

**Roberto Tambini**  
**Chief Executive**

**PLEASE NOTE THE CHANGE OF TIME**

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Our Ref: PGH/Cabinet  
Date: 13 June 2011

**NOTICE OF MEETING:**

**CABINET**

**DATE: TUESDAY 21 JUNE 2011**

**TIME: 6.00 p.m.**

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

**TO: MEMBERS OF THE CABINET:-**

<b>Members of the Cabinet</b>	<b>Cabinet Member Areas of Responsibility</b>
Mrs. V.J. Leighton (Chairman)	Leader of the Council and Strategy & Staff
R.A. Smith-Ainsley [Vice-Chairman]	Planning & Housing
Mrs. J.M. Pinkerton	Older People & Health Liaison
F. Ayers	Community Safety & Assets
C.A. Davis	Economic Development
T.J.M. Evans	Finance
P.C. Forbes-Forsyth	Parks & Leisure
N. St. J. Gething	Communications
R.L. Watts	Environment

**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 GREG HALLIWELL 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.**

## AGENDA

	<b>Pages</b>	<b>Times</b>
<b>1. APOLOGIES FOR ABSENCE</b>		<b>6.00</b>
To receive any apologies for non-attendance.		
<b>2. MINUTES</b>		
To confirm the Minutes of the Meeting held on 22 March 2011 and the Special meeting held on 30 March 2011.		
	<b>5 - 12</b>	
<b>3. DISCLOSURES OF INTEREST</b>		
To receive any disclosures of interest from Members in accordance with the Council's Code of Conduct for Members.		
<b>4. MINUTES OF THE SPELTHORNE YOUTH COUNCIL MEETINGS HELD ON 5 APRIL AND 12 MAY 2011.</b>	<b>13 - 19</b>	
To receive the Minutes of the Spelthorne Youth Council meetings held on 5 April and 12 May 2011.		
<b>5. COMBINED HEAT AND POWER CONTRACT – KEY DECISION</b> <i>(Councillor Watts)</i>	<b>21 - 25</b>	<b>6.05</b>
<b>6. TREASURY MANAGEMENT ANNUAL REPORT</b> <i>(Councillor Evans)</i>	<b>27 - 34</b>	<b>6.15</b>

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	<b>Pages</b>	<b>Times</b>
<b>7. CAPITAL PROVISIONAL OUTTURN 2010-2011</b> <i>(Councillor Evans)</i>	<b>35 - 47</b>	<b>6.25</b>
<b>8. PROVISIONAL REVENUE OUTTURN 2010-2011</b> <i>(Councillor Evans)</i>	<b>49 - 74</b>	
<b>9. ENERGY PROCUREMENT- LASER</b> <i>(Councillor Watts)</i>	<b>75 - 79</b>	<b>6.40</b>
<b>10. WASTE POLICIES</b> <i>(Councillor Watts)</i>	<b>81 - 89</b>	<b>6.50</b>
<b>11. HOUSING BENEFIT BED &amp; BREAKFAST RATES</b> <i>(Councillor Smith-Ainsley)</i>	<b>91 - 96</b>	<b>7.00</b>
<b>12. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES, THE SCC LOCAL COMMITTEE AND WORKING GROUPS FOR 2011-2012 AND NOMINATIONS TO THE SLGA OUTSIDE BODIES</b> <i>(Councillor Leighton)</i>	<b>97 - 102</b>	<b>7.10</b>
<b>13. SURREY LOCAL GOVERNMENT ASSOCIATION</b> <i>(Councillor Leighton)</i>	<b>103-108</b>	<b>7.20</b>
<b>14. PURCHASE OF A NEW WALLED GARDEN IRRIGATION SYSTEM</b> <i>(Councillor Penny Forbes-Forsyth)</i>	<b>109-113</b>	<b>7.30</b>
<b>15. ISSUES FOR FUTURE MEETINGS</b>		<b>7.40</b>
Members are requested to identify issues to be considered at future meetings.		
<b>16. URGENT ITEMS</b>		
To consider any items which the Chairman considers are urgent.		
<b>17. EXEMPT BUSINESS</b>		
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.		
<b>18. EXEMPT REPORT – CONTRACT CLEANING [Gold Paper]</b> <i>(Councillor Ayers)</i>	<b>115-120</b>	<b>7.45</b>

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

**If you wish to read the report for an item, Ctrl and click on the underlined heading will take you to the report document.**

## **MINUTES OF THE CABINET**

**22 MARCH 2011**

### **PRESENT:**

Councillor J.D. Packman (Leader of the Council and Chairman of the Cabinet);  
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 S. Bhadye (Cabinet Member for Independent Living);  
Councillor C. A. Davis (Cabinet Member for Economic Development);  
Councillor G.E. Forsbrey (Cabinet Member for Environment);  
Councillor Mrs D.L. Grant (Cabinet Member for Young People and Culture);  
Councillor Mrs. V.J. Leighton (Cabinet Member for Finance and Resources) and  
Councillor Mrs. J.M. Pinkerton (Cabinet Member for Communications)

### **1697. MINUTES**

The Minutes of the [Special Meeting](#) held on 8 February 2011 and the [meeting](#) held on 15 February 2011 were confirmed as a correct record.

### **1698. [MINUTES OF THE SPELTHORNE YOUTH COUNCIL MEETINGS – 8 FEBRUARY 2011](#)**

Cabinet discussed the Minutes of the Spelthorne Youth Council meeting held on 8 February 2011.

**RESOLVED** to note the Minutes of the Spelthorne Youth Council meeting held on 8 February 2011.

### **1699. \*[ANNUAL REVIEW OF THE CONSTITUTION](#)**

Cabinet considered a report on suggested amendments and improvements to the Constitution.

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

**RESOLVED TO RECOMMEND** that Council agrees:

1. The amendments to the Constitution (in section 2 of the report) with effect from the third day after the local government elections in 2011 (9<sup>th</sup> May 2011).
2. That the Head of Corporate Governance publishes a new, updated version of the Constitution on the Council's website from the same date.

### **1700. \*[PLANNING – AMENDMENTS TO SCHEME OF DELEGATION](#)**

Cabinet considered a report on the proposed changes to the scheme of delegation regarding planning applications and the impact these changes would have.

## CABINET – 22 MARCH 2011

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

**RESOLVED TO RECOMMEND** that Council adopts option 2, as set out in paragraph 3.2, as the new scheme of delegation for dealing with planning matters, subject to the Head of Corporate Governance giving further consideration to the member call-in procedure.

### **1701. LOCAL LAND CHARGES FEES FOR 2011-2012**

Cabinet considered a report on the proposed charging structure for Local Land Charges fees for 2011-12.

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

**RESOLVED** that Cabinet approves:

1. The fee structure for charging for searches for the financial year 2011-12.
2. The implementation of an enhanced service for personal search companies as set out in paragraph 2.2 of the report.

### **1702. COUNCILLORS' ICT OPTIONS**

Cabinet considered a report on two alternatives for delivering ICT to Councillors in their homes.

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

**RESOLVED** that Cabinet agrees to offer Councillors two alternatives for delivering ICT in their homes. The options being:

1. The Council supplies all the equipment or;
2. Councillors use their own equipment.

Further discussions on these two options to take place through a Leader's Task Force.

### **1703. ADOPTION OF FOOD AND HEALTH AND SAFETY**

Cabinet considered a report on the proposed Food and Health & Safety Service Plans for 2011-12. The Food and Health and Safety Service Plans set out how authorised officers intended to ensure that the local food and non-food businesses they visited produced and sold food that was safe to eat and/or safeguarded the health, safety and welfare of its employees and visitors.

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

**RESOLVED** that Cabinet adopts the Food and Health & Safety Service Plans for 2011-12.

### **1704. DOG CONTROL ORDER**

Cabinet considered a report on a proposal for a Dog Fouling Order for playgrounds, parks, open spaces and public highways (pavements) within Spelthorne.

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

## **CABINET – 22 MARCH 2011**

**RESOLVED** that Cabinet authorises the Sustainability & Open Space Manager to proceed with a consultation on the implementation of a Dog Control Order for parks and highways within Spelthorne.

### **1705. LEISURE EVENTS PROGRAMME**

Cabinet considered a report on the Leisure events programme for 2011.

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

**RESOLVED** that Cabinet agrees:

1. The main Leisure events programme for 2011.
  - (a) Youth Awards (A Youth Council event, with support and guidance from Leisure Services)
  - (b) 10K Road Race (Runnymede Runners and Staines Strollers clubs coordinate the event with support from Leisure Services).
  - (c) Summer youth events (Urban Jamming) - coordinated by Leisure Services.
  - (d) Sports Awards for the Surrey Youth Games and Spelthorne Sports Council. - Co-ordinated by Leisure Services in liaison with the sports council.
  - (e) An event to promote the 2012 open weekend and countdown to the Olympics.
  - (f) National Play Day - coordinated by Leisure Services
  - (g) Santa Sprint- coordinated by Leisure services
2. That the Leisure Services Department supports local community / voluntary groups to enable them to deliver community events, such as choirs/bands in parks and to promote community events by producing the summer events leaflet.

### **1706. PARKING SERVICES – FUTURE OF ON-STREET ENFORCEMENT**

Cabinet considered a report on the future of on and off-street parking enforcement in Spelthorne. By carrying out on-street parking enforcement, this assists with the reduction of traffic congestion and dangerous parking.

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

**RESOLVED** that Cabinet:

1. Authorises the Head of Sustainability and Leisure to proceed with the development of the options for on-street parking enforcement, including collaborative bids with other districts and boroughs.
2. Delegates authority to the Assistant Chief Executive, in conjunction with the Leader and portfolio holder, to sign off any final for submission to Surrey County Council for on-street parking enforcement.

### **1707. 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.

### **1708. ELMSLEIGH CENTRE PHASE 3**

## CABINET – 22 MARCH 2011

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

Cabinet considered a report on the changes proposed by Clerical and Medical for the Elmsleigh Centre Phase 3 extension.

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

**RESOLVED** that Cabinet authorises the Deputy Chief Executive, in consultation with the Leader, to vary the development agreement between the Council and Clerical Medical Investment Group Limited in respect of the Elmsleigh Centre Phase 3 works until the Cabinet meeting in September 2011.

### **1709. INSURANCE TENDER – KEY DECISION**

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

Cabinet considered a report on the appointment of the preferred contractor for the provision of Insurance Services for the authority.

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

**RESOLVED** that Cabinet agrees:

1. To appoint Travelers as the main contractor for the provision of insurance services.
2. To appoint Aviva and Bureau Veritas as contractors for the provision of engineering insurance and inspections.
3. To appoint ACE (through Maven Underwriting) as the main contractor for the provision of Personal Accident cover.

**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;**
- (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 29 March 2011.**



**If you wish to read the report for an item, Ctrl and click on the underlined heading will take you to the report document.**

## **MINUTES OF THE SPECIAL CABINET**

**30 March 2011**

### **PRESENT:**

Councillor J.D. Packman (Leader of the Council and Chairman of the Cabinet);  
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 D.L. Grant (Cabinet Member for Young People and Culture);  
Councillor Mrs. V.J. Leighton (Cabinet Member for Finance and Resources)

**Apologies:** Councillors S. Bhadye (Cabinet Member for Independent Living) and Mrs. J.M. Pinkerton (Cabinet Member for Communications)

### **1710. \*FOOD WASTE COLLECTION SERVICE**

The Cabinet considered the report of the Assistant Chief Executive on five recommendations for the implementation of a food waste collection service to commence in October 2011.

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

In particular, Cabinet noted that Surrey County Council has the responsibility for making appropriate arrangements for the food waste collected to be disposed of at Colnbrook.

**RESOLVED** that Cabinet agrees to:

1. Authorise the Head of Sustainability and Leisure to implement a food waste collection service with effect from October 2011.
2. Note the arrangements which the Head of Streetscene will make to appoint eight new staff (loaders) for collecting food waste.
3. Authorise the Head of Streetscene to procure the kitchen caddies, food waste bins and liners.
4. Recommend Council to agree a supplementary capital estimate of £265,000 for the procurement of kitchen caddies, food waste bins and liners.
5. Progress the planning and implementation of the food waste scheme through a Leader's Task Group in the new Council.

### **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***

## **SPECIAL CABINET – 30 MARCH 2011**

*recommendations have been made to the Council, if any, are identified with an asterisk [ \* ] in the above Minutes.*

- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) *Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***
  - Outline their reasons for requiring a review;***
  - Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
  - Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
  - Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) *The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 11 April 2011***

SPELTHORNE YOUTH COUNCIL  
MINUTES

5 April 2011

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

PRESENT:

Charles Brooker	Dominic Hillman	Vivien Miller
Adam Carr	Dan Hitch	David Porter
Connie Cronin	Adam Meikle	Matt Sutch
Tara Goodfellow	Amir Miah	Charlie Whitley

Apologies: George Daubney Ian Doggett, Joe McVey and Olivia Ortega and Dawn Anderson – SCC Youth Worker

In attendance:

Andy Holdaway - SBC Youth and Arts Manager

14/11 MINUTES

The minutes of the meeting held on 10 March 2011 were agreed as a correct record.

15/11 CABINET

The Youth Council discussed the report of the Cabinet member for Young People and Culture on the work of the Cabinet at its meeting of 22 March 2011. Andy Holdaway gave more information about the Leisure Services programme of events and recommended the youth councillors use the Scores on the Doors scheme.

[www.scoresonthedoors.org.uk/council/spelthorne-borough-council](http://www.scoresonthedoors.org.uk/council/spelthorne-borough-council)

16/11 FEEDBACK FROM SCHOOL COUNCILS

Dan Hitch reported that the school council discussed a request for a cycle lane outside Sunbury Manor school, Nursery Rd, Sunbury.

David Porter, Bishop Wand, would give an update on his school council meeting at next month's Youth Council.

17/11 PROJECTS

Andy gave an update on each area as follows, then the youth councillors worked in the project groups to come up with further ideas as listed:

1. Jobs for young people

Andy had received advice that research suggests that young people prefer to be contacted via social media and therefore he asked the project group to re-consider whether to go ahead with a board advertising jobs for young people at

the bus station. A further consideration was news that the re-design of the bus station may take longer than expected.

*Alternative ideas to a board*

- A web site – ask whether this can be linked to Spelthorne BC website
- Posters (with SPYC logo) outside popular youth interest locations e.g. Vue. McDonalds

2. Young Person's Discount Card

Andy advised that the loyalty card discount scheme being set up by Sunbury traders was about to be trialled. He asked the project group to consider whether they might like to come on board with that scheme if it proved successful, as this was more likely to work than the youth council approaching traders to participate in such a scheme.

*Pros of the Traders' scheme*

- ✓ They are further ahead so less work for YC
- ✓ It is self-promoting
- ✓ It's guaranteed – the traders have instigated it
- ✓ If it doesn't work we know how to improve upon our ideas
- ✓ It's free to join
- ✓ We can track its progress in Sunbury (is this what they meant?)

*Cons of the Traders' scheme*

- Shops involved are unknown
- It is open to all, not just youth
- It won't be a form of ID
- It doesn't cover Staines, which is an important shopping place for people in the immediate area
- It won't promote the YC
- YC have no control over it
- YC scheme is targeted at youth

The group discussed their aim for a Spelthorne Discount Card which was valid throughout Spelthorne and ideally would include the following stores:

- Subway
- Golden Grill
- Pizza Hut
- Dominoes
- H&M
- WH Smiths
- Sports World
- HMV
- Harvester

### 3. Youth awards

Andy asked for youth councillors' ideas of how they would like this year's event to run. He discussed with them the type of inspirational speaker that he would like them to think about and come up with suggestions for.

- The Harriets
- Katie Harper – to sing
- Comedians
- Keep the categories the same
- Colours – orange/black (Halloween), silver/blue, green/silver

### 4. Skate Park - The Jungle

Andy advised that the opening of the new skatepark at Sunbury Cross was likely to be delayed due to problems with the delivery of concrete for the site.

### 18/11 ANY OTHER BUSINESS

Ideas for improvements in Stanwell

The Youth Council wanted to discuss this topic because they felt there wasn't much for young people in Stanwell to do. Those members who live in Stanwell were asked to go and talk to friends in the area and come back to the Youth Council with suggestions.

Promotion of Youth Council

The Youth Council discussed methods by which they could promote the Youth Council, both to get more members and to inform about what they do and receive input for topics from more young people. Ideas were:

A leaflet drop

A public Facebook site

Interactive presentations to school councils or other students

An information gazebo in school playgrounds

A social event in the youth centres

Meeting young people at popular venues e.g. cinema to hand out info/freebies

Facebook Group

Charlie Whitley advised that George had set up a private Facebook page for the Spelthorne YC, which they could use to work on projects outside of their monthly meetings. The youth councillors asked to be sent invites to join.

Youth Service

Andy gave an update on the Youth Development Service which will be changing at the end of March 2012. In its place will be a Youth Support Service and various provisions that will be supplied by different organisations.

Agenda item:

Surrey County Council have indicated that they would like members of the Youth Council to assess the bids that come in for this work – therefore, youth councillors will have a big say on work that is commissioned within Spelthorne for young people from April 1st next year.

SPELTHORNE YOUTH COUNCIL  
MINUTES

12 May 2011

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

PRESENT:

Charles Brooker	George Daubney	Olivia Ortega
Adam Carr	Tara Goodfellow	Lauren Phillips
Tom Critchell	Dominic Hillman	David Porter
Connie Cronin	Amir Miah	Matt Sutch
	Vivien Miller	Charlie Whitley

Apologies: Krissy Clark, Sophie Clark, Ian Doggett, Joe McVey and Adam Meikle.  
Gail Lewis and Katie Gardner – SCC Youth Workers

In attendance:

Andy Holdaway - SBC Youth and Arts Manager

14/11 MINUTES

The minutes of the meeting held on 5 April 2011 were agreed as a correct record.

15/11 FEEDBACK FROM SCHOOL COUNCILS

None of the school councils represented had held a meeting.

David Porter, Bishop Wand, was due to give an update on his school council meeting but this had been cancelled due to exams.

16/11 CONSULTATIONS

Cathy Munro, SBC Open Spaces Manager was unable to attend the meeting and this item was deferred to a later date.

17/11 PROJECTS

Dominic Hillman reported that the Management Committee had discussed the Youth Council's progress with projects and had recognised that none of the projects commenced since September had yet been completed. They identified that the projects were both large in what they were trying to achieve and that the results were long term. The Management Team suggested that the Youth Council consider doing a few smaller short term projects which might assist in achieving their longer term goals. It was agreed:

a) Jobs for Young People

To brainstorm ideas for an advice card to motivate young people looking for jobs. These could be distributed at events and in shops/restaurants. This project could be completed in 3 months.

b) Young Person's Discount

To postpone this project for now. The seeds had been sown and the Youth Council would work with the Sunbury Traders to provide a discount card but as there was a long list of issues to be addressed this would be a long term project.

c) Youth Awards

To set up a working group who will meet a couple of times during the summer holidays to organise the event and to come up with ideas for a new direction.

d) Promotion of Youth Council

To brainstorm for ideas on how to make the Youth Council work better and be more productive. To consider meeting venue; new small projects; recruitment.

The Youth Council split into small groups and discussed the following ideas on the small projects outlined above:

Jobs for young people – mini project: advice postcard

- Job Centre locations
- Motivating pictures/comments
- Encourage perseverance
- How to find available jobs
- How to apply
- How to write a CV
- Value of work experience
- Links to websites
- Careers advice
- Interview techniques

Promotion of Youth Council – mini project: short term small project

- Book Club – forum
- Youth Council App – find out more
- Something to help people choose the right subjects for college
- Summer project 2012:
  - Yoga in the Park
  - Art Attack – collage/canvas + paint
  - Silent Rave



Promotion of Youth Council – mini project: recruitment postcard

- YC logo
- Contact details
- Location of meetings
- Examples of projects (Knives wreck Lives)
- Benefits to membership (positive contribution to community)

## **Combined Heat and Power Project – delegated authority request**

**Cabinet: 21 June 2011**

**Resolution required**

**Report Assistant Chief Executive**

**REPORT SUMMARY**

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

The installation of a Combined Heat and Power (CHP) unit will improve efficiency and reduce the costs of energy provision for the Council offices and Spelthorne Leisure Centre.

### **Purpose of Report**

To permit the final supplier decision to be delegated to Assistant Chief Executive.

### **Key Issues**

The project was previously approved by members and the proposal has not changed since. We have received one tender from Cynergin and are intending to evaluate thoroughly over the next few weeks and subject to any queries or problems will hope to appoint them.

### **Financial Implications**

- The 10 year contract (with potential extension of 5 years – in line with SLM contract) is based on guaranteed savings generated through increased efficiency and reduced usage.
- The capital and maintenance costs of the project will be less than the current energy consumption and maintenance costs. Therefore the savings generated (which are guaranteed by Contractor) are used to pay for the works and there is no impact on Council budgets
- Additional savings are proposed to be split 50:50 between the contractor and the Council

**Corporate Priority** Environment, Sustainable Financial Future, Value for Money

### **Officer Recommendations**

**That Cabinet delegates authority for the final selection of Cynergin as the Contractor for the CHP project to the Assistant Chief Executive (Liz Borthwick) in consultation with the Portfolio Holder**

**Report Author: Lucy McSherry, Sustainability and Waste Policy Officer, ex 4279**

**Area of Responsibility: Liz Borthwick, Assistant Chief Executive, ex 6376**

**Cabinet member: Councillor Robert Watts**

## **MAIN REPORT**

### **1. BACKGROUND**

- 1.1 The Combined Heat and Power project has been in development for over 18 months and was put out to OJEU tender in November 2010.
- 1.2 5 companies submitted Pre Qualification Questionnaires and all were invited through to tender.
- 1.3 2 companies notified us that they would not be submitting tender proposals
- 1.4 A third company was ruled out due to a difference in the company named in PQQ and the company that would be submitting a tender proposal.
- 1.5 We therefore were expecting a maximum of two tenders and in the end we only received one.
- 1.6 Throughout the tender process legal advice was sought and adhered to and the Principal Solicitor has been integral to the project development and the processes followed.
- 1.7 All the correspondence relating to the non-submission of tenders can be made available.

### **2. KEY ISSUES**

- 2.1 The CHP project includes the design, supply, installation, operation and on-going maintenance of a CHP unit with energy performance requirements.
- 2.2 This means that the capital costs and the ongoing maintenance costs of the project are paid for out of the savings it generates.
- 2.3 The proposal submitted is for a slightly different schematic that anticipated but with savings maximised. Although there is a slightly different scheme proposed at this stage it appears that the bid is still compliant with the specification, invitation to tender and contract documents issued with the tender.

### **3. OPTIONS ANALYSIS**

- 3.1 Cabinet are asked to delegate the final decision on entering into a contract with Cynergis to the Assistant Chief Executive and Project Sponsor, Liz Borthwick in consultation with the Portfolio Holder as this will expedite the procurement process and will allow the contractor to start on site sooner rather than later.
- 3.2 If responsibility is not delegated a special cabinet would need to be arranged (as the one scheduled was not convenient) and this will delay the process.

### **4. PROPOSALS**

- 4.1 Delegate responsibility for the decision of appointment.

### **5. BENEFITS AND SUSTAINABILITY**

- 5.1 The proposals will make significant energy and CO2 emissions savings.

### **6. FINANCIAL IMPLICATIONS**

- 6.1 The 10 year contract (with potential extension of 5 years – in line with SLM contract) is based on guaranteed savings generated through increased efficiency and reduced usage

- 6.2 **The capital and maintenance costs of the project will be less than the current energy consumption and maintenance costs. Therefore the savings generated (which are guaranteed by Contractor) are used to pay for the works and there is no impact on Council budgets.** Additional savings are proposed to be split 50:50 between the contractor and the Council
- 6.3 After the submission of the tender proposal there have been a number of clarification points, raised by members of the project board. Responses to these points are required as part of the in-depth evaluation that is underway. These questions have been sent to the tenderer and we have asked for a response by the 17 June 2011.
- 7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**
8. The Council's Principal Solicitor has been a part of the project group and has provided advice on all aspects of the procurement. She is also integral to the evaluation of the bid to ensure that it complies with the documents that the Council issued as part of the invitation to tender.
- 9. TIMETABLE FOR IMPLEMENTATION**
- 9.1 As per the proposal that has been submitted – whole project completion by February 2012 with the new heating provision installed and operational at the Council Offices by end September 2011.

**Report Author: Lucy McSherry, Sustainability and Waste Policy Officer, ex 4279**

**Background Papers:**  
**CHP Project Overview Summary document**  
**Cynergis Tender Proposal**  
**Cynergis Project Timetable**

**Combined Heat and Power Project**

**Overview Summary document**

**January 2007** – Carbon Trust feasibility study carried out and concluded that a CHP unit in partnership with the Leisure Centre would generate sufficient savings.

At this time an agreement between the partners couldn't be reached and the project was shelved.

**October 2009** – another desktop study was carried out by an external consultancy company, Cynergin that also concluded that a CHP unit in partnership with the Leisure Centre would make significant savings.

It was decided that we go out to tender and see what the market could come up with to ensure that the most efficient design was developed.

The project that we advertised for was: **“The design, supply, installation, operation and on-going maintenance of a Combined Heat and Power unit with Energy Performance requirements.”**

The energy performance requirements assure capital and on-going maintenance costs of the project would be covered by the savings it would generate. The contractor was required to guarantee a minimum level of savings so the project would not cost us any more than we already spend on energy and should the savings they have predicted (and guaranteed) not be realised they do not get paid! Thus the risk is transferred to the company delivering the project.

**July 2010** – Cabinet approval of the CHP project

**November 2010** – OJEU notice published and the Pre-Qualification Questionnaires (PQQ) issued

**January 2011** – Five PQQ were returned and evaluated. All of them provided evidence of delivering similar projects in the past, all their financial and health and safety information was checked and approved. They were all successful and moved through to the Invitation to Tender (ITT) stage.

**April 2011** – All five companies were invited to tender:

- Two companies immediately said that there would not be submitting an ITT due to work-load constraints
- Three companies were invited to a Question and Answer session and site visits

**May 2011** – Deadline for the ITT return:

- One company were unable to submit an ITT due to using a company name for submitting the PQQ and proposing to use a different name for the ITT – this was not permitted and therefore they ruled themselves out of submitting.
- One company didn't attend the Q & A session or site visit due to scheduling mishap in their office.
- One ITT was returned by Cynergin.

**June 2011** – Ask Cabinet to permit that the final supplier decision be delegated to the Assistant Chief Executive.

We are intending to evaluate the proposal we have received thoroughly over the next few weeks and continue discussions with SLM and other Council officers, including our Asset Management partners at Runnymede. Unless there are any problems with the proposal we would be hoping to appoint in early July for work to begin on schedule, 1 August 2011.

## **TREASURY MANAGEMENT ANNUAL REPORT 2010/11**

**Overview and Scrutiny Committee 16 June 2011; Cabinet: 21 June 2011**

**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 ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for the General Fund revenue budget and the subsequent financing of the Council's services to local residents.

#### **Purpose of Report**

The report is to update members on the outturn treasury position and Prudential Indicators for 2010/11.

#### **Key Issues**

- To note the slightly better than budgeted outturn treasury position achieved against the prevailing interest rate and economic backgrounds operating in 2010/11.
- To note the borrowing and investment strategies followed during 2010/11 and the policy for managing the Council's investments.
- To note the outturn Prudential Indicators for 2010/11.

#### **Financial Implications**

This report is to update members on past treasury performance so there are no financial implications.

#### **Corporate Priority**

All corporate priorities are supported.

#### **Officer Recommendations**

**The Cabinet is asked to note the report for 2010/11.**

**Report Author: Jo Hanger, 01784 446219.**

**Area of responsibility: Terry Collier, Chief Finance Officer (01784) 446296**

**Cabinet Member: Councillor Tim Evans**

## **REPORT**

### **1. BACKGROUND**

- 1.1 Treasury Management is “the management of the Council’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.2 The primary requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management include the creation of a Treasury Management Policy Statement and Practices to implement the policy. A Treasury Management Strategy Statement must be approved annually by full Council (February 2011) including an annual investment strategy report for the year ahead. In addition a mid year review and an annual review report must be presented to Members.
- 1.3 The Council is required to delegate responsibilities for implementing and monitoring treasury activities and also to delegate the role of scrutiny to a named body. This role has been delegated to the Overview and Scrutiny Committee and Cabinet.
- 1.4 The purpose of this report is to meet one of the above requirements of the CIPFA Code, namely the annual review report of treasury management activities for the financial year 2010/11.

### **2. KEY ISSUES**

#### **2.1 Criteria and Constraints**

- 2.2 The CIPFA Code of Practice on Treasury Management 2009 was formally adopted by the Council on 25 February 2010 and the Council fully complies with its requirements. The current relevant criteria and constraints incorporated into the Treasury Management Policy Statement are:
  - (a) New borrowing to be contained within the limits approved by the Council, in accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities and the Council’s prudential indicators.
  - (b) Investment to be made in accordance with the Department for Communities and Local Government (DCLG) guidance on Local Authority Investments, on the basis of IBCA (Interbank Bank Credit Analysis) credit ratings and detailed in the Treasury Management Policy Statement and approved scheduled and practices.
  - (c) Sufficient funds are to be available to meet the Council’s estimated outgoings for any day.
  - (d) Investment objectives are to maximise the return to the Council subject to the overriding need to minimise risk and protect the capital sum.
  - (e) Our response to interest rate changes is to minimise the net interest rate burden on borrowing and maximise returns from investments, subject to (b-d) above.



**2.3 Strategy for the Year 2010/11**

2.4 The Council's investments are all managed in house and the investment strategy was reviewed in consultation with Sector, our treasury management advisors. Given Spelthorne's dependency on investment returns to balance the budget it was considered appropriate to continue to keep a significant proportion of the Council's investment portfolio invested in longer term fixed rate cash deposits and Euro-Sterling Bonds.

2.5 The Council has taken the decision to fund its capital investment from available capital receipts rather than using prudential borrowing, although this may be considered for individual projects on a scheme by scheme basis. Borrowing activity is thus limited to managing our daily cash flow needs and our strategy is therefore simply to borrow at the lowest available rates for the minimum period required.

**2.6 Economic Background**

2.7 The financial year started with short to medium term interest rates continuing at historical low levels and the economy still suffering from a lack of credit. Bank rate remained at 0.50% for the whole year reflecting the ongoing domestic economic circumstances in the aftermath of the global economic and financial crisis and the need to reduce levels of UK sovereign debt.

2.8 Sovereign debt levels became a serious issue particularly in Greece, Ireland, Spain and Portugal. Greece and Ireland in particular were the focus of market attention because of the deemed high risk of government debt default and indeed, during the year the International Monetary Fund and its European partners had to arrange financial rescue packages for these two countries. Portugal has become the recent focus of attention and there is a possibility that other countries, including Spain, may need financial assistance in the future.

2.9 The UK also has a high level of government debt. The new coalition government set out plans for reducing the deficit which calmed the financial markets in the short term and the UK retained its AAA sovereign rating. However, the possibility of a downgrade, making it more expensive for the government to borrow, has not gone away.

2.10 UK growth proved mixed and the first half of the year saw the economy outperform expectations, although the economy slipped into negative territory in the final quarter of 2010 largely due to inclement weather conditions. The year finished with prospects for the UK economy being decidedly downbeat over the short to medium term. The Japanese disasters in March and the Arab uprisings, particularly in Libya, caused an increase in world oil prices which all combined to dampen prospects for international economic growth.

2.11 Inflation in the UK has remained well above the Monetary Policy Committee (MPC) 2% target for many months. The Consumer Prices Index (CPI) ended the financial year at 4% and the Retail Prices Index (RPI) at 5.3%. Rising Inflationary pressures and strong first half growth lead to prospects of an increase in bank rate. However, by March 2011 slow actual growth together with weak growth prospects saw expectations of a bank rate rise move back from May 2011 to August 2011, despite high inflation.

2.12 The financial year ended with bank rate still at 0.5%. Sector revised their interest rate forecast several times during the year and now expects bank rate remain at 0.5% until at least Quarter 3 2011 before starting to rise again to 2.25% by Quarter 1 2013.

2.13 **Compliance with Treasury Limits**

2.14 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement. The outturn Prudential Indicators for 2010/11 are shown in **Appendix A**.

**3. OPTIONS ANALYSIS**

3.1 **Performance in 2010/11**

3.2 **Borrowing** - With our borrowing needs restricted to meeting our daily cash flow requirements, activity here is limited at the present time.

3.3 At the start of the financial year, outstanding short term borrowing was £1.534m. Borrowing averaged £70k during the year and the average interest rate around 0.46%. Short term borrowing rates ended the year at around 0.50% to 0.60% and outstanding borrowing as at 31/3/11 was limited to £35k in respect of small loans from charitable and voluntary groups.

3.4 During February and March the Council's income is significantly reduced because no instalment monies are received for Council Tax and Business Rates. As a result, short term borrowing requirements are often greater at this time of the year.

3.5 **Investments** – The Council manages its investments in-house and invests with highly rated counterparties. During the year all investments were made in full compliance with the Council's treasury management policies and practices. At the start of 2010/11, the Council's net investment portfolio was £11.424m made up as follows:-

<b>Investment Class</b>	<b>Amount</b>	<b>Average Rate</b>
Euro-Sterling Bonds	6,000,000	4.17%
Fixed Term Deposits	5,000,000	5.90%
Call Account Deposits	424,000	0.80%
<b>Total Investment Portfolio at 1/4/10</b>	<b>11,424,000</b>	<b>5.40%</b>
Short term loans outstanding	1,500,000	
<b>Net Investments at 1/4/10</b>	<b>9,924,000</b>	

3.6 As at 31<sup>st</sup> March 2011 the net investment portfolio was £14.770m as set out below and full details of investments are set out in Appendix B:

<b>Investment Class</b>	<b>Amount</b>	<b>Average Rate</b>
Euro-Sterling Bonds	6,000,000	4.17%
Fixed Term Deposits	5,000,000	1.55%
Money Market Funds	770,000	0.56%
Call Account Deposits	3,000,000	0.80%
<b>Total Investment Portfolio at 31/3/11</b>	<b>14,770,000</b>	<b>2.40%</b>
Short term loans outstanding	35,000	
<b>Net Investments at 31/3/11</b>	<b>14,735,000</b>	

- 3.7 During the year the value of investments increased from £9.9m to £14.8m due to the receipt of a refund of National Non Domestic Rates (NNDR) repaid to the Council by the Government Pool. This relates to the fact that in 2009/10 there was a reduction in the rates liable by a few businesses in the borough which meant the Council paid over to the Government more than we collected; this was then refunded by the Government to the Council in 2010-11. The available cash was therefore understated as at 1/4/10 and this explains the movement in the net investments between 1/4/10 and 31/3/11
- 3.8 The net overall return on investments was 2.17% for 2010/11 which is 1.56% higher than the benchmark average 3 month (London Inter-Bank Bid) LIBID rate of 0.61% for the year. The performance reflects our strategy of locking into fixed term investments against a background of continuing low interest rates.
- 3.9 The original estimate for net investment income to be credited to the General Fund in 2010/11 was £415,000 based on an interest rate of 1.19%, based on Sector's interest rate forecast at the time the budget was compiled. However, this estimate was revised downwards during the year to £391,000 to reflect the changes in Sector's forecasts. The actual outturn for the year was £420,118 made up as follows:

<b>Investment Income</b>	<b>Actual £</b>	<b>Budget £</b>
Temporary Investments	46,680	45,000
Fixed Term Deposits	113,099	110,000
Euro-Sterling Bonds	255,498	255,000
<b>Total Investment Income</b>	<b>415,277</b>	<b>410,000</b>
Other net Interest	5,175	6,000
<b>Total Gross Investment Income</b>	<b>420,452</b>	<b>416,000</b>
Interest paid on temporary borrowing	(334)	(1,000)
<b>Available Interest</b>	<b>420,118</b>	<b>415,000</b>
Transfer to Interest Equalisation Reserve	(5,118)	0
<b>Credited to General Fund</b>	<b>415,000</b>	<b>415,000</b>

- 3.10 The net surplus over the estimate will be transferred to the Interest Equalisation Reserve which was set up to manage the volatility in investment returns due to the effect of market interest rates from one year to the next.
- 3.11 **Investment Performance Monitoring**
- 3.12 Regular quarterly meetings of officers and the Portfolio holder are held with Sector, our treasury management advisors and in-house performance is monitored monthly. The Council is heavily dependent on investment returns to support the General Fund and the stability of those returns is an important part of our ongoing financial objectives.

- 3.13 Creditworthiness is also monitored regularly reflecting the changed financial environment. Many once highly rated institutions have had their credit ratings significantly downgraded and no longer meet our tight criteria. As a result these have subsequently been removed from our list of potential investment counterparties.
- 3.14 The Council uses Sector's suggested criteria to assist in the selection of suitable investment counter-parties. This is based on credit ratings, including sovereign ratings, provided by the three main ratings agencies and supplemented by additional market data including rating outlooks, credit default swaps, bank equity prices etc to assist the Council in making more informed decisions about which counter-parties to invest with. However, the final selection decision rests with the Council.
- 3.15 **Conclusions for 2010/11 and Prospects for 2011-12**
- 3.16 Sector believes that bank rates will remain at the historically low level of 0.5% until September 2011 before starting to rise again. The return on investments this year has been good considering the current economic climate and level of interest rates, largely due to the farsighted timing of locking into fixed rates on deposits and Euro-Sterling Bonds.
- 3.17 The volatility of returns has been more effectively managed by the current investment strategy which has had a positive impact on our overall returns for this year and should continue to create some stability in the level of returns in the future.
- 3.18 The three year contract with Sector as the Council's treasury advisors ends on 31<sup>st</sup> July. Sector has recently taken over one of their main competitors. Following this deal, there are now only three main treasury advisors specialising in the local government market compared to five when we tendered three years ago. As a consequence, the takeover has been referred to the Competition Commission to establish its effect on the reduction in the level of competition in the market.
- 3.19 The tender process for appointing treasury advisors for the next three years has begun and the effect of the Competition Commission enquiry will be considered during this process.

#### **4. PROPOSALS**

- 4.1 There are no proposals.

#### **5. BENEFITS AND SUSTAINABILITY**

- 5.1 The ability of the Council to generate maximum net investment returns with minimal risk provides significant resources for funding the Council's services.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1 The financial implications are as set out in this report.

#### **7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

- 7.1 There are none.

#### **8. RISKS AND HOW THEY WILL BE MITIGATED**

- 8.1 Risks are identified and mitigated within the Council's Treasury Policy.

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 Treasury management is an ongoing activity and there is no specific timetable for implementation.

**Report Author:** Jo Hanger

**Background papers:** None

Appendix A

### PRUDENTIAL INDICATORS

#### ACTUALS 2010/11

<b>Capital Expenditure Prudential Indicators</b>	<b>2009/10 Actual</b>	<b>2010/11 Original Estimate</b>	<b>2010/11 Actual Outturn</b>
Prudential Indicator	£'000	£'000	£'000
Capital Expenditure	1,904	1,907	2,277
Ratio of Financing Costs to Net Revenue Stream	(9.05)	(3.27)	(3.39)
Net Longer-term Borrowing	£0	£0	£0
In year Capital Financing Requirement	£0	£0	£0
Capital Financing Requirement as at 31.3	£0	£0	£0
Affordable Borrowing Limit	£12,000	£12,000	£12,000

<b>Treasury Management Prudential Indicators</b>	<b>2009/10 Actual</b>	<b>2010/11 Original Estimate</b>	<b>2010/11 Actual Outturn</b>
Prudential Indicator	£'000	£'000	£'000
Authorised Limit for external debt	12,000	12,000	12,000
Operational Boundary for external debt	10,000	10,000	10,000
Net Borrowing and Capital Finance Requirement	0	0	0
Upper limit for fixed rate exposure	100%	100%	100%
Upper limit on variable rate exposure	100%	100%	100%
Upper limit for principal invested for over 364 days	20,000	15,000	15,000

<b>Maturity structure of fixed rate borrowing</b>	<b>Upper limit</b>	<b>Lower limit</b>
Under 12 months	£12,000,000	£Nil
12 months but within 24 months	£Nil	£Nil
24 months but within 5 years	£Nil	£Nil
5 years but within 10 years	£Nil	£Nil

10 years and above	£Nil	£Nil
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<b>Actual External Debt as at 31.3.11</b>	£35,388 (all short term borrowings)
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### Appendix B

#### Breakdown of Investments Held at 31/3/11

<b>Investment</b>	<b>Amount 31/3/11</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
<u><i>Euro Sterling Bonds</i></u>			
European Investment Bank 5.50% 7/12/11	3,000,000	3.69%	07-Dec-11
European Investment Bank 4.5% 14/01/13	2,000,000	4.75%	14-Jan-13
European Investment Bank 4.75% 06/06/12	1,000,000	4.20%	06-Jun-12
	<b>6,000,000</b>		
<u><i>Fixed Rate Deposits</i></u>			
Bank of Scotland	2,000,000	1.85%	15-Oct-10
Santander	2,000,000	1.12%	28-Jun-11
Bank of Scotland	1,000,000	1.80%	01-Jun-11
	<b>5,000,000</b>		
<u><i>Money Market Funds</i></u>			
Goldman Sachs MMF	<b>770,000</b>	0.56%	Instant
<u><i>Call Accounts Deposits</i></u>			
Alliance & Leicester Call Account	1,000,000	0.80%	Instant
Clydesdale Bank	2,000,000	0.75%	15 Day Notice
	<b>3,000,000</b>		
<b>Total Investments as at 31/3/11</b>	<b>14,770,000</b>		

## 2010/11 Provisional Capital Outturn Report

**Cabinet: 21 June 2011**

**Resolution Required**

**Report of the Chief Financial Officer**

### **REPORT SUMMARY**

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

Spend on capital projects within the Borough ensures that the services, equipment and buildings are up to date and fit for the purpose provided.

#### **Purpose of Report**

To advise Members of the provisional spend on the capital programme for 2010/11 and to identify major variances and the need to carry forward monies to complete schemes unfinished in the financial year.

#### **Key Issues**

- The provisional capital spend in 2010 is £1,792k against a revised budget including carry forwards from 2009/10 of £2,567k (a variance of £775k)
- The final budget carry forward requirement into 2011/12 is £204k

#### **Financial Implications**

As per attached report and appendices

#### **Corporate Priority**

All Priorities.

#### **Officer Recommendations**

The Cabinet is asked to note the provisional capital outturn position

The Cabinet is asked to agree the final list of budget carry forwards from 2010/11

**Report Author: David Lawrence, Chief Accountant (01784 446471)**

**Cabinet member: Councillor Tim Evans**



## MAIN REPORT

### 1. BACKGROUND

- 1.1 The purpose of this report is to update Members on the spend as at 31 March against the capital programme for 2010/11 agreed at Full Council in February 2010
- 1.2 Quarterly reports are provided to both Cabinet and Overview and Scrutiny of the spend to date position and the projected spend for the year along with Officer comments on the variances
- 1.3 Schemes which are incomplete as at the 31 March 2011 require a carry forward of budget to enable completion in 2011/12.

### 2. KEY ISSUES

- 2.1 Appendix A summarises the provisional level of spend as at the 31 March is £1,792k against the revised budget
- 2.2 Appendix B shows the detailed spend position on the individual schemes along with Officer comments
- 2.3 The level of budget carry forwards required to complete schemes unfinished as at the 31 March is £204k – Appendix C
- 2.4 The projected level of usable revenue and capital reserves anticipated as at the end of March 2011 is shown in Appendix D.
- 2.5 Reasons for the major variances on schemes are identified below
- 2.6 (a)

Scheme	Revised Budget £	Variance against revised budget £	Comments
<b>Housing Investment Programme</b>			
Wall / Loft Insulation	£50k	£24k underspend	New contractor appointed and resource issues restricted amount of work able to be undertaken in 2010/11
Decent Homes Grant	£189k	£77k underspend	Grant has been suspended and future budgets have been reduced. £37k carry forward requested

<b>New Schemes Fund (NSF)</b>			
Sunbury Improvement Project	£200k	£76k underspend	Works completed invoices awaited
Hawke Park	£0	£75k overspend	Works funded by SCC not included in original programme
<b>Other Capital Expenditure</b>			
Website upgrade	£50k	£50k underspend	Project deferred until 2011/12 due to resource constraints
Document Management System	£100k	£61k underspend	Works ongoing and will be completed in 2011/12
Mobile Working	£40k	£39k underspend	Works ongoing and will be completed in 2011/12
Customer Relationship Manager solution	£160k	£160k underspend	Project deferred until 2011/12 due to resource constraints
Human Resources and Payroll system	£60k	£60k underspend	Project deferred due to request to re-examine options. Work now underway and will be completed in 2011/12
Contaminated Land Investigation	£58k	£58k underspend	Works ongoing – carry forward requested. Funds not used will need to be returned to DEFRA as project grant funded
Sensory Play Area	£0	£28k overspend	Funded by monies from the Big Lottery Fund not originally budgeted in

			2010/11
Tennis Courts	£68k	£30k underspend	2009/10 Budget carry forward not required as programme only enables 1 project per year
Critical Ditches	£74k	£74k underspend	No capital works required to preventing flood in 2010/11
Car Parks improvements	£43k	£43k underspend	Pay on foot system with automatic number plate recognition to be installed in 2011/12
Biffa award match funding	£72k	£59k underspend	2009/10 Budget carry forward not required as match funding only £25k in total
Compost Bins	£40k	£40k underspend	Sufficient stock of bins. Monies earmarked to support implementation of kitchen waste scheme
Capitalised salaries	£50k	£40k overspend	Additional time spent doing capital works in Env Health supporting Disabled Facilities Grant works and Asset Management works
Stanwell CCTV	£68k	£68k underspend	Stanwell New Start scheme deferred until 2011/12

### **3. PROPOSALS**

- 3.1 Cabinet are asked to note the provisional capital outturn spend for 2010/11
- 3.2 Cabinet are asked to agree the final level of budget carry forwards to be added to the 2011/12 capital programme original budget.

### **4. BENEFITS AND SUSTAINABILITY**

- 4.1 Monitoring of the budgets enables Heads of Service to be aware of the current spend to date in order to inform Accountancy of any potential variations to the approved budget
- 4.2 Additional schemes can be approved within the original approved programme value if schemes no longer required are identified early enough in the financial year
- 4.3 Any major variations to the proposed budgetary spend can be identified at an early stage and additional funding can be identified to complete the schemes

### **5. FINANCIAL IMPLICATIONS**

- 5.1 As set out in the report and appendices

### **6. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

- 6.1 Legal implications may be possible on schemes which are contractually agreed if insufficient funding is available to finance the works

### **7. RISKS AND HOW THEY WILL BE MITIGATED**

- 7.1 All schemes are evaluated and investigated prior to going on the programme to ensure that sufficient budget has been requested and the scheme works meet with the capital regulations as to what can be defined as capital expenditure.
- 7.2 The risk that schemes will not be completed due to insufficient finance is mitigated by the post evaluation work
- 7.3 The risk that the approved contractor is not able to finish the scheme because of lack of resources is mitigated by a financial appraisal being undertaken on all contractors
- 7.4 The risk that the scheme is not finished to the Council's satisfaction can be mitigated by making stage payments to the contractor and keeping a proportion of the cost back as retention monies to be released once satisfactory completion has been completed.

### **8. TIMETABLE FOR IMPLEMENTATION**

- 8.1 Monthly position statements are provided to MAT as an update on the current spend to date position
- 8.2 All Heads of Service with capital schemes are provided monthly with system reports which enables them to investigate the spend in order to identify any spend which doesn't relate to the scheme
- 8.3 Quarterly reports with officer comments are provided to Cabinet and Overview and Scrutiny Committee for investigation and comments.

**Report Author:**

David Lawrence, Chief Accountant (01784 446471)

**Background Papers:**

There are none

## **Provisional Revenue Outturn report 2010/11**

**Cabinet: 21 June 2011**

**Resolution Required**

**Report of the Chief Financial Officer**

### **REPORT SUMMARY**

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

The report informs residents of where the Authority's revenue budgetary spend was made in 2010/11 providing services for residents to has spent

#### **Purpose of Report**

To provide Members with details of the provisional outturn spend on the revenue budget in 2010/11

#### **Key Issues**

- Loss of £150k government grants during the year
- The actual spend at year end date against the original budget approved of £13.501m was £13.428m (a favourable variance of 0.5%)
- The interest earned on our investments was £420,118
- The proposed transfer to reserves after net expenditure and all other transfers to and from reserves is £110k

#### **Financial Implications**

As set out in the report and appendices

#### **Corporate Priority**

All Priorities.

#### **Officer Recommendations**

The Cabinet is asked to note the provisional outturn position

The Cabinet is asked to agree the proposed transfers to and from reserves

**Report Author: David Lawrence, Chief Accountant, 01784 446471**

**Area of Responsibility: Terry Collier, Chief Financial Officer 01784 446296**

**Cabinet member: Councillor Tim Evans**

## MAIN REPORT

### 1. BACKGROUND

- 1.1 The purpose of the report is to update Cabinet on the provisional revenue outturn (prior to Audit) spend for 2010/11.
- 1.2 To advise Members of the reasons for variances identified against the original budget approved in February 2010.
- 1.3 To inform Members of the proposed level of transfer to reserves of £110k

### 2. KEY ISSUES

- 2.1 The summary on Appendix A shows that we have spent £13.428m against the full year budget of £13.501m (a variance of 0.5%)
- 2.2 Appendix B summarises the spend across portfolios by service areas broken down into employees, other expenditure and income
- 2.3 Major variances against the original budget are outlined in the Appendix C1 summary.
- 2.4 Appendices C2 to C10 give a further breakdown by service of the spend against the original budget together with officer comments on the major variances identified.
- 2.5 Support not charged to revenue of £89k on Appendix A has been credited directly to the services income
- 2.6 **Provisions**
- 2.7 To cover potential future liabilities of the Authority which were known as at the 31<sup>st</sup> March 2011 have been set up
  - (a) Secure Tenancy cases – potential barrister costs of defending a court case in respect of buildings within the parks which were occupied by former Council parks staff who transferred when the grounds maintenance contract was outsourced in 1996
  - (b) Bad debt provision – car loan repayments have not been received from a now ex employee of the Authority and the case is being progressed through Legal Service Section
- 2.8 **Extraordinary Items**
  - (a) The one off VAT refunds totalling £395k relate to prior years overpayments of VAT in relation to Leisure Facilities and waste collection recovered from Customs and Excise by Accountancy
  - (b) Prior year Right to Buy interest of approximately £161k has been received in relation to prior year sales of shared ownership properties by A2D not originally advised but identified in 2010/11 by Accountancy.
- 2.9 **Investment Income**
- 2.10 Interest earned on our investments amounted to £420,118 which was £5,118 greater than the original budget

## 2.11 **Transfers to and from Reserves**

- 2.12 The transfer from the reserves relating to New Schemes Fund (NSF), was as originally budgeted
- 2.13 The transfer from the interest equalisation account has been reduced by £193k due to trying to maintain the reserve to fund future years of predicted lower interest rates than originally estimated.
- 2.14 Transfers relating to Area Based Grant and the Local Public Sector Agreement reward grant have been credited directly back to offset Service Expenditure
- 2.15 The transfer in relation to Airtrack was not required as expenditure was not incurred
- 2.16 An additional transfer from reserves is proposed relating to:-
- (a) The Business Improvement Reserve transfer of £117k is required to offset redundancy costs incorporated in the service expenditure. The resulting ongoing salary savings ensure payback of this money within a 2 year payment
- 2.17 Additional transfers to reserves are proposed relating to:-
- (a) Carry forward reserve – an amount of £239,500 is proposed to be transferred to reserves in relation to work underway but not completed in 2010/11 – these schemes are identified in Appendix D

## 3. **PROPOSALS**

- 3.1 Cabinet are asked to note the provisional revenue outturn position
- 3.2 Cabinet are asked to agree the revenue carry forward requests on Appendix D

## 4. **BENEFITS AND SUSTAINABILITY**

- 4.1 Careful monitoring of budgets enables variances to be identified at an early stage in order to allow time for corrective action if possible
- 4.2 Variances identified through the ongoing monitoring process can be validated and incorporated into future years budget if deemed to be ongoing
- 4.3 Constant monitoring enables Heads of Service to be held accountable for any major unidentified variations at year end which have occurred.

## 5. **FINANCIAL IMPLICATIONS**

- 5.1 There are no ongoing financial implications in the report but variances which have occurred will be investigated to see if they are ongoing and should be incorporated into future year budget deficit / surplus projection calculations.

## 6. **LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

- 6.1 There are none

## 7. **RISKS AND HOW THEY WILL BE MITIGATED**

- 7.1 Please explain the risks involved with pursuing particular options / proposals and how these risks will be mitigated.



## **8. TIMETABLE FOR IMPLEMENTATION**

- 8.1 Quarterly reports are provided to Cabinet plus Overview and Scrutiny committee for information, comment and scrutiny
- 8.2 Monthly system generated summary reports with drill down facilities are sent to MAT, Heads of Service and Cabinet Members monthly

### **Report Author:**

David Lawrence 01784 446471

### **Background Papers:**

There are none

**Energy Procurement - Laser**  
**Cabinet: 21 June 2011**  
**Resolution required**  
**Report of the Chief Executive**  
**REPORT SUMMARY**

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

The Council minimises its expenditure on purchasing energy which enables it to direct more financial resource to deliver frontline services and demonstrates leadership in managing and reducing its energy usage.

**Purpose of Report**

To seek approval for two major decisions:-

1. To continue to use LASER (run by Kent CC) as purchasing consortium for gas and electricity supply to Spelthorne Borough Council (from October 2012-September 2016)
2. To continue using the Purchase in Advance (PIA) option under a flexible procurement strategy.

**Key Issues**

The Council needs to continue to improve their methods of energy procurement. This report identifies the way this could be achieved.

**Financial Implications**

The Council spent £234,402 for gas and electric supplies in 2010/11. The annual cost can vary significantly depending on market energy prices. The intention is to maintain a favourable energy price, through using a Professional Buying Organisation, and where possible reduce consumption and spend.

**Corporate Priority** A Cleaner and Greener Environment

**Officer Recommendations**

**The Cabinet is asked to:**

1. Agree that we continue with Laser as the buying organisation for Spelthorne
2. Agree that the flexible purchasing method is the right approach for Spelthorne, including Purchase in Advance (PIA)

**Report Author: Francesca Nesbitt, Energy Reduction Officer 01784 44 6308**

**Area of Responsibility: Liz Borthwick 01784 44 6376**

**Cabinet member: Councillor Robert Watts**

## MAIN REPORT

### 1. BACKGROUND

	2009/2010	2010/2011
<b>Electric</b>	£276k	£179k
<b>Gas</b>	£52k	£56k

- 1.1 The table above shows the energy costs for Spelthorne, which are critical to the performance and efficiency of Spelthorne sites (assets) and an area where improvements can be made. Being able to measure and subsequently reduce our energy usage will help us achieve a reduction in our costs and carbon footprint. It will also enable us to achieve National Indicator 185 (Sharing information on greenhouse gas emissions from local authority own estate and operations) which will still be one of the few indicators Government expect us to report on.
- 1.2 Spelthorne's current electricity and gas supply is procured through Local Authorities South East Region (LASER), south east local authorities consortium, Professional Buying Organisation (PBO). The current agreement with LASER ends in October 2012. Spelthorne needs to decide whether to remain with the current existing buying consortium or not. Laser are an Energy Buying Group representing 106 Local Authorities and other publicly funded bodies throughout the South of England. Laser offers a 'holistic' service to all of its members; their comprehensive approach covers everything from contract inception to invoice validation and payment. Laser was established in 1989 with over 60 staff and is part of Kent County Council commercial services.
- 1.3 This report outlines the rationale for staying with LASER and for adopting the option of a flexible purchasing strategy for the supply of main gas and electricity. Cabinet is requested to approve the continued purchase of energy from LASER using a flexible approach. The flexible contract agreement will commence in October 2012 to September 2016. LASER requires our commitment by 30 June 2011 to enable them to facilitate a reasonable purchasing window for the supply period commencing October 2012 and are unable to undertake any purchasing until these contracts are in place.
- 1.4 Energy is bought as a commodity on the open market. Due to the volatility of the market, purchasing energy at a fixed price for 12 months may be a risky option, as it is heavily dependent on market movements at the time the price is fixed. The latest and our previous chosen method is called flexible purchasing which spreads risk. However, because of the expert analysis and judgement required to assess the markets the purchasing needs to be done by a PBO such as LASER.
- 1.5 Since October 2009 Spelthorne have been on gas and electricity contracts procured through LASER for 46 sites. LASER provides a fully managed service for billing, an Energy Management system so meter readings can be entered directly via the web and a fully interactive web site to track the consumption of all sites including our largest site, Knowle Green. This information is essential for measuring the financial and environmental impact of our energy consumption.

- 1.6 To ensure we have been getting value for money a Surrey wide analysis was undertaken across Districts, Boroughs, County and Police on energy procurement. The study researched fully into LASER's offer whilst investigating what other providers offer. Across Surrey LASER manage 91% of all the contracts. It was found that of those contracts 56% were fixed term contracts and 44% flexible, LASER seem the most experienced on flexible procurement. Around 75% of all their contracts now are flexible. Laser states their flexible modelling delivers a 4-5% cost avoidance over a 4 year period. Analysis also shows all districts and boroughs have contracts with LASER for either provision of electricity or gas or both.
- 1.7 There are two types of flexible procurement – purchasing ahead of period (PIA) and purchasing within period (PWP).
- To purchase ahead of period would mean all the energy requirements for the year would be bought before the date when the supply period starts. This benefits organisations where the budget is fixed.
  - To purchase within period means that 50% of energy is bought within the supply period and 50% before which means that fluctuations can be taken advantage of. This can produce a saving on the above method but incurs an increased administration cost.
- The purchase in advance (PIA) is the preferred option for the Local Government which many councils including Kent County Council have chosen for their sites.

## **2. KEY ISSUES**

- 2.1 Spelthorne could continue with LASER and keep with flexible buying retaining traditional buying.
- 2.2 Spelthorne could move to another buying organisation and continue with the traditional approach to energy purchase.
- 2.3 Spelthorne could move to another organisation and use a flexible approach to energy purchase (such as OGC).

## **3. OPTIONS ANALYSIS**

### **3.1 Benefits of flexible procurement**

- a) Remove the risk of buying your energy on one given day
- b) Purchase your energy from a position of Knowledge
- c) Access wholesale market prices

### **3.2 Benefits of traditional procurement**

- a) Can budget on one fixed price more effectively
- b) Possible that we could buy at bottom of market and make savings

### **3.3 Benefits of staying with LASER**

- a) LASER provide a fully managed service – (sorting out the suppliers and any problems with bills) as well as electronic invoicing/consolidated. The supplier has a good working partnership with Spelthorne and has been working on getting real time consumption figures and accurate costs allowing us to

manage our energy use more efficiency and identify opportunities for reducing consumption.

- b) The only real other supplier alternative is Office of Government Commerce (OGC). They do not provide the full managed service. To move would cost administrative set up time and a cost to re set and relearn systems such as that of Energy Management.
- c) Value for money analysis has been carried out across Epsom and Elmbridge. LASER, an energy consultant group and an energy broker were all researched. They all offer different products, prices and charging systems for example, LASER's recovery fees are based on KWh used, consultants normally charge a fixed fee per site and brokers do not charge the client for a recovery fee from the supplier. So it is difficult to compare exactly as products and services are different.
- d)

#### **4. PROPOSALS**

- 4.1 The proposal is that we go with a flexible procurement solution –purchasing ahead of period to avoid the problem of a one off yearly purchase of our contract for energy which could be locked into a high price.

#### **5. BENEFITS AND SUSTAINABILITY**

- 5.1 Through LASER we can monitor our consumption more effectively thus allowing us to identify anomalies in use and opportunities for reducing consumption and, therefore, costs.
- 5.2 LASER's 6TWH/year aggregated buying power coupled with its in-house expertise and experience offers many benefits for the mutual advantage of all members.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1 LASERs fee is £27 per MPAN/meter per annum. We currently have 46 meters so the annual cost is £1,242.

#### **7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

- 7.1 The contract documents are with the legal department for review.

#### **8. RISKS AND HOW THEY WILL BE MITIGATED**

- 8.1 There is a risk that LASER is unable to make the savings they predict through flexible procurement. However this is the same for all Professional Buying Consortiums

The energy market is extremely volatile. Purchasing the full volume requirement on a single day is a high risk decision. Flexible procurement manages risk and provides a structure for forecasting. The gas and electricity markets are believed to closely mirror each other's movements, although this is not always the case. An optimum purchasing time and the ability to make large purchases is critical.

#### **9. TIMETABLE FOR IMPLEMENTATION**

- 9.1 The approval of the flexible purchasing option needs to be approved by Cabinet and the decision to pursue this type of procurement sent to LASER by 30 June 2011.

**Report Author: Francesca Nesbitt, Energy Reduction Officer**

**Background Papers:**

There are none

**WASTE POLICIES**  
**Cabinet: 21 June 2011**  
**Resolution required**  
**Assistant Chief Executive**  
**REPORT SUMMARY**

**Purpose of Report**

The purpose of the report is to reinforce policies on waste management which will minimise rubbish collections and enhance recycling whilst improving the efficiency of the service and customer satisfaction.

**Key Issues**

- Excess side waste and contaminated recycling
- New food waste service
- Increasing public awareness of the value of recycling and minimising rubbish
- Enforcement of policies

**Financial Implications**

- Increased recycling credits
- Reduced risk of disposal costs
- Officer time in dealing with enforcement

**Corporate Priority**

A Cleaner and Greener Environment

**Officer Recommendations**

The Cabinet is asked to;

- a) Authorise the Officers to implement the policies proposed in Appendix 1

**Report Author: Sandy Muirhead, Head of Sustainability and Leisure**

**Area of Responsibility: Liz Borthwick, 01784 446376**

**Cabinet member: Councillor Robert Watts**

## MAIN REPORT

### 1. BACKGROUND

- 1.1 AWC has significantly increased our recycling levels and roll-out of food waste should assist in pushing the levels up further. However the levels of dry recycling (29.15%) are less than should be reasonably expected from an AWC scheme. The overall recycling performance (NI192) ranks SBC amongst the lower half of performers in England and in Surrey one of the three lowest performers.
- 1.2 The move to food waste collections will be a positive step in tackling waste minimisation and should lead to Spelthorne achieving significantly higher recycling rates. Research suggests that just under a third of Spelthorne's residual waste comprises of food waste. Additionally on average 12.4% of waste in residual bins could have been placed into the recycling containers.
- 1.3 We continue to give residents information to raise awareness on waste and recycling issues, both through our own means such as the Bulletin and through the Surrey Waste Partnership initiatives such as "love food, hate waste" campaign.
- 1.4 Through the litter free schools scheme and visits to schools, we continue to educate and Officers are always willing to attend resident association meetings to discuss waste issues. However, to match this awareness and education approach, clear policies on issues such as side waste and contamination are required to maximise participation and minimise residual waste.
- 1.5 Most Council's have clear policies on waste collection and the purpose of this report is to add to and reinvigorate previous Council policies.
- 1.6 The (previous) Cabinet have been made aware and did support the principle of the proposed policies when AWC was introduced. It is now appropriate to enforce these policies.
- 1.7 At the Overview and Scrutiny Committee held on 14 June a Members Task Group was set up consisting of Councillor Watts (Portfolio Holder), Councillor Richard Dunn, Councillor Rough, Councillor Ayub, Councillor Webb and Councillor Bushnell. This group of Members will work with the Portfolio Holder and the Officers group to ensure the success of the food waste scheme.
- 1.8 Issues raised by Councillors at the Overview and Scrutiny Committee included;
  - i) The need to collect 'other' recyclables such as aluminium foil
  - ii) To create more recycling opportunities in Spelthorne
  - iii) To consider recycling bins at bus stops, and
  - iv) To educate adults as well as children on the benefits of recycling (and the food waste scheme).

These items will be considered at future Task Group meetings to be arranged in July and August 2011.



## 2. KEY ISSUES

- 2.1 To improve performance robust policies, awareness raising and education are required so that we remove excess waste, and contamination issues in our residual rubbish and recycling containers respectively. Both areas incur a cost to council taxpayers. The more rubbish we generate the higher the waste disposal costs, which although paid by Surrey County Council, are still paid by our residents. If there is severe contamination of recycling then a load can be rejected at the materials recovery facility. If a load is rejected we have to pay for it, which could cost us in the region of £100/tonne. A recycling load from a dustcart can be around 8/9 tonnes. However, if we recycle more high quality material then we receive recycling credits (approx £49/tonne) which contributes towards the cost of the service.
- 2.2 Therefore in **Appendix 1** a series of policies are proposed to maximise customer understanding and efficiency of the service.
- 2.3 Currently we provide 240l bins to households with fewer than 5 residents. With the introduction of food waste we anticipate that residual waste levels will fall such that a 240l bin contains relatively little material.
- 2.4 Surrey County Council as the Waste Disposal Authority has a considerable role to play in supporting Spelthorne to achieve further efficiencies and improvements both directly and through the Surrey Waste Partnership.
- 2.5 SBC should look to continue to engage closely with the Surrey Waste Partnership to fulfil the aims of the Surrey Waste Management Plan which aspires to achieve a recycling rate of 70% by 2014. It is expected that collection authorities could achieve a 64% rate of recycling, rates already being achieved by some Surrey Councils. The partnership is also focused on achieving efficiencies and sharing best practice on waste minimisation and recycling.

## 3. OPTIONS ANALYSIS

- 3.1 Option 1 – to implement the proposed policies in **Appendix 1**.  
**This is the preferred option.**
- 3.2 Option 2 – Not to implement the policies.

## 4. PROPOSALS

- 4.1 Option 1 enables the Council to minimise residual waste whilst increasing recycling. This is the preferred option.
- 4.2 Option 2 (not to implement the policies) will not assist Spelthorne in enhancing its recycling rates and minimising residual rubbish.

## 5. BENEFITS AND SUSTAINABILITY

- 5.1 Increasing recycling and minimising waste is preferable to landfill with its associated, and increasing, costs (financial and environmental).
- 5.2 Implementation of the policies will also help residents to understand the reasons and benefits of minimising rubbish and increasing recycling.

## 6. FINANCIAL IMPLICATIONS

Increased dry recycling rates will increase income, whilst minimising the number of rejected loads will avoid disposal costs.

## **7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

- 7.1 The Council's duty to collect household waste is as a result of Section 45 of the Environmental Protection Act 1990 (EPA 1990). Section 46 of this act allows councils the right to select the container(s) and specify the material types to be placed in each container. The EPA 1990 Section 46 (3) provides that household waste shall be collected without charge except in cases prescribed by regulations made by the Secretary of State.
- 7.2 These regulations include the Controlled Waste Regulations 1992. Schedule 2 of the regulations lists types of household waste for which a charge for collection may be made, including educational establishments, charities, prisons, etc. and in paragraph 2a includes any article of waste which does not fit or cannot be fitted into a receptacle provided in accordance with S46 of the EPA 1990. The interpretation of this is yet to be tested in law, but is used as a basis for the collection scheme in many local authorities across the country, some of whom are the best performing.
- 7.3 Provided a container is supplied by the council under Section 46 and that container is of a size that might reasonably be expected to contain the waste from a household (S46(2)), then a charge can be made for anything that doesn't fit. This might apply to side waste or a second bin, but could not be applied to issuing a larger bin.

## **8. RISKS AND HOW THEY WILL BE MITIGATED**

- 8.1 The public may object to some of these policies but it is anticipated that education as well as enforcement will assist residents in understanding the financial and environmental benefits through minimising waste and maximising recycling.
- 8.2 Streetscene Officers already enforce the policy of non collection of excess/side waste and regularly meet resistance to this policy. Currently based on visual inspections the bins with unclosed lids occurrence could be as high as 25% and higher in some areas. The publicity and education programme needs to be extensive.
- 8.3 Implementing these policies in respect of communal bin areas such as in blocks of flats is more problematic as not all residents are usually to blame. The policies are enforced at present and often result in large accumulations of rubbish which the residents or their agents are required to clear. The decision not to clear is a last resort and only made after efforts to resolve the problem have been explored. It is important that this discretion is allowed but the final decision not to clear is fully supported at all levels.

## **9. TIMETABLE FOR IMPLEMENTATION**

- 9.1 July 2011.

**Report Author: Sandy Muirhead Head of Sustainability and Leisure**

**Background Papers:  
There are none.**

## Wheelie bin policy for Spelthorne Borough Council's rubbish collection services

### Issues

1	Alternative sack system	9	Excess rubbish
2	Assisted collection	10	Flats
3	Bin collection point	11	Ownership
4	Bin replacement	12	Physical assessment
5	Bin size	13	Garden Waste
6	Bin storage	14	Food Waste
7	Contamination of recycling	15	New Builds
8	Excess recycling		

<b>1</b>	<b>Alternative sack system</b>
	<b>Policy</b>
1.1	<ul style="list-style-type: none"> <li>Properties that do not have any storage space for wheelie bins or bulk bins will remain on a weekly rubbish collection.</li> </ul>
	<b>Process</b>
1.2	<ul style="list-style-type: none"> <li>Property survey conducted</li> </ul>
1.3	<ul style="list-style-type: none"> <li>Decision recorded on electronic database.</li> </ul>

<b>2</b>	<b>Assisted collection</b>
	<b>Policy</b>
2.1	<ul style="list-style-type: none"> <li>This service is offered to elderly or infirm residents who require assistance with their rubbish, recycling, or garden waste wheelie bin or food waste bin.</li> </ul>
2.2	<ul style="list-style-type: none"> <li>The collection crew will collect and return the bin from the location where it is kept, as determined by a Streetscene officer</li> </ul>
	<b>Process</b>
2.3	<ul style="list-style-type: none"> <li>Streetscene officer undertakes visit after receiving residents request.</li> </ul>
2.4	<ul style="list-style-type: none"> <li>Details are recorded on electronic database.</li> </ul>

<b>3</b>	<b>Bin collection point</b>
	<b>Policy</b>
3.1	<ul style="list-style-type: none"> <li>Wheelie bins must be placed at the kerbside nearest to the front of the property, either the evening before or at the latest by 6am on the scheduled collection day</li> </ul>
3.2	<ul style="list-style-type: none"> <li>Where 3.1 is not possible the Council will determine an alternative location</li> </ul>
	<b>Process</b>
3.3	<ul style="list-style-type: none"> <li>Streetscene officer visits property to assess bin collection point.</li> </ul>

<b>4</b>	<b>Bin replacement</b>
	<b>Policy</b>

4.1	<ul style="list-style-type: none"> <li>Spelthorne will replace the bin if damaged during the emptying process</li> </ul>
4.2	
4.3	
4.4	
4.5	<ul style="list-style-type: none"> <li>Resident reports lost/stolen/damaged bin to Streetscene</li> </ul>
4.6	

<b>5</b>	<b>Bin size-individual properties</b>
	<b>Policy</b>
5.1	<ul style="list-style-type: none"> <li>Households will be issued with 2 x 240 litre wheelie bins one for rubbish and one for recycling.</li> <li>Smaller 140l bins are available on request.</li> <li>Households with 5 or more in permanent residence may be issued with an extra 240 litre bin of both types (recycling/rubbish) if requested. Residents who have certain medical conditions may require larger storage capacity and provision for additional bin capacity in such circumstances can be requested.</li> </ul>
5.2	
5.3	
	<b>Process</b>
5.4	<ul style="list-style-type: none"> <li>Residents not producing large quantities of waste who request smaller 140 litre wheelie bins will be reminded at the time of the exchange of the policy relating to non-collection of excess waste.</li> <li>Street Scene Officer visits property to assess need.</li> </ul>
5.5	

<b>6</b>	<b>Bin storage</b>
	<b>Policy</b>
6.1	<ul style="list-style-type: none"> <li>Wheelie bins will be stored in bin areas where provided or within the boundary of the property to which the bin has been allocated</li> <li>Bins must not be placed on the kerbside until either the evening before but at the latest by 6am on the scheduled day of collection</li> </ul>
6.2	
	<b>Process</b>
6.3	<ul style="list-style-type: none"> <li>Streetscene officer to visit property to assess bin storage and determine appropriate collection arrangements</li> </ul>

<b>7</b>	<b>Contamination of recycling-individual &amp; bulk bins</b>
	<b>Policy</b>
7.1	<ul style="list-style-type: none"> <li>Recycling bins will only be emptied if the recycling is free of contamination.</li> <li>Residents/housing association/management company will be responsible for the disposal of the contents of all contaminated bins</li> </ul>
7.2	

<b>Process</b>	
7.3 7.4	<ul style="list-style-type: none"> <li>Stickers will be applied to non-compliant bins.</li> <li>If contamination is frequent, an officer from Environment Services will visit the property to help determine problem and offer support on how to maximise recycling.</li> </ul>

<b>8</b>	<b>Excess recycling</b>
	<b>Policy</b>
8.1 8.2	<ul style="list-style-type: none"> <li>Recycling should be contained in the wheelie bin.</li> <li>If the bin is full extra lighter recyclables will be collected from the side of the wheelie bin if uncontaminated and contained in an appropriate plastic sack</li> </ul>

<b>9</b>	<b>Excess rubbish - individual bins</b>
	<b>Policy</b>
9.1 9.2 9.3	<ul style="list-style-type: none"> <li>Only refuse contained within the wheelie bin with the lid closed will be collected overfilled bins will not be emptied</li> <li>The resident will be responsible for the disposal of the contents of the bin if presented with the bin lid up</li> <li>Excess or side waste will not be collected.</li> </ul>
	<b>Process</b>
9.4 9.5	<ul style="list-style-type: none"> <li>Stickers will be applied to non-compliant bins.</li> <li>If excess waste is frequent an officer will visit the property to help determine problem and offer support in how to maximise recycling.</li> </ul>

<b>10</b>	<b>Flats</b>
	<b>Policy</b>
10.1 10.2 10.3 10.4	<ul style="list-style-type: none"> <li>Individual or bulk bins will be provided depending on the bin storage space and number of properties within the development</li> <li>Only refuse contained within the wheelie bin with the lid closed will be collected, overfilled bins will not be emptied</li> <li>The housing association/management company will be responsible for the disposal of the contents of the bin if presented with the bin lid up</li> <li>Excess or side waste will not be collected</li> </ul>
	<b>Process</b>
10.5 10.6	<ul style="list-style-type: none"> <li>Initial property survey conducted</li> <li>Consultation with residents, the managing agent or housing association.</li> </ul>

<b>11</b>	<b>Ownership</b>
	<b>Policy</b>
11.1 11.2 11.3 11.4	<ul style="list-style-type: none"> <li>All wheelie bins are the property of the Council.</li> <li>The wheelie bin is the responsibility of the householder.</li> <li>Only Spelthorne Borough Council bins will be emptied.</li> <li>Properties on the Alternate Weekly Collection scheme will have their bins emptied every other week</li> </ul>

11.5	<ul style="list-style-type: none"> <li>Cleanliness of all bins is the responsibility of the resident</li> </ul>
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<b>12</b>	<b>Physical assessment</b>
	<b>Policy</b>
12.1	<ul style="list-style-type: none"> <li>Bins will be issued to all properties unless:</li> </ul>
12.2	<ul style="list-style-type: none"> <li>There is no space at all to store the bins</li> </ul>
	<b>Process</b>
12.3	<ul style="list-style-type: none"> <li>Initial property survey conducted</li> </ul>
12.4	<ul style="list-style-type: none"> <li>Decision recorded on electronic database</li> </ul>

<b>13</b>	<b>Garden Waste</b>
	<b>Policy</b>
13.1	<ul style="list-style-type: none"> <li>Garden waste is a chargeable service, 240l bins will be issued on payment to the Council of the agreed yearly rate</li> </ul>
13.2	<ul style="list-style-type: none"> <li>Bins must not be placed on the kerbside until either the evening before but at the latest by 6am on the scheduled day of collection. Only garden waste contained within the bin will be cleared</li> </ul>
13.3	<ul style="list-style-type: none"> <li>If the bin is contaminated the resident will be responsible for disposal of the contents</li> </ul>
13.4	<ul style="list-style-type: none"> <li>Residents who are unable to store a wheelie bin will be offered a bag at a reduced rate as identified in the Councils fees &amp; charges</li> </ul>
13.5	<ul style="list-style-type: none"> <li>Residents who are unable to store a wheelie bin will be offered a bag at a reduced rate as identified in the Councils fees &amp; charges</li> </ul>
	<b>Process</b>
13.6	<ul style="list-style-type: none"> <li>Streetscene Officer to visit property to assess storage issue</li> </ul>

<b>14</b>	<b>Food Waste</b>
	<b>Policy</b>
14.1	<ul style="list-style-type: none"> <li>Food waste caddies &amp; bins will be issued to all residents who are suitable to be included in the service</li> </ul>
14.2	<ul style="list-style-type: none"> <li>Outdoor bins must be placed kerbside on the scheduled day of collection with the handle in the upright position</li> </ul>
14.3	<ul style="list-style-type: none"> <li>Bins must not be placed on the kerbside until either the evening before but at the latest by 6am on the scheduled day of collection</li> </ul>
14.4	<ul style="list-style-type: none"> <li>All waste must be either contained in a compostable liner or wrapped in newspaper</li> </ul>
14.5	<ul style="list-style-type: none"> <li>Cleanliness of the bin/caddy is the responsibility of the resident</li> </ul>

<b>15</b>	<b>New Builds</b>
	<b>Policy</b>
15.1	<ul style="list-style-type: none"> <li>Developers of new build properties are responsible for the provision of suitable wheelie bins as determined by the Council</li> </ul>
15.2	<ul style="list-style-type: none"> <li>Wheelie bins must be the size, type colour and identified as Spelthorne bins as determined by the Council</li> </ul>
15.3	<ul style="list-style-type: none"> <li>Collections will not take place until such provision has been made by the developer/owner of the property</li> </ul>

<b>16</b>	<b>Bins Not Out</b>
16.1	<ul style="list-style-type: none"><li>• Bins must be placed kerbside either the evening before or by 6am at the latest on the scheduled day of collection</li><li>• Bins reported as not out will not be collected until the next scheduled collection</li> <li>• This applies to all bins (rubbish, recycling, garden and food waste). For food waste can suggest put in rubbish bin if next collection rubbish or take to Community Recycling Site</li></ul>

<b>17</b>	<b>Composting</b>
17.1	<ul style="list-style-type: none"><li>• Green Cones and Green Johannas will be promoted as alternative options to kerbside food waste collection</li></ul>

**Changes to Housing Benefit Bed and Breakfast rates 2011**

**Cabinet: 21 June 2011**

**Resolution required**

**Report of the Deputy Chief Executive**

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

The Housing Options team give advice and assistance to all those in housing need. In situations where people are deemed homeless and there is no other option available they may be placed in bed and breakfast accommodation, usually for short time periods.

**Purpose of Report**

To obtain agreement to revise the Housing Benefit bed and breakfast charges for households placed as an interim housing solution, and adopt a charges formula for use with new Bed and Breakfast hotels.

**Key Issues**

**Financial Implications**

The actual costs are difficult to accurately evaluate as they depend on availability of bed and breakfast accommodation at any one time and the size of household/length of stay in the accommodation. However the Council pay the difference between the Housing Benefit rate payable, the charges the household pay (heating, lighting and breakfast) and the charge for accommodation made by the proprietor. If the new rates are not applied the difference between the two is greater which means the Council has to pay more. Based on current usage and projections the maximum annual additional cost to the Council would be £2500, from existing budgets.

**Corporate Priority** 4. Housing, 9. Sustainable Financial Future, 10. Value for Money ,

**Officer Recommendations**

**The Cabinet is asked to agree the funding formula for Housing Benefit rates as outlined in Appendix 1 for bed and breakfast accommodation for Bed and Breakfast bookings from April 2011.**

**The Cabinet is asked to approve this funding formula for use up until at least end March 2013 as per paragraph 3.3**

**Report Author: Lewis Brown, Housing Options Team Leader, (01784) 446382  
Area of responsibility: Liz Borthwick, Assistant Chief Executive (01784) 446376  
Cabinet member: Cllr Smith-Ainsley**



## MAIN REPORT

### 1. BACKGROUND

- 1.1 The Council's Housing Options team give advice and assistance to those in housing need. Where households deemed to be in priority need (eg they have dependent children or are vulnerable due to health issues) are homeless, all options are considered. Options include negotiations with families, friends or landlords to try maintain accommodation pending longer term housing solutions such as accommodation in the private rented sector.
- 1.2 There are times however when the only option available is to place a household in bed and breakfast accommodation. It is acknowledged that this is not satisfactory for the well being of most households but particularly those with young children and so bed and breakfast is seen as a last resort. Where it has to be used the time is kept to a minimum. Legally households with children cannot remain in bed and breakfast for more than six weeks and the Housing Options team monitor this closely to avoid non compliance.
- 1.3 Spelthorne generally has low usage of Bed and Breakfast accommodation (due to use of proactive homelessness prevention initiatives) however there been an increase in homeless presentations due to the economic downturn. It is likely that we will have between 1 and 4 households in Bed and Breakfast accommodation at any one time.
- 1.4 If households are not eligible for Housing Benefit they pay the full costs to the proprietor. Those households that are eligible still have to pay a charge for heating, lighting and bed and breakfast. Any shortfall between the overall cost and that paid by the household or through Housing Benefit is met by the Council.
- 1.5 There are very few proprietors prepared to accept homeless or potentially homeless clients. The Council primarily uses three venues, the Hounslow Hotel Feltham, The Treaty Lodge in Hounslow and the Avondale Guest House Slough. There is no longer any bed and breakfast accommodation within Spelthorne. We are seeking alternative facilities within a reasonable distance from the borough.

### 2. KEY ISSUES

- 2.1 The Department of Work and Pensions (DWP) have continued the existing funding model for Bed and Breakfast subsidy (See HTB/CTB S1/ 2011 circular.) There is a small uprating in some elements.
- 2.2 The purpose of this report is to bring the charges in line with relevant circulars and guidance.
- 2.3 However S1/ 2011 also provides that the rates in will now be fixed for at least two years, i.e. until March 2013, therefore approval is sought for rate changes which can remain in force until that that time.
- 2.4 The DWP funding model for Bed and Breakfast subsidy is based on the relevant 'Local Housing Allowance' (LHA) rate for the *location* of the bed and breakfast accommodation. As discussed in point 1.5 the Council currently uses bed and breakfast accommodation in Feltham, Hounslow and Slough and so has to apply different Local Housing Allowance rates. There are also different Housing Benefit rates payable depending on whether the accommodation is shared or self contained, in addition to the number of bedrooms available. Accordingly

Spelthorne Borough does not have one fixed charge to tenants for Bed and Breakfast placements (since the approval of the 2010 charges.) Rather charges are derived from the property location and size and type of accommodation provided.

- 2.5 The 2010-11 rates were based on usage of two Bed and Breakfast premises only (Avondale Guest House and Hounslow Hotel.) However during the year we did use other facilities with charging approval from Terry Collier (E.g. Euro Hotel, Wembley.) Therefore it is requested that the council approve the usage of a charging formula as outlined in Appendix 1 to enable us to derive charges for those new B&B facilities which may be in new areas, and therefore are subject to different Local Housing Allowance Broad Rental Market Area (LHA BRMA) rates.

### **3. OPTIONS ANALYSIS**

- 3.1 The first option is to do nothing. However the charges for accommodation from all our Bed and Breakfast facilities are usually greater than the Housing Benefit rate we are able to pay. This means that there will be additional cost to the Council
- 3.2 The preferred option is to change the rates in accordance with relevant guidance as per appendices 1 (Common charging formula) and 2 (specific costs for existing Bed and Breakfast hotels). This means that we will be able to derive consistent rates for new Bed and Breakfast facilities when they arise. It also means that we can benefit from the small uprating in some of the Bed and Breakfast subsidy levels.
- 3.3 It is also requested that the council approve these rates for up until 31 March 2013 as DWP has stated that the main subsidy rates will not change

### **4. PROPOSALS**

- 4.1 See appendices 1 and 2

### **5. BENEFITS AND SUSTAINABILITY**

- 5.1 The benefit of the preferred option is that the rates are applied in accordance with the latest DWP guidance and costs to the Council are minimised.

### **6. FINANCIAL IMPLICATIONS**

- 6.1 If the rates are applied the Council will be maximising income through being able to recoup costs from Housing Benefit of eligible claimants. If the rates are not applied the Council will have to pay more due to the difference between existing rates and the amount charged by Bed and Breakfast proprietors. The main rate change is likely to only affect the one bed BRMA rate for Outer West London which will lead to a charge increase of about £6.00 per placement per week for the relevant placements.
- 6.2 The worst case scenario based on current usage and projections would be an extra cost to the Council of up to £2500 per year, well within existing budgets. However there would also an extra administrative burden if the funding formula for new Bed and Breakfast facilities were not approved.

## **7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

7.1 These changes are in accordance with DWP Circular DWP HB/CTB S1/2011 and A26/2010.

## **7.2 RISKS AND HOW THEY WILL BE MITIGATED**

7.3 Due to the small numbers of households placed in bed and breakfast accommodation the financial risks to the Council are minimal. However the Team Leader Housing Options should monitor to ensure that placements are made with minimal difference between the Housing Benefit rate payable and the costs, depending on the household size, housing requirement and property location.

## **8. TIMETABLE FOR IMPLEMENTATION**

The charges should come into effect from 1 April 2011.

**Report Author: Lewis Brown, Housing Options Team Leader, ext 6382**

**Report Date, 22 March 2011**

**Background Papers: There are none, but Appendices 1 and 2 are attached**

## Appendix 1

### This is the common formula to be applied to all Bed and Breakfast bookings from April 2011

#### For shared facilities placements (SH):

- Identify the BRMA (Broad Rental Market Area of Local Housing Allowance) rate for 1 bed *self-contained accommodation* from the Valuation Office Agency for the postcode of the B&B placement. (Note the self-contained BRMA rate is correctly used for the calculation of the final shared facilities rate.)
- Round **down** BRMA rate to nearest penny to ensure that weekly charge is divisible by 7
- Final charge (SH) = rounded down base charging rate + £2.95 per person per week breakfast charges + £12.90 heating and lighting charges.
- 

#### For self-contained placements (SC):

- Identify the BRMA (Broad Rental Market Area of Local Housing Allowance) rate for self-contained accommodation for the relevant bedroom size from the Valuation Office Agency for the postcode of the B&B placement. (Note the S7/2009 provision that living rooms can only be included in charge rates for larger families.)
- Base charging rate = 90% of the relevant BRMA rate + £60 management charge
- Round **down** base charging rate to nearest penny to ensure that weekly charge is divisible by 7
- Final charge (SC) = rounded down base charging rate plus £2.95 per person per week breakfast charges and £12.90 heating and lighting charges.

(Note heating and lighting charges are as per DWP A26/2010. They are applicable for 2011-2012 but and may be updated for 2012-13)

## Appendix 2

### These are the specific rates for B&Bs in current use

#### For placements in shared facilities accommodation

##### For placements to Hounslow Hotel (Feltham) and Treaty Lodge (Hounslow) :

- Max One Bed LHA rate (BRMA outer west London at Jan 2011) £173.08.
- BRMA rate rounded down (so divisible in pence by 7) is £173.04
- Final weekly charge = £173.04 + £12.90 (heating/lighting), plus £2.95 breakfast per person per week.

##### For placements to Avondale Guest House Slough:

- Max One Bed LHA rate (BRMA East Thames Valley at Jan 2011) £150.00
- BRMA rate rounded down (so divisible in pence by 7) is £149.94
- Final weekly charge = £149.94 plus £12.90 (heating/ lighting) plus £2.95 breakfast per person per week.

#### For placements into Hounslow Hotel (Feltham) or Treaty Lodge (Hounslow) where there is self-contained accommodation (own kitchen/ bathroom) paid on a nightly basis

The rates depend on the number of bedrooms (on the presumption that where there are two or more rooms suitable for living in one will be counted as a living room)

##### Bookings with up to 2 rooms for living in (i.e. one bedroom one living room)

- one bed LHA rate £173.08 hence 90% of this is £155.77
- Base charging rate is £155.77 + £60 management costs = £215.77
- Rounded down base charging rate (so divisible in pence by 7) = £215.74
- Final weekly charge = £215.74 + £12.90 (heating and lighting) plus £2.95 breakfast per person per week

##### Bookings with 3 rooms for living in (i.e. two bedrooms one living room)

- two bed LHA rate £207.69 hence 90% of this is £186.92
- Base charging rate is £186.92 + £60 management costs = £246.92.
- Rounded down base charging rate (so divisible in pence by 7) = £246.89
- Final weekly charge = £246.89 + £12.90 (heating and lighting) + £2.95 breakfast per person per week

##### Bookings with 4 rooms for living in (i.e. 3 bedrooms and one living room)

- three bed LHA rate £253.85 hence 90% of this is £228.46
- base charging rate is £228.46 plus £60 management costs = £288.46.
- Rounded down base charging rate (so divisible in pence by 7) = £288.40
- Final weekly charge of £288.40 + £12.90 (heating and lighting) + £2.95 breakfast per person per week.

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

**Cabinet: 21 June 2011**

**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**

Appointment of representatives to Outside Bodies, the SCC Local Committee and Working Groups for 2011-2012 helps the Council fulfil its community engagement role.

Nomination of representatives to the Outside Bodies of the Surrey Local Government Association [SLGA] assists the Council in maintaining its wider engagement, liaison and consultation arrangements throughout the County of Surrey.

**Purpose of Report**

This report seeks approval to appoint representatives to the Outside Bodies, the SCC Local Committee and the Working Groups for 2011-2012 at Appendix A and to agree the nominations of representatives for appointment to the Surrey Local Government Association [SLGA] Outside Bodies, shown at Appendix B.

**Key Issues**

Annually the Cabinet appoints representatives to serve on Outside Bodies, the SCC Local Committee and Working Groups and nominates representatives to serve on the SLGA Outside Bodies.

**Officer Recommendations**

**The Cabinet is asked to appoint representatives to the Outside Bodies, the SCC Local Committee and the Working Groups for 2011-2012 as shown at Appendix A and to agree the nominations of representatives for appointment to the Surrey Local Government Association [SLGA] Outside Bodies as shown at Appendix B.**

**Report Author: Greg Halliwell, Principal Committee Manager, (01784) 446267**

**Area of Responsibility: Nigel Lynn, Deputy Chief Executive, 01784 446300**

**Cabinet Member: Councillor V.J. Leighton**

**APPENDIX A**

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR  
2011/2012 (Names to be circulated at the meeting)**

**1. COLNE VALLEY PARK STANDING CONFERENCE  
(2 representatives)**

Councillors .

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

Councillors .

Deputies: Councillors .

**3. BAA LOCAL FOCUS FORUM  
(2 representatives)**

Councillors .

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

Councillor .

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

Councillor .

**6. MANAGEMENT COMMITTEE OF MEDIATION NORTH SURREY  
(1 representative)**

Councillor .

**7. ON STREET PARKING PARTNERSHIP  
(2 representatives)**

Councillors

**8. RIVER THAMES ALLIANCE  
(1 representative)**

Councillor .

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

Councillor .

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

Councillor .

Deputy: Councillor .

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

Councillors .

Deputies: Councillors .

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

Councillors .

Deputies: Councillors

**13. SPELTHORNE AND SUNBURY LEISURE CENTRES– CUSTOMER FORUM  
(1 representative)**

Councillor .

**14. SPELTHORNE MENTAL HEALTH ASSOCIATION MANAGEMENT COMMITTEE –  
TRUSTEE (1 representative)**

Councillor .

**15. SPELTHORNE SAFER, STRONGER PARTNERSHIP BOARD  
(1 representative)**

Councillor .

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

The Mayor, Councillor , the Leader of the Council, Councillor and Councillor .

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

Councillor .

Deputy: Councillor .

**18. SUNBURY LEISURE CENTRE JOINT LIAISON GROUP  
(2 representatives)**

Councillors .



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

Councillor .

Deputy: Councillor .

**20. SURREY TRAVELLER COMMUNITY RELATIONS FORUM  
(1 representative)**

Councillor .

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

Councillor .

Deputy: Councillor .

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

Councillor .

**APPOINTMENT OF REPRESENTATIVES TO SERVE ON THE SURREY  
COUNTY COUNCIL [SCC] LOCAL COMMITTEE AND WORKING GROUPS  
FOR 2011/2012 (Names to be circulated at the meeting)**

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

Councillors  
(Lead Member),  
(Deputy Lead Member),

Deputies:

Councillors

**24. LOCAL DEVELOPMENT FRAMEWORK [LDF] WORKING PARTY  
(6 representatives)**

*[Cabinet Member for Environment]*  
*[Cabinet Member for Finance and Resources]*  
*[Two Overview and Scrutiny Committee representatives]*  
*[Planning Committee representative]*  
*[Liberal Democrat representative]*

**25. MEMBERS' DEVELOPMENT STEERING GROUP  
(7 representatives)**

Councillor.

**APPENDIX B**

**NOMINATION OF REPRESENTATIVES TO THE SURREY LOCAL  
GOVERNMENT ASSOCIATION [SLGA] OUTSIDE BODIES FOR 2011-2012  
(Names to be circulated at the meeting)**

**Annual Appointments for 2011-2012:**

**(1) SURREY WASTE PARTNERSHIP**

One Member to be appointed.

**(2) SURREY CLIMATE CHANGE PARTNERSHIP MEMBER GROUP**

One Member to be appointed.

**APPENDIX A**

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR  
2011/2012**

**1. COLNE VALLEY PARK STANDING CONFERENCE  
(2 representatives)**

Councillors .

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

Councillors .

Deputies: Councillors .

**3. BAA LOCAL FOCUS FORUM  
(2 representatives)**

Councillors .

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

Councillor .

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

Councillor .

**6. MANAGEMENT COMMITTEE OF MEDIATION NORTH SURREY  
(1 representative)**

Councillor .

**7. ON STREET PARKING PARTNERSHIP  
(2 representatives)**

Councillors

**8. RIVER THAMES ALLIANCE  
(1 representative)**

Councillor .

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

Councillor .

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

Councillor R.A. Smith-Ainsley

Deputy: Councillor N. Gething

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

Councillors .

Deputies: Councillors .

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

Councillors .

Deputies: Councillors

**13. SPELTHORNE AND SUNBURY LEISURE CENTRES– CUSTOMER FORUM  
(1 representative)**

Councillor .

**14. SPELTHORNE MENTAL HEALTH ASSOCIATION MANAGEMENT COMMITTEE –  
TRUSTEE (1 representative)**

Councillor .

**15. SPELTHORNE SAFER, STRONGER PARTNERSHIP BOARD  
(1 representative)**

Councillor .

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

The Mayor, Councillor , the Leader of the Council, Councillor and Councillor .

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

Councillor .

Deputy: Councillor .

**18. SUNBURY LEISURE CENTRE JOINT LIAISON GROUP  
(2 representatives)**

Councillors .

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

Councillor .

Deputy: Councillor .

**20. SURREY TRAVELLER COMMUNITY RELATIONS FORUM  
(1 representative)**

Councillor .

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

Councillor .

Deputy: Councillor .

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

Councillor .

**APPOINTMENT OF REPRESENTATIVES TO SERVE ON THE SURREY  
COUNTY COUNCIL [SCC] LOCAL COMMITTEE AND WORKING GROUPS  
FOR 2011/2012 (Names to be circulated at the meeting)**

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

Councillors  
(Lead Member),  
(Deputy Lead Member),

Deputies:

Councillors

**24. LOCAL DEVELOPMENT FRAMEWORK [LDF] WORKING PARTY  
(6 representatives)**

*[Cabinet Member for Environment]*  
*[Cabinet Member for Finance and Resources]*  
*[Two Overview and Scrutiny Committee representatives]*  
*[Planning Committee representative]*  
*[Liberal Democrat representative]*

**25. MEMBERS' DEVELOPMENT STEERING GROUP  
(7 representatives)**

Councillors Dale, Dunn, Frazer, Gething, Grant and Pinkerton

**APPENDIX B**

**NOMINATION OF REPRESENTATIVES TO THE SURREY LOCAL  
GOVERNMENT ASSOCIATION [SLGA] OUTSIDE BODIES FOR 2011-2012**

**Annual Appointments for 2011-2012:**

**(1) SURREY WASTE PARTNERSHIP**

One Member to be appointed.

**(2) SURREY CLIMATE CHANGE PARTNERSHIP MEMBER GROUP**

One Member to be appointed.



# THE SURREY LOCAL GOVERNMENT ASSOCIATION

Cabinet: 21 June 2011

Resolution required

Report of the Deputy Chief Executive

REPORT SUMMARY

## Purpose of Report

This report seeks approval for the proposal by the Surrey Local Government Association for its dissolution and replacement by a new group.

## Key Issues

- The Surrey Local Government Association (SLGA) comprises all twelve principal authorities in Surrey.
- Members of the Association have agreed to change the nature of the SLGA and replace it with a new group called the Surrey Leaders' Group.
- The constitution of the SLGA requires the approval of all its constituent authorities for any change to its purpose and objectives.

## Financial Implications

It is proposed to transfer the balance of £52,329.27 uncommitted funds in the SLGA accounts to the Surrey Leaders' Group, together with any balances accrued after 31 March 2011.

## Officer Recommendations

The Cabinet is asked to:

- (i) approve the dissolution of the Surrey Local Government Association
- (ii) endorse the intention to establish a Surrey Leaders' Group in accordance with the draft constitution attached.
- (iii) agree that the Chief Executive in consultation with the Leader be authorised to agree any minor amendments to the constitution of the Surrey Leaders Group that may arise following consideration by all councils
- (iv) approve the transfer of the assets and monies of the SLGA to the Surrey Leaders' Group.

**Report Author: Greg Halliwell, Principal Committee Manager, 01784 446267**

**Area of Responsibility: Nigel Lynn, Deputy Chief Executive, 01784 446300**

**Cabinet member: Councillor Mrs V.J. Leighton**

## MAIN REPORT

### 1. BACKGROUND

- 1.1 The Surrey Local Government Association (SLGA) was established in 1997 with the aim

“To protect and promote the interests of the people of Surrey through co-operation between the elected principal councils on public services locally, and on representation on public issues at the regional, national and European levels”.

- 1.2 The Association comprises all twelve principal authorities in Surrey and has twenty-two members – one member from each borough and district and eleven County Councillors.

### 2. PROPOSALS

- 2.1 There have been many changes in the political environment since the SLGA was formed. In the light of the current climate, the Association debated at its meeting on 3 March 2011 whether there was indeed a future role for the SLGA and what that might be.

- 2.2 Members were unanimous that there remained a clear need for a strong representative body for local government in Surrey, to act as a forum for discussion of strategic issues, for relationship building and as a lobbying voice.

- 2.3 They did agree however that the time was right to change the nature of the SLGA and replace it with a new group better suited to fulfil this role. This group should comprise the Leaders (or equivalent) of all borough and district councils and the Leader and Deputy Leader of the County Council, planning to meet approximately monthly. It would be called the Surrey Leaders' Group. A draft constitution is attached at **Appendix A**.

- 2.4 The District Councils' representatives on the Surrey Leaders' Group would continue to determine nominations to represent all Surrey district councils on outside bodies.

- 2.5 The constitution of the SLGA requires the approval of all its constituent authorities for any change to its Purpose, Objectives, Membership, Powers, Administrative and Technical Support, and Finance and Subscriptions. This report therefore requests the approval of Cabinet for the dissolution of the SLGA.

- 2.6 The Cabinet is therefore asked to approve the proposal to dissolve the Surrey Local Government Association and to agree that the assets and monies of the SLGA be transferred to the Surrey Leaders' Group on its formation.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The Surrey Leaders' Group will be supported by a Secretariat which will be similar in size and structure to that which supports the SLGA, currently 1.8 fte staff. It is proposed that the costs of the secretariat will continue to be met by subscription from the constituent authorities. For 2011-12 the subscription fee for Spelthorne is £3,200

3.2 At the end of the financial year 2010-11, there is a balance of some £52,329.27 uncommitted funds in the SLGA accounts. It is proposed that this should be transferred to the Surrey Leaders' Group together with any balances accrued after 31 March 2011. Closing accounts of the SLGA will be submitted to each of its constituent authorities.

#### **4. PERCEIVED BENEFITS OF A SURREY LEADERSHIP GROUP**

4.1 It is felt that more frequent meetings of Council Leaders will pave the way for closer working relationships, not only between the Boroughs and Districts, but also with the County Council. This is particularly important with regards to the Surrey First initiatives but also to provide an opportunity for the discussion of "hot topics" of relevant interest.

4.2 Another aspiration is that the Group will better influence the Surrey Members of Parliament, and in particular those holding Cabinet and other senior responsibilities. This "influencing" is seen as fundamental in paving the way for improving relationships between the Surrey Districts, Boroughs, County and Central Government.

#### **5. TIMETABLE FOR IMPLEMENTATION**

5.1 Subject to the necessary agreements, the SLGA will be formally wound up on 30 June 2011 and assets and monies of the Association will be transferred to the Surrey Leaders' Group on 1 July 2011 or as soon as practicable thereafter.

**Report Author: Greg Halliwell, Principal Committee Manager, 01784 446267**

**SURREY LEADERS' GROUP  
DRAFT CONSTITUTION**

**NAME**

1. The group shall be known as the Surrey Leaders' Group (SLG)

**OBJECTIVES**

2. The aims of the group will be:
  - To act as a strong representative body for local government in Surrey,
  - To provide a forum for discussion of strategic issues
  - To consider matters of common interest to members of the Group and to provide a means by which joint views may be formulated and expressed
  - To promote and maintain effective strategic relationships across local government in Surrey and with other partners
  - To establish effective relationships with the national Parliament and Government
  - To be a voice for the communities of Surrey and for local government in Surrey

**MEMBERSHIP**

3. The members of the group will be the Leader (or equivalent) of each Borough and District Council in Surrey and the Leader and Deputy Leader (or equivalents) of Surrey County Council. Substitutes will be permitted.
4. Membership of the group is a voluntary matter. However should the Leader of any Council wish to withdraw from membership then at least 12 months notice must be given.

**CHAIRMAN AND VICE-CHAIRMAN**

5. A Chairman and Vice-Chairman shall be appointed at the Annual Meeting from among the members of the group. The Chairman and Vice chairman shall not be from the same authority and will each be appointed for a two year term of office.

**MEETINGS**

6. Up to 10 meetings per annum may be held, normally in rotation around the twelve authorities. Additional meetings may be held if the Chairman and Vice-Chairman agree this is necessary. The first meeting after the Council elections each year will be the Annual Meeting to re-constitute the Group, appoint the Chairman and Vice-Chairman, and approve the accounts for the previous year. The subscriptions for the following year shall be fixed at the meeting occurring during the Councils' budget cycle.
7. The quorum for meetings of the Group shall be 5 Members, of whom one must be from the County Council.
8. The Notice and Agenda for each meeting should normally be sent out at least five working days prior to the day of the meeting.
9. The style of the meetings will vary according to the business. The meetings need not be held in Council Chambers, and nor indeed in Council offices. Meetings of the group will not normally be open to members of the public. The Group may invite attendance and representation by others.

10. The aim will be to achieve consensus. In the case of formal meetings where voting is required each member of the group will have one vote. Voting will be by a show of hands.

## **POWERS**

11. The Group will have the ability to consider any matter facing local government, but it shall not have the power to make decisions that would bind any or all of the constituent Councils without the issues being referred to each of those Councils.
12. The Group may authorise the Chairman or Vice Chairman to make representations to any person or organisation on its behalf.
13. The Group will nominate 3 district leaders to represent district councils at meetings of the Surrey Strategic Partnership. Those representatives shall not have the power to make decisions at those meetings that would bind any or all of the district Councils without the issues being referred to each of those Councils.
14. The County Council will continue to make its own nominations to outside bodies. The District Councils' representatives on the Surrey Leaders' Group will be entitled to determine nominations to represent all Surrey district councils on outside bodies. However, it will be open to the Group, with the agreement of all the constituent Councils, to undertake the nomination of representatives onto other bodies on behalf of all the Councils.
15. Amendments to the constitution of the Group shall require approval by all members of the Group.

## **WORK PROGRAMME**

16. The Group will maintain a work programme, recognising however, that issues may occur requiring its alteration.

## **ADMINISTRATION AND TECHNICAL SUPPORT**

17. The Group will maintain a Secretariat to assist in the conduct of its business and that of the Chief Executives Group. The Secretariat will be hosted by one Council and paid from subscriptions from the other Councils.
18. The Group will be supported and advised by the Surrey Chief Executives' Group. It may utilise established working groups, or set up time limited task and finish groups where necessary, to achieve certain objectives and will set up longer standing groups only by exception and with clear terms of reference.
19. The Group will appoint a Treasurer and Auditor from amongst the Chief Financial Officers of the Surrey Councils.

## **FINANCE AND SUBSCRIPTIONS**

20. The Group shall be able to levy subscriptions on the constituent authorities to meet the costs of the secretariat, and to maintain a standing fund to meet any additional cost such as for employing consultants, commissioning research, or meeting the costs of one or more authorities undertaking or commissioning work on behalf of the Group, in support of the Group's work programme.
21. The subscription for the County Council will match that of the eleven Borough and District Councils combined.

22. Members' allowance and travel costs for attendance at Group meetings or those of other organisations to which it may nominate members will be borne by the individual authorities.
23. The accounting year will be that of the municipal year. The Group will determine the level of subscriptions at its meeting during the Councils' budget cycle, and receive the audited accounts for the previous year at the Annual Meeting.

DRAFT

**PURCHASE OF A NEW WALLED GARDEN IRRIGATION SYSTEM**

**Cabinet: 21 June 2011**

**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 Walled Garden is a valuable amenity to residents and visitors of the Borough alike. It has a very high number of visitors all year and incorporates the Millennium Embroidery building and cafe which is open to the public 6 days a week and encourages visitors of all ages.

**Purpose of Report**

To seek urgent Capital funding for the installation of a completely new garden irrigation system, following the intermittent failure of the current system.

**Key Issues**

Garden requirements  
Water wastage and costs  
Footpath damage

**Financial Implications**

Installation of complete new garden irrigation system  
On-going planned & responsive maintenance  
Reduced revenue expenditure on water bills (paid by the Council)

**Corporate Priority** 1.A Safer Spelthorne, 5.A Cleaner and Greener Environment,

**Cabinet is asked to approve a supplementary capital estimate of £27,640 for the funding of the replacement Irrigation system.**

**Report Author: Jackie Taylor Head of Streetscene 01784 446418**

**Area of Responsibility: Nigel Lynn 01784 446300**

**Cabinet member: Cllr Penny Forbes-Forsyth**

## MAIN REPORT

### 1. BACKGROUND

- 1.1 The Walled Garden is as the name suggests a garden in Sunbury which is incorporated with the large Sunbury Park. The garden also hosts the Millennium Embroidery building which has a cafe open to the public 6 days a week and last year welcomed over 60,000 visitors.
- 1.2 This year we applied for the garden to be given Green Flag status which is the benchmark national standard for parks and green spaces in the United Kingdom. The scheme was set up in 1996 to recognize and reward green spaces in England and Wales that met the laid down high standards. It is also seen as a way of encouraging others to achieve the same high environmental standards, creating a benchmark of excellence in recreational green areas. Any free to enter public park or green space is eligible to apply for an Award. The scheme is owned by the Government through the Department for Communities and Local Government
- 1.3 The garden and gallery which are both free to enter are visited by locals and people from afar and are very popular with a very diverse range of people. They are especially accessible for disabled residents due to the structure of the footpaths and ramps.
- 1.4 The Walled Garden irrigation system was installed approx 20 years ago when the garden was regenerated at that time.
- 1.5 It was designed around the then planting and maintenance arrangements but the landscape in the garden has gone through a dramatic change since that time.
- 1.6 The garden contains a large and varied assortment of trees & shrubs all of different sizes and species, some of which are very rarely grown successfully in this country.
- 1.7 In 2010 the 2 full time garden attendants were removed from the grounds maintenance contractual requirements. This achieved the 3% Gershion savings required as part of the Grounds Maintenance contract let to Lotus Landscapes Ltd for a period of 5 + 5 years.
- 1.8 It became evident earlier this year due to an increase in plant failure that the watering system was for a number of reasons not watering the garden in all areas, and suffering from intermittent failure. This also indicated that the previous park attendants had spent alot of time manually watering without the contractors knowledge
- 1.9 Due to these recent intermittent failures with the current system, and the summer bearing upon us prices for the replacement system were sought.
- 1.10 An invitation to tender was sent out to 5 separate companies, 3 of which were returned.

### 2. KEY ISSUES

- 2.1 Extensive new planting has since been undertaken this year but the present watering system is not covering all planting areas which have to be manually watered by Lotus.
- 2.2 In warmer weather conditions Lotus staff take an average of 20 hours per week to manually water areas of the garden not covered by the irrigation system.



2.3 The current system is no longer commercially available and cannot be improved or adapted to suit the current garden conditions/requirements.

2.4 Water wastage is very evident as footpaths are becoming waterlogged and damaged due to the current water irrigation set up. This causes additional problems to the disabled and wheelchair users.

### **3. OPTIONS ANALYSIS**

3.1 Do nothing and continue with current arrangements wasting water, manpower and causing further damage to plants and footpaths within the garden.

3.2 Completely replace the irrigation system with the most economical and efficient watering system utilising the latest technology. With a computer to control the flow of water to relevant zones within the garden, sensors to calculate moisture levels to eliminate excess watering, saving money (as the Council pays the water bill) & water and covering the irrigation needs of the whole garden.

### **4. PROPOSALS**

4.1 To replace the irrigation system as set out in the specification under option 3.2 which has already been tendered in line with Contract Standing Orders.

### **5. BENEFITS AND SUSTAINABILITY**

5.1 The new irrigation system has been designed to be adaptable and grow with the garden.

5.2 The new design will be the most efficient and reduce water wastage and damage to other areas of the garden. A plan of the garden identifying where the micro sprinklers and “pop up” sprinklers will be placed, will be made available for Cabinet members at the meeting and prior in the Members’ Room.

### **6. FINANCIAL IMPLICATIONS**

6.1 The specification for the design has already been tendered with submitted prices varying from (a) £38k to (b) £28k to (c) £21k. Tenderer (a) is too expensive and is unable to deliver to the timescale. Tenderer (c) is considered to have insufficient experience and knowledge to provide the system as specified, even though it is the cheapest. Having evaluated the tenders the most beneficial tender for this scheme would be tenderer (b) at £28k.

6.2 Sufficient Capital funds are available to fund this scheme.

### **7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

7.1 There are none

### **8. RISKS AND HOW THEY WILL BE MITIGATED**

8.1 As this garden is very well used by residents & visitors the replacement of the system will be carried out in sections to avoid closure and also to ensure safety of the public at all times.

### **9. TIMETABLE FOR IMPLEMENTATION**

9.1 Implementation has yet to be confirmed but it is anticipated that the work will commence in early July and take approximately 2 weeks to complete should Cabinet agree to the expenditure.

## **Background Papers: Specification and Invitation to tender documentation**

*Please reply to:*

Contact: Jackie Taylor  
Department: Strategic Directorate (Community)  
Service: Head of Streetscene  
Direct line: 01784 446418  
Fax: 01784 446321  
E-mail: j.taylor@spelthorne.gov.uk  
Our ref:  
Your ref:  
Date: 6 April 2011

To whom it may concern

### **Re: - Walled Garden, Thames Street Sunbury**

We are writing to offer you the opportunity to submit a written quote for a garden irrigation system within the Walled Garden in Thames Street Sunbury.

The new system requires a number of stations which must be identified within your quote which will operate independently, supplying sufficient watering levels with the opportunity to override for wet weather conditions.

When submitting your quote you must ensure that a detailed equipment list is provided, stating manufacturer, numbers and locations of rotator pop-up, micro, mister and gear driven sprinklers.

Information must also be provided for the following:-

- Control system
- Filtration
- Solenoid Valves
- Drip Irrigation
- Rain sensors
- Pump & Water tank

Your submission must also include a detailed installation proposal, showing that the system you have proposed is the best option for the garden. Providing near perfect coverage for the entire garden and eliminating the need for manual watering of any area, ensuring that all of the lawn and plant areas receive sufficient water at all times.

Your total submission cost and proposal must include and confirm the period of warranty for both equipment and installation, and the project timescale.

I can confirm that we will make suitable arrangements for removal of all waste and arisings off site and a suitable outdoor power point for the computer & pump.

If you have any questions please e-mail them to me at [j.taylor@spelthorne.gov.uk](mailto:j.taylor@spelthorne.gov.uk) as soon as possible. Your proposals including the price must be sent to the secure tender box at Spelthorne [tenders@spelthorne.gov.uk](mailto:tenders@spelthorne.gov.uk) no later than 12pm on Thursday 21 April 2011.