

**Roberto Tambini  
Chief Executive**

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**10 December 2008**

TO THE MEMBERS OF SPELTHORNE BOROUGH COUNCIL

**SUMMONS TO MEETING**

You are hereby summoned to attend the **Meeting of Spelthorne Borough Council to be held in the Council Chamber, Council Offices, Knowle Green, Staines on THURSDAY 18 DECEMBER 2008 beginning at 7.30pm**, for the purpose of transacting the business specified in the Agenda set out on the next page.

ROBERTO TAMBINI  
*Chief Executive*

**EMERGENCY PROCEDURE:** - In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the Green adjacent to Broome Lodge, Staines. Members of the Public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises. **[THE LIFT MUST NOT BE USED]**

**PUBLIC SPEAKING IN PERSON AT COUNCIL MEETINGS**

**[Please Telephone: Richard Powell (01784) 446240 or e-mail: [r.powell@spelthorne.gov.uk](mailto:r.powell@spelthorne.gov.uk)]**

**(1) Public Question Time**

Public "Question Time" is near the start of Council meetings. This is an opportunity for any person to ask the Leader of the Council, or his nominee, a question about matters in which the Council has powers or duties or about issues that affect the Borough.

**(2) Petitions**

The Council has a procedure to enable petitions to be presented formally at Council meetings and for the person presenting the petition to address the Council for a maximum of three minutes.

**(3) Representations on Recommendations**

When the Council is considering a recommendation from the Executive or a Committee, any resident can put forward views on the issues involved by making verbal representations to the Council for a maximum of three minutes before the Council discusses the recommendation and makes a decision.

**Anyone wishing (1) to ask a question at "Public Question Time", (2) to present and speak to a petition, or (3) make verbal representations on a recommendation, must notify the Chief Executive's office by 12 Noon three working days prior to the day of the Council meeting. [That is 12 Noon on the preceding Monday for a Council meeting on a Thursday].**

## 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.***

## A G E N D A

1. APOLOGIES FOR ABSENCE

To report apologies for absence received from Councillor Miss M.M. Bain and to receive any other apologies.

2. MINUTES – COUNCIL MEETING HELD ON 30 OCTOBER 2008  
**[Pages 3 to 14]**

To confirm as a correct record the Minutes of the Council Meeting held on 30 October 2008.

3. DISCLOSURES OF INTEREST

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

4. ANNOUNCEMENTS FROM THE MAYOR

To receive any announcements from the Mayor on planned Mayoral events.

5. ANNOUNCEMENTS FROM THE CHIEF EXECUTIVE

To receive any announcements from the Chief Executive.

6. ANNOUNCEMENTS FROM THE LEADER

To receive any announcements from the Leader.

7. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Leader or his nominee to answer any questions raised by members of the public.  
*[Providing notice has been given in accordance with the procedures in the Council's Constitution].*

8. PETITIONS

To receive any Petitions submitted to the Council. *[Notice of petitions and persons wishing to speak to the Council on them must be given in accordance with the procedures in the Council's Constitution].*

9. RECOMMENDATIONS OF THE EXECUTIVE  
**[Page 15]**

To consider the recommendations of the Executive on the following matter:-

**Outline Budget – 2009/2010 – 2012/2013**

Note: Members of the public may make representations in person not exceeding 3 minutes on individual recommendations before they are discussed *[providing notice has been given in accordance with the procedures in the Council's Constitution].*

10. REPORT FROM THE LEADER OF THE COUNCIL  
**[Pages 16 to 17]**

To receive the report from the Leader of the Council on the work of the Executive.

11. REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE  
**[Pages 18 to 19]**

To receive the report from the Chairman of the Audit Committee on the work of his Committee.

12. REPORT FROM THE CHAIRMAN OF THE LICENSING COMMITTEE  
**[Page 20]**

To receive the report from the Chairman of the Licensing Committee on the work of his Committee.

13. REPORT FROM THE CHAIRMAN OF THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE  
**[Pages 21 to 22]**

To receive the report from the Chairman of the Performance Management and Review Committee on the work of her Committee.

14. REPORT FROM THE CHAIRMAN OF THE PLANNING COMMITTEE  
**[Page 23]**

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

15. QUESTIONS ON WARD ISSUES

The Leader or his nominee to answer any Questions from Members on Issues in their Ward. *[Providing notice has been given in accordance with the procedures in the Council's Constitution].*

16. GENERAL QUESTIONS

The Leader or his nominee or relevant Committee Chairman to answer any General Questions from Members on matters affecting the Borough or for which a particular Committee has responsibility. *[Providing notice has been given in accordance with the procedures in the Council's Constitution].*

17. URGENT BUSINESS

To consider any urgent business.

**MINUTES OF THE COUNCIL MEETING HELD ON 30 OCTOBER 2008**

**BOROUGH OF SPELTHORNE**

**AT THE MEETING OF THE SPELTHORNE BOROUGH COUNCIL HELD IN THE  
COUNCIL CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES ON  
THURSDAY 30 OCTOBER AT 7.30PM**

Ayers F.	Flurry K.E.	O'Hara E.
Beardsmore I.J.	Forsbrey G.E.	Packman J.D. (Leader)
Bell Mrs E.	Grant Mrs D.L.	Pinkerton Mrs J.M.
Bhadye S. (Mayor)	Hirst A.P.	Rough Mrs M.W.
Bouquet M.L.	Hyams Ms N.A.	Rough S.J.
Broom Ms P.A.	Jaffer H.R.	Sider R.W.
Budd S.E.W.	Leighton Mrs V.J.	Smith-Ainsley R.A. (Deputy Leader)
Colison-Crawford R.B.	McShane D.L.	Spencer Mrs C.L. (Deputy Mayor)
Collis M.J.	Napper Mrs I.	Strong C.V.
Davis C.A.	Nichols Mrs C.E.	Thomson H.A.
Dunn Mrs S.A.	Nichols L.E.	Trussler G.F.

Councillor S. Bhadye, The Mayor, in the Chair

**317/08 DEATH OF FORMER COUNCILLOR MRS PATRICIA WESTON**

Members, officers and public present, joined the Mayor to stand in silence as a token of respect for the late Councillor Mrs Patricia Weston.

**318/08 APOLOGIES**

Apologies for absence were received from Councillors Miss M.M. Bain, K. Chouhan, T.W. Crabb, C.D.G. Kuun, J.D. Pinkerton and M.T. Royer and Independent Members, Mr Murray Litvak and Miss Sue Faulkner.

**319/08 MINUTES**

The minutes of the meeting held on 24 July 2008 were approved as a correct record.

**320/08 ANNOUNCEMENTS FROM THE MAYOR**

**Planned Mayoral Events**

The Mayor reminded Members of the following forthcoming Mayoral events:-

- Night at the Races – 25 November 2008;
- Weybridge Male Voice Choir at St Hilda's Church, Ashford – 24 January 2009;
- Valentine Ball at Shepperton Studios – 14 February 2009.

### **Youth Council – Anti-Knife Campaign**

The Mayor welcomed Youth Councillors from Spelthorne Youth Council and Andy Holdaway, the Borough Youth Officer to the meeting.

The Youth Council had started a campaign against Knife Crime and made a presentation to the Council on their success so far.

The Mayor thanked the Youth Councillors for an excellent presentation. He congratulated them for being the first to make a stand against knife crime in the Borough and getting others on board to advertise the campaign. He praised them for being a credit to the Borough and this Council.

Councillor Mrs. Denise Grant, in her capacity as Portfolio Holder for Young People and Cultural Services, had fully supported the Youth Council campaign and joined the Mayor in commending their achievements.

### **321/08 ANNOUNCEMENTS FROM THE CHIEF EXECUTIVE**

The Chief Executive, as Returning Officer at the Election of a Councillor for the Ashford East Ward held on Thursday 23 October 2008, informed the Council that the number of votes cast for each Candidate was as follows:

APPLEBY Diane	452
APPLEYARD Mark Anthony	163
BROWNE Christopher Alan	185
ROUGH Steven James	858

He welcomed, to his first meeting of the Council, Councillor Steven James Rough, the Conservative Party Candidate, who was elected as a Councillor for the Ashford East Ward.

### **322/08 ANNOUNCEMENTS FROM THE LEADER**

The Leader, Councillor J.D. Packman, welcomed Councillor Steven Rough to the Chamber and commended his election as a positive endorsement from the local community, which demonstrated that local people recognised the achievements of Spelthorne Borough Council.

### **323/08 COUNCILLOR CHRISTOPHER KUUN**

The Council considered the recommendation of the Monitoring Officer on the absence of Councillor Christopher Kuun from Council meetings due to ill-health. Council had so far excused the absence of Councillor Kuun from 5<sup>th</sup> March 2008.

During the debate, members sought clarification on the reason for Councillor Kuun being further excused from Council meetings. The fact of his ill health had been clearly referred to in the report to this meeting and was also stated in the resolution

agreed at the June 2008 Council meeting, when the situation was previously reviewed. The Leader agreed for the sake of completeness, that the resolution should include the reason for Councillor Kuun's continued absence.

**RESOLVED** that Councillor Christopher Kuun be further excused from Council meetings due to ill health, and that the matter be reviewed again at the February 2009 meeting of the Council.

#### **324/08 OFFICER DELEGATIONS – EMPLOYMENT MATTERS**

The Council considered the recommendation of the Head of Human Resources on changes required to the employment policies and procedures and to the Council's Constitution / Officer Delegations relating to personnel matters, to reflect the Council's new Management structure.

**RESOLVED** that

- (1) the employment policies, procedures and arrangements, as set out in paragraph 2 and Appendix A to the report, be updated to take account of the Council's new Management structure.
- (2) the Head of Corporate Governance be asked to incorporate relevant changes to the Council's Constitution relating to employment matters, as covered in paragraphs 3 to 6 and Appendix B to the report.

#### **325/08 DEBT RECOVERY PROJECT DELEGATIONS**

The Council considered the recommendation of the Executive on debt recovery project delegations.

**RESOLVED** that paragraph 6.17 of the Council's Constitution - Delegation to Officers, be updated to confirm that the Revenues Manager has delegated authority to write off Council Tax up to £3,000 and Business Rates debts up to £6,000; and that the Heads of Housing Options and Housing Benefits have the delegated authority to write off Housing benefits debts up to £3,000.

#### **326/08 CHANGES TO THE COUNCIL CONSTITUTION – RECOMMENDATIONS FROM THE STANDARDS COMMITTEE**

The Council considered the recommendations of the Standards Committee on changes to Article 9 and other consequential changes to the Constitution.

**RESOLVED** that

- (i) The size of the committee be increased from 7 to 8 to enable a member of the Executive to be appointed on to the Standards Committee, with the current members continuing to serve on the committee;
- (ii) The following three sub committees be established to assess, review and determine complaints against councillors under the Code of Conduct

*Standards (Assessment) Sub Committee* – To make initial assessments of allegations of misconduct by Borough Councillors.

*Standards (Review) Sub Committee* – At the request of a complainant, to review any decision of the Standards (Assessment) Sub Committee

to take no action in relation to an allegation of misconduct by Borough Councillors.

*Standards (Determination) Sub Committee* – To determine complaints about the conduct of Borough Councillors and, where appropriate, to impose sanctions.

- (iii) All members of the Standards Committee be eligible to serve on a sub committee and delegated authority be given to the Monitoring Officer, in consultation with the Chairman of the Standards Committee, to select members in accordance with the regulations to serve on the three sub committees on a case by case basis; and
- (iv) Any sub committee must be chaired by an Independent member and at least three members must be present at any meeting, including at least one borough councillor but preferably two.
- (a) Councillor Colin Davis be nominated as the Executive Portfolio Holder for Regeneration (with responsibility for Standards in Public Life to be included within that Portfolio) to serve as an additional member of the Standards Committee.
- (b) The Monitoring Officer be authorised to make such consequential amendments to the Council's Constitution as are necessary to reflect the revised membership of the Standards Committee.

### **327/08 REPORT FROM THE LEADER OF THE COUNCIL**

The Leader of the Council, Councillor J.D. Packman, presented his report, which outlined the various matters the Executive had dealt with since the last Council meeting.

### **328/08 LICENSING COMMITTEE**

The Chairman of the Licensing Committee, Councillor R.W. Sider, presented his report, which outlined the matters the Committee had dealt with since the last Council meeting.

### **329/08 PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE**

The Chairman of the Performance Management and Review Committee, Councillor Ms P.A. Broom, presented her report, which outlined the matters the Committee had dealt with since the last Council meeting.

### **330/08 PLANNING COMMITTEE**

The Chairman of the Planning Committee, Councillor E. O'Hara, presented his report, which outlined the matters the Committee had dealt with since the last Council meeting.

### **331/08 AUDIT COMMITTEE**

Councillor E. O'Hara, a member of the Audit Committee, presented the report on behalf of the Chairman, which outlined the matters the Committee had dealt with since the last Council meeting. The report had been circulated separately to all Members prior to the meeting.



**332/08 STANDARDS COMMITTEE**

Councillor Colin Davis, Portfolio Holder for Regeneration, presented the report of the Standards Committee on behalf of the Chairman. The report outlined the matters the Committee had dealt with since the last Council meeting.

**333/08 MOTIONS**

Under Standing Order 16, two Notices of Motion had been received.

(i) The first was regarding the Government Capping of the Surrey Police Budget.

**Councillor R.W. Sider moved and Councillor Mrs V.J. Leighton seconded the following motion:**

“That this Council deplores the Government capping of the Surrey Police Budget, expresses its concerns that no formal reason for such capping has been given, and requests that a letter to this effect be prepared and be sent in the strongest terms to the Home Secretary.”

In accordance with Standing Order 21.4, a request was made by Councillor Mrs D.L. Grant for the voting on the motion to be recorded. The vote was as follows:

FOR (33)	Councillors F. Ayers, I.J. Beardsmore, Mrs E.M. Bell, S. Bhadye, M.L. Bouquet, Miss P.A. Broom, S.E.W. Budd, R.B. Colison-Crawford, M.J. Collis, C.A. Davis, Mrs S.A. Dunn, K.E. Flurry, G.E. Forsbrey, Mrs D.L. Grant, A.P. Hirst, Miss N.A. Hyams, H.R. Jaffer, Mrs V.J. Leighton, D.L. McShane, Mrs I. Napper, Mrs C.E. Nichols, L.E. Nichols, E. O’Hara, J.D. Packman, Mrs J.M. Pinkerton, Mrs M.W. Rough, S.J. Rough, R.W. Sider, R.A. Smith-Ainsley, Mrs C.L. Spencer, C.V. Strong, H.A. Thomson and G.F. Trussler.
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The motion was unanimously carried.

**RESOLVED** that this Council deplores the Government capping of the Surrey Police Budget, expresses its concerns that no formal reason for such capping has been given, and requests that a letter to this effect be prepared and be sent in the strongest terms to the Home Secretary.

The Leader, Councillor J.D. Packman, in his community leadership role, deemed it appropriate for himself to write, on behalf of the Council, to the Acting Chief Constable of Surrey Police to advise him of this Council’s motion and giving Surrey Police the Council’s full support.

(ii) The second Notice of Motion was regarding fuel reimbursements for volunteer drivers.

**Councillor Mrs V.J. Leighton moved and Councillor G. F. Trussler seconded the following motion:**

"That, on behalf of volunteer drivers UK wide, this Council supports the Petition to the Prime Minister requesting the HM Revenue and Customs to raise the rate at which they permit charities to reimburse volunteer drivers from 40p per mile to 50p per mile for their fuel costs."

In accordance with Standing Order 21.4, a request was made by Councillor G.F. Trussler for the voting on the motion to be recorded. The vote was as follows:

FOR (33)	Councillors F. Ayers, I.J. Beardsmore, Mrs E.M. Bell, S. Bhadye, M.L. Bouquet, Miss P.A. Broom, S.E.W. Budd, R.B. Colison-Crawford, M.J. Collis, C.A. Davis, Mrs S.A. Dunn, K.E. Flurry, G.E. Forsbrey, Mrs D.L. Grant, A.P. Hirst, Miss N.A. Hyams, H.R. Jaffer, Mrs V.J. Leighton, D.L. McShane, Mrs I. Napper, Mrs C.E. Nichols, L.E. Nichols, E. O'Hara, J.D. Packman, Mrs J.M. Pinkerton, Mrs M.W. Rough, S.J. Rough, R.W. Sider, R.A. Smith-Ainsley, Mrs C.L. Spencer, C.V. Strong, H.A. Thomson and G.F. Trussler.
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The motion was unanimously carried.

**RESOLVED** that, on behalf of volunteer drivers UK wide, this Council supports the Petition to the Prime Minister requesting the HM Revenue and Customs to raise the rate at which they permit charities to reimburse volunteer drivers from 40p per mile to 50p per mile for their fuel costs

### **334/08          QUESTIONS ON WARD ISSUES**

**Under Standing Order 14, Councillor Mrs E. M. Bell asked the following question:**

"It has now been just short of 2 years since the closure of the Benwell Day Centre in Sunbury. I was under the impression that the new build was due to be occupied by summer 2009. As yet there has been no apparent progress on site. Could you please provide us with an accurate timetable for both occupation and opening of the day centre for non residents?"

**The Portfolio Holder for Health and Independent Living, Councillor Mrs V.J. Leighton, responded as follows:**

"Thank you, Councillor Mrs Bell for your question.

Although planning has been concluded and the legal documents completed and ready to sign, there have been a number of issues. You may be aware that there had been a notification of a judicial review by an organisation. The time period for a potential challenge concludes on 19 December. We have since learnt from the press in the past week that the organisation is no longer pursuing this action, although as yet the Council has not been formally advised.

Although Notting Hill has continued to work on this project until such time as a challenge period concluded, the Board is not able to authorise the funds for the project to go ahead. Also during this period the economic climate has changed at Notting Hill and their builders are reviewing the build costs and sale prices for the flats.

It is hoped that Notting Hill will be on site in December and completion is likely to be early 2010. We are disappointed that the facility will not be open sooner, but there was a threat of a judicial review and the economic downturn has also impacted on this project.

We will continue to operate the centre at Churchill Village Hall, which is offering a range of activities, together with hot meals. We are also offering computer classes from Sunna Lodge and making the best use of the Council and other's facilities.

We will keep Members advised and residents updated via the Bulletin."

**Under Standing Order 14, Councillor Mrs C.E. Nichols asked the following question:**

"Local residents are concerned at persistent rumours that the Council is in discussions with the owners of Kempton Park regarding building homes on the car park or any other land at Kempton. Please would the Portfolio Holder state whether such discussions have occurred or are planned?"

**The Chairman of the Planning Committee, Councillor E. O'Hara, responded as follows:**

"Thank you, Councillor Mrs Nichols for your question.

As part of consultation on the LDF, Kempton Park Racecourse has proposed both the area of the car park and buildings, and an area of open land to the east of the main course, be released from the Green Belt for housing and other development, and that is their right.

As required the Council advertised the proposals during the summer along with many other sites developers have proposed.

At the recent LDF Examination, Kempton Park's consultants sought to make their case for development. Our officers set out this Council's staunch opposition to the loss of any part of the Borough's Green Belt. Our Green Belt is not negotiable and that position has been established for many years and won't change. Unfortunately some people persist in undermining our policy with misleading and mischievous statements, which lend to rumours circulating around the Borough. Those people should be ashamed of themselves. May I also point out that a similar question was asked at the last Council meeting and I gave a similar response."

**In accordance with Standing Order 14.2, Councillor Mrs C.E. Nichols asked the following supplementary question:**

"I am well aware of the Council's position on Green Belt but there is a strong belief amongst residents that the owners of Kempton Park have been talking to the

Development Control department and they would like the Council's reassurance that that has not happened."

**Councillor E. O'Hara responded:**

"Planning officers are spoken to routinely by developers but I cannot inform you if such discussions have taken place with Kempton Park. Once the Council receives a formal application, all those who are affected will be notified."

**Under Standing Order 14, Councillor L.E. Nichols asked the following question:**

"I have been assured that the car parking machines will be installed shortly in Lower Sunbury. Can the Portfolio Holder confirm the date when charging will commence, the capital cost of the machines and the anticipated revenue for this financial year for both Lower Sunbury car parks?"

**The Portfolio Holder for the Environment, Councillor G.E. Forsbrey, responded as follows:**

"Thank you, Councillor Nichols for your question. The machines at both Thames Street and the Old Bathing Station have been installed and will be commissioned this week. If this is successful then charging can start, although at Thames Street we are awaiting delivery of a smaller tariff board that will fit into the surroundings better.

Once charging starts we will have a period of 2 weeks where drivers will be given warning notices instead of Penalty Charge Notices where they are not displaying a ticket or permit.

The Capital cost for the machines and installation is £7000. The anticipated revenue in this financial year for both car parks is £4500. The payback period is estimated to be 2 years."

**Under Standing Order 14, Councillor Mrs C.E. Nichols asked the following question from Councillor T.W. Crabb:**

"Could the Portfolio Holder please provide an update on the programme to transfer ownership and then enhance TP26, the strip of linear park in Lower Sunbury?"

**The Portfolio Holder for Community Safety, Councillor F. Ayers, responded as follows:**

"Thank you for the opportunity to bring the Council up to date about this matter. The Council's Head of Asset Management is due to meet with his counterpart at the County in mid-November. It is the intention that at this meeting the parties will finalise the detail of the transfer following which the respective legal departments will be instructed to draft the transfer deeds and complete the transaction."

**335/08 GENERAL QUESTIONS**

**Under Standing Order 14, Councillor Mrs I. Napper asked the following question:**

“Due to the present financial turmoil, how will our housing targets be affected if first time buyers are not able to enter the market?”

**The Leader of the Council, Councillor J.D. Packman, responded as follows:**

“Thank you for your question Councillor Napper.

As mentioned earlier this evening, undoubtedly the nature of the current financial circumstances, which affect us all in one way or another, will have some impact on the level of house building in the Borough in the short term, and I respectfully suggest into the medium term also.

The extent of that impact is not easy to predict locally - in particular how first time buyers can on one hand take advantage of lower house prices, but, on the other hand cope with greater restrictions on lending. As a Borough Council we cannot directly control such matters, but I have enormous sympathy for those who had been planning to buy their first home at this time.

Our housing targets go to 2026, which is some way ahead and I believe we have sufficient capacity to meet them. Building levels might be less over the next few years than might otherwise have been the case. Nevertheless we have about 250 houses currently under construction and Housing Associations are beginning to receive greater national funding to boost their activity.

I am confident therefore that we will meet our long term housing targets.”

**Under Standing Order 14, Councillor Mrs Elizabeth Bell asked the following question:**

"I understand that the costs and options in respect of the webcasting of council meetings are being looked at by officers of Spelthorne council. I understand that in the interim the audio recording of planning committee meetings is also being considered. Could the council give an indication of the target date for introducing webcasting of either audio or audiovisual recordings of council meetings, or indeed both?"

**The Portfolio Holder for Communications and Engagement, Councillor A.P. Hirst, responded as follows:**

“I can confirm that the Council is looking at various options to further extend the way it communicates with local residents, which includes webcasting and audio recording. We hope to start audio recording of the Planning Committee in November, but the logistics of making recordings publicly available still needs to be resolved.”

**Under Standing Order 14, Councillor C.V. Strong asked the following question:**

"Can the Portfolio Holder for Regeneration state the current position of the Council towards the disposal of the Oast House site by Surrey County Council?"

**The Portfolio Holder for Regeneration, Councillor C.A. Davis, responded as follows:**

"Surrey County Council was developing plans for the disposal of the Oast House site in Staines. As Councillors will be aware, this site is suitable for housing under our Local Development Framework. The County Council allowed us an opportunity to bid for future parking provision on the site but the Executive considered that the costs were prohibitive and did not provide a viable return on investment. Officers are in regular contact with counterparts at Surrey County Council in order to assess opportunities for future development of the site, though it will come as no surprise to learn that due to the current economic climate there have been no new proposals to date from the County Council to dispose of this site."

**Under Standing Order 14, Councillor Mrs C. Nichols asked the following question:**

"I understand that the schedule of locally listed buildings drawn up in 2004 was scheduled for review from April 2008. What is the process and timetable for this review and will residents be consulted? I note that the list includes homes that are Edwardian or older; will the Council consider adding to the list homes of merit that are more recent than early 20th Century?"

**The Chairman of the Planning Committee, Councillor E. O'Hara, responded as follows:**

"A local list of buildings of archaeological and historic interest was adopted in 2004 following extensive public consultation.

We intend to review the Local list alongside preparing other Supplementary Planning Documents, once the Core Strategy and the Alterations Development Plan Documents have been adopted. The detailed programme for preparing all these documents will be prepared once the two Development Plan Documents have been adopted.

Local lists need to be based on robust criteria and careful assessment, and it would be inappropriate to speculate at this stage the outcome of a review of the 'list'. May I add that the local list contains over 200 properties, which is not likely to change significantly as the criteria are quite stiff"

**Under Standing Order 14, Councillor L.E. Nichols asked the following question and indicated he was happy to receive a written reply:**

"I note that, at the special meeting on 23rd September with Surrey Primary Care Trust, the Performance Management and Review Committee accepted the PCT's assurances that an extra GP-led service at Ashford hospital would not adversely

affect existing GP services or other local health provision. What guarantees has the PCT given in support of those assurances which have satisfied the Committee?"

**For record purposes the response which would have been given by the Chairman of the Performance Management and Review Committee, Councillor Ms P.A. Broom is set out below:**

"As the Members who were at the special meeting of the Performance and Management Committee on 23 September will recall, the impact on the present health centres was discussed at length.

The PCT stated that the service specification covered the commissioning of an integrated service with the existing walk-in centre at Ashford Hospital. The integration would enhance the services available to patients as well as providing them with an increased range of professional and a vastly improved range of services.

The services planned in the new GP-led clinic will complement existing GP services.

The PCT stated that many people will stay with their existing GPs due to locality, and loyalty.

As the PCT pointed out, it is about patient choice and if, as we are told, the GPs are already providing excellent services, it is therefore unlikely that there will be an impact of patient list size.

Further I would direct you to the Minutes / presentation / questions and answers which are available on the Council website."

**Under Standing Order 14, Councillor I.J. Beardsmore asked the following question from Councillor T.W. Crabb:**

"Does the Council still support expansion of Heathrow Airport? If so what are the criteria, if any, for that support?"

**The Leader of the Council, Councillor J.D. Packman, responded as follows:**

"The Council continues to support the principle of expansion at Heathrow subject to significant and important qualifications relating to air quality, noise and any other environmental impacts being properly addressed.

As agreed earlier this year, our position has not changed."

**Under Standing Order 14, Councillor I.J. Beardsmore asked the following question:**

"Up to last December the LDF had cost the Borough £1.1million. How much has the development of the core strategy (Not counting the Allocations DPD) cost between last December and now?"

**The Deputy Leader of the Council, Councillor R.A. Smith-Ainsley, responded as follows:**

“The cost of the Core Strategy so far this calendar year has been approximately £160,000. I am pleased to confirm we are to receive £294,000 of Housing and Planning Delivery Grant this year from the government for our progress on the LDF.”

**336/08            APPOINTMENT OF REPRESENTATIVE TRUSTEES TO CHARITIES**

**Appointment to serve as a Representative Trustee on the Ashford Relief in Need Charities.**

It was proposed by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley and

**RESOLVED** that Mrs Mary Collis of 65 Wrens Avenue, Ashford be appointed as a Council Representative Trustee to Ashford Relief in Need Charities for a four year term of office.

**Appointment to serve as a Representative Trustee on the Staines Parochial Charity.**

It was proposed by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley and

**RESOLVED** that Mrs Alice Deere, of 8 Balmoral Grange, Thames Side, Laleham, Staines, be re-appointed as a Council Representative Trustee to Staines Parochial Charity for a four year term of office from 31 December 2008.



## RECOMMENDATIONS OF THE EXECUTIVE

### 1. OUTLINE BUDGET 2009/2010 – 2012/2013

- 1.1 The Executive have considered a report by the Chief Finance Officer seeking the approval of Members to recommend the Council to approve an Outline Budget covering the next four years, with the first year forming the framework for the detailed Budget for the next financial year.
- 1.2 Specifically, the report sought a recommendation to the Council for the approval of the Outline Budget which will set a maximum expenditure level for 2009/2010 and will also recommend a guideline Council Tax increase.
- 1.3 The Council is required by law to set a balanced Budget
- 1.4 **The Executive recommend that the Council approve the following:-**
  1. **That the net budgeted expenditure for 2009/2010 be set at a maximum level of £14.446m.**
  2. **That, in order to reach this level, the Management Team identifies a package of options by which the budget can be balanced both in 2009/2010 and over the next 3 years of the outline period.**
  3. **That, subject to the assumptions in this report being valid, a guideline Council Tax increase be set close to the maximum allowed by the Government whilst having regard to the level set by other authorities in Surrey. For the purposes of the Outline Budget an annual increase of 4% has been assumed.**
  4. **That the Council's use of reserves policy be reviewed with the aim of the council seeking to maximise the level of its reserves whilst taking account of the reduced potential for capital receipts and the need to maintain a capital programme.**
  5. **That an agreed total reserves target minimum level (as measured on 31<sup>st</sup> March each year) be set at a level of £20m for 31/3/10.**
  6. **That financial health indicators be set, subject to the future financial climate as follows:**
    - i **Revenue outturn against original budget target: +/- 1.5%**
    - ii **Capital outturn against original budget target: +/- 10%**
    - iii **Council Tax collection target: 98.7%**
    - iv **Business rates collection target: 98.0%**
    - v **Sundry debts aged more than 90 days overdue no more than 15% of total debts**
    - vi **Payment of creditors within 30 days target: 97.5%**

**In light of the developing economic situation, the financial health indicators will be kept under regular review in case they are required to be revised.**

## **REPORT FROM THE LEADER OF THE COUNCIL ON THE WORK OF THE EXECUTIVE**

This is my ninth report to the Council as the Leader on the work of the Executive.

This report is an overview of some of the more important issues that we have discussed at our meetings on 16 September 2008 and 21 October 2008.

We have made a separate recommendation to the Council on one issue which appears earlier on this Agenda.

### **1. SPELTHORNE YOUTH STRATEGY 2008-2012**

We have considered a report seeking the approval of Members on the Spelthorne Youth Strategy 2008 – 2012 which is a strategy for both Spelthorne Council and for Spelthorne Together. The Youth Strategy will support the development of young people and the safety of young people and will provide a range of activities for them to participate in and this should potentially help reduce crime in the Borough.

We have approved the Spelthorne Youth Strategy 2008 – 2012, as presented to the Executive.

### **2. SELF MANAGEMENT OF BOWLS CLUBS**

We have considered a report updating Members on the progress to date on self-management of Bowls Clubs and seeking formal authority for the Officers to proceed with this self-management option. It is anticipated that under self-management the Bowls Clubs will be able to utilise the facilities more, to enhance their arrangements for casual use and this will have the benefit of greater use and extra security in the parks. Evidence has also shown that groups which directly manage their sites have a personal interest and therefore the standards can be better.

We have agreed that the Officers proceed with self-management of the Bowls Clubs at Bishop Duppas, Stanwell and Staines Park in the 2009-2010 season and continue working with the Bowls Clubs at Fordbridge to achieve self-management in the 2010-2011 season.

We have further agreed that as part of the self-management option, each Bowls Club be encouraged to invite a Council Member representative to serve on their individual Management Committee, in particular to assist them with future fund raising activities and initiatives.

### **3. BUSINESS IMPROVEMENT PROGRAMME PROGRESS REPORT**

We have considered a report providing Members with an update on the progress of the Council's Business Improvement Programme. The report explains that, by maximising business improvement efficiencies, the Council has been able to maintain service standards and redirect savings towards investment in the provision of services to local residents. In addition, the Council is now half way through the third year of the three

year Business Improvement Programme of reviews and the Authority is on track to achieve the level of savings originally identified.

We have noted the progress to date on the Council's Business Improvement Programme of reviews.

**4. THE SOUTH EAST PLAN**

We have considered a report setting out a recommended response to the current consultation on the draft South East Plan, to ensure that it provides an appropriate Regional Planning context for future Development Plans proposed by the Borough Council.

One of the key issues we have considered is whether the South East Plan sets an appropriate housing requirement for the Borough and if the other policies of the Plan are acceptable.

We have agreed that no further representations be made on the South East Plan.

**5. A STRATEGY FOR OLDER PEOPLE'S SERVICES IN SPELTHORNE 2008-2012**

We have considered a report on a Strategy for Older People's Services In Spelthorne 2008-2012 that provides the opportunity for different Agencies to work together to improve the social, physical and mental wellbeing of older people who live in the Borough of Spelthorne.

In reviewing the priorities for the Council, Older people (especially the frailer older person) are identified as important and as a key priority of the Council. Spelthorne Together (Local Strategic Partnership) has also identified supporting older people to remain independent in their own homes as one of the three priorities of the Health and Wellbeing theme of the Community Plan.

We have approved the Strategy for Older People's Services in Spelthorne 2008-2012 (Supporting Independence for Older People in Spelthorne) for immediate implementation.

Councillor John Packman  
*Leader of the Council*

**30 October 2008**

**ADDENDUM REPORT FROM THE LEADER OF THE COUNCIL ON THE  
WORK OF THE EXECUTIVE**

**6. URGENT ITEMS – PROPOSAL TO FORM A TWINNING LINK WITH GRAND  
PORT SAVANNE DISTRICT COUNCIL, IN MAURITIUS**

- 6.1 At the Executive meeting on 9 December 2008, we considered an urgent report on an invitation for the Borough Council to form a Twinning Link with The Grand Port/Savanne District Council in Mauritius.
- 6.2 Members were satisfied that this matter should be dealt with as Urgent Business, as a decision was required now and could not wait until the next meeting of the Executive on 20 January 2009.
- 6.3 Members noted that a new Twinning Link with Mauritius could build upon and develop the Borough Council's experience of Twinning with Melun over the past 18 years, to the benefit of both communities.
- 6.4 The new Twinning Link with Mauritius will give the Spelthorne Community the opportunity to develop a wide range of civic, community and economic based shared initiatives. The aim of these initiatives will be to build long-term links between the two communities across a wide area – which may include school exchanges, work placements and links between various voluntary organisations.
- 6.5 In relation to civic initiatives, these could include having exchange representatives in attendance at the Mayor's Annual Ball, the Council's Annual General Meeting and the Borough Remembrance Sunday Memorial Services.
- 6.6 We have accepted the invitation from the Mauritius High Commission for the Borough Council to enter into a formal Twinning Link with the Grand Port/Savanne District Council.

Councillor John Packman  
*Leader of the Council*

**18 December 2008**

## **REPORT OF THE CHAIRMAN ON THE WORK OF THE AUDIT COMMITTEE**

The Audit Committee held a meeting on 27 November 2008 and considered the following items of business.

### **1. ELECTION OF CHAIRMAN**

Councillor M.T. Royer was elected as Chairman of the Committee for the remainder of the Municipal year.

### **2. MATTERS ARISING**

#### **Minutes 205/08 and 270/08 – Update on PCNs**

The Committee received a verbal update from the Head of Environment Services on the issue of unpaid Penalty Charge Notices (PCNs). The Head of Audit Services was satisfied that the problems with transmitting unpaid PCNs to the Traffic Enforcement Centre had now been resolved.

#### **Minute 271/08 – Council responses on External Auditor recommendations**

The Committee were advised by the Assistant Chief Executive that the Council had agreed to implement the External Auditor's recommendations relating to financial accounting issues. Confirmation was awaited from KPMG that they were happy with the Council's responses.

### **3. ALTERNATE WEEKLY COLLECTION PROJECT RISK MANAGEMENT PROCESS**

The Committee received a presentation from the Head of Environment Services on how risks were managed for the introduction of Alternate Weekly Collection, as an example of the risk management process undertaken by the Council for a major project.

### **4. EMERGENCY PLANNING**

The Committee received a verbal report from the Head of Environment Services outlining work areas in progress on emergency planning.

### **5. AUDIT SERVICES QUARTERLY REPORT**

The Committee considered and approved the quarterly report presented by the Head of Audit Services, which outlined the work undertaken by Audit Services during the period July 2008 – September 2008.

The Committee was provided with some statistical information on outstanding internal audit recommendations. It expressed concern at the number of high risk recommendations outstanding and requested that this be communicated to the relevant managers.

In view of the number of issues highlighted in the report on Parking Services, the Committee requested the attendance of the Head of Environment Services at the next meeting to give an update on this area.

The Committee sought reassurance that the authorisation arrangements for procurement by officers were satisfactory. The Head of Audit Services agreed to report back to the Committee at the next meeting on this issue.

**6. CORPORATE RISK MANAGEMENT - REVIEW**

The Committee considered and approved the quarterly update on the Corporate Risk Register presented by the Senior Auditor. The Risk Register had been reviewed and updated by the Corporate Risk Management Group.

The Committee asked the Head of Environmental Health and Building Control Services to attend the next meeting of the Committee to clarify the issues surrounding risk assessments of contaminated land sites.

**7. CONFIDENTIAL REPORTING CODE (WHISTLEBLOWING) POLICY**

The Committee considered and approved the report on the Confidential Reporting Code (Whistleblowing) Policy.

**8. COMMITTEE WORK PROGRAMME 2008/9**

The Committee considered and approved its Work Programme for the remainder of the municipal year 2008/09.

The Committee requested that Heads of Service provide a briefing paper for circulation prior to attending the Committee to report/update on issues raised.

Councillor Malcolm Royer  
*Chairman of the Audit Committee*

**18 December 2008**

## **REPORT OF THE CHAIRMAN OF THE LICENSING COMMITTEE**

There have been two Licensing Sub-Committee meetings since my last report and the result of an appeal heard in the Magistrates Court.

Their work and the result of the appeal are set out below.

**1. Licensing Sub-Committee - 27 October 2008  
Application for a Hackney Carriage Driver Licence**

A Licensing Sub-Committee considered and granted an application for a hackney carriage driver licence.

**2. Licensing Sub-Committee - 3 December 2008  
Application for a Hackney Carriage Driver Licence**

A Licensing Sub-Committee considered and granted an application for a hackney carriage driver licence.

**3. PEREGRINE STORES, PEREGRINE ROAD, SUNBURY – APPEAL IN  
THE MAGISTRATES COURT**

I am pleased to announce that the appeal by the Premises Licence Holder of Peregrine Stores against the Council's decision last May to revoke the Premises Licence was dismissed by Staines Magistrates Court at an appeal hearing on 24/25 November 2008 and that the Council was awarded its cost.

I would like to place on record my thanks to the residents who showed great courage in calling the premises in for review and bringing to the public's attention the deplorable activities at this store.

Councillor Robin Sider  
*Chairman of the Licensing Committee*

**18 December 2008**

## **REPORT OF THE CHAIRMAN ON THE WORK OF THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE**

The Performance Management and Review Committee have met once since the last Council meeting and this report gives an overview of the issues considered.

### **1. BUSINESS SUPPORT – PARTNERSHIP WORKING**

- 1.1 As Chairman of the Committee I had invited to the meeting representatives from organisations that support our local business community such as the Chambers of Commerce and other smaller business networking groups. At the meeting each representative gave a brief overview of what their organisation offers and how it interrelates with the Chambers and business groups. This was followed by an open discussion with Committee members with an aim of identifying such issues as:
- What are the challenges for local businesses
  - What are the biggest challenges facing Spelthorne
  - What are organisations doing to help support, promote and develop businesses within Spelthorne and
  - What is currently working well and what is not.
- 1.2 The Committee in the current financial climate was pleased to see how much support there is available to our local businesses both through the various chambers of commerce and the networking groups and that they worked together with very little duplication. During the discussion the Committee noted that the representatives present all showed support for the third runway at Heathrow and the need for Surrey County Council to look at addressing the transportation issues that are affecting our borough.
- 1.3 Spelthorne has a thriving business community with the necessary support to help businesses develop in a prime location. This all contributes to a quality of life which has attracted many employers and people to the borough. The Committee acknowledged that this should not be taken for granted in the current economic climate and there was a need to continue to work together to ensure our local communities are sustained. One example of success that was highlighted was how the Council had worked with Shepperton Chamber of Commerce to install CCTV in the shopping area. This chamber also raised the issue of additional support that could be provided by introducing lower car parking charges for the local shop workers in car parks near the smaller shopping centres during the day and increasing the charges in the evening.

### **2. PROGRESS REPORTS**

- 2.1 The Committee discussed two progress reports. The first covered how progress was being made with the alternate weekly rubbish and recycling scheme and covered such issues as collection methods, difficult properties, scheme participation, garden waste collections and the drop in price received from recycling materials.
- 2.2 The second progress report discussed covered the progress made with the business improvement programme of reviews covering a three year period 2006/2007 to 2008/2009. The Committee noted that a number of the reviews had been completed



and that the current reviews covered Environmental Health, Human Resources, Asset Management and Revenues.

### **3. USE OF EQUALISATION RESERVE**

- 3.1 The Committee discussed and noted the explanation received for the use of the interest Equalisation Reserve to off set the loss of investment income due to the financial climate.

### **4. FINANCIAL REPORTS**

- 4.1 The Committee received two financial monitoring reports setting out the position for both revenue and capital expenditure for the first six months of the year.

### **5. TASK GROUPS**

- 5.1 The Committee discussed and supported the findings of the Ground Maintenance Task Group for consideration at the Executive meeting on 9 December. Councillor Budd, the Lead Member of the Crime and Disorder Reduction Partnership Task Group reported that he would be arranging for the task group to meet in January /February next year with a report back to the Committee in March 2009.

### **6. PERFORMANCE REPORT**

- 6.1 The Committee discussed the data provided for the second quarter of the new National Indicators and noted the information. The Committee also received a briefing paper on performance in determining planning applications and noted the overall improvement to performance.

Councillor Philippa Broom  
*Chairman of the Performance Management and Review Committee*

**18 December 2008**

**REPORT OF THE CHAIRMAN ON THE WORK  
OF THE PLANNING COMMITTEE**

The Planning Committee has met only once since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key items considered by the Planning Committee at the meeting on 12 November 2008.

The meeting dealt with 15 items. Public speaking took place on 4 items with 7 people taking the opportunity to address the Committee.

The most notable items on the agenda were:

- An application for the erection of 51 dwellings at the BT Depot site in Poplar Road Ashford. Following the matter being debated this item was deferred to enable the applicant to be asked to amend the layout to enable refuse vehicles to enter and leave the site without having to reverse.
- Permission was also granted for the erection of 3 houses in Ferndale Road, Ashford following demolition of the existing property.
- The Committee also authorised the serving of 3 enforcement notices against authorised development on sites across the Borough.
- Authority was also given for the confirmation of 3 Tree Preservation Orders at sites in Staines, Stanwell and Sunbury in advance of expected development proposals.

Councillor John O'Hara  
*Chairman of the Planning Committee*

**18 December 2008**