



10 December 2014

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held in the **Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames** on **Thursday 18 December 2014** commencing at **7.30pm** for the transaction of the following business.

Roberto Tambini
Chief Executive

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

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm as a correct record the minutes of the Council meeting held on 23 October 2014 and the Extraordinary Council meeting held on 18 November 2014.	1 - 12
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.	
5. Announcements from the Leader	
To receive any announcements from the Leader.	
6. Announcements from the Chief Executive	
To receive any announcements from the Chief Executive.	
7. Questions from members of the public	
The Leader or his nominee to answer any questions raised by members of the public in accordance with Standing Order 14.	
8. Petitions	
To receive a petition from Mr. Kye Gbangbola.	
The Council will decide to respond to the petition in one of the following ways:	
(a). Support the action the petition requests.	
(b). Dismiss the action the petition requests.	
(c). Refer the petition to the Cabinet or the Overview and Scrutiny Committee for further consideration.	
The petition organiser will receive written confirmation of the decision.	
9. Attendance of Councillor Dipak Gohil at meetings	
To seek approval to waive the application of the six months' rule due to Councillor Gohil's work commitments abroad.	13

Description	Page Number
10. The review of the Members' Allowances Scheme for 2015-16	
To receive the report of the Independent Remuneration Panel. To have regard to its recommendations and make a decision thereon.	14 - 39
11. Recommendations of the Cabinet	
To consider the recommendations of the Cabinet from its meeting on 16 December 2014.	40
12. Report from the Leader of the Council	
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14. Report from the Chairman of the Overview and Scrutiny Committee	
To receive the report from the Chairman of the Overview and Scrutiny Committee on the work of her Committee.	44 - 45
15. Report from the Chairman of the Planning Committee	
To receive the report from the Chairman of the Planning Committee on the work of his Committee.	46 - 48
16. Motions	
There are no Motions.	
17. Questions on Ward Issues	
The Leader or his nominee to answer questions from members on issues in their ward, in accordance with Standing Order 15.	

18. General questions

The Leader or his nominee to answer the following questions from members on matters affecting the Borough, in accordance with Standing Order 15:

(1). Question from Councillor Frank Ayers

“Can Councillor Watts inform members in this Chamber if he intends to take any disciplinary action against Councillor Gething for his ill-founded and inappropriate comments on his Facebook page regarding possible future development at the Brooklands College site in Ashford? Councillor Gething made comments criticising the management board of the college. He also made comments and I quote, “We will, of course, oppose any planning application that encroaches on the protected open space at the rear of the college.” Comments of this nature could be construed by the public as pre-determination of any planning application that may be submitted in the future for that site.

The use of the word “we” implies that all would oppose.

Councillor Gething is, of course, entitled to express his own opinion. However, making comments using the word ‘we’ does infer that either all the planning committee, of which he is one, or all Council members, have the same opinion. A number of the vastly more experienced Councillors would never make such a fundamental error, especially when it comes to planning matters and, more importantly, if one is a current member of planning.

I feel Councillor Watts deserves the opportunity to clarify whether he will take disciplinary action against Councillor Gething. If the answer is no, can we take it that he condones such comments?”

(2). Question from Councillor Frank Ayers

“At a time when a review of the Council Tax we pay is due to be considered by the current Administration, can Councillor Watts inform members in this Chamber of the following:

- (a). How many Councillors have been in arrears with their Council Tax at any time during the term of this Administration, that is, since the 2011 Borough Election?
- (b). Which political parties were/are they from?
- (c). Of those, how many were/are Cabinet members, and will he now name those Councillors?”

(3). Question from Councillor Richard Dunn

“When will Spelthorne Council become a Fair Trade Borough in line with many other Surrey Councils?”

19. Appointment of replacement representative Trustees

To consider the appointment of Richard Stokes, Keith Vigurs, and Mavis Duncan as replacement Council representative Trustees to Laleham Charities - village hall and recreation ground - for a four year term until December 2018.

20. Urgent business

To consider any urgent business.

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday 23 October 2014 at 7.00pm

Present:

Councillors:

Ayers F.	Forsbrey G.E.	Patel D.
Ayub A.	Francis M.P. (Deputy Mayor)	Patterson A.C.
Bannister C.A	Frazer C.M	Sexton J.
Beardsmore I.J.	Friday A.E.	Sider R.W. BEM
Budd S.E.W.	Gething N.	Smith-Ainsley R.A.
Davis C.A.	Grant D.L.	Spoor B.
Dunn R.D.	Harman A.C.	Strong C.V.
Dunn S.A.	Harvey I.T.E.	Watts R.L. (Leader)
Forbes-Forsyth P. (Deputy Leader)	Leighton V.J.	Webb S. (Mayor)
	Mitchell A.J.	

Mr. Murray Litvak, Chairman of the Members' Code of Conduct Committee was also in attendance.

Councillor Suzy P. Webb, The Mayor, in the Chair

267/14 Mr Tom Napper, former Mayor's Consort

The Mayor invited all present to join her in standing for a minute's silence out of respect for Mr Tom Napper, former Mayor's consort and husband of the late Mrs Isobel Napper, who was Mayor from May to August 2013.

268/14 Presentation from NHS North West Surrey Clinical Commissioning Group

The Mayor welcomed Dr Liz Lawn, Chair of NHS North West Surrey Clinical Commissioning Group, to the Council meeting. Dr Lawn spoke to the Council about the new locality hubs and plans for integrated care in the community.

She outlined the three commissioning plan principles to:

Invest to deliver more proactive care and support to help keep people, particularly the frail elderly and their carers as healthy as possible, ensuring that they don't reach crisis levels requiring emergency hospital admission;

Develop Locality Hubs which will be used by multi-disciplinary health and social care teams, led by GPs to improve the quality of care provided in the community; and

Deliver equivalence in the out of hospital environment, ensuring both care practitioners and the public have as much confidence in out of hospital services as in hospital care.

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Dr Lawn responded to member's questions. The Mayor thanked Dr Lawn for a most interesting presentation and asked that the presentation be sent to all councillors.

269/14 Apologies for absence

Apologies were received from Councillors P.A. Broom, M. Bushnell, T.J.M. Evans, D. Gohil, M.J. Madams, J.M. Pinkerton OBE, M.W. Rough and D. Saliagopoulos, and Miss Sue Faulkner, Vice-Chairman of the Members' Code of Conduct Committee.

270/14 Minutes

The minutes of the Council meeting held on 17 July 2014 were confirmed as a correct record.

271/14 Disclosures of Interest

There were none.

272/14 Announcements from the Mayor

The Mayor spoke about some recent events that she had attended including: the Civic Service, Civic Reception, a visit to Spelthorne's twin town, Melun and the opening of a sensory room at Springfield school, for children with autism and Asperger's'. She announced that she was pleased to be paying the first Mayoral visit to Staines Synagogue this Saturday the 25th November.

The Mayor gave some dates of upcoming events for councillors' diaries:

- 8 November - Stanwell Hotel dining club evening
- 9 November - Remembrance Sunday
- 5 December - Mauritian evening at London Irish Ground, Hazlewood Centre, Sunbury

273/14 Announcements from the Leader

The Leader made the following announcements:

Fair Play for Spelthorne

Team Spelthorne was awarded the Surrey Playing Fields Fair Play Award at the P&G Surrey Youth Games 2014. Members of Team Spelthorne were voted for their excellent on-court behaviour and being very courteous to opponents. Participants were also complimented for being very well behaved off court and encouraging each other. Spelthorne Borough Council has been awarded £250 and a trophy in recognition of the award. Members of the tennis team and Boccia team were presented with the trophy at Council on 17th July 2014.

Spelthorne Property Portfolio – Effective Maintenance Services

The management of the Council's property assets embraces short, medium and long term considerations which are regularly reviewed to ensure that they remain closely aligned to the Council's strategic objectives while making the properties fit for purpose and in compliance with legislative requirements.

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The Council continues to undertake repairs and refurbishment of properties at this moment in time which includes two current projects:

- To carry out concrete repair works to the top (roof) levels of Elmsleigh Multi-Storey Car Park that has suffered from failed coatings and concrete cracks allowing water ingress into the structure - Contract value at £298,249.12.
- To carry out the replacement of the Greeno Community Centre roof that has become susceptible to failure and water infiltration - Contract value at £150,421.00

The above projects are currently underway and are within budget and they will be completed within this financial year. This conservative council's basic objectives in asset maintenance are:

1. to minimise reactive maintenance by improving planned maintenance arrangements
2. to demonstrate 'Best Value' in terms of suitability
3. to make a positive contribution to the social well-being of the community through its use by others such as day / wellbeing centres, voluntary groups, charity organisations or small businesses

274/14 Announcements from the Chief Executive

The Chief Executive reminded councillors that the meeting of Overview and Scrutiny Committee scheduled in the Council's diary for 4 November 2014 had been postponed to 25 November 2014.

275/14 Questions from members of the public

The Mayor reported that under Standing Order 14, one question had been received from a member of the public, Mr A. McLuskey. In his absence, the Mayor read out his question as follows:

Question from Mr A. McLuskey

"Would the Leader agree with me that it is regrettable to find the dangerous quagga mussels in our community and can he reassure me as to what steps (within its powers) Spelthorne will be deploying to eradicate or at least prevent the spread of these unwanted visitors?"

The following response by the Leader, Councillor Robert Watts, was given in writing:

"Thank you for your question, Mr. McLuskey.

As I am sure you will have noticed, the finding of this species has received local and national press attention. The Environment Agency is responsible for the health of our local rivers and they have put together information (now available on our website) on how to mitigate the spread of the mussel. The Environment Agency will act to deal with this invasive species, as far as they are able. Sadly, the mussel is but one of an increasing number of invasive

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species. Spelthorne will promote mitigation measures and hope residents and visitors to our rivers and ponds will take, and act on, the Environment Agency's advice."

276/14 Petitions

The Mayor advised that no petitions had been received in time for inclusion on this agenda. However, she acknowledged that a petition was received by the Chief Executive on Tuesday this week (21 October 2014) and this would be brought to the Council at a time that was convenient for the family concerned.

277/14 Development of a Housing Strategy

The Council considered the recommendation of the Cabinet on the three strategies – housing, private sector and homelessness – comprising the complete Housing Strategy for Spelthorne Borough Council.

Resolved that the housing, private sector and homelessness strategies comprising the complete Housing Strategy 2014-2017 for Spelthorne Borough Council, be adopted.

278/14 Capital funding for housing opportunities

The Council considered the recommendation of the Cabinet on a potential opportunity to secure a number of temporary and private sector properties in the Borough for housing.

Resolved:

- (1) to authorise officers to continue negotiations with Thames Valley Housing for housing opportunities on the Crooked Billet site;
- (2) to agree, in principle, to spend £500,000 of commuted sum funding on the Crooked Billet/Thames Valley Housing project and
- (3) to agree, in principle, and subject to full development of the business case, including evaluation advice, to a supplementary capital estimate of £500,000.

279/14 Delegated Authority for Environmental Health Officers

The Council considered the recommendation of the Cabinet on amendments to the Scheme of Delegations to enable Environmental Health officers to use the powers granted to the Council under new and existing legislation.

Resolved that the proposed amendments to the Scheme of Officer Delegations in relation to Environmental Health, be approved.

280/14 Report from the Leader of the Council

The Leader of the Council, Councillor Robert Watts, presented the report of the Cabinet meeting held on 30 September 2014, which outlined the various matters the Cabinet had decided since the last Council meeting.

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281/14 Report from the Chairman of the Audit Committee

In the absence of the Chairman, Councillor Mary Madams, the Vice-Chairman of the Audit Committee, Councillor Tony Harman, presented the report which outlined the matters the Committee had decided since the last Council meeting.

282/14 Report from the Chairman of the Crime and Disorder Scrutiny Committee

In the absence of the Chairman, Councillor Philippa Broom, the Vice-Chairman of the Crime and Disorder Scrutiny Committee, Councillor Alfred Friday, presented the report which outlined the matters the Committee had decided since the last Council meeting.

283/14 Report from the Chairman of the Licensing Committee

The Chairman of the Licensing Committee, Councillor Robin Sider, presented his report which outlined the matters the Committee had decided since the last Council meeting.

284/14 Report from the Chairman of the Members' Code of Conduct Committee

The Chairman of the Members' Code of Conduct Committee, Mr Murray Litvak, presented the report which outlined the matters the Committee had decided since the last Council meeting.

285/14 Report from the Chairman of the Overview and Scrutiny Committee

In the absence of the Chairman, Councillor Philippa Broom, the Vice-Chairman of the Overview and Scrutiny Committee, Councillor Alfred Friday, presented the report which outlined the matters the Committee had decided since the last Council meeting.

286/14 Report from the Chairman of the Planning Committee

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

287/14 Motions

There were none.

288/14 Questions on Ward issues

The Mayor reported that two ward issues questions had been received from Councillors R.D. and S.A. Dunn. In accordance with Standing Order 15.3(c) of the Constitution, the Mayor directed that the questions and answers would be

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given in writing at the meeting without being read aloud. Copies had been laid around for all present at the meeting.

(1) Question from Councillor S.A. Dunn:

“Can the Portfolio holder for Planning let me know if the owners of the site of the former Fordbridge Nurseries in Sunbury-on-Thames, or any developers, have been in discussion with the Planning Department regarding its possible use?”

Answer from the Portfolio Holder for Planning, Councillor V.J. Leighton:

“Thank you for your question, Councillor Mrs. Dunn.

The Council has numerous ‘pre-application’ discussions each year where planning advice is given and the content of that is confidential, as is also the question of whether any particular developer has approached the Council for such discussions.

However, Members can approach our planning staff for confidential advice at any time on any planning matter and I encourage the Member to do so

I am able to confirm in relation to this site that it is in the Green Belt, and if any advice were sought, the Council’s firm policy on the Green Belt would be made very clear.”

In accordance with Standing Order 15.2, Councillor S.A. Dunn asked the following supplementary question:

“Can the portfolio holder assure me that any pre-application discussions are fed back to ward councillors so they are kept in the loop and do not find out the information too late in the day to do anything about it?”

The Portfolio Holder for Planning, Councillor V.J. Leighton, subsequently gave the following response in writing:

“I have discussed this with the Head of Planning and he has confirmed that Members may approach him on any planning matter but where residents, businesses or developers have approached officers for technical planning advice on a confidential basis this will need to be respected.”

(2) Question from Councillor R.D. Dunn:

“What has happened to the £250,000 insurance money received for the fire at the pavilion in Laleham Park?”

Answer from the Portfolio Holder for the Environment, Councillor A.J. Mitchell:

“The insurance monies received totalled £200,000 and they were for flooding and subsidence, not a fire at the pavilion. To date £50,000 of this has been spent on consultation in the park with residents, via libraries and the web, and the production of a detailed master plan for the park by landscape architects

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Chris Blandford Associates which will enable us to plan future facilities in the park. The remaining money is likely to go towards toilets and possibly a café facility depending on overall costs. Other elements of the master plan will only move forward as and when funding becomes available.”

289/14 General questions

The Mayor reported that three General questions had been received from Councillors R.W. Sider, C.M. Frazer and I.J. Beardsmore. In accordance with Standing Order 15.3(c) of the Constitution, the Mayor directed that the questions and answers would be given in writing at the meeting without being read aloud. Copies had been laid around for all present at the meeting.

Question from Councillor R.W. Sider:

“Will the Council join me in congratulating Sunbury Walled Garden in achieving a gold award and being declared the overall winner in the small park category, Staines Cemetery being voted best small cemetery in the south east and being awarded a silver gilt, and Sunbury cemetery also achieving a silver gilt, all awards of which were in the South and South East in Bloom Awards; and will the Leader agree with me that these are magnificent results and reflect on the enthusiasm and dedication to duty of both Council ground maintenance staff and the Head of Street Scene?”

Answer from the Leader of the Council, Councillor R.L. Watts:

“Thank you for your question, Councillor Sider.

It is always gratifying to know that the residents and the thousands of visitors to our parks, gardens and cemeteries appreciate the hard work that goes into attaining such prestigious awards. I would like to thank all the officers and our contractors whose contributions help us to achieve this recognition of very high standards year on year.”

Question from Councillor C.M. Frazer:

“Given the Council’s clear commitment to economic, social and community development in Spelthorne, will the Council join me in expressing our wholehearted support for promoting and achieving full, Spelthorne-wide, coverage of the Oyster transport scheme?”

Answer from the Leader of the Council, Councillor R.L. Watts:

“Thank you for your question, Councillor Frazer.

Public transport has an important role to play in reducing congestion as well as a means of travel for those without a car or regular use of one. The Oyster card is a convenient, and potentially, a cheaper way of paying for travel on public transport in London and I would fully support its use being extended across Spelthorne as a whole.”

In accordance with Standing Order 15.2, Councillor C.M. Frazer asked the following supplementary question:

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“Will the Council be seeking an urgent meeting with Transport for London and all other interested bodies in order to take forward our policy?”

And will such a meeting please include a request to network rail to tackle the deplorable state of their railway station in my ward in Ashford?

Response from the Leader of the Council, Councillor R.L. Watts:

“We will be dealing with our MP in relation to the Oyster card as I believe he has contacts with TFL. In relation to Ashford Station we are looking at what we can do there. Several years ago there was regeneration done in Ashford but it was not deemed suitable to do any work at the station by the then conservative councillors for that area.”

Question from Councillor I.J. Beardsmore:

“Government Guidance is quite clear Spelthorne is a standalone Housing Management Area so why are we merging with Runnymede?”

It is nothing to do with the duty to co-operate

The only effect will be to put a new element into the mix that will increase the demand on our housing. Something which can only put more pressure on our Green Belt so is this the reason why?”

Answer from the Leader of the Council, Councillor R.L. Watts:

“Thank you for your question, Councillor Beardsmore.

Firstly, as a point of clarification, the Government document referred to by Councillor Beardsmore refers to ‘Housing Market Areas’ not ‘Housing Management Areas’.

The ‘government guidance’ referred to is actually a study commissioned by the Department for Communities and Local Government from the Centre for Urban and Regional Development Studies (CURDS) at Newcastle University that was published in 2010 and based on the 2001 Census. This work is now reasonably outdated.

Actual Government guidance on determining the extent of housing market areas is contained within the Planning Practice Guidance note on Housing and Economic Development Needs Assessments published in 2014. Paragraph 10 of the PPG note on housing needs assessments clearly states that:-

‘A housing market area is a geographical area defined by household demand...’

Paragraph 10 goes on to state that: -

‘The extent of the housing market area identified will vary and many in practice will cut across various local planning authority administrative boundaries. Local planning authorities should work with all the other

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constituent authorities under the duty to co-operate.'

As such Government guidance in the PPG acknowledges that housing market areas do fall across administrative boundaries and that local authorities within the same housing market area should work together under the duty to co-operate. This is the basis for working with Runnymede Borough Council on this particular issue and is anyway a sensible use of resources.

The demand for new housing is determined by Government population and household projections which are periodically published by the department for Communities and Local Government. These have to be taken into account when undertaking a study of housing need and demand across a housing market area as advised in the PPG note on housing needs assessments.

However, it will be for this Council to decide what needs it can meet and what its future planning policies are in this respect."

In accordance with Standing Order 15.2, Councillor I.J. Beardsmore asked the following supplementary question:

"1. I would like clarification as to what the PPG note is, as it was cancelled in 2007 and the PPS that replaced it in 2011 is also cancelled. There hasn't been a PPG issued by any government for at least 8 years.

2. Have they plugged the new numbers into the methodology used by CURDS to establish their housing management areas?

3. Why is it that we are mixed with Runnymede – I still haven't had an answer to that?

The Leader of the Council, Councillor R.L. Watts, subsequently gave the following response in writing:

"1. The government published draft Planning Practice Guidance in August 2013 and which has been regularly updated since. This is published on the government's Planning Portal web site
<http://planningguidance.planningportal.gov.uk/>

2. The government's Planning Practice Guidance explains how housing market areas should now be identified. This guidance does not refer to CURDS.

3. The Planning Practice Guidance requires authorities to 'cooperate' with adjoining authorities in understanding the extent of their housing market areas and that is why we are currently working with Runnymede to establish the facts."

290/14 Urgent business

There was none.

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Minutes of the Extraordinary Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Thursday 18 November 2014 at 8.00pm

Present:

Councillors:

Ayers F.	Francis M.P. (Deputy Mayor)	Patterson A.C.
Bannister C.A.	Frazer C.M.	Pinkerton J.M.
Beardsmore I.J.	Friday A.E.	Saliagopoulos D.
Budd S.E.W.	Gething N.	Sexton J.R.
Bushnell M.	Grant D.L.	Spencer C.
Davis C.A.	Harman A.C.	Spoor B.
Dunn R.D.	Harvey I.T.E.	Strong C.V.
Dunn S.A.	Leighton V.J.	Watts R.L. (Leader)
Evans T.	Madams M.J.	Webb S. (Mayor)
Forbes-Forsyth P. (Deputy Leader)	Mitchell A.J.	

Councillor Suzy P. Webb, the Mayor, in the Chair

298/14 Mrs. Jeanette Sider, former Mayoress

The Mayor invited all present to join her in standing for a minute's silence out of respect for Mrs Jeanette Sider, wife of Cllr. Robin Sider and twice a former Mayoress, who sadly passed away on Tuesday 4 November 2014.

299/14 Apologies for absence

Apologies were received from Councillors A. Ayub, P.A. Broom, G.E. Forsbrey, D. Patel, M.W. Rough and R.W. Sider BEM and Mr. Murray Litvak and Miss Sue Faulkner, Chairman and Vice-Chairman respectively of the Members' Code of Conduct Committee.

300/14 Disclosures of Interest

There were none.

301/14 The renaming of Staines ward

The Council considered the recommendation from the Cabinet on a proposal to change the name of Staines ward to Staines-upon-Thames ward.

Councillor R.W. Watts moved and Councillor P. Forbes-Forsyth seconded the Cabinet recommendation that Council agrees to change the name of Staines ward to Staines-upon-Thames ward.

Under Standing Order 22.4, Councillor I.J. Beardsmore called for a recorded vote. The outcome was as follows:

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For: 17; Against 12; Abstentions: None

Those voting 'for' were: Cllrs Davis, Evans, Francis, Frazer, Friday, Gething, Harman, Harvey, Leighton, Madams, Mitchell, Pinkerton, Saliagopoulos, Sexton, Watts and Webb.

Those voting 'against' were: Cllrs Ayers, Bannister, Beardsmore, Budd, Bushnell, R. Dunn, S, Dunn, Grant, Patterson, Spencer, Spoor and Strong.

The motion was lost because it did not achieve a majority of at least two thirds of the members voting for it, as required by Section 59 of the Local Government and Public Involvement in Health Act 2007.

302/14 Review of polling districts, polling places and polling stations

The Council considered the recommendation of the Cabinet on a review of the polling districts, places and stations.

RESOLVED that Council agrees:

- (1) To retain all polling stations as they currently are but to use an alternative to Our Lady of the Rosary School, within Polling District S3, for elections other than UK Parliamentary.
- (2) To use the church hall at Our Lady of the Rosary in Gresham Road, for all but UK Parliamentary elections.

Report of the Monitoring Officer to Council – 18 December 2014

Attendance at meetings by Councillor Dipak Gohil

Purpose of Report

To seek approval from the Council to waive the application of the six months' rule to Councillor Gohil, due to his work commitments abroad, until the end of December 2014.

The six months' rule

Section 85 of the Local Government Act 1972 states:

- (1) *Subject to subsections (2) and (3) below, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of the period, cease to be a member of that authority.*
- (2) *Attendance as a member at a meeting of any committee or subcommittee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons shall be deemed to be attendance at a meeting of the authority.*
- (3) *[Not applicable as it relates to service in the armed forces]*

Attendance by Councillor Gohil

Councillor Gohil's last attendance at any meeting, as defined in Section 85 (2), was at the Audit Committee meeting on 26 June 2014. He has been out of the country working abroad which has prevented him from attending any meetings since that date.

Under the six months' rule, he will cease to be a member of the authority if he does not attend any meeting before 26 December 2014, unless the Council approves the reason for his absence.

Recommendation: That the Council approves Councillor Gohil's absence from attendance at meetings until 26 December 2014.

18 December 2014

Report of the Independent Remuneration Panel on a review of the Members' Allowances Scheme 2015-16

1. Key issues

- 1.1 The Independent Remuneration Panel (IRP) undertook an interim review of the members' allowances scheme in December 2013 and recommended a holding position until a thorough review of the scheme could be undertaken in October 2014 for the 2015-16 scheme.
- 1.2 The Panel noted at its interim review that the level of allowances paid since 2000 had not kept pace with inflation and other comparative indices.
- 1.3 The Panel also acknowledged that it had not had the opportunity to undertake any meaningful consultation with councillors and this would be addressed for its review of the 2015-16 scheme in order that the panel could be as informed as possible in making its recommendations.
- 1.4 In September 2014, the IRP undertook a comprehensive survey of councillors' views on the scheme of allowances.
- 1.5 The Independent Remuneration Panel met on 5 November 2014 to consider its review of members' allowances for 2015-2016 and had before it the following documents:
 - The key findings and results of the councillors' survey undertaken in September 2014 (**Appendices A and A1**).
 - The Consumer Price Index (CPI) and the Retail Price Index (RPI) from March 2009 up to and including July 2014 (**Appendix B**).
 - Surrey Districts and Boroughs' allowances - 2014/15 (**Appendix C**).
 - Approved Duties (**Appendix D**).
 - Comparative data of members' allowances in Surrey authorities (**Appendix E**)

2. Options analysis and proposal

- 2.1 In considering whether it was appropriate to recommend an increase to members' allowances, the IRP noted that 15 councillors (63%), out of the 24 who responded to the survey, said that the basic allowance should be increased; 9 (38%) said it should remain at the current level. The IRP took on board this response and the comments made by individual councillors as to why they felt an increase was warranted.
- 2.2 Having been given a mandate to consider an increase in the basic allowance, the IRP looked at suitable benchmarks against which to assess the current allowance paid.
- 2.3 The IRP found that:
 - (a) The most helpful comparison on members' allowances was with other, like authorities, i.e. Surrey Districts and Boroughs. (**Appendix C**)
 - (b) The Consumer Price Index (CPI) and the Retail Price Index (RPI) (**Appendix B**) were meaningful indicators of how the value of the members' allowances had decreased year on year. Had the basic allowance been increased in line with RPI since April 2009, it would now be £4771.

- (c) Allowances paid to people in the private sector, e.g. company board member, company owner, were not a good guide to allowances for local government councillors.
- 2.4 The IRP looked in detail at how Spelthorne's allowances compared with other Surrey authorities both in 2008-09, the last in which the basic allowance was increased at Spelthorne, and in the current year. It was apparent that all but two of the other Surrey authorities had increased the level of basic allowance paid in the intervening period, with the result that Spelthorne had slipped from sixth to eighth position out of the eleven authorities. (**Appendix E**)
- 2.5 The IRP took the view that because the current members' allowance had been frozen for the past 6 years, it had performed poorly against all the other comparable indicators. The Panel felt that it was therefore justifiable and reasonable for it to recommend an increase to the basic allowance to prevent further slippage.
- 2.6 The IRP took into account that all members would benefit from an increase in the basic allowance and were not minded to recommend an increase in the Special Responsibility Allowances.
- 2.7 The IRP believes that the underlying approach of the allowances scheme remains sound. The basic allowance, which is payable equally to all councillors, needs to reflect what is a reasonable commitment from all councillors.
- 2.8 The Panel appreciates that the time and commitment individual councillors are willing or able to make to Council work will always be different and that some will always be able to or will choose to spend more time than others. That is a matter of personal choice and circumstances for individual councillors.
- 2.9 Based on the results of the questionnaire survey (Q3 of **Appendix A1**) the Panel considers that a councillor needs to spend, on average, about 15 hours a week on Council related business. The role of a councillor is that of a public servant to the community with an element of the work given voluntarily. At Spelthorne the voluntary public service element has previously been established as 18 days a year. The Panel thinks it appropriate to continue to reflect this voluntary aspect in the allowances paid.
- 2.10 The Panel recognised that the members' allowances scheme was not intended to compensate for loss of earnings, nor was it to recompense for the total number of hours councillors spend fulfilling their duties, bearing in mind the accepted voluntary element of service as a local councillor.
- 2.11 The Panel was mindful that Spelthorne Borough Council remained in a difficult financial situation and that it had recently begun a programme to address the forecast budget deficits in future years: Towards a Sustainable Future – a self-funding Council.
- 2.12 The Panel weighed up the need to bring Spelthorne councillors' basic allowance back in line with the other Surrey authorities whilst balancing this against the financial constraints of the Council.
- 2.13 It took into account that the minimum wage had increased by 9.6% since 2010 and considered the merits of calculating a suitable increase based on the current minimum wage of £6.50 an hour. Based upon the 15 hours a week referred to in 2.9 above, reduced by the voluntary public service element of 18

days a year, the Panel arrived at a total of 636 hours. On the basis of the current minimum wage, this gives a basic allowance of £4134.

15 hours a week for 52 weeks of the year.....= 780 hours

Less the voluntary element of 18 days.....= -144 hours

Total hours.....= 636 hours

636 hours @ £6.50 per hour = £4134

Current basic allowance.....= £3938

Increase in allowance..... = £196

This calculation is indicative and is not advanced as a formula for future years.

- 2.14 An increase of £196 per year on the basic allowance equates to approximately a 5% increase over 6 years. As shown in **Appendix E**, all but two of the other ten Surrey Districts and Boroughs show increases of more than £200 in the period from 2008-09 to 2014-15, whereas Spelthorne had a zero increase.
- 2.15 If the Council approves an increase of £196, bringing the basic allowance to £4134 for the year 2015-16, Spelthorne would improve its position by one place compared with the other Surrey authorities i.e. move up to seventh out of eleven authorities. (**Appendix E**)
- 2.16 The Panel recommends an increase of £196, bringing the basic allowance to £4134, on the basis that it strikes a fair balance between addressing the effect of a freeze on allowances over the past six years, whilst taking into account the need to consider the council's financial position.
- 2.17 The Panel confirms that it is not recommending an increase to the Leader's allowance or the other Special Responsibility Allowances.

3. Financial implications

- 3.1 If the recommended increase were to be approved, it would mean an increase of £7644 on the budget for members' allowances for 2015-2016.

4. Other considerations

- 4.1 In addition to considering the level of members' allowances, the IRP also undertook a review of the list of Approved Duties (**Appendix D**), and in particular, the journeys for which councillors could claim mileage expenses.
- 4.2 The Panel noted that other Surrey Districts and Boroughs applied the same criteria to their list of Approved Duties, i.e. councillors can claim for travelling to and from Council-approved meetings and seminars only, or meetings with other organisations at which the Council is formally represented.
- 4.3 The IRP considered the survey responses on this matter (Q5 of attached **Appendix A1**) and concluded that there was no general support for changes to the list of Approved Duties.
- 4.4 The Panel was not minded to make changes to what was in effect a 'standard document' for Surrey authorities, other than to clarify the types of meetings which were not approved duties under the scheme, as shown at **Appendix D**.

5. Timetable for implementation

- 5.1 The Panel's report will be considered by Cabinet on 16 December 2014.
- 5.2 The Panel's report, with any recommendations from Cabinet, will be considered by Council on 18 December 2014.
- 5.3 Subject to approval by Council on 18 December 2014, the members' allowances scheme for 2015-2016 will take effect from 11 May 2015; this being the fourth day after election upon which newly elected councillors come into office.

Appendices:

Members' Survey key findings and results (**Appendices A and A1**)

Data from the CPI and RPI (**Appendix B**)

Data from other Surrey Districts and Boroughs 2014-2015 (**Appendix C**)

List of Approved Duties (**Appendix D**)

Comparative Data with other Surrey Districts and Boroughs 2008/2009 to 2014/15 (**Appendix E**)

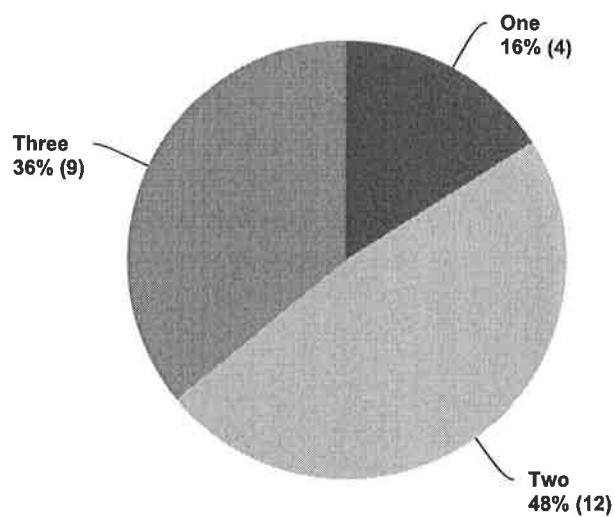
Appendix A

The following are the key points arising from the survey:

- 25 Councillors (64%) out of a possible 39 completed the survey.
- The time spent on Council business ranges from 1 day to 36 hours per week.
- 58% said that the number and type of meetings for which travel expenses can be claimed was 'about right': 25% said the range was too narrow, and 17% said it was too wide.
- On the level of the voluntary public service discount (18 days a year), 58% said that the number of days was 'about right': 21% said the number was too high and another 21% said it was too low.
- A majority of respondents (64%) said that the basic allowance for all councillors should be increased: 38% said it should remain at the current level.
- 54% did not consider themselves to be financially disadvantaged as a result of being a Councillor: 46% did.
- Of those who receive a Special Responsibility Allowance (SRA) as either a Cabinet member or a Committee Chairman (13 in total), 12 responded. 5 said it was too low and 7 said it was about right.
- In answer to the question 'Do you think that either the time commitment or remuneration package deters some prospective candidates from standing as a Councillor' the responses were as follows: 50% said both; 25% said the time commitment; 8% said the level of remuneration; and 13% said neither the time commitment nor the remuneration package.

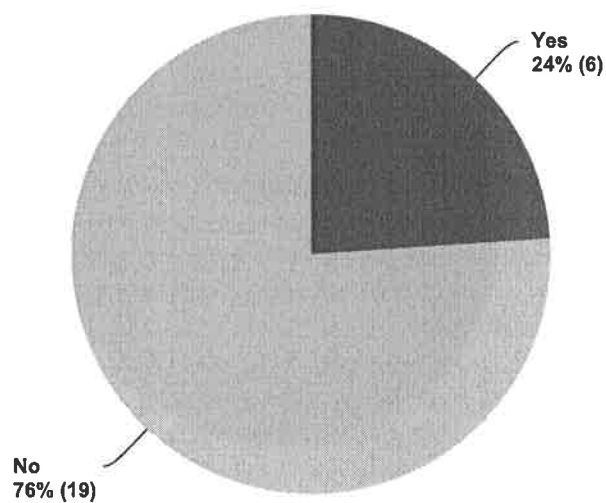
Q1 How many Committees do you sit on?

Answered: 25 Skipped: 0



Q2 Do you hold a position of Chairman or Vice-Chairman on any Committee?

Answered: 25 Skipped: 0



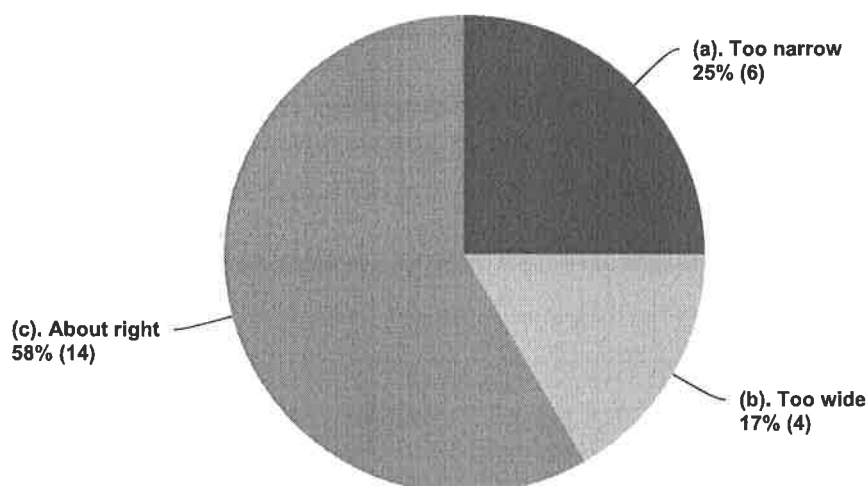
Q3 On average, how much time a week do you spend on Council business, including preparation time for meetings; attendance at meetings; surgeries, etc.? Please specify whether time is in days per week or hours per week.

Answered: 25 Skipped: 0

#	Responses	Date
1	5 hours per day plus evening meetings: Planning Committee, Environment and waste task group, local meeting in Stanwell. 5 hours for residents during the day.	9/22/2014 3:38 AM
2	2 days per week	9/19/2014 6:53 AM
3	1.5 to 2.0 Days per week	9/16/2014 10:38 AM
4	one day	9/16/2014 9:52 AM
5	8 to 10 hours	9/16/2014 8:44 AM
6	32 when active	9/14/2014 11:26 PM
7	Eleven hours per week	9/14/2014 2:54 PM
8	25	9/12/2014 9:23 AM
9	10-15 hrs a week	9/12/2014 2:02 AM
10	15 hours pw	9/9/2014 5:11 AM
11	12 hours/week	9/4/2014 6:32 AM
12	I estimate approximately 15 hours per week on Council duties overall	9/3/2014 7:23 AM
13	15 hours per week	9/3/2014 6:59 AM
14	15 hours per week	9/3/2014 2:18 AM
15	10 hours a week on a normal week 20 hours per week on specific case problems	9/3/2014 1:37 AM
16	35 Hours	9/3/2014 1:23 AM
17	20+ hrs/wk	9/2/2014 12:54 PM
18	12	9/2/2014 12:16 PM
19	1 day per week	9/2/2014 11:37 AM
20	30 hours over 7 days with a slighter lighter load in august but everything depends on ward issues which is variable in length and time	9/2/2014 5:20 AM
21	36 hours per week	9/2/2014 5:19 AM
22	10Hours per week	9/2/2014 3:02 AM
23	15 hours per week	9/2/2014 2:57 AM
24	Check e-mails every day for how ever long it takes-It varies a lot some weeks 15 hrs some 30	9/2/2014 2:44 AM
25	At least 28 hours a week	9/2/2014 2:28 AM

Q4 Under the current scheme, you can claim travel/expenses for attendance at the following approved meetings:1. meetings of the Council, Cabinet and committees including Task Groups and Panels. 2. deputations, delegations or other representation at meetings with a government department or another local authority. 3. training seminars organised by the Council, including members' inductions. 4. presentations to councillors by government departments, statutory undertakers, utility or private companies, in respect of proposals in or affecting the Borough. 5. opening of tenders where Standing Orders require one or more members to be present.6. Outside Bodies to which a councillor has been appointed.The following duties have not been approved by the Council:Social occasions, receptions, official openings, sporting occasions, visits by members to the Council offices and surgeries.Do you think that the scope of meetings for which you can claim is:

Answered: 24 Skipped: 1



4 / 15

Members' Allowances 2015-16

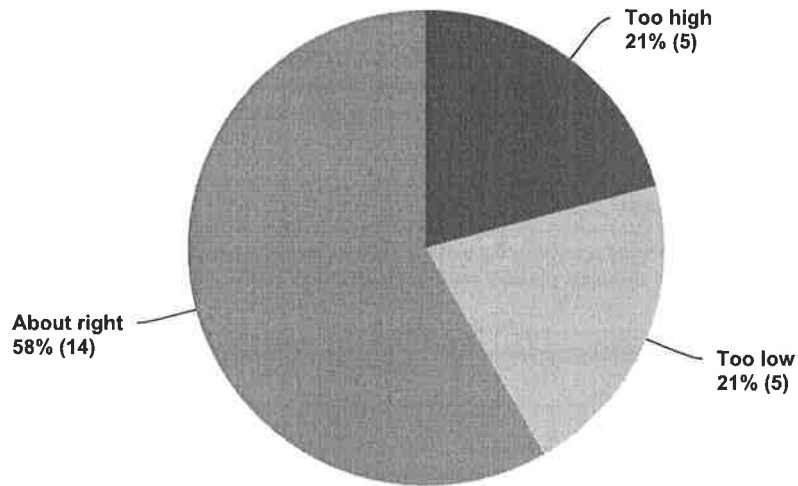
**Q5 If you answered (a) or (b), please say
what changes you'd like to see to the list of
meetings described above.**

Answered: 12 Skipped: 13

#	Responses	Date
1	-Government scheme - travel expenses -Surrey University (Guildford) should be allowed	9/19/2014 6:54 AM
2	in 12 years I have never claimed expenses as a Councillor. The only expenses I ever claimed were when I became Mayor,then I had no choice.	9/16/2014 10:42 AM
3	Given we are a small Borough only out of Borough activities shouyld be considered. Normally people are expected to get themselves to work on time without being paid extra to do so. Why should we be different?	9/16/2014 9:52 AM
4	List needs to be expanded	9/14/2014 11:27 PM
5	Briefings wlth officers and civic events	9/12/2014 9:25 AM
6	Council & cabinet meetings are already covered by the standard allowances made, extra attendances as part of work/task groups etc are over and above the standard allownaces and should continue to have expense claims allowed.	9/4/2014 6:37 AM
7	Having answered C I would state that I would only ever claim for travel where the cost or distance was considerable, not for local travel, etc	9/3/2014 7:25 AM
8	Do not claim for meetings attended	9/3/2014 1:38 AM
9	A recognition that community involvement at all levels is essential and the role 24/7!	9/3/2014 1:25 AM
10	I never claim any expenses from Spelthorne Borough Council	9/2/2014 2:58 AM
11	I have never claimed any extra allowances	9/2/2014 2:46 AM
12	As a chairman of a committee I am called upon to meet officers on a fairly regular basis to discuss policy, agendas,other matters affecting my committee. At present I am unable to claim for these journeys, and yet Surrey county councillors can and members of other Authorities, for example Runnymede. For too long Spelthorne has been the loser.	9/2/2014 2:30 AM

Q6 Statutory Guidance states that it is important for some element of the work of members to be voluntary. At Spelthorne the voluntary public service element is set as 18 days a year. Do you consider this amount to be:

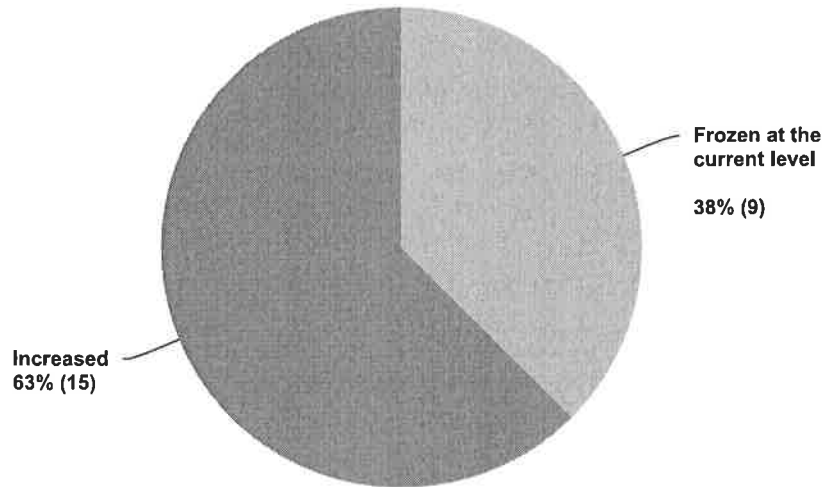
Answered: 24 Skipped: 1



#	Please add any comments if you wish to.	Date
1	Voluntary sector needs support from borough Councillors.	9/19/2014 6:55 AM
2	Half a day a week (26 days) is appropriate	9/16/2014 9:52 AM
3	We do more than this already	9/14/2014 11:28 PM
4	I am not satisfied that is appropriate to set a target for this.	9/12/2014 2:04 AM
5	Whilst I am fortunate to be able to spare the time and not desperate for income, I feel this can inhibit younger persons from standing, if they have a full time job, family commitments etc.	9/3/2014 7:26 AM
6	The entire concept is flawed	9/3/2014 1:26 AM
7	18 days out of 365 (6) - very small time commitment	9/2/2014 2:59 AM
8	I am very much involved in charity work and spend well in excess of 18 days a year on voluntary work	9/2/2014 2:32 AM

Q7 Do you think that the current members' basic allowance of £3938 per annum should be:

Answered: 24 Skipped: 1



#	If 'reduced' or 'increased' please say why.	Date
1	To encourage more business orientated people.	9/19/2014 6:56 AM
2	Increased ONLY in line with staff pay	9/16/2014 9:52 AM
3	We spend a lot of time on many issues	9/16/2014 8:46 AM
4	Increased responsibilities and work levels	9/14/2014 2:56 PM
5	workload is increasing..Survey no space foroutside responsibilities / being on/ chairing internal WPs &TGs. this box too small	9/12/2014 9:33 AM
6	General inflationary pressures and an encouragement for working people.	9/12/2014 2:06 AM
7	it doesn't cover loss of earnings for working people	9/9/2014 5:12 AM
8	I believe it has nto been increased for a number of years, so suggest an increase to bring it to where it would have been had it been increased year on year in line with inflation	9/3/2014 7:27 AM
9	too difficult to recruit working people at this level	9/3/2014 7:01 AM
10	Thereas been no increase for four years and the time commitment is constantly growing	9/3/2014 2:22 AM
11	To attract younger candidates	9/3/2014 1:39 AM
12	The role is demanding. Effectively I'm subsidising the borough. I am losing so much money for which I'm not compensated.	9/3/2014 1:29 AM
13	time -balances unclaimed mileage perhaps should reduce mileage allowancews unless to one off events when mileage /fares need to be approved.	9/2/2014 5:22 AM
14	the amount of time spented on council work	9/2/2014 3:05 AM

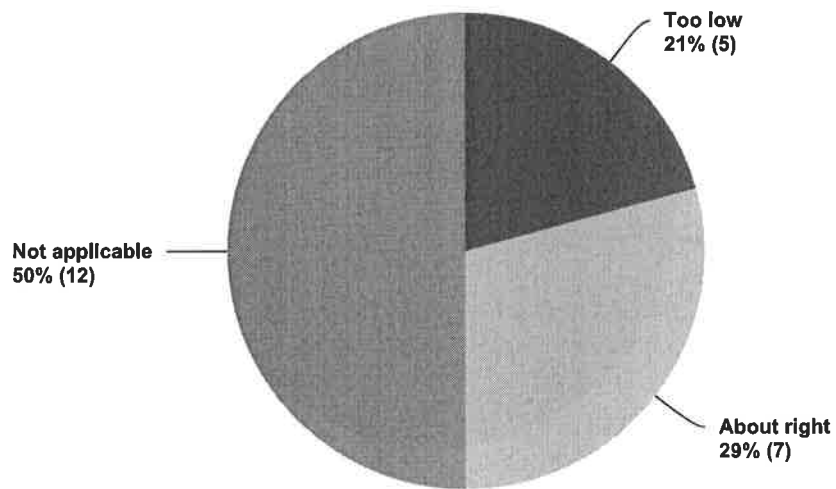
Members' Allowances 2015-16

Appendix A1
SurveyMonkey

15	There has been no increase in Spelthorne allowances for around 8 years. and compared with other authorities in adjoining boroughs this is unfair, and why is it that the leader of our council receives an allowance which is less than that of an ordinary county councillor. Their basis allowance is in the region of £11.5k with extra allowance for additional responsibilities.	9/2/2014 2:36 AM
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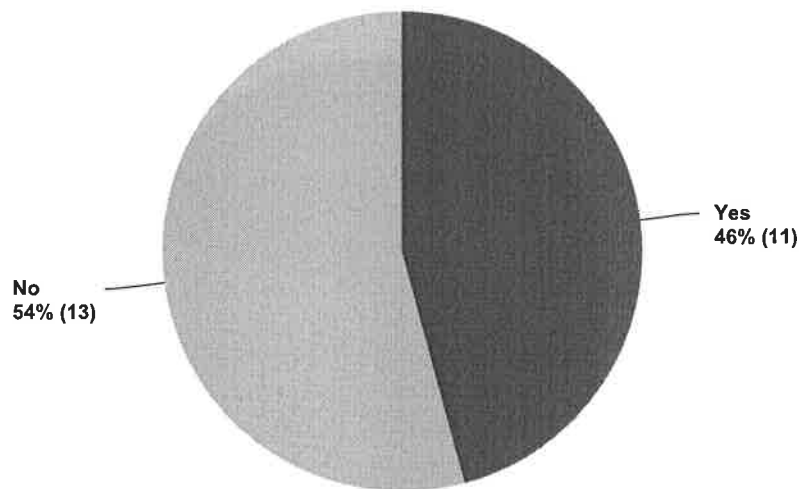
Q8 If you receive a Special Responsibility Allowance (SRA), i.e. as a Cabinet member or Committee Chairman, do you think the allowance is:

Answered: 24 Skipped: 1



Q9 Do you consider yourself to be financially disadvantaged as a result of your role as a Councillor?

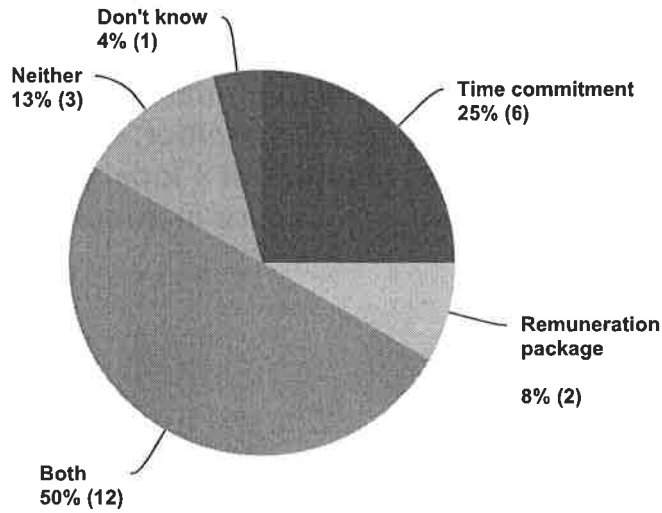
Answered: 24 Skipped: 1



#	Please add comments if you wish to.	Date
1	Only when attending meeting outside our territory and being unable to claim mileage.	9/19/2014 6:57 AM
2	I spend more of my money for the role	9/14/2014 11:30 PM
3	A lot of time is also spent with the voluntary sector and there are incidental expenses involved. The events we are expected to attend often cost a lot and we also have to pay for our partners.	9/14/2014 3:00 PM
4	But does not recognise responsibility or huge time committed members spend	9/12/2014 9:35 AM
5	It clearly concerns employers, that they may need to give staff time out of the working day to attend meetings. Small businesses in particular.	9/12/2014 2:10 AM
6	But only because I can arrange my part time self employed working life around my Council duties	9/9/2014 5:13 AM
7	If it was totally commercial the remuneration would be higher for the expertise required. But serving the community is part voluntary. The expertise used and gained is part of the rich tapestry of life.	9/4/2014 6:42 AM
8	Yes in that I could earn more if I used my "council" time in business, but it does not cause me financial difficulties	9/3/2014 7:28 AM
9	because I'm part time self employed I can control my own time. If I had to lose paid work because of Council work I'd be hugely out of pocket.	9/3/2014 7:04 AM
10	My earnings have dropped significantly since I was first elected. My time is valuable.	9/3/2014 1:32 AM
11	It was my choice to enter local politics, therefore any financial disadvantage should have been given due consideration beforehand,	9/2/2014 5:27 AM
12	Compared with Surrey County councillors I am disadvantaged.	9/2/2014 2:37 AM

Q10 Do you think that either the time commitment or remuneration package deters some prospective candidates from standing as a councillor?

Answered: 24 Skipped: 1



#	Please add any comments if you wish to.	Date
1	In my opinion may people become Councillors for the wrong reason, for example they like to think they have some elevated status and in the case of the County Council I feel that they certainly stand for election because of the remuneration package, their pay rise is disgusting! :	9/16/2014 10:51 AM
2	By the nature of the job time commitment cannot be fully predicted	9/16/2014 9:53 AM
3	Remuneration and time	9/16/2014 8:48 AM
4	obligations not recognised. demeans the role	9/12/2014 9:37 AM
5	Time commitment peobably more relevant than remuneration	9/9/2014 5:14 AM
6	Anyone in a busy commercial operation or with shifting work patterns would find the time committment to fulfil the function a burden.	9/4/2014 6:44 AM
7	For me personally time is more of an issue than remuneration	9/3/2014 7:29 AM
8	Councillors tend to come from retired business people	9/3/2014 1:40 AM
9	Of course, that's why the quality overall is so very poor	9/3/2014 1:34 AM
10	I was unawrae that threr were any allowances when I stood as a candidate.	9/2/2014 2:38 AM

Q11 The IRP may consider an index for remuneration. They may choose to be guided by the LGA daily rate which is based on the national (male) median white-collar wage. Alternatively they may wish to look at local and regional wage rates or remuneration paid to members of the voluntary sector. Please give your views on the type of work that nearest matches your service as a Councillor, e.g. school governor, member of a local health trust, company board member, etc.

Answered: 24 Skipped: 1

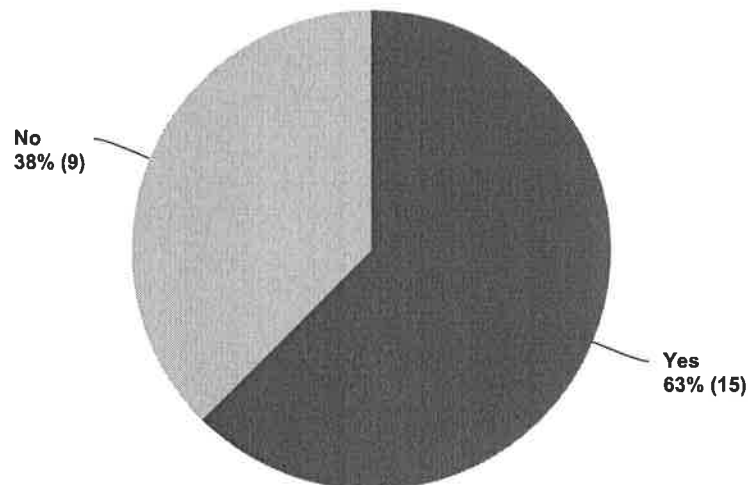
#	Responses	Date
1	Local Health Trust member	9/22/2014 3:39 AM
2	Company Board Members.	9/19/2014 6:58 AM
3	Committee Chairman, school governor, member of a local health trust, company board member. for example I am a Business Manager, Company Board Member & Chairman of a childrens advisory board.	9/16/2014 10:56 AM
4	Probably school governor- Though I have not been one for a while	9/16/2014 9:53 AM
5	Board member	9/16/2014 8:50 AM
6	Usually board member (director)	9/14/2014 11:31 PM
7	Middle management	9/14/2014 3:03 PM
8	Much more than school governor. Like CAB adviser + board member. Always 'on duty' ' on call '.	9/12/2014 9:40 AM
9	All of those roles listed above reflect the sort of work done and work experience expected of a Councillor.	9/12/2014 2:14 AM
10	Cabinet-non exec director or trustee. Other-voluntary sector worker	9/9/2014 5:16 AM
11	non-executive board member. as a part of the opposition the affects of our efforts are minimal.	9/4/2014 6:47 AM
12	With experience only of the private sector / business I would equate my role with "middle manager".	9/3/2014 7:30 AM
13	At Cabinet level or Chair of Committee non-exec director of a business of similar turnover to the Council. As a Back bencher half the above.	9/3/2014 7:06 AM
14	Member of local health board trust	9/3/2014 2:23 AM
15	school governor	9/3/2014 1:41 AM
16	In my day job I charge £200 per hour	9/3/2014 1:35 AM
17	Should be vocational not for financial gain	9/2/2014 12:22 PM
18	member of a local health trust	9/2/2014 11:42 AM
19	I consider active company board member/best describes my role	9/2/2014 5:30 AM
20	social worker/paralegal/running a business with attendant knowledges	9/2/2014 5:24 AM
21	member of a local health Turst	9/2/2014 3:07 AM
22	retired	9/2/2014 3:00 AM

Members' Allowances 2015-16

23	board member	9/2/2014 2:48 AM
24	I rate myself as a councillor akin to senior management	9/2/2014 2:40 AM

Q12 Do you have any other comments you want to make on the overall review of members' allowances?

Answered: 24 Skipped: 1



#	Please add any comments	Date
1	If one has the correct attitude and commitment to the community one should allow the economic climate to dictate any increases/decreases to Members allowances. I feel strongly that Committee Chairman and Cabinet Members, Leader and Deputy Leaders allowances are far too high.	9/16/2014 11:04 AM
2	By in large increases to basicx and SRAs should be in I line with officer pay increases. BUt maybe a small extar boost for backbenchers in order to encourage them to be more involved	9/16/2014 9:53 AM
3	Present political climate leave it frozen	9/14/2014 11:32 PM
4	Some spend much time answering residents/ as community leaders. this work/time commitment should be recognised ..not all the same. email traffic enormous. .	9/12/2014 9:45 AM
5	I was amazes to discover that this is not uniform for boroughs/districts throughout the country.	9/9/2014 5:17 AM
6	most of the public services arte on wage restraints, councillors should be treated equally with them.	9/4/2014 6:48 AM
7	They need to be sufficient to ensure the "right" candidates are not prevented from standing due to teh time/remuneration equation, but should not be such as to be the reason for seeking election. Whilst it is not fundamental to my service, I believe a figure of about £5000 pa is appropriate.	9/3/2014 7:33 AM
8	This should be consistent around the country	9/3/2014 7:07 AM
9	I feel strongly that although councillors should be adequately compensated, one should not become a councillor because of the financial rewards.	9/3/2014 2:26 AM
10	Would prefer to move to committee system and not cabinet as would spread the financial load equally	9/3/2014 1:42 AM
11	I wonder if the panels median age could reflect the electorate!	9/3/2014 1:37 AM
12	to many councillor do for the money	9/2/2014 12:23 PM
13	albeit Councillors allowances have not increased for a number of years, if the IRP were minded to recommend an increase 1% would in my veiw be an appropriate increase	9/2/2014 5:33 AM

Members' Allowances 2015-16

14	I feel that current allowances are fair. People entered into the commitment knowing the allowances - why the sudden need for increase (it will never be reviewed downwards.	9/2/2014 3:01 AM
15	It is high time that allowances including updating those allowances for travel were revised.	9/2/2014 2:41 AM

Appendix B

	Current allowance figure (since April 2009)	Allowance if increased annually by CPI up to and including July 2014	Allowance if increased annually by RPI up to and including July 2014
Basic Allowance for all Councillors	£3938	£4584	£4771
Special Responsibility allowance for Cabinet members, Committee Chairs and Opposition Group Leader	£3012	£3506	£3649
Special Responsibility Allowance for Leader	£9037	£10518	£10949
Special Responsibility Allowance for Deputy Leader	£6001	£6985	£7270

CPI calculation = (£ current allowance figure) x (127.8/109.8) = (£ new figure)

RPI calculation = (£ current allowance figure) x (256.0/211.3) = (£ new figure)

Document version dated: **27 October 2014**

Appendix C

Allowances and payments to Surrey D&B Councillors as at August 2014													
LA	Basic allow	Leader's SRA	Dep. Leader SRA	Cabinet member	Audit Chair	Licensing Chair	Licensing Vice-Chair	O&S Chair	O&S Vice-Chair	Planning Chair	Planning Vice-Chair	Opp. Group Leaders	Dep. Opp. Leader
Woking	7115	4000										1000	
Reigate and Banstead	5230	12983	10603	8656				2869		4993		134 + 52 for each member	
Surrey Heath	4962	13523		4511		3609	1776	3609	1418	4178	2056	4440	
Guildford	4773	5019	1255	3765		3137		3137		3765		3709	
Waverley	4501	13221	9153	6102	2283	3051	1500	3051	1500	3051	1500	3000	
Elmbridge	4309	12000		6000	3590	4075	930	6000	3000	5000	1140		
Mole Valley	4098	6500		2333	1500	250		1500		2400		3500	500
Spelthorne	3938	9037	6001	3012	3012	3012		3012		3012		3012	
Tandridge	3894	5578	1395					2789		2789		2789	
Epsom and Ewell	3341	200 + 50 per group member				1002		1671		2339		1500	
Runnymede	2869	5738	1434		3678	2869	1434	2869	1434	5021	3344	1751	

This version dated: 8 September 2014

Appendix D

Members' Allowances Scheme 2015-2016

A basic allowance is paid to all councillors. A Special Responsibility Allowance (SRA) is given to the Leader and Deputy Leader of the Council, all the members of the Cabinet, the Chairmen of Overview and Scrutiny, Licensing and Planning Committees and Opposition Group Leader.

List of approved duties:

Meetings:

The activities that shall be approved duties include:

- meetings of the Council, Cabinet and committees including Task Groups and Panels.
- deputations, delegations or other representation at meetings with a government department or another local authority.
- training seminars organised by the Council, including members' inductions.
- presentations to councillors by government departments, statutory undertakers, utility or private companies, in respect of proposals in or affecting the Borough, as well as meetings of the organisations external to the Council listed below.
- opening of tenders where Standing Orders require one or more members to be present.

To qualify as an approved duty, such meetings, seminars and presentations need to be authorised by the Council, Cabinet or a Committee and representatives of more than one political group must be invited.

Meetings with organisations

Meetings of the following organisations **have been approved** by the Council or Cabinet for travel/expenses claims:

- Heathrow Airport Consultative Committee (HACC)
- Heathrow Airport Focus Forum (BAA)
- Heathrow Airport Ltd - Annual Meeting with Spelthorne Borough Council
- Local Authority Aircraft Noise Council (LAANC)
- Management Committee of Mediation North Surrey
- On-street Parking Partnership (OSPP) Joint Task Group
- River Thames Alliance
- South East Employers (SEE)
- South West Middlesex Crematorium Board

- Spelthorne Mental Health Association Management Committee - Trustee
- Spelthorne Safer, Stronger Partnership Board
- Strategic Aviation Special Interest Group (SASIG)
- Surrey Joint Waste Strategy Consultative Board
- Surrey Leaders' Group
- Surrey Museums Consultative Committee
- Surrey Traveller Community Relations Forum
- The Traffic Penalty Tribunal
- Voluntary Action in Spelthorne (VAIS) Trustee

List of authorised conferences:

The following have been prescribed under Section 175 of the Local Government Act 1972 for the payment of travel and expenses claims:

- Chartered Institute of Housing (CIH)
- Chartered Institute of Public Finance and Accountancy (CIPFA)
- Institute of Building Control
- Institute of Waste Management
- Local Government Association Annual Conference
- Local Government Association Annual Housing Conference
- National Housing and Town Planning Conference
- Royal Town Planning Institute (RTPI)
- South East Employers (SEE)
- Surrey Heritage Strategy Annual Conference

List of duties not approved:

The following is a list of those organisations external to the Council to which the Council makes appointments, but which **do not qualify** for any travel/expense allowances:

- Management Board A2Dominion South Registered Housing Provider
- Spelthorne Business Forum
- Spelthorne Citizens' Advice Bureau
- Spelthorne and Sunbury Leisure Centres Customer Forum
- Sunbury Leisure Centre and Sunbury Manor School Joint Liaison Group

The following duties have **not** been approved by the Council:

Attending social occasions, receptions, official openings, sporting occasions, visits by councillors to the Council offices to meet with officers outside of formal, approved meetings, and surgeries.

This version dated: 7 November 2014

										Appendix E
	Local Authority	Basic Allowance 2008/09			Basic Allowance Aug 2014	Increase/decrease £	Increase/decrease %			Increase/decrease %
£ [Paid to all Councillors]										
1	Woking Borough	6855	1	Woking Borough	7115	260	3.8	1	Woking Borough	7115
2	Reigate and Banstead Borough	4968	2	Reigate and Banstead Borough	5230	262	5.3	2	Reigate and Banstead Borough	5230
3	Surrey Heath Borough	4752	3	Surrey Heath Borough	4962	210	4.4	3	Surrey Heath Borough	4962
4	Guildford Borough	4564	4	Guildford Borough	4773	209	4.6	4	Guildford Borough	4773
5	Elmbridge Borough	4425	5	Waverley Borough	4501	2131	90	5	Waverley Borough	4501
6	Spelthorne BC	3938	6	Elmbridge Borough	4309	-116	2.6	6	Elmbridge Borough	4309
7	Mole Valley District	3639	7	Mole Valley District	4098	459	12.6	7	Spelthorne BC	4134
8	Tandridge District	3245	8	Spelthorne BC	3938	0	0	8	Mole Valley District	4098
9	Epsom and Ewell Borough	3200	9	Tandridge District	3894	649	20.0	9	Tandridge District	3894
10	Waverley Borough	2370	10	Epsom and Ewell Borough	3341	141	4.4	10	Epsom and Ewell Borough	3341
11	Runnymede Borough	2335	11	Runnymede Borough	2869	534	22.8	11	Runnymede Borough	2869

Recommendations of the Cabinet

Cabinet meeting held on 16 December 2014

- 1. The Crooked Billet and funding future affordable housing investment opportunities**
 - 1.1 Cabinet considered a report on the development of the Crooked Billet site and funding for future affordable housing opportunities.
 - 1.2 **Resolved to recommend** that Council agrees to:
 - A supplementary capital estimate of £500,000 for the above project.
 - Setting up a £2 Million fund that can be drawn upon to be invested in affordable housing opportunities in advance of Section 106 funds being received.

- 2. Community Infrastructure Levy (CIL) Charging Schedule implementation**
 - 2.1 Cabinet considered a report on the proposed implementation of the Community Infrastructure Charging schedule.
 - 2.2 **Resolved to recommend** that Council agrees to:
 - Approve the CIL Charging Schedule.
 - Adopt the proposed Instalment Policy.
 - The proposed Regulation 123 List.
 - The implementation of the CIL Charging Schedule with effect from 1 April 2015.

Councillor Robert Watts
Leader of the Council

18 December 2014

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

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main business considered by the Cabinet at its meeting on 16 December 2014.

1. Bridge Street car park redevelopment – Key Decision

- 1.1 We considered a report on a proposal to enter into a Conditional Sale and Development Agreement for the site.
- 1.2 We agreed to authorise the Assistant Chief Executive (Assets and Finance):
 - To proceed with the sale and disposal, and select the preferred bidder as advised in the Final Selection report of Cushman and Wakefield (confidential Appendix 3).
 - To enter into a Conditional Sale and Development Agreement for the site.
 - To dispose of the land on the best terms possible and provided that a certificate for best value has been received from the Council's professional advisors.
 - To work with the preferred bidder to ensure a considered and well-designed scheme is brought forward, which meets the six development objectives in the Marketing brief and for the Council to use external expert design and urban design advice to ensure these objectives are achieved.

2. The Crooked Billet and funding future affordable housing investment opportunities – Key Decision

- 2.1 We considered a report on the Crooked Billet development and funding future affordable housing investment opportunities.
- 2.2 We agreed that the final decision on the structure of the transaction is to be delegated to the Head of Planning and Housing Strategy in consultation with the Portfolio Holder.

3. Outline Budget 2015-16 to 2018-19 – Key Decision

- 3.1 We considered a report on the proposed Outline Budget for the years 2015-16 to 2018-19.
- 3.2 We agreed:
 - That the net budgeted expenditure (before investment and use of reserves) for 2015-16 be set at a maximum level of £13.5m.
 - That the report be noted and that the Towards a Sustainable Future programme of savings and income generation continues to be progressed in order to enable the Management Team, the Leader and Cabinet, identify a package of options by which the budget can be balanced both in 2015-16 and over the following three years of the outline period.
 - The financial health indicators set out in paragraph 2.17 of the report of the Chief Finance officer.

4. Textiles collection service

4.1 We considered a report on a proposal to set up a monthly kerbside collection of textiles and small waste electrical items to all houses in Spelthorne and provide textiles banks to flatted properties.

4.2 We agreed to implement the new service from 1 April 2015.

5. Land at plots 12 and 13 tow path Shepperton (Revelstoke)

5.1 We considered a report on a proposal to convert the land into a car park for the residents of Pharaohs Island.

5.2 We agreed to:

- The proposals in principle.
- Authorise the Head of Asset Management to enter into lease negotiations with the Residents Association of Pharaoh's Island, subject to planning and valuation advice.
- A supplementary capital bid for the constructions and professional fees.

6. Vacant pavilion to the rear of Cedars recreation ground

6.1 We considered a report on a proposal to construct a new building in a more suitable location but still within the recreation ground.

6.2 We agreed to accept the tender from Sunshine Nursery.

7. Vacant commercial office, garages and service yards in Fordbridge Park, Ashford

7.1 We considered a report on a proposal to refurbish the existing property and construct an extension to the front of the building, also adding soft play, all-weather play area and fencing.

7.2 We agreed to accept the tender from Sunshine Nursery.

Councillor Robert Watts

Leader of the Council

18 December 2014

Report of the Chairman on the work of the Licensing Committee

There have been three Licensing Sub-Committee meetings and one Committee meeting since my last report. Details of their work are set out below.

1. Licensing Sub-Committee – 30 October 2014

A Licensing Sub-Committee considered a report to determine whether or not Mr S. Addy was a fit and proper person to continue to hold a Hackney Carriage driver licence. The Sub-Committee suspended Mr Addy's licence for a period of 21 days, for the reasons set out in the decision notice.

2. Licensing Sub-Committee – 5 November 2014

A Licensing Sub-Committee considered a report to determine whether or not Mr Z. Bouliche was a fit and proper person to hold a Hackney Carriage driver licence. The Sub-Committee granted Mr Bouliche's application for a licence for the reasons set out in the decision notice.

3. Licensing Sub-Committee – 17 November 2014

A Licensing Sub-Committee considered a report to determine whether or not Mr C. Buckley was a fit and proper person to hold a Private Hire driver licence. The Sub-Committee refused Mr Buckley's application for a licence for the reasons set out in the decision notice.

4. Licensing Committee – 26 November 2014

The Committee considered a report on proposed amendments to the current taxi tariff. The Committee agreed to: change the starting time for hackney carriage vehicle tariff two from 11pm to 10pm; approve an increase in the starting tariff by 10p; and stipulate that meters must be calendar controlled, subject to any objections received within the 14 day statutory notice period coming back for further consideration by the Licensing Committee.

The Committee noted an update report on the work being done by the Licensing team to explore options for rank spaces in a variety of locations in the Borough.

The Committee noted a report on upcoming changes to the Licensing Act 2003, including changes to the mandatory licensing conditions that apply to premises licences, the Deregulation Bill 2014 which will introduce new "light touch" permissions for alcohol supplies by community groups that are incidental to their main activity and further amendments to entertainment licensing expected to come into force in April 2015.

Councillor Robin Sider
Chairman of the Licensing Committee

18 December 2014

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

The Overview and Scrutiny Committee has met once since the last Council meeting. This report gives an overview of the issues considered at the 25 November 2014 meeting.

1. Financial Reports

- 1.1 The Committee noted two financial monitoring reports setting out expenditure for the period April 2014 to September 2014 and the forecast outturn position for both capital and revenue spend.
- 1.2 The Committee also noted an interim statement of treasury activities showing a positive performance for the first six months of the financial year.

2. Waste Management – update

- 2.1 The Committee noted an update on the Council's ongoing activities to promote and encourage recycling and waste reduction.

3. Communications – update

- 3.1 The Committee noted an update on progress being made in the Communications Team to use Social Media as a tool for communication with residents.

4. Flooding Recovery – update

- 4.1 The Committee noted an update on progress with flooding recovery and increasing community resilience, and a draft Sandbag Policy.

5. Towards a Sustainable Future

- 5.1 The Committee received presentations from members of the Cabinet, Management Team and officers on the Towards a Sustainable Future (TASF) programme covering finance, assets and income generation, delivery of services and housing strategy.
- 5.2 The Committee recognised that it was the correct approach in this financial climate that Spelthorne Borough Council took action to plan ahead for a future which would enable it to continue to deliver high quality services for its residents. It agreed that the sustainable future strategy was based on sound principles and had analysed risk appropriately. The Committee agreed to monitor the progress of the TASF strategy closely and include it as a standing item on the agenda.

6. Project Management – update

- 6.1 The Committee noted an update on progress made with current projects and mapping out the three work streams for the Towards a Sustainable Future Programme (TASF).

7. Leader's Task Groups

- 7.1 The Committee noted progress of the Leader's Task Groups looking at Economic Development, Fixed Assets and Environment and Waste.

8. Other Business

- 8.1 As Chairman, I informed the Committee that I had received a question about when proposals for Kempton Park would be considered by the Committee. I advised that

none of the committee members had previously proposed to put this topic on the Work Programme. However, as it was such an important issue I have agreed that the Committee will keep a watching brief on developments and pull it in as appropriate.

- 8.2 In the meantime, the Leader, Councillor R.L. Watts and Chief Executive have agreed at the invitation of the Committee to meet with residents in Sunbury to discuss their concerns.

Councillor Philippa Broom

Chairman of the Overview and Scrutiny Committee

18 December 2014

Report of the Chairman on the work of the Planning Committee

1. The Planning Committee has met on two occasions since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key items considered by the Committee at the meetings on 22 October and 19 November 2014.
2. The meeting on **22 October** dealt with four items. Public speaking took place on three of the items (referred to below) with four people taking the opportunity to address the Committee. The key items considered by the Committee were:
 - 2.1 Planning application 14/00853/FUL related to the ground floor of Shepperton House, 2-4 Green Lane, Shepperton. The application proposed the change of use of 4 no. retail/office (use class A1/B1) units to one large retail unit with a single storey rear extension and other associated alterations including to the car parking layout. The application was deferred by the Planning Committee to enable:
 1. The applicant to produce:
 - a. A more thorough and robust assessment of parking availability for customers
 - b. A more detailed and satisfactory explanation of how access for service vehicles to the service yard can be secured at all times
 - c. A more detailed explanation of how the rear of the premises will be screened from view from nearby residential properties.
 2. Surrey County Council to clarify whether the proposed public transport improvements can be implemented.
 - 2.2 A second planning application also related to Shepperton House, 2 - 4 Green Lane, Shepperton (14/01183/FUL) but specifically to the first and second floors. It proposed the change of uses of the first and second floor offices to residential providing six no. 1 bed and two no. 2 bed units, involving internal alterations and changes to the external appearance of the building including fenestration. The Committee approved this application.
 - 2.3 The Committee also considered an application for the demolition of existing buildings at Lang House and Gwendolen House, Victory Close, Stanwell and the erection of 16 dwellings with associated parking together with alterations to the existing car parking for Queen Mary Court and Marquis Court (14/01040/FUL). The application was approved subject to the prior completion of a S106 agreement requiring eight of the houses to be affordable rented and also for the applicant to pay an education contribution.
 - 2.4 The last application related to Washington House, Brooklands Close, Sunbury on Thames (14/01360/FUL). It proposed the change of use from General Industrial Use (Use Class B2) to a warehouse (Use Class B8) and was approved.

3. The meeting on **19 November 2014** dealt with nine items. Public speaking took place on four of the items with 7 people taking the opportunity to address the Committee. The key items considered by the Committee were:
- 3.1. Planning application 14/01084/FUL at Harrisons Hotel Bistro and Bar, Chestnut, Bend and River Cottages, and associated Car Parks, Russell Road, Shepperton. The application proposed the demolition of existing main hotel building and erection of a new building with three floors of accommodation to provide five no. 2-bed and two no. 3-bed apartments with amenity space. Erection of a part 2-storey, part single storey rear extension to Chestnut Cottage and single storey rear extensions to Bend and River Cottages to form three no. three bed houses. Amendment to existing open riverside car park to form landscaped amenity space. Provision of detached associated car park off Russell Road with security gate, fencing and landscaping. The Committee approved this application.
- 3.2. The Committee also considered a planning application as Sunlink One, 1 – 3 Station Road, Sunbury (14/01347/FUL). This proposed the conversion of the existing building (Sunlink One) for 23 residential units and the demolition of the staircase block of the existing building and the erection of a part 2-storey/part 3-storey extension with accommodation in the roof space to provide 10 residential units (six no. 1-bed and 4 no. 2-bed flats), together with landscaped courtyard garden, additional landscaping, external alterations to Sunlink One to match proposed extension, and the provision of 30 car parking spaces and 33 cycle parking spaces. The Committee approved this application.
- 3.3. The Committee also considered two planning applications relating to 21 Chesterfield Road, Ashford. The first of these, 14/01366/HOU, was a retrospective application for retention of first floor roof structure over the first floor side extension approved under planning application 13/00769/HOU, and including alterations to the approved scheme as follows - addition of pitched roof over approved single storey rear extension and installation of obscurely glazed window in western elevation at first floor level.. The second application, 14/01365/HOU, sought to make amendments to approved scheme 13/00769/HOU as follows - addition of pitched roof over approved single storey rear extension and installation of obscurely glazed window in western elevation at first floor level. The Planning Committee overturned the recommendation of the first application (14/01366/HOU) and refused the proposals for the following reason:

“The proposed alteration of the roof over the two storey side extension and over the west side of the original roof would, by reason of its size and massing, have an overbearing impact on number 23 Chesterfield Road and would be detrimental to the visual amenity of the street scene, contrary to Policy EN1 of the Core Strategy and Policies DPD, 2009.”

The second application (14/01365/HOU) was approved.

- 3.4. The Planning Committee also considered a planning application at 10 Stanhope Way, Stanwell (14/01721/HOU) for the erection of a two storey side and rear extension, single story rear extension and front porch. The Planning Committee overturned the recommendation and refused the proposals for the following reason:

“The proposed extensions would, by reason of the size and massing, have an over dominant impact on the host building and also have a detrimental impact on the visual amenity of the street scene, contrary to Policy EN1 of the Core Strategy and Policies DPD, 2009 and the “Design of Residential Extensions and New Residential Development” SPD, 2011 paragraphs 3.28 and 3.29.”

- 3.5. The final planning application, 14/01535/FUL related to Podium Building and Chubb House, Sunbury Cross Centre, Staines Road West, Sunbury and proposed the change of use of first floor office of Podium Building and ground floor Retail Unit 11 for use as a gym and erection of associated first floor extension above Units 11 and 12. This was approved by the Committee.
- 3.6. The next three items on the agenda were seeking to request confirmation of Tree Preservation orders. These related to the following sites: Page Aerospace Ltd, Forge Lane, Sunbury-on-Thames, TW16 6EQ (TPO 248/2014), St Pauls' College, The Ridings, Sunbury-on-Thames, (TPO 249/2014) and Land in Fordbridge Road (r/o Weir End, Parke Road), Sunbury-on-Thames (TPO 250/2014). All three orders were confirmed without modification.

Councillor Richard Smith-Ainsley
Chairman of the Planning Committee

18 December 2014

