

TO THE MEMBERS OF SPELTHORNE BOROUGH COUNCIL

SUMMONS TO MEETING

You are hereby summoned to attend the Meeting of the Council of the Borough of Spelthorne to be held in the Council Chamber, Council Offices, Knowle Green, Staines on Thursday 21st February, 2002, beginning at 7.30pm, for the purpose of transacting the business specified in the Agenda set out on the next page.

**MICHAEL TAYLOR
Chief Executive**

Please Note:-

EMERGENCY PROCEDURE - THE LIFT MUST NOT BE USED.

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

PUBLIC SPEAKING AT COUNCIL MEETINGS

(1) Question Time

Public "Question Time" at Council meetings is now at the start of meetings. This is an opportunity for any person to ask the Leader of the Council a question about the Council's activities or issues which affect the Borough.

A written copy of a question from a member of the public must be submitted to the Chief Executive's office before Noon on the day of the meeting.

(2) Representations on Recommendations

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

Anyone wishing to make representations on a recommendation must notify the Chief Executive's office before Noon on the day of the meeting.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 13th December 2001.

(Attached at APPENDIX 1 (pages 4 to 15))

3. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Leader or his nominee to answer questions raised by members of the public (provided questions have been submitted in writing to the Chief Executive's office before Noon on the day of the meeting).

A question to the Chairman of the Planning Committee, Councillor G.S. Ceaser, has been received from Mr. L.J.F. Brotherton of 1 Link Way, Staines about a recent telecommunication development application considered by the Planning Committee.

4. DECLARATIONS OF INTEREST

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

5. ANNOUNCEMENTS FROM THE MAYOR, THE LEADER OR THE CHIEF EXECUTIVE

6. PETITIONS

To receive any petitions submitted to the Council.

7. RECOMMENDATIONS OF THE EXECUTIVE

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

(Attached at APPENDIX 2 [pages 16 to 20])

1. Review of Income and Fees and Charges 2002/2003 - Key Decision

(Attached under separate cover is the revised Booklet [pink cover] of Proposed Fees and Charges reflecting the decisions and recommendations made by the Executive on 12th February 2002.)

2. Total Borrowing Requirement 2002/2003 - Key Decision

3. Spelthorne Pay 2002 - Key Decision

4. Planning Appeal - Chelsea Village PLC - Key Decision

5. Graffiti Strategy

6. Members' Allowances - Report of the Independent Remuneration Panel

(A copy of the report from the Independent Remuneration Panel has been circulated to all Members of the Council.)

7. Revenue Budget and Council Tax 2002/2003 - Key Decision

To consider the recommendations of the Executive on the Revenue Budget and Council Tax 2002/2003 and to set the Council Tax to be levied for the Borough for the financial year ending 31st March 2003.

(Attached under separate cover is the revised Budget Book [green cover] reflecting the decisions and recommendations made by the Executive on 12th February 2002.)

8. Council and Staff Joint Committee

9. Calendar of Meetings - 2002/2003

Note: Members of the public may make representations not exceeding 3 minutes on individual recommendations before they are discussed (provided notice of their wish to do so has been given to the Chief Executive's office before Noon on the day of the meeting).

8. RECOMMENDATIONS OF THE STANDARDS COMMITTEE

To consider the recommendations of the Standards Committee on the **Borough of Spelthorne -Members' Code of Conduct:- (Attached at APPENDIX 3 [pages 21 to 26])**

9. MOTIONS ON NOTICE

To receive any Motions submitted on Notice given under Standing Order 14.

10. REPORT FROM THE LEADER OF THE COUNCIL

To receive a report from the Leader of the Council on the work of the Executive.
(Attached at APPENDIX 4 [pages 27 to 28])

11. REPORTS FROM THE CHAIRMEN OF THE COMMUNITY, ECONOMIC AND ENVIRONMENT COMMITTEES

To receive reports from the Chairmen of the three Overview and Scrutiny Committees on the work of their Committees. **(Attached at APPENDICES 5, 6 and 7 [pages 29 to 32])**

12. REPORTS FROM THE CHAIRMEN OF THE LICENSING, PLANNING AND STANDARDS COMMITTEES

To receive reports from the Chairmen of the Licensing, Planning and Standards Committees on the work of their Committees. **(Attached at APPENDICES 8, 9 and 10 [pages 33 to 37])**

13. QUESTIONS ON WARD ISSUES

The Leader or his nominee to answer questions from Members on issues in their Ward (provided questions have been submitted in writing to the Chief Executive's office before Noon on the day of the meeting).

14. GENERAL QUESTIONS

The Leader or his nominee or relevant Committee Chairman to answer questions from Members on matters affecting the Borough or for which their committee has responsibility (provided questions have been submitted in writing to the Chief Executive's office before Noon on the day of the meeting).

15. APPOINTMENTS TO OUTSIDE BODIES

St. Mary's C. of E. Junior School, Clare Road, Stanwell

To appoint a representative to serve on the Governing Body of St. Mary's C. of E. Junior School, Stanwell, until 21st February 2006. This matter was referred for consideration at this meeting by the Council on 13th December 2001.

Shortwood Infants School, Stanwell New Road, Staines

To appoint a representative to serve on the Governing Body of Shortwood Infants School, Staines, until 21st February 2006. This matter was referred for consideration at this meeting by the Council on 13th December 2001.

Buckland Junior School, Berryscroft Road, Laleham

To appoint a representative to serve on the Governing Body of Buckland Junior School, Laleham, until 19th April 2006, as the term of office of the current representative, Mrs. Vera Varndell of 78 Brightside Avenue, Staines, expires on 19th April 2002. The Governing Body of the School have confirmed that Mrs. Varndell is willing to serve for a further term of office.

16. URGENT BUSINESS

To consider any urgent business.

17. EXEMPT BUSINESS

To answer any questions which relate to exempt business.

MINUTES OF THE COUNCIL MEETING HELD ON 13TH DECEMBER, 2001

BOROUGH OF SPELTHORNE

**At the Meeting of the COUNCIL of the BOROUGH of SPELTHORNE, held in
the Council Chamber, Council Offices, Knowle Green, Staines
on Thursday 13th December, 2001 at 7.30 pm**

Present: -

<i>Agarwal V</i>	<i>Fisher C M</i>	<i>Ponton Mrs J E</i>
<i>Appleyard M A</i>	<i>Forsbrey G E</i>	<i>Read E I J</i>
<i>Ayers F</i>	<i>Fullbrook J M</i>	<i>Searancke E J</i>
<i>Beardsmore I J</i>	<i>Grant Mrs D L</i>	<i>Sider R W (Deputy Mayor)</i>
<i>Blampied G G</i>	<i>Hermes A W</i>	<i>Smith J E H</i>
<i>Burrell L J W</i>	<i>Hirst A P</i>	<i>Smith Mrs P A</i>
<i>Ceaser G S</i>	<i>Hyams Mrs M</i>	<i>Smith-Ainsley R A</i>
<i>Crabb T W</i>	<i>James P R</i>	<i>Stubbs T</i>
<i>Culnane E K</i>	<i>Norcross Mrs G A</i>	<i>Trussler G F</i>
<i>Davies F (Leader)</i>	<i>O'Hara E</i>	<i>Watkins R</i>
<i>Drinkwater H V (Mayor)</i>	<i>Packman J D (Deputy Leader)</i>	<i>Weston Mrs P</i>
	<i>Paton J M</i>	<i>Wood-Dow Mrs J M</i>

Councillor Vic Drinkwater, Mayor, in the Chair

526/01 APOLOGIES

Apologies for absence were received from Councillors Mrs P.C. Amos, Ms A. Leedham, Mrs M.J Martin, Mrs H.E.L. Mellett and Mrs I. Napper.

527/01 MINUTES

The Minutes of the Meeting held on, 11th October 2001 were approved as a correct record.

528/01 QUESTIONS FROM MEMBERS OF THE PUBLIC

Under Standing Order 17, Mr. M. Wilkie of 48 Watersplash Road, Shepperton asked Councillor E.J. Searancke, the Portfolio holder for Environment and Planning, various questions on the following matters :-

A). Sheepwalk – Fly-Tipping

- i). “Is the CCTV camera in Sheepwalk operational?”
- ii). Have any fly-tippers been identified, and if so, have they been either “Named and Shamed” in the local press or prosecuted?
- iii). If not, why not?
- iv). Why is the rubbish that was dumped (right opposite the CCTV camera) on the 1st December, still there?
- v). Were the culprits identified?
- vi). If so, is there a prosecution pending, and if not, why not?
- vii). When a culprit is identified, are the police involved, do they prosecute? If not, why not?
- viii). How many prosecutions have been successful since the CCTV was installed?
- ix). Has the Council considered making the non-residential section of Sheepwalk (from BlackDitch Walk to Renfree Way) one-way or

perhaps using height restrictions at each end (Tarmac and Emergency vehicles could have a key)”

B). Walton Bridge

- i). “Bearing in mind the extra weight of traffic that is likely to result from Terminal 5, what does the Council/Surrey C.C. propose to do about the poor state of repair of the *new* Walton Bridge? (the tarmac is moving and it has already been repaired on numerous occasions).
- ii). Was the new bridge poorly designed, were sub-standard materials used or was the volume of commercial traffic severely underestimated? “

Councillor Searancke replied as follows: -

1. Fly tipping

“I would like to thank Mr. Wilkie for raising these two issues tonight.

Dealing firstly with the matter of fly tipping in Sheep Walk I can confirm that the CCTV Camera is still operating and although there are still occasional problems of fly tipping, the volumes we were experiencing earlier this year have been significantly reduced. Back in the summer we were spending on average around £1,000 per week clearing up fly tipping – a figure that has now dropped to a few hundred pounds a month.

Nonetheless, any fly tipping is totally anti-social and unacceptable and does need to be controlled.

Several vehicles involved in fly tipping have been identified by the Cameras unfortunately but not unexpectedly we have been unable to trace the owners of the vehicles through the DVLC as vehicles involved in fly tipping are rarely properly registered.

We have been unable to identify and provide evidence that would lead to a successful prosecution but we will continue to seek to gain this evidence. It would be a great help to the Council if Members of the Public were not only prepared to report fly tipping but also were prepared to provide us with the evidence we need to carry out a successful prosecution.

I do not believe that making Sheep Walk one-way or providing a height restriction would make any significant difference to the amount of fly tipping that takes place. All this would do would create inconvenience to road users and in particular local residents.

The rubbish referred to by Mr. Wilkie has now been removed. There was a delay in moving it while Council officers examined it for the presence of hazardous waste. We do, however try to remove most fly tipping within 48 hours of it being reported”.

2. Walton Bridge

“Turning to the matter of Walton Bridge, I cannot comment in any detail on the issues raised by Mr. Wilkie as this is the responsibility of Surrey County Council. I am aware, however, that Surrey County Council who were responsible for the design and for its future maintenance are addressing the matter of the tarmac moving and other problems being experienced.

To ensure that Mr. Wilkie gets a full and accurate response to his questions, I have asked the Director of Community Services to pass them on to Surrey County Council who will ensure that he gets a full response.”

529/01 529/01 MAYOR'S ANNOUNCEMENTS

The Mayor, Councillor Vic Drinkwater, announced that tickets for the Mayor’s Charity Ball were now available.

530/01 530/01 CRIME AND DISORDER DELEGATIONS

The Council considered the recommendation of the Executive on proposals for changes to Officer Delegations in respect of crime and disorder activities covering action in accordance with the existing Crime and Disorder Strategy and within the Spelthorne Partnership Board’s annual budget.

RESOLVED:-

- (1) That powers be delegated to the Chief Executive to take any action in accordance with the 3-year Spelthorne Crime and Disorder Strategy providing it is within the Spelthorne Partnership Board’s annual budget; and
- (2) That any new initiatives be delegated on a similar basis, but in consultation with the Portfolio Holder for Community Safety and also on the basis that reports be made to the Executive if any additional financial support is required.

531/01 ICT AND E-GOVERNMENT STRATEGY – PROGRESS AND FINANCIAL IMPLICATIONS – KEY DECISION

The Council considered the recommendation of the Executive on progress made with the implementation of the Council’s Information and Communications Technology (ICT) and Electronic Government Strategy and the financial implications for current and future Capital and Revenue budgets.

RESOLVED that a Supplementary Capital Estimate of £42,000 to finance the balance over budget of the anticipated ICT Capital requirements for the remainder of 2001/2002 be approved.

532/01 COUNCIL CONSTITUTION – KEY DECISION

The Council considered the recommendation of the Executive to adopt the draft Constitution reflecting their views on the matters in paragraphs 6.7, 6.10, and 6.12 of the report of the Chief Executive.

An Amendment was Moved by Councillor T. Stubbs and seconded by Councillor A.P. Hirst:-

“That Article 8 – Regulatory and other committees of the draft Constitution be amended to include the reinstatement of the Council and Staff Joint Sub-Committee.”

Councillor F. Davies suggested to the mover and seconder of the Amendment that he believed that a Council and Staff Joint Committee had not existed for a number of years and that the matter should be first investigated and a full report prepared before any changes were made to the Constitution.

Councillor Stubbs and Councillor Hirst agreed to ask the Council to allow the withdrawal of the Amendment subject to the matter being included in the Agenda for consideration at the next Council meeting on 21st February, 2002.

RESOLVED:-

- [1] That the procedural standing order rules referred to in paragraph 6.7 of the report of the Chief Executive be applied to Executive meetings.
- [2] That Option 1 in paragraph 6.10 of the report be adopted, i.e. (a) approval by the Council of an appointment of a Chief Executive on the recommendation of an Appointments Committee and (b) appointment of Directors by an Appointments Committee.
- [3] That no changes be made to the existing arrangements for the appointment of Assistant Directors and Heads of Service.
- [4] That the Council approve the draft Constitution in the form submitted with amendments to reflect the points at [1], [2] and [3] above.
- [5] That an additional delegation to the Chief Executive be included in Part 3(b) of the Constitution to repeat the current delegation to the Chief Executive [which currently appears in the Council's existing Standing Order 55(7)] to make or terminate, in accordance with the wishes of a political group, the appointment of a member to a seat on any committee, sub committee, working party or panel which has been allocated to that group.
- [6] That the Chief Executive be authorised to make such alterations to the Constitution from time to time as are necessary to reflect decisions taken by the Council on the matters contained within the Constitution.
- [7] That an Independent Panel on Members Allowances be reappointed and that the arrangements be made by the Chief Executive, in consultation with the 3 Political Group Leaders.
- [8] That the amendment concerning the reinstatement of the Council and Staff Joint Committee be considered by the Council at its meeting on 21st February, 2002.

533/01 OUTLINE BUDGET 2002/2003 - 2005/2006 – KEY DECISION

The Council considered the recommendation of the Executive on Revenue Expenditure and Financing Projections for the four-year period from 1st April 2002 to 31st March 2006.

RESOLVED: -

- [1] That the revised estimate for 2001/2002 of £13.481 million be approved.
- [2] That a maximum of £2.860 million be taken from general reserves in support of 2001/2002 expenditure.
- [3] That the outline budget projections for the years 2002/2003 – 2005/2006 be noted.
- [4] That the maximum revenue expenditure for 2002/2003 be set at £13.064 million, to include an allowance for expenditure slippage during 2002/2003 of £250,000.
- [5] That an amount not exceeding £2.052 million be taken from general reserves in support of expenditure and the council tax for 2002/2003, to include £210,000 in respect of the cost of appointing Directors and the Implementing Electronic Government programme.
- [6] That an amount not exceeding £161,000 be taken from the New Schemes Fund in support of revenue expenditure for 2002/2003.
- [7] That a council tax increase for 2002/2003 of a minimum of 5% be approved in principle, subject to [8] below.
- [8] That the decisions set out in [1] – [7] above be reviewed after detailed consideration of the Council's Revenue Support Grant allocation for 2002/2003 and its implication for Council services and expenditure.
- [9] That in view of the budget deficit identified in the report of the Director of Resources for 2002/2003 and subsequent years
 - a. the Council's Best Value Panels be reminded of the need to undertake fundamental reviews and consider radical approaches to the Council's future service provision;
 - b. a report be made by Management Team to the Executive by the end of March 2002 on the level of savings that could be found from radical Best Value Reviews and other action to be taken both during the current and the next financial year;
 - c. a small group of Members comprising Councillors Davies, Hermes, Mrs. Hyams and Mrs. Weston be established to consider the Council's increased expenditure on Housing Benefits and Insurance Premiums and report back to the Executive by the end of March 2002.
- [10] That the report to the Executive by the Director of Resources on the Revenue Support Grant Settlement for 2002/2003 and its implications for Spelthorne be noted and the Director of Resources and the Council's Leader be authorised

to make strong representations to the Government on the detailed points identified in the report.

534/01 MINOR WORKS AND SERVICES PROGRAMME 2002/2003 – KEY DECISION

The Council considered the recommendation of the Executive to proceed with the Minor Works and Services Programme, including schemes suggested by Members.

An amendment was moved by Councillor T. Stubbs and seconded by Councillor G.G. Blampied: -

“That only 10 of the 19 notice boards be renewed next year and the allocation of £40,000 for the felling of dead and dying trees be removed from the programme.”

This amendment was lost.

A further amendment was moved by Councillor C.M. Fisher and seconded by Councillor T. Crabb: -

“That the amount for notice boards in the Minor Works budget for 2002/2003 be reduced to £12,000”

After discussion it was moved by Councillor G.G. Blampied and seconded by Mrs D.L. Grant and **RESOLVED** that the motion be put.

The amendment was lost.

RESOLVED:

- [1] That subject to [2] below, the Minor Works and Services Programme for 2002/2003 set out at Appendix A to the report of the Director of Resources be approved pending further analysis as to feasibility and cost of the schemes suggested by Members set out at Appendix C.
- [2] That the schemes suggested by Members which were highway agency related and the responsibility of Surrey County Council be referred by the Director of Community Services to that Council for approval and funding.

535/01 CAPITAL PROGRAMME 2002/2003 - 2005/2006 – KEY DECISION

The Council considered the recommendation of the Executive to approve the Capital Programme on the basis that funding of the Housing Investment Programme Schemes would be from capital receipts and government grants and in line with Council policies, with funding of the Other Services Programme either from capital receipts or revenue reserves.

RESOLVED that the Capital Programme for 2002/2003 to 2005/2006 as set out at Appendix A to the report of the Director of Resources to the Executive be approved , subject to the Programme being amended to reflect the separate decisions by the Council on the following matters: -

[Minute 537/01] - Expenditure on Housing Development Programme

[Minute 538/01] - Spelthorne Leisure Centre – Replacement of Floor in Pool and other

Improvement Items - Key Decision

[Minute 539/01] – Sunbury Leisure Centre – Water Treatment Systems - Key Decision

[Minute 540/01] – Ashford Tennis Centre – Key Decision

[Minute 541/01] – Demolition of Staines Day Centre

[Minute 554/01] – Staines Community Centre, Staines – Key Decision

536/01 COUNCIL TAX BASE FOR TAX SETTING

The Council considered the recommendation of the Executive based on the statutory requirement for the Council to approve the tax base, which would be used to calculate Spelthorne's entitlement to Revenue Support Grant and the level of Council Tax for the year 2002/2003.

RESOLVED that in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by Spelthorne Borough Council as its tax base for 2002/2003 be set at 38,633.8.

537/01 EXPENDITURE ON HOUSING DEVELOPMENT PROGRAMME

The Council considered the recommendation of the Executive to proceed with the proposal in the report of the Director of Community Services, which was in line with the Council's current Existing Satisfactory Properties (ESP) programme.

RESOLVED that additional capital funding of £840,000 to support the acquisition of an additional 7 properties for housing purposes and to provide local authority social housing grant at a total cost of £564,000 on these units be approved.

538/01 SPELTHORNE LEISURE CENTRE – REPLACEMENT OF FLOOR IN POOL AND OTHER IMPROVEMENT ITEMS – KEY DECISION

The Council considered the recommendation of the Executive to proceed with the proposal for funding the renewal and upgrading of the changing and pool area at Spelthorne Leisure Centre.

RESOLVED: -

[1] That the replacement of the floor tiles and the removal of other features at Spelthorne Leisure Centre at an overall cost of £166,000, including the expenditure involved in undertaking this work overnight and all fees and contingencies, be approved; and

[2] That this work will be undertaken and should be financed from the Council's Other Services Capital Programme for 2002/2003.

SUNBURY LEISURE CENTRE – WATER TREATMENT SYSTEMS – KEY DECISION

The Council considered the recommendation of the Executive to proceed with the proposal for funding essential works required on the Water Treatment Systems at this Centre either in one stage or in a phased approach.

RESOLVED:-

[1] That the work detailed in the report of the Director of Community Services to replace the existing Water Treatment System and address other Health and Safety matters at Sunbury Leisure Centre be carried out in April 2002, at a total cost of £245,600, including fees contingencies and loss of income; and

[2] That the scheme be financed from the Council's New Schemes Fund, in 2002/2003.

539/01 ASHFORD TENNIS CENTRE

The Council considered the recommendation of the Executive to drop the scheme for the Indoor Tennis Centre but continue to support other elements of the global scheme.

RESOLVED that the Council do not proceed with the planning application for an indoor tennis centre on the land at Spelthorne College, Ashford, but continue to support other elements of the global scheme to enable National Lottery Funding and seek other possible sites in Ashford for an indoor tennis centre.

540/01 DEMOLITION OF STAINES DAY CENTRE

The Council considered the recommendation of the Executive to proceed with the planning application for demolition of Staines Day Centre as this work was essential to facilitate the completion of the Memorial Gardens Scheme currently under construction.

RESOLVED that the Council: -

[1] Confirms its intention to use the existing Staines Day Centre site as a conservatory / patio area as part of the redevelopment of the Old Town Hall, Staines and its incorporation into the design for the Memorial Gardens Scheme.

[2] Approves the submission of a planning application for the demolition of Staines Day Centre.

[3] Approves a Supplementary Capital Budget of £89,000 to cover the cost of submitting a planning application and the demolition of the existing Staines Day Centre, as part of the budget for the Memorial Gardens Scheme.

541/01 STANDARDS COMMITTEE

The Council considered the recommendation of the Standards Committee to amend the Council's Anti Fraud and Corruption Strategy.

RESOLVED that the following procedural changes be made to the Council's Confidential Reporting Code:

(a) Paragraph 1 – Introduction – be amended to make specific reference to the Public Interest Disclosure Act 1998; and

(b) Paragraph 7.6 – How to Raise Concerns – be amended:

- i) To refer to the Chairman and Vice-Chairman of the Standards Committee as possible contact points for staff rather than the Chairman of the Review and Scrutiny Committee; and

- ii) To make it clear that the Chairman and Vice-Chairman of the Standards Committee are non councillors and that the Committee have a specific role in enhancing probity.

542/01 EXECUTIVE

The Leader of the Council, Councillor F. Davies, presented his report which outlined the various matters the Executive had dealt with since the last Council meeting, excluding matters resolved at the meeting on 11th December, which would be included in his report to the next Council Meeting.

543/01 COMMUNITY COMMITTEE

The Chairman of the Community Committee, Councillor G.F. Trussler, presented his report which outlined the matters the Community Committee had dealt with since the last Council meeting.

544/01 ECONOMIC COMMITTEE

The Chairman of the Economic Committee, Councillor Mrs Hyams, presented her report which outlined the matters the Economic Committee had dealt with since the last Council meeting.

545/01 ENVIRONMENT COMMITTEE

The Chairman of the Environment Committee, Councillor G.E. Forsbrey, presented his report which outlined the matters the Environment Committee had dealt with since the last Council meeting.

546/01 LICENSING COMMITTEE

The Chairman of the Licensing Committee, Councillor Mrs P. Weston , presented her report which outlined the matters the Licensing Committee had dealt with since the last Council meeting.

547/01 PLANNING COMMITTEE

The Chairman of the Planning Committee, Councillor G.S. Ceaser, presented his report which outlined the matters the Planning Committee had dealt with since the last Council meeting.

548/01 STANDARDS COMMITTEE

The Chairman of the Standards Committee, Mr M. Litvak , presented his report which outlined the matters the Standards Committee had dealt with since the last Council meeting and reminded Members that there would be a Members' Seminar, on the New Code of Conduct for Members, on Tuesday 5th February at 7.00pm.

549/01 QUESTIONS ON WARD ISSUES

Under Standing Order 13, Councillor L.J.W. Burrell asked the following question: -

“In relation to the EEC directive coming into force in January 2002 regarding the disposal of old refrigerators.

1. What plans and contingency arrangements does this Council have in place to remove and dispose of any refrigerators that are dumped on the highway, in view of the restrictions that will be imposed regarding the CFC gases contained in the refrigerators.
2. Will the future removal and disposal of these items have a budget implication for Spelthorne Council and what security arrangements are in place to ensure that we as an authority do not breach the directive until they are removed to or by Surrey County Council's Waste Contractors.
3. Are we considering any publicity in the local papers to point out the requirements of the EEC directive to retailers and the local community to ensure that all old refrigerators are disposed of legally?"

Councillor Searancke replied as follows: -

"I share Councillor Burrell's concern for the impact the proposed directive on the disposal of old refrigerators could have on the local environment.

The responsibility for storage and disposal of old refrigerators lies with Surrey County Council as the Waste Disposal Authority and how the public respond to this directive will be dictated by the arrangements Surrey County Council put in place for receiving old refrigerators.

Surrey will accept refrigerators from Members of the Public free of charge but will charge trade customers. This could lead to retailers who currently take away old fridges for disposal when they deliver new appliances no longer being prepared to provide this service.

This could lead to an increased demand for the Borough Council to collect refrigerators as bulky waste for which we make a small charge or to an increase in fly tipping.

If this level of fly tipping is significant this could have budget implications for the Borough Council.

The dumping of old refrigerators will be dealt with by the Borough Council as fly tipping in the normal way, which is to collect and deliver to the County Council disposal site. As the Borough Council will not be involved in storing or disposal, I do not believe we need to take any special precautions to avoid breaching the directive.

Publicity surrounding the new directive and the arrangements being put in place by Surrey County Council will be essential and I will ensure the Council's Officers will work with Surrey County Council's Officers to keep the public properly informed and to encourage them to act responsibly when disposing of old refrigerators."

Under Standing Order 13, Councillor Paton asked the following question: -

"Would the Leader give an update on the role of the Borough/County Partnership Committees relating to Highways issues as there appears to be some confusion as to who will be responsible and how it will function as of the 1st April 2002 and what roles will it cover."

Councillor Davies replied as follows: -

With the transfer of the Highway Agency back to Surrey County Council from the 1st of April 2002, Spelthorne as a Council will cease to have any direct responsibility for Highway and Transportation matters. All of the Borough Staff currently dealing with Highways issues will be transferred to the County and we will no longer have the expertise "in house" to deal with highway matters.

All future highway schemes in the Borough such as highway maintenance, traffic calming, highway flooding, verge maintenance and grass cutting etc. will be dealt with by the County Staff who will continue to operate from Knowle Green in the short term.

How the Borough/County Partnership Committees will work and how the Borough will input to them is still being developed but will obviously need to be clarified before April 2002.

550/01 GENERAL QUESTIONS

Under Standing Order 13, Councillor James asked the following questions: -

- “1. Can we have an update on the computerised system? If we do have one in place. I believe we do not.
2. Why have Members not been updated since my question to Council on 14th December, 2000 last year?”

Councillor Searancke replied as follows:-

“Our paper-based Highway Drainage Records have been placed on the GIS System which is the computer based mapping system. Having transferred the information to the GIS System we have now spent the last 12 months surveying and verifying the information held on the system. This work which is 80% completed will be finalised by April 2002 in time for the information to be passed on to Surrey County Council when they take back the Highway Agency which will include highway drainage. We will also be passing onto Surrey County Council a record of all the outstanding problems as highway drainage will be the responsibility of the County from the 1st April next year.

The comprehensive survey of the minor water courses and piped ditches, which will remain Spelthorne's responsibility after April 2002 will be completed by the end of December. From this survey we will develop a programme of the works required to improve the strategic drainage system, which we will bring forward for consideration by Members during 2002 for inclusion in the budget, which will be set for 2003/2004.

A report updating Members on the next steps was presented to the Executive on 12th June 2001 and further reports will come forward over the coming months as our strategy is developed.”

Under Standing Order 13, Councillor Crabb asked the following question: -

“Does the Leader of the Council share my concern at the inaccuracy of the population forecast figures for Spelthorne as issued to Members, which have twice wrongly forecast a decline instead of an increase? Can he reassure the Council that no per capita funding for the Borough is compromised by these inaccuracies? Will he take steps to ensure that revised figures are made available, especially in the light of the decision to proceed with Terminal Five, so that central Government and

partnership bodies such as SCC, Health Trusts, the Highway authority and Surrey Police are made fully aware of the population pressures on the Borough?"

Councillor Davies replied as follows: -

Population forecasts are produced by the Office for National Statistics, a Government body, and are based upon the ten yearly census figures as adjusted by projections for demographic and other information. We have no control over this process and have to accept figures provided.

It is true that for a considerable number of years Spelthorne's population has been predicted to fall each year. It is also true that this directly affects the revenue support grant we receive, as this is partly distributed per head of population. For example, in this year 2001/2002 we are receiving £90.12 for each person in the Borough. To the extent that our population is underestimated we lose that much multiplied by the shortfall. There is no mechanism for appealing against the population estimate but every ten years differences are corrected by the census. The 2001 Census figures will be used for the first time in the Financial Year 2003/2004, but the grant system is due to change from 1st April 2003 and it is not yet clear what effect population changes will have on future grants entitlements. They will of course have an effect on service demands for the area and we will play our full part along with other bodies in lobbying for adequate funding to meet those demands.

A full report will be made to Members on the outcome of the 2001 Census as soon as it is available.

In view of the response to a previous question, Councillor L.J.W. Burrell withdrew his question regarding the provisional local government finance settlement for the year 2002/2003.

551/01 APPOINTMENTS TO OUTSIDE BODIES

Ashford Relief In Need Charities

RESOLVED that Councillor Mrs. P. Weston be appointed to serve as a Trustee on the Ashford Relief In Need Charities until 13th December, 2005.

St Mary's C of E Junior School, Clare Road, Stanwell

RESOLVED that consideration of this matter be deferred until the next meeting of the Council.

Shortwood Infant School, Stanwell New Road, Staines

RESOLVED that consideration of this matter be deferred until the next meeting of the Council.

552/01 EXCLUSION OF PRESS AND PUBLIC

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

553/01 STAINES COMMUNITY CENTRE, STAINES - KEY DECISION
(Paragraph 9 – Proposed Terms of a Contract)

RESOLVED:-

- [1] That the Tender from BRBS in the sum of £1,036,830, the lowest received for a modular construction of the new Staines Community Centre, be accepted and that it be noted the fixtures and fittings of the new Community Centre would be at an additional cost of £80,000.
- [2] That a Supplementary Estimate of £236,830 be approved for 2001/2002 to cover the increase in the budget for the new Staines Community Centre Scheme

BEST VALUE PERFORMANCE PLAN 2001/02

(RECOMMENDATION REQUIRED)

Report of the Chief Executive

Purpose of the report

1. To consider and approve the summary version of the draft Best Value Performance Plan (BVPP) 2001/02 and to consider and approve the following documents which form part of the full version of the BVPP:
 - (a) Draft Corporate Targets 2001/02
 - (b) Performance Indicators 2000/01 and 2001/02
 - (c) Results of the General Household survey and the surveys for Planning and Housing Benefits.

Background

2. Members will be aware of the statutory requirement to publish a BVPP by the 31st March of each year. We are required to prepare two versions: a full copy, which complies with the statutory requirements set out in the government's circular 10/99 and a smaller summary version. The full version must include the following:
 - (a) A summary of the authority's objectives in relation to its functions
 - (b) A summary of current performance
 - (c) A comparison with performance in previous years
 - (d) A summary of the authorities approach to efficiency improvements
 - (e) A statement describing the Council's Best Value review programme
 - (f) The key results of completed reviews
 - (g) The performance targets set for future years
 - (h) A response to audit and Best Value inspection reports
 - (i) A consultation Statement
 - (j) Financial Information
3. We are required to supplement the full version by sending a summary version to all households, which should offer a fair and accurate reflection of the information contained in the full plan.

Draft Summary Best Value Performance Plan

4. The typescript of the draft summary plan is attached at Appendix A. A colour typeset version will be tabled at the meeting. The style and format of the plan will be similar to last year, -a 16 page A4 document on good quality paper. It will include photographs to break up the text and some of the financial information will be presented in pie charts. The service themes will be exactly as they were last year. The main changes are that there is much more detail on the results of Best Value reviews, there is a section on the IDEA visit and I have moved the performance indicator data into the centre of the document to give it more profile. In the finished version there will be an indication of how we are performing on each indicator-green/red traffic light or tick/cross. In response to the feedback from the public that we received in respect of last years plan I will include a "Who to contact" list on the back page.
5. As far as the performance indicator information is concerned, I have selected a number of the statutory indicators, but no local indicators are included. A full list of all the indicators will be included in the full plan, as set out at Appendix C.

Draft Corporate Targets 2001/02

6. A full list of the proposed Corporate Targets for 2001/02 are included at Appendix B. These will be included in the full version of the BVPP, along with details of the councils vision and values and key priorities. A separate Corporate Plan will not be published.

Performance Indicators

7. A full copy of the Performance Indicators is included at Appendix C. Each year we are required to collect and publish our performance in respect of various performance indicators. The government's intention for the BVPP is to look both backwards and forwards. In order to achieve this we have quoted the out turn performance figures for the Audit Commission Indicators, which existed for the year 1999/2000. In order to put this information into context I have included the performance figures for the top 25% of all districts. It is this group of authorities who the government would expect us to compare ourselves with. However clearly in terms of the cost of providing services, there are significant differences between the south east and the rest of the country, and therefore our own test is to make sure we are comparable with the south-east which we do in each Best Value Review.
8. In order to give a summary of current performance we have set out the projected out turn on the performance indicators for 2000/01 as well as the target we set ourselves for this year. With the introduction of Best Value the indicators changed, they became Best Value Performance Indicators (BVPIs). In order to drive up performance the government designated certain BVPIs as top quartile. This meant that the government expects all authorities to set targets for these indicators which are consistent with reaching the top quartile of current performers by the 31 March 2005. The areas where the government has set top quartile targets are as follows:

	Target	Current Performance
Proportion of Council Tax Collected	98.2%	already exceeded
Proportion of Business Rates collected	98.7%	already exceeded
The number of working day lost to sickness Per FTE	6.8 days	8.89 days
Early retirements as a % of staff in post	.45%	1.40%
Ill health retirements as % of staff in post	.35%	.28%

9. The government is also proposing to introduce statutory performance standards for waste recycling, the impact of which will be to increase national recycling rates to at least 17% in 2003/04 and at least 25% in 2005/06. I have asterisked against all the indicators where a top quartile target applies.
10. For the year 2001/02 the government have once again reviewed the Best Value Performance Indicators. There are now two types of BVPIs, corporate health indicators which are intended to provide a snapshot of how well an authority is performing overall and secondly, the service delivery indicators which reflect the national interest in the delivery of local services. The total number of indicators has been reduced. For 2001/02 we are required to set out our targets for the performance for next year consistent with continuous improvement and the top quartile target, if there is one.
11. The targets, which appear in black type on Appendix C, are local indicators, all others are statutory indicators. In last years performance plan we were required to set a number of Local Indicators which we believed would be of public interest, or which would help us drive up standards of service delivery.

General Household Survey and Planning/Benefit Surveys.

12. The BVPIs now include indicators on the levels of satisfaction with certain services. In order to achieve this the government specified a minimum amount of survey detail an authority had to collect, a time frame in which to collect data and guidance on how to conduct the survey. To this end we conducted the General Household survey during October and November 2000. 4200 questionnaires were sent out to randomly selected properties and 2020 valid responses were received. We were required to get a minimum return of 1100 to get statistical accuracy. The results are presented at Appendix D at two levels. Firstly at a summary level for each service which is then compared to the results achieved from the pilot survey conducted by MORI. MORI conducted a pilot survey of 2800 properties in the country to use as an indicative benchmark. Secondly the

detailed results for each question are set out, with a net score at the end of each line (the net score is the difference between the sum of the satisfied less the sum of the dissatisfied. The neither satisfied nor dissatisfied are ignored). The results are all unweighted at this stage, whilst the MORI results have been weighted. In order to weight them we have to check that they are representative of gender, age and post code residence.

13. Members will note that in most area the results are very good demonstrating a high level of satisfaction with council services. One area where the results are poorer than expected is in Leisure/Parks and Open spaces. These results may warrant further investigation.

Planning Survey

14. Due to the government's and public interest in the planning service we were also required to survey the users of the planning service. This had to be done in four sampling windows (the period of time people are surveyed) and at this stage we have the results of the first two. There are no national figures to compare with at this stage. The results of this survey are attached at Appendix E.

Housing Benefit Survey

15. This area was also subjected to separate survey which is attached at Appendix F. This survey has two sampling windows, and I have included the first at this stage. The second survey is being carried out at the moment.

Recommendation

16. **Members are requested to recommend the Council to approve the following:**

- (i) The draft summary Best Value Performance Plan.**
- (ii) The draft Corporate Targets 2001/2002.**
- (iii) The targets set for the Performance Indicators 2001/02.**

17. **Members are asked to note the following:**

- (i) The Performance Indicators for 1999/2000 and the projected results for 2000/01.**
- (ii) The results of the General Household Survey and the Surveys relating to Planning and Housing Benefits.**

Contact: Sue Sturgeon (01784) 446324

Background Papers

FEES AND CHARGES 2002/03

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MEMBERS' ALLOWANCES

RECOMMENDATION REQUIRED

Report of Chief Executive

1. PURPOSE OF REPORT

- 1.1 consider a report from the Independent Remuneration Panel on Members' Allowances and the recommendations to be made to the Council when it considers the report on 21st February 2002.

2. BACKGROUND

- 2.1 As previously explained, the Local Government Act 2000 now requires the Council to appoint and maintain an Independent Remuneration Panel to provide advice on Members' Allowances. The Act requires the Council to have regard to advice from the Panel before making a new Scheme or amending its existing scheme of allowances.
- 2.2 The 2000 Act requires the Council to make copies of any Panel report available for public inspection at the Council Offices. We also have to give a public notice in a local newspaper indicating a report with recommendations has been received, a description of the recommendations and a statement that copies of the report are available for inspection.
- 2.3 The current Members' Allowances Scheme already reflects the Council's existing executive arrangements and is based on the recommendations made by an Independent Panel in January 2000.
- 2.4 At its last meeting the Council agreed that arrangements for the appointment of a new Panel should be made in consultation with Group Leaders. This has been done and all Members were advised of the position and the points on which advice from the Panel was to be sought through the Members' Bulletin on 18th January. Members were invited to submit any points or issues which they wished the Panel to consider.

3. THE PANEL'S REPORT

- 3.1 The Panel has now considered the position and a copy of their report is [attached](#). Having received the report, the Council needs to consider the recommendations made by the Panel and decide what changes should be made to the existing scheme of allowances.

4. RECOMMENDATION

- 4.1 **The Executive is asked to consider the Panel report and decide whether or not to recommend that the Council should approve the recommendations made by the Panel.**

Contact: Mrs Ann Davey - 01784 446246 or a.davey@spelthorne.gov.uk

Background Papers:

Report of the Independent Remuneration Panel.

REVENUE BUDGET AND COUNCIL TAX 2002/2003 – KEY DECISION

RECOMMENDATION REQUIRED

Report of the Director of Resources

1 PURPOSE OF REPORT

- 1.1 To consider and approve the Net Revenue Expenditure Budget for 2002/2003 and formally propose the Council Tax to be set for that year.

2. BACKGROUND

- 2.1 At its meeting on 13th December 2001, the Council agreed to the following recommendation from the Executive:-

“Resolved to Recommend that:-

1. The revised estimate for 2001/2002 of £13.481 million be approved
2. A maximum of £2.860 million be taken from general reserves in support of 2001/2002 expenditure.
3. The outline budget projections for the years 2002/2003 – 2005/2006 be noted.
4. Maximum revenue expenditure for 2002/2003 be set at £13.064 million, to include an allowance for expenditure slippage during 2002/2003 of £250,000.
5. An amount not exceeding £2.052 million be taken from general reserves in support of expenditure and the council tax for 2002/2003, to include £210,000 in respect of the cost of appointing Directors and the Implementing Electronic Government programme.
6. An amount not exceeding £161,000 be taken from the New Schemes Fund in support of revenue expenditure for 2002/2003.
7. A council tax increase for 2002/2003 of a minimum of 5% be approved in principle, subject to (8) below.
8. The recommendations set out in (1) – (7) above be reviewed after detailed consideration of the Council's Revenue Support Grant allocation for 2002/2003 and its implication for Council services and expenditure.
9. That in view of the budget deficit identified in the report of the Director of Resources for 2002/2003 and subsequent years
 - a. the Council's Best Value Panels be reminded of the need to undertake fundamental reviews and consider radical approaches to the Council's future service provision;
 - b. a report be made by Management Team to the Executive by the end of March 2002 on the level of savings that could be

found from radical Best Value Reviews and other action to be taken both during the current and the next financial year;

- c. a small group of Members comprising Councillors Davies, Hermes, Mrs. Hyams and Mrs. Weston be established to consider the Council's increased expenditure on Housing Benefits and Insurance premiums and report back to the Executive by the end of March 2002.

10. To note the supplementary report by the Director of Resources on the Revenue Support Grant Settlement for 2002/2003 and its implications for Spelthorne and to authorise the Director of Resources and the Council's Leader to make strong representations to the Government on the detailed points identified in the supplementary report."

2.2 The first meeting of the group, mentioned in 9c has been arranged for the 31st January to consider Insurance premiums. Housing Benefits will be dealt with at future meetings between now and the end of March 2002.

3. BUDGET PRESENTATION

- 3.1 [Appendix E](#) (page 13) presents the Budget in summary format which shows net expenditure on the General Fund of £13,079,350 before transfers to/from reserves, grants and interest earnings.
- 3.2 [Appendix G](#) (pages 15 to 19) analyses each Directorate's spending over services. This summary presentation highlights the relative allocation of resources to the different service areas. The analysis has been amended to reflect the approved reorganisation changes following the termination of the Highways Agency. Copies of the detailed budgets supporting the summaries have been placed in the Members' Room.
- 3.3 [Appendix H](#) (page 20) gives the subjective analysis of total expenditure, showing broad categories of the type of expenditure or income involved.
- 3.4 [Appendix I](#) (page 21) shows the budget for the Repairs and Renewals Fund covering day to day reactive repairs and planned repairs on all the Council's buildings.
- 3.5 [Appendix J](#) (page 22) gives a breakdown of the items being financed from earmarked reserves.
- 3.6 [Appendix K](#) (page 23) summarises the main reasons for the change in the base budget between the current financial year and next year, and all the other significant budget variations totalling a net £373,790 are listed at [Appendix L](#) (pages 24 to 28) supported by explanatory notes.

4. CONSIDERATION OF SPENDING LEVELS

4.1 Revised Budget 2001/2002

The revised budget for this current year totals £13.398M, compared to the prediction at Outline Budget stage of £13.481M. The reduction of £83,000 comprises the following items:-

Item	£
Insurance – reduction on premiums	(60,000)
Improved Fraud Recovery on Housing Benefits	(135,000)
Audit Fees – higher than estimate	15,000
Taxi Licensing – slow start-up of scheme	(6,500)
Arts Centre Running Costs	5,000
Mortgage Subsidy for new staff	12,000
Sunbury Leisure Centre reduced contribution from school	3,000
Security Works to Parks*	45,000
Other Miscellaneous items	<u>25,500</u>
Total	<u>(83,000)</u>

*Approved Supplementary Estimate

4.2 Budget 2002/2003

The Outline Budget approved on 11th December set a maximum budget for next year of £13,064M, which included an allowance for expenditure slippage during 2002/2003 of £250,000. The detailed Revenue Budget has been calculated as follows:-

Item	£.000
Outline Budget	13,064
Energy Conservation Initiatives*	21
Audit Fees	15
Planning Appeal Expenses – Chelsea Village*	120
Temporary Parks Controls*	40
Reduction in Insurance provision	(105)
Pensions - Additional Contribution	150
Provision for Pay Award (at maximum 3½% see below)	35
Improved Housing Benefit Fraud Recovery	(90)
Additional income from review	(178)
Other Miscellaneous Items	<u>7</u>
TOTAL REVENUE BUDGET	<u>13,079</u>

*Previously Approved by Executive

4.3 A number of significant items have arisen since the Outline Budget considerations.

- (a) Insurance – the renewal terms for next year's premiums have now been received for the majority of cover. Despite early indications from our Insurance Company that they intended to break our long-term agreement made last April, they have now decided not to follow that course of action,

and therefore our premiums are to be increased only by inflation. A further matter which will benefit premiums for 2002/2003 is a reduction in the final premium payable this year (2001/2002) of approximately £60,000. We are still waiting for the final quote on the Public Liability Insurance, which is expected to decrease following the termination of the Highways Agency agreement. An estimate of this has, however, already been reflected in the Outline Budget prediction. It is expected that the final figures, taking all the above matters into account, will reduce the provision required by around £105,000.

- (b) Pensions – recent information received from Surrey County Council following an actuarial report on the Superannuation Fund, show Spelthorne as having to pay further deficit contributions of £150,000 for 2002/2003. This deficit has arisen, despite our lump sum payment made last year, from the decline in investment performance which reflects the current market trends and the predicted liability on the fund extending over a greater period of time, as generally people are expected to live longer. The figure is yet to be confirmed by the Actuary.

The deficit payment is broken down £66,000 pa for future pensions and £94,000 pa back funding for existing pensions. One option for the back funding element would be to make a one-off payment to eliminate this, as we did for the much larger deficit last year. I will investigate this and report as soon as possible to a future meeting. The annual revenue saving could be between £50,000 and £70,000. A schedule of the back funding element of the deficits for all Surrey authorities is attached as [Appendix D](#) (page 12). The balance of the increases (Spelthorne £66,000) arises because of an increase in the ongoing employer's contribution.

- (c) Pay Award – the Executive at its meeting on 15th January 2002, agreed that the local pay award should be 3½% to 4%. Provision has been made at 3½%, at this stage, subject to a final decision being taken.
- (d) Housing Benefit – over the third quarter of this year the value of fraud detection has increased giving rise to additional subsidy becoming due and an increase in the amount being recovered from the claimants. This has been projected into 2002/2003.
- (e) Income and Fees & Charges – it was felt during the Outline Budget preparation there was scope to increase income levels. A full review has now been carried out and is reported elsewhere on this Agenda. A provisional sum of £178,000 has been included at this stage. The changes have been discussed at the Economic Committee on 22nd January and are supported by that Committee.

5. REVENUE SUPPORT GRANT SETTLEMENT

- 5.1 The Revenue Support Grant Settlement in December provided £95,000 less than the £5.492 million budgeted for in the Outline Budget. The position improved slightly with a further announcement, but this still left a gap of £73,000. This shortfall was caused by a technical problem affecting all District Councils and the Secretary of State undertook to correct the situation. The final announcement has now been received in the sum of £5.485 million, £7,000 less than budgeted.

6. BASIS OF PREPARATION

- 6.1 Service Levels – the estimates have been prepared on the basis of maintaining existing service levels except where variations have been approved by the Executive and/or the Council.
- 6.2 Pay and Price Levels – the estimates have been prepared at pay and price levels ruling at November 2001, with an allowance of 3½% added in respect of salaries and wages and 2½% for all other prices. These allowances have been projected through to the end of March 2002 and allocated over the detailed heads of estimates.
- 6.3 Fees and Charges – a full review of fees and charges has taken place and the proposed fees for next year are included elsewhere on this agenda. The proposals have been provisionally reflected in the detailed head of estimates.
- 6.4 Contingencies – no provision has been made for any increase in pay or prices nor for general contingencies. Any requirements above those provided for will need to be met from reserves or savings within existing budget provision.

7. COLLECTION FUND

- 7.1 The projected surplus on the Collection Fund at 31st March 2002 is £147,790 which has to be apportioned between Spelthorne and the precepting authorities. Spelthorne's share of this sum is £14,110 compared with £15,000 used for Outline Budget purposes.

8. USE OF RESERVES

- 8.1 This Committee, at its meeting on 13th December 2001, approved an amount not exceeding £2.052M be taken directly from revenue reserves in support of general spending for 2002/2003.
- 8.2 In addition, a proportion of investment income generated by General Fund Reserves is credited annually to the General Fund Revenue Account to support the Council Tax. This has been estimated at £985,000 for next year.
- 8.3 The calculation of the contribution needed from reserves is as follows:-

	£
Net Expenditure	13,079,350
Less: Contributions from Central Government	5,485,000
Interest Earnings	985,000
Product of Band D Council Tax	4,282,170
Transfer from Collection Fund	14,110
Transfer from Earmarked Reserves	<u>166,460</u>
Required Contribution from General Reserves	2,146,610

- 8.4 This requirement is £95,000 in excess of the maximum previously approved by this Committee.

9. OTHER MATTERS

9.1 There are still a number of matters to resolve before the Budget for 2002/2003 can be finalised. These are:-

- (a) Pay Award – final settlement
- (b) Pension contribution – awaiting final notification
- (c) Fees and Charges – report on this agenda
- (d) Graffiti – report on this agenda

10. CONCLUSION FOR SPELTHORNE EXPENDITURE AND COUNCIL TAX

- 10.1 The General Fund Summary at page 11 shows total net expenditure for 2002/2003 before interest earnings and any direct contribution from reserves as £13,079,350.
- 10.2 Given the previous decision that Spelthorne's proportion of the Council Tax be increased by a minimum of 5%, the net charge on the Collection Fund has been calculated at this stage on that basis and for next year will be £4,282,170, equal to a Council Tax of £110.84. See [Appendix A](#) (page 9) for the detailed calculation of this figure.
- 10.3 [Appendix B](#) (page 10) shows the effect on the different Valuation Bands.
- 10.4 [Appendix F](#) (Page 14) shows a revised four year projection incorporating all the information available to date.

11. CONSULTATION

- 11.1 The broad provision of the proposed budget have been presented to, and discussed by, the Economic Committee, which was supportive of the proposals. A presentation has also been made to the Business Forum at its meeting on 24th January, at which no comment was made.

12. PRECEPTS

- 12.1 Details of both the Surrey County Council and Surrey Police Precepts have now been received and are as follows:-

	Band D Property £	% increase
Surrey County Council	721.98	11.42
Surrey Police	96.44	16.14

13. RECOMMENDATION

- 13.1 That, based on discussion of other agenda items and updated information from the Director of Resources, the 2002/2003 Revenue Budget should include an additional £50,000 for graffiti removal, £2,370 Special Responsibility Allowance for the Chairman of Licensing Committee, an adjusted amount of £136,000 for additional Pension Fund contributions and 4% for Spelthorne Local Pay.

13.2 That in support of an increase of 6% in the Spelthorne element of the Council Tax for 2002/2003 the following proposals be agreed:-

1. The Revenue Estimates as set out be approved.
2. An amount not exceeding £2,345,310 as set out in this report, be appropriated from Reserves in aid of Spelthorne's local Council Tax for 2002/2003.
3. To note that the council tax base for the year 2002/2003 is 38,633.8, calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, made under Section 33(5) of the Local Government Finance Act 1992.
4. That the following amounts be now calculated by the Council for the year 2002/2003 in accordance with Sections 32 and 33 of the Local Government Finance Act 1992.

	£	
(a)	33,230,800	Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act.
(b)	23,408,390	Being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act
(c)	9,822,410	Being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
(d)	5,499,290	Being the aggregate sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant or additional grant, increased by the sum which the Council estimates will be transferred in the year from its Collection Fund to its General Fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax surplus) and increased by the sum which the Council estimates will be transferred from its Collection Fund to its General Fund pursuant to the Collection Fund (Community Charges) Directions under Section 98(4) of the Local Government Finance Act 1988 made on 7 th February 1994 (Community Charge surplus)
(e)	£111.90	Being the sum 4(c) above less the amount at 4(d) above, all divided by the amount at 3 above, calculated by the Council in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year.

620.21	723.58	826.95	930.32	1137.06	1343.79	1550.53	1860.64
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Contact

Peter Harding

(01784) 446221

Pauline Adams

(01784) 446296

Lead Member:

Councillor F. Davies

Portfolio Holder: Councillor R. Smith-Ainsley

Background Papers:

There are none.

RECOMMENDATIONS OF THE STANDARDS COMMITTEE

1. 1. LOCAL CODE OF CONDUCT FOR SPELTHORNE

- 1.1 The Committee has considered a draft Local Code of Conduct for Members and co opted Members. The adoption of such a local code is an important part of the requirements of the ethical framework established under the Local Government Act 2000, and a local code has to include the provisions contained in a model code of conduct set out in regulations made under the Act.
- 1.2 In considering what to recommend, the Committee has taken into account the information obtained from a seminar it held for all members prior to its meeting. This outlined the provisions of the model code of conduct, the need to adopt a local code including the provisions of the model code, and what this meant in practice for Members.
- 1.3 The draft Local Code proposed is divided into three parts. The first part sets out general standards of behaviour to be followed, the second sets out how members' should deal with situations where they have personal interests in relation to Council business, and the third requires certain personal interests to be registered in a public register and gifts and hospitality received above a certain level to be recorded.
- 1.4 Once a Local Code is adopted, Members and co-opted Members will have two months to give a written undertaking to observe the Code or they will cease to be Members. In addition Members will need to maintain an up to date record of their personal interests (as defined in the code) in the public register. The Committee has discussed with the Monitoring Officer practical ways in which Members could be helped to meet these requirements.
- 1.5 The Committee believe it is important that all Members take an open and commonsense approach to meeting the requirements of the local code, remembering that its whole purpose is to ensure transparency and increase public confidence in the Council.
- 1.6 **The Standards Committee recommend that the Council:**

[Adopt a Local Code of Conduct for Spelthorne in the form attached at the Annex to this recommendation.](#)

Murray Litvak
Chairman of the Standards Committee

21st February 2002

[Council Agenda and Reports](#)

REPORT OF THE LEADER OF THE COUNCIL ON THE WORK OF THE EXECUTIVE

The Executive has met twice since the last Council meeting and this is an overview of the main items considered, including matters resolved on 11th December 2001 which were not covered in the report to the last Council. We have made recommendations to the Council on various issues and these appear separately on tonight's agenda. I set out below a brief summary of some of the significant issues we have been discussing.

MODERNISATION AND ICT ISSUES

Appointment of Chief Executive and New Directors – Relocation Scheme – We have agreed proposals for enhanced relocation and mortgage equalisation schemes for the appointment of a new Chief Executive and Directors to be financed from the £60,000 budget allocation.

Best Value Reviews:-

- (1) **Best Value Review of Planning Policy & Building Control** – We have endorsed the recommendations of the Panel reviewing Planning and Building Control and have agreed the implementation of the 3 Action Plans.
- (2) **Best Value Review of IS&T** – We have endorsed the recommendations of the Panel reviewing IS&T, including the approach to procure the service through a single outsourced supplier who would also deliver e-Government projects in accordance with agreed requirements and priorities.

CORPORATE ISSUES

Annual External Auditor's Management Letter – We have noted the positive and complimentary findings contained in the Annual External Auditors Management Letter for 2000/2001 and their endorsement of the effectiveness of the Borough Council's policies and management arrangements.

Members Development – We have agreed the establishment of a Member Development Task Group comprising Councillor Smith-Ainsley and 3 Member Development Champions, one from each Political Group, to action the proposals recommended by the Members Development Working Group.

Spelthorne Student Council – We have noted a report on Spelthorne Student Council's progress during its first year of operation and on details of further initiatives for the Council in future. We have reaffirmed the Borough Council's commitment to the Student Council including the grant of £2000 for young people activities.

ARTS, COMMUNITY, LEISURE AND RECREATION ISSUES

Spelthorne Community Festival – We have reviewed the Festival generally and the Festival held in 2001 and agreed short and long-term changes to the future Festival programme and format. The Festival for 2002 will be based on a Community events week with an enhanced teddy bear's picnic. Opportunities for 'joint' Jubilee / Festival events will be explored and promoted to maximise community involvement.

Holiday Provision for Young People 11 to 19 Years – We have agreed the holiday activities for young people aged 11-19 years and a fee structure for Activ 8 of £40.00 per child with a 50% reduction for assisted places.

Reviewing the Summer Play Scheme – We have agreed amendments to the Summer Play Scheme to take account of new arrangements introduced as a result of legislation and other factors. The fees for the Scheme are increased to £45 per child, with a 50% reduction for assisted places and third child places. The facility for off site trips within the Scheme has been retained.

Queen's Jubilee Celebrations – We have agreed that Jubilee grants will be awarded by the Director of Community Services in consultation with Councillor Mrs. D.L. Grant, the Portfolio Holder for Children and Young People Services, and that the criteria for awarding grants will be on the same basis as for Millennium grants.

CRIME AND DISORDER ISSUES

Issues in Parks - Key Decision – We have considered a number of issues in parks, including anti social behaviour, vandalism and the design of parks. We have agreed an action plan to resolve these issues including allocating £20,000 this financial year to carry out work identified by the County Crime Prevention Officer and £40,000 for retaining security patrols in parks until September 2002.

FINANCIAL ASSISTANCE TO LOCAL ORGANISATIONS

Revenue Grants 2002/2003 – Key Decision – We have awarded individual grants to more than 40 local and community-based organisations to support their continuing work for the benefit of local residents. Key grants awarded are Relate £5,700, Spelthorne Farm for the Education of Handicapped Children £7,000, Voluntary Association for Surrey Disabled £3,979, Spelthorne Crossroads £2,500, Rentstart £20,000, Spelthorne CAB £64,100 (plus rent of Sunbury Office of £11,600), Spelthorne Community Arts Association £3,900, Spelthorne Sports Council £4,200 and the Parish of Staines, St. Mary's and St. Peter's Churches £20,000.

PLANNING ISSUES

Ashford Tennis Centre – Key Decision – We have decided not to proceed with the planning application for an indoor tennis centre on land at Spelthorne College, Ashford, but have reaffirmed our commitment to support other elements of the global scheme to enable National Lottery Funding and to seek other possible sites for an indoor tennis centre in the Borough.

Planning Brief for the former Windmill Trading Estate, Windmill Road, Sunbury – We have adopted as Supplementary Planning Guidance the Planning Brief for the former Windmill Trading Estate, Sunbury.

Airtrack Planning Brief - Key Decision – We have approved the draft Airtrack Planning Brief for public consultation and agreed that a project team be set up under the Director of Community Services to represent the Council's interests.

Councillor Frank Davies
Leader of the Council
2002

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REPORT OF THE CHAIRMAN ON THE WORK OF THE COMMUNITY COMMITTEE

The Community Committee met on 17th January, 2002 to review Day Centre Services.

The meeting was held at the Greeno Centre where Members met representatives of all Spelthorne's Centres, Managers and Knowle Green Office Staff involved with Community Care.

The Committee considered the Key Issues facing the Centres and listened to and noted the responses of those attending the meeting.

During the course of discussions an invitation was issued to all Members of the Committee to visit the other Centres in Spelthorne. I accepted this invitation and together with my Vice-Chairman, have visited the Ashford, Staines, Stanwell and Sunbury Centres. I will be reporting on our visits in due course.

The Committee has also agreed to look at Youth Centres and Play Schemes as part of its Work Programme.

Councillor George Trussler
Chairman of the Community Committee
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REPORT OF THE CHAIRMAN ON THE WORK OF THE ECONOMIC COMMITTEE

The Economic Committee has met once since the last Council meeting and this report gives an overview of the issues considered by the Committee.

This was the first meeting under the Council's new Constitution and we have changed the format of meetings so that officers give presentations to help us focus on the key aspects and options of the issues we are considering.

DRAFT ECONOMIC STRATEGY FOR SPLETHORNE

The Committee discussed the need to update the Council's Economic Strategy and which should bring it in line with the vision of the Community Strategy. We agreed that the original five strategic aims of the 1997 Economic Strategy were still valid and identified two further objectives. These objectives related to maintaining town centre vitality and viability throughout the Borough and the need to develop tourism in a sustainable way.

The Committee recommended to the Executive that all seven objectives should be adopted as a basis for discussion with the business community and other organisations in the local strategic partnership.

WORK FORCE ISSUES

The Committee discussed a detailed report on the make-up of the Council's current workforce by gender, disability, ethnicity and age. We noted in particular the age profile of staff and the difficulty of attracting and retaining young staff to jobs in local government generally. We also considered details of the results of recruitment monitoring and noted a total of 637 applications had been received for 64 posts with 59 appointments being made.

FINANCIAL MATTERS – MONITORING REPORTS

The Committee discussed two reports monitoring our financial position. One related to the budget, and we noted there was a potential underspend on the revenue budget of £112,242 and that 54% of the Capital budget had been spent to date. The second report was an interim report on activities in the borrowing and investment market for the period 1st April to 30th September 2001. We noted the investment strategies for the current year had focused on short term maturities with a view to moving into longer dated instruments when opportunities occurred.

REVIEW OF CAR PARKING CHARGES

The Committee noted that a Best Value Review of car parking services was about to commence. The review would cover such issues as maintenance, signage, pay on exit and future management issues for car parks and therefore any changes made to car parking charges now would be an interim measure.

Councillor Packman attended our meeting in his capacity as the Council's representative on the Town Centre Partnership Board to give us the Board's views on car parking charges.

After considerable discussion particularly about all day parking, the Committee recommended that car parking charges for Staines Town Centre should be increased as recommended in the officer's report, subject to the introduction of a charge of £10 in all car parks for stays of five hours or more.

PROPOSED FEES AND CHARGES

The Committee considered the outcome of an extensive review of all fees and charges and recommended that the proposed fees and charges set out in the report should be approved with minor amendments. We were pleased to note that the proposals, if supported, would give a projected increase in income of £178,000.

REVENUE BUDGET

The Committee discussed the report of the Director of Resources on next year's Revenue Budget. We noted that there was still uncertainty over various factors such as additional Pension contribution costs, Housing Benefits and Insurance costs, the staff pay award and the final level of the grant settlement. We felt that until these issues had been clarified it was difficult to make a final recommendation on the level of the local council tax for next year. The Committee therefore recommended to the Executive that all efforts be made to keep any Council Tax increase for next year to 5%.

Councillor Mrs Martine Hyams
Chairman of the Economic Committee

21st February 2002

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REPORT OF THE CHAIRMAN ON THE WORK OF THE ENVIRONMENT COMMITTEE

The Environment Committee met on the 24th January, 2002, to consider the following matters:-

Issues For Future Meetings

The Committee has asked for reports on the following issues; disposal of fridges; the way forward with regard to infill of mineral sites; and a review of Parks (Environmental Issues).

Abandoned Cars

The Committee considered and responded to a DTLR Consultation Document, which sought views on proposals for immediate changes to the regulations, together with other short-term measures designed to give District Councils greater authority to deal with abandoned cars.

The recommendations included: - that the Notice period for the removal of vehicles be shortened; that subject to the recovery of cost, Local Authorities should be able to clamp and remove vehicles themselves; that Local Authorities should have easier and quicker access to DVLA records; that there should be a system of continuous vehicle registration; that keepers of vehicles should retain fiscal responsibility for them, and that procedures relating to the transfer of vehicles should be tightened.

Waste Minimisation And Recycling

The Committee learned of a Government White Paper, which detailed grants available for implementation of new schemes or one off capital projects.

Following consideration of advice from Officers, the Committee decided to recommend the Executive to apply for a grant to expand the Council's existing recycling bank collection sites by ten.

Review Of Car Park Income

The Committee considered the environmental impact that the Car Parking charging proposals would have on the Town and recommended approval to the Executive.

Councillor Gerry Forsbrey
Chairman of the Environment Committee

21st February 2002

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REPORT OF THE CHAIRMAN ON THE WORK OF THE LICENSING COMMITTEE

The Licensing Committee met on 16th January, 2002, when it considered two applications for Private Hire Driver Vehicle Licences. Both applications were granted subject to conditions.

There will be another meeting of the Licensing Committee on the 13th February and I will give an oral update on the work of the Committee at the Council meeting.

Councillor Mrs Pat Weston
Chairman of the Licensing Committee

21st February 2002

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REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met three times since my previous report was prepared for the Council Meeting on 13th December 2001. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 5th December, 2nd January 2002 and 30th January 2002. It also gives a brief update on other related matters.

The Planning Committee meeting on 5th December 2001 dealt with 20 items in total, including one enforcement matter and the confirmation of a Tree Preservation Order.

Public speaking took place on six of the items with a total of nine people taking the opportunity to address the Committee as part of the Council's public speaking arrangements.

The most notable items on the agenda related to:-

- (a) The approval of a 3-storey, 65 bed hotel plus adjacent pub/restaurant, as part of the Two Rivers site in Hale Street, Staines.
- (b) The relaxation of conditions and retention of storage buildings (subject to new conditions and a legal agreement) at Richardson Roofing, Moor Lane, Staines.
- (c) The provision of an 8-bedroom hotel at 15 High Street, Stanwell.
- (d) The refusal of seven detached houses at 65/67 Gordon Road, Staines.
- (e) The enforcement item related to the serving of an enforcement notice on a 15-metre telecommunication tower at Docherty Farm, Nursery Road, Sunbury.

The Planning Committee report on 2nd January 2002 dealt with six items in total.

Public speaking took place on only one of the items with a total of two people taking the opportunity to address the Committee.

The most notable items on the agenda related to:-

- (a) The refusal of permission for the conversion of Hawke House, Sunbury to three dwellings plus the erection of 5 new dwellings. The Committee overturned the officer recommendation to grant permission due to the impact on the character and setting of Hawke House.
- (b) The approval of temporary buildings to facilitate the new stand development at Staines Town FC in Wheatsheaf Lane.

The Planning Committee on 30th January 2002 dealt with 10 items in total.

Public speaking took place on two items with a total of two people taking the opportunity to address the Committee. The most notable items on the agenda related to:-

- a) The approval of 72 dwellings with associated works at the former Council Depot in Commercial Road, Staines.

- b) The approval of 44 sheltered apartments plus manager's accommodation on the site of the Astoria Cinema, Church Road, Ashford.
- c) The approval of two and three storey offices and showrooms at Debmarc House, London Road (A30), Staines.

Other Matters of Interest

- 1. Members will wish to note the DTLR's national league tables showing the comparative performance of local planning authorities in deciding planning applications for the year ending September 2001.

For the whole County of Surrey the figures are as follows:-

Overall ranking in the UK (out of 293 Authorities)	Name of Authority	% if all decisions within 8 weeks
56 th	Spelthorne	74.2
60 th	Mole Valley	73.4
64 th	Tandridge	73.0
97 th	Guildford	69.8
107 th	Epsom & Ewell	68.6
123 rd	Woking	67.1
130 th	Waverley	66.9
167 th	Runnymede	63.2
169 th	Surrey Heath	62.9
255 th	Elmbridge	52.9
283 rd	Reigate & Banstead	44.5

Achieving a performance of 74.2% and by being placed 56th overall, means that Spelthorne is within the top 25% of Council's within the country, in accordance with Best Value Performance Indicator 109. Compared with the league tables for year ending September 2000, Spelthorne has moved up from 61st place to 56th.

Members may also wish to note the comparative performance of nearby London Boroughs:-

Name of Authority	Performance (%)
Sutton	75.1
Kingston	69.1
Croydon	68.5
Hounslow	63.0
Richmond	57.5
Hillingdon	33.7

- 2. In terms of recent current performance against the 8 week period for determining planning applications, the figures for Spelthorne are as follows:-

Householder	Overall
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November 2001	76%	70%
December 2001	97%	81%
January 2001	94%	82%

3. The appeal by Chelsea Village plc against the refusal of planning permission for a Training Academy at Hazelwood Golf Course is due to commence on Tuesday 23rd April 2002 in the Council Chamber and is scheduled to last for 4 days.

Councillor Gerry Ceaser
Chairman of the Planning Committee
21st February 2002

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REPORT OF THE CHAIRMAN ON THE WORK OF THE STANDARDS COMMITTEE

The Standards Committee has met once since the last Council meeting and this report gives an overview of the issues considered by the Committee.

LOCAL CODE OF CONDUCT FOR SPELTHORNE

The Committee discussed the form of a Local Code of Conduct for members and co-opted members of the Council, which is required as part of the ethical framework established under the Local Government Act 2000.

The model Code, on which our local Code must be based, is divided into three parts. The first part sets rules about general standards of behaviour, the second defines the type of personal interests which must be declared at meetings and the third sets out certain personal interests which members must register, in a publicly available register, and details the gifts and hospitality received which must be notified to the Monitoring Officer.

To make members aware of the responsibilities they would have under a Local Code and provide initial advice, a seminar was arranged for all members of the council. This was held prior to our meeting on 5th February and enabled us to take into account in our discussions on what to recommend to the Council by way of a Local Code, the issues raised by members at the seminar.

At this stage my committee agreed not to suggest any additional provisions to the national model. We are therefore recommending the Council to adopt a Local Code of Conduct based on the model code.

The adoption of a Local Code of Conduct sends an important signal to the public about the Council's commitment to openness and high standards of conduct. All Members, including non elected Members such as myself and the vice chairman, are required individually to agree in writing to be bound by the Code and any Member who does not do this within two months will automatically cease to be a member of the Council. Once the Code has been adopted we must publish the fact and make the Code available for public inspection. In addition to this a copy will be sent to the Standards Board for England, the new body which will consider any written complaints that any of us have breached the provisions of our Code.

It is the responsibility of each member to make sure they register their personal interests as required by the Code within 28 days, and notify and changes promptly. To assist Members in this task we have asked the Monitoring Officer to look at ways of producing standard forms that Members could access easily via their area on the Council's web site.

In the future my Committee will be looking at ways we can provide help and guidance to Members. Once a Local Code is adopted it is the Committee rather than the Secretary of State which will be able to grant dispensations to members to enable them to participate in meetings in which they have an interest. However unfortunately the regulations laying down the rules for this have yet to be issued.

Murray Litvak
Chairman of the Standards Committee

21st February 2002