delegation has been created at 8.34 to allow the Head of Environmental Health and Building Control to exercise the Council's functions under the Working Time Regulations 1998 (as amended). This legislation regulates the working hours and lunch breaks certain employers must provide for their employees. Recent advice received from the Local Authorities' Coordinators of Regulatory Services (LACORS) in May 2009 suggested local authorities must specifically delegate, in writing, officers to enforce this legislation.
 - 2.3.3 Delegation 8.21 has been amended to read "...Official Feed and Food Control (England) Regulations 2007" to allow the Head of Environmental Health and Building Control to enforce recent changes to this legislation.

3. OPTIONS ANALYSIS

- 3.1 There is an option to retain the current documents, but the Council would then have to work with inconsistencies and outdated information.

4. PROPOSALS

- 4.1 The proposal being put forward to the Cabinet is that the amendments to the Scheme of Delegation are agreed and that a recommendation is put forward to the Council that these be accepted.

5. BENEFITS AND SUSTAINABILITY

- 5.1 Updating the Spelthorne's Scheme of Delegation will give both officers and members a clear set of guidance of the powers and responsibilities they have.

6. FINANCIAL IMPLICATIONS

- 6.1 There are none.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 In order for the authority to legitimately carry out its functions a clear working Scheme of Delegation needs to be in place. This will also help reduce the risk of challenge in the Courts for both actions taken by the authority under legislation and also the conduct of its affairs.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 None identified.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Following the decision of the Council on the revised Scheme of Delegation copies will be circulated as soon as possible.

**Report Author: Jonathan Bramley, Environmental Health Manager (Commercial).
01784 446280**

Background Papers:

Revised Scheme of Delegation with "Track Changes" [**Copy in the Members' Room**].

**GAMBLING ACT 2005 – DRAFT STATEMENT OF GAMBLING POLICY
2010 - 2013**

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?

The Statement of Gambling Policy provides a clear framework to promote the three gambling objectives within the borough.

Purpose of Report

The purpose of the report is to seek members' approval to consult on Spelthorne's revised draft Statement of Gambling Policy 2010 – 2013.

Key Issues

- Spelthorne must review its Statement of Policy at least every three years. A revised version must be published by 31 December 2009 to be brought into effect by 31 January 2010.
- Before a revised policy can be published Spelthorne must consult with certain stakeholders such as Surrey Police, gambling businesses and other organisations/persons affected by gambling activities.
- The revised draft Statement includes some amendments that take into account guidance produced by the Gambling Commission in May 2009. These relate to issues of enforcement, legal aspects of dividing gambling premises, clarification of where premises are "ready for gambling", and information about Temporary Use Notices.
- The revised statement includes a new "glossary of terms" as shown in Annexe 5 of the policy.

Financial Implications

The costs of revising the Statement of Policy and the planned consultation exercise will be met within existing budgets.

Corporate Priority Community Safety, Younger People, Environment, Economic Development, Community Engagement, Effective Communications.

Officer Recommendations

The Cabinet is asked to approve the revised draft [Statement of Gambling Policy 2010 – 2013](#) for consultation in accordance with the timetable specified in this report.

Contact: Liz Borthwick, Assistant Chief Executive (01784 446376)

Cabinet Member: Councillor Frank Ayers

MAIN REPORT

1. BACKGROUND

- 1.1 Section 349 of the Gambling Act 2005 requires all licensing authorities to prepare and publish a Statement of Policy that they propose to apply in exercising their functions under this legislation. The Statement of Policy will last a maximum of three years, after which time it must be reviewed.
- 1.2 The existing Statement of Gambling Policy has been kept under review since coming into force on 31 January 2007 and no revision has been deemed necessary until now. The policy requires revision in order for it to take effect from 31 January 2010.
- 1.3 Spelthorne currently has a total of 21 local businesses with a premises licence under the Gambling Act 2005. This number consists of 19 betting shops, 1 adult gaming centre and 1 track betting premises (Kempton Park Racecourse).

2. KEY ISSUES

- 2.1 Section 349(3) of the Gambling Act 2005 requires that licensing authorities consult the following stakeholders on revisions to their gambling policies:
 - The Chief Officer of Police for the Authority's area.
 - One or more people who appear to the Authority to represent the interests of persons carrying on gambling businesses in the Authority's area.
 - One or more persons who appear to the Authority to represent the interests of persons who are likely to be affected by the exercise of the Authority's functions under this Act.
- 2.2 Any written consultation should follow best practice as set out by the Cabinet Office including allowing 12 weeks for responses. The proposed timescale for consulting on Spelthorne's policy will be close to this recommendation. It is proposed to consult widely by writing to those listed on Annexe 2 of the Gambling Policy document, but to keep costs down by referring them to the consultation documents on the Spelthorne website.
- 2.3 The regulations state that the Statement (or any subsequent revision) must be published on the Authority's website and be made available for inspection by the public in the principal office of the Authority or a public library in the area covered by the Statement. The Policy or revision must be published at least one month before it takes effect. Therefore any Statement will be required to be ratified by Council no later than 31 December 2009. Section 154 of the Gambling Act 2005 provides that functions in relation to the three year policy statement cannot be delegated and remain functions of Council.
- 2.4 A copy of Spelthorne's proposed revised policy for consultation is in the **Members' room**. It is based on the requirements of the Gambling Act 2005, the recently revised Gambling Commission Guidance to Licensing Authorities (May 2009) and the template provided by the Local Authority Coordinators of Regulatory Services (LACORS).
- 2.5 For ease of reference all proposed amendments to the existing policy are highlighted in bold italic text (see pages 6 to 11, 15, 16 and 25-32 in Annex A). Notable changes that are reflected in the new draft policy are:-

- Enforcement
- Splitting premises
- Premises “ready for gambling” (Provisional Statements)
- Temporary Use Notices

- 2.6 Enforcement: The section in the Policy on enforcement has been amended to reflect new guidance from the Gambling Commission on compliance and enforcement functions, including references to recent work undertaken by Business Enterprise and Regulatory Reform (BERR) and the Local Better Regulation Office (LBRO).
- 2.7 “Splitting” premises: Regulations determine, for example, the number of high stake (“jackpot”) gaming machines that are allowed in different types of licensed premises. This has led to the wide practice of “splitting” premises artificially, such as sub dividing single premises. Further guidance has therefore been provided by the Gambling Commission which is reflected in the Policy. The Gambling Commission’s access provisions for each premises type are reproduced in the Policy.
- 2.8 Provisional Statements: There have been occasions where licensing authorities have rejected applications for new premises licences because they have decided that the premises was not “ready for gambling” and therefore an application for a “Provisional Statement” should have been made. Provisional Statements are applications where a premises is not ready for gambling, because, for example, it is under construction. Further applications for premises licence have to be made before a premises can be used for gambling. In order to clear up confusion in this area, the Gambling Commission revised its original guidance.
- 2.9 Temporary Use Notice regulations had not been passed at the time of writing the original Policy so this section now includes an explanation of when Temporary Use Notices can be used and the types of games for which they are applicable (e.g. poker and cribbage).

3. OPTIONS ANALYSIS

- 3.1 The preferred option is for Cabinet to approve the revised draft policy so that it can go out to consultation with relevant stakeholders according to the timetable set out in paragraph 9.1.
- 3.2 There is an option for Cabinet to either amend the proposed policy, or reject it and propose a different version of the policy. However, if Cabinet decides on the latter course of action this may cause a delay in starting the consultation process and implementation of any final policy beyond the required time limit.

4. PROPOSALS

- 4.1 It is proposed that the revised draft Statement of Gambling policy is approved to go out for consultation with stakeholders.

5. BENEFITS AND SUSTAINABILITY

- 5.1 An up to date Gambling Policy provides the Council with an adequate framework to protect residents close to premises offering licensable activities and customers of those premises.

6. FINANCIAL IMPLICATIONS

- 6.1 The costs of revising the Statement of Policy and the planned consultation exercise will be met within existing budgets.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 Failure to formally review or consult on a Statement of Policy within the timescales required by the Gambling Act 2005, Regulations and guidance would mean that the council would not be complying with its statutory duty and would leave it open to legal challenge.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 By revising the policy and conducting the required consultation the Council will meet the requirements of the Gambling Act 2005.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The proposed timetable is as follows:
- Obtain approval from the Cabinet on 21 July 2009 to consult on the revised draft policy.
 - Consult with stakeholders between 22 July and 7 October 2009.
 - Licensing Committee consider final proposed policy and make comments to Cabinet- 21 October 2009.
 - Cabinet recommends adoption of a final proposed policy - 8 December 2009.
 - Council adopts final proposed policy - 17 December 2009
 - Publish updated policy and add to Spelthorne's website by 31 December 2009 to take effect from 31 January 2010.

Report Author: Dawn Morrison, Licensing Manager 01784 446432

Background Papers: There are none.

ASSET MANAGEMENT PLAN

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

The Council's assets are critical to the maintenance and improvement of services. Successful asset management means a planned approach allied to key corporate priorities.

Purpose of Report

The Asset Management Plan will provide data on key assets. Where appropriate asset 'opportunities' will be highlighted for consideration. The approach to the way asset management is organised and delivered throughout the Council is laid out, as well as how the service is measured.

Key Issues

The timeline for the publication of the plan is attached as [Appendix A](#). The Asset management group and relevant Heads of Service- responsible for using our assets for service delivery- have been asked for their comments and these have been incorporated in the Plan.

Financial Implications

None at this stage.

Corporate Priority

All 12 Priorities.

Officer Recommendations

The Cabinet is asked to approve and adopt the attached draft Asset Management Plan.

Contact: Terry Collier – Assistant CEO – Tel: 01784 446296

Cabinet Member: Councillor Frank Ayers

MAIN REPORT

1. BACKGROUND

- 1.1 The current Asset management plan has expired and needs to be renewed for audit purposes and to focus on how assets can contribute to the future business needs of the Council and residents.

2. KEY ISSUES

- 2.1 The Asset Management Plan needs to be published by end of July 2009.

3. OPTIONS ANALYSIS

- 3.1 There is an option to not update the plan but this will result in a lack of planning and direction regarding the asset base.

4. PROPOSALS

- 4.1 It is proposed that the Asset Management Plan is approved and adopted by the Cabinet.

5. BENEFITS AND SUSTAINABILITY

- 5.1 Ensuring assets are fitness for purpose and are sustainable.
- 5.2 Enhanced 'end user'/customer satisfaction.
- 5.3 The ability to demonstrate excellent value for money within a tight budget.
- 5.4 Improved health, safety, accessibility and environmental performance.
- 5.5 Maximum return on investment.
- 5.6 Improved risk management/management.
- 5.7 Improved Council image.

6. FINANCIAL IMPLICATIONS

- 6.1 None at this stage.

7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 7.1 None.

8. RISKS AND HOW THEY WILL BE MITIGATED

- 8.1 Risk is the existing plan is outdated.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Please see Timeline attached as **Appendix A**.

**Report Author: Carol Sheridan Project Manager- Asset Management –
Tel: 01784 446419**

**Background Papers:
See Attached timeline [Appendix A].**

APPENDIX A

Asset Management Plan – Timeline

Dates in 2009	Meeting
23 March	Asset Management Group [AMG] - 1 st draft
2 April	I and D committee (verbal update)
20 April	AMG - 2 nd Draft
11 May	AMG - 3 rd Draft
12 May	Cabinet Briefing without draft (verbal update)
19 or 26 May	Management Team [MAT]
8 June	Cabinet Briefing - for comments
15 June	AMG
2 July	Final version of draft plan to I and D committee
13 July	Cabinet Briefing - final version
21 July	Cabinet Meeting