

Karen Satterford  
Chief Executive  
Spelthorne Borough Council  
Council Offices  
Knowle Green  
Staines TW18 1XB

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

9th October 2002

TO THE MEMBERS OF SPELTHORNE BOROUGH COUNCIL

### **SUMMONS TO MEETING**

You are hereby summoned to attend the **Meeting of Spelthorne Borough Council to be held in the Council Chamber, Council Offices, Knowle Green, Staines on Thursday 17th October 2002, beginning at 7.30pm**, for the purpose of transacting the business specified in the Agenda **set out on the next page**.

Karen Satterford  
*Chief Executive*

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

### **PUBLIC SPEAKING AT COUNCIL MEETINGS**

#### **(1) Question Time**

Public "Question Time" is at the start of Council 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.

#### **(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 a maximum of three minutes before the Council discusses the recommendation and makes a decision.

#### **(3) Petitions**

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

**Anyone wishing to (1) ask a question, (2) make representations on a recommendation, or (3) present a petition 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 25th July 2002.  
**(Attached at [APPENDIX 1](#) [pages 3 to 7] )**

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*).

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

The Mayor to present the Spelthorne Design Awards.

6. PETITIONS

To receive any petitions submitted to the Council.

7. RECOMMENDATIONS OF THE EXECUTIVE

To consider the recommendation of the Executive on **Housing Capital Finance – Consultation Paper – Key Decision** (**[Attached at APPENDIX 2](#) [page 8] )**

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 LICENSING COMMITTEE

To consider the recommendations of the Licensing Committee on the **Vehicles (Crime) Act 2001 – Regulation of Motor Salvage Operators** (**[Attached at APPENDIX 3](#) [page 9] )**

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 10 to 12] )**

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 13 to 15] )**

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 16 to 19] )**

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. APPOINTMENT OF NEW DIRECTORS

To consider the report of the Chief Executive on **the Appointment of New Directors** (**[Attached at APPENDIX 11](#) [pages 20 to 21] )**

16. APPOINTMENTS TO OUTSIDE BODIES

**St. Anne's Primary School, Clare Road, Stanwell**

To appoint a representative to serve on the Governing Body of St. Anne's Primary School until 17th October 2006, in light of the resignation of the current representative Mrs. Nora Farrar.

17. URGENT BUSINESS

To consider any urgent business.

18. EXEMPT BUSINESS

To answer any questions which relate to exempt business.

**MINUTES OF THE COUNCIL MEETING HELD ON 25th July 2002  
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 25TH JULY AT 7.30PM**

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

*Councillor R.W. Sider, The Mayor, in the Chair*

**APOLOGIES:**

Councillors: Mrs P.C. Amos, F. Ayres, Mrs H.E.L. Mellett, G.F. Trussler, Mrs P. Weston and Mrs J.M. Wood-Dow.

Co-Opted Member: Mr M. Litvak

**226/02 MINUTES**

The Minutes of the Special Meeting held on 27<sup>th</sup> June, 2002 were approved as a correct record.

**227/02 DECLARATIONS OF INTEREST**

Councillor G.S. Ceaser declared an interest, as Chairman of the Governors of the School, in the item contained in the Leaders' report relating to the grant application to Bishop Wand School.

**228/02 ANNOUNCEMENTS BY THE MAYOR/THE LEADER AND CHIEF EXECUTIVE**

**a. Announcements by The Mayor**

At the invitation of the Mayor, Councillor R.W. Sider, Councillor Peter James explained the project he had undertaken to ensure historic records were maintained of the wartime service provided by the vessels HMS Sonnet and HMS Unshaken. Both vessels had been adopted by the Borough during Warship Week in 1942.

At the conclusion of the presentation the Mayor presented to Ann Squires, the Manager of Shepperton Library, a framed photograph and records of HMS Sonnet and to Ralph Parsons, the Curator of Staines Museum, a photograph and records of HMS Unshaken for display at the museum.

The Mayor on behalf of the Council thanked Councillor James for the research he had undertaken to date and looked forward to receiving details on the motor torpedo boat Pennant at the next Council meeting.

At the conclusion of the presentation The Mayor reminded members of the following events:  
Annual Members/Officers Bowls Match at Duppas Park on Wednesday 28<sup>th</sup> August, 2002

The Mayor's River Day on Saturday 31<sup>st</sup> August, 2002

The Mayors Charity Golf Day on Thursday 19<sup>th</sup> September, 2002.

**b. Announcements by the Chief Executive**

The Chief Executive updated members on the progress of the restoration work following the arson attack at the Council Offices. He reported that one of the main operational problems following the fire was operating from temporary reception areas and to overcome this a portacabin for a reception area had been installed. It was anticipated that restoration work would be completed by 2<sup>nd</sup> September with normal working arrangements resuming shortly after that date.

**c. Announcements by The Leader**

The Leader of the Council, Councillor Davies, reported that this was the last meeting of the Council which Michael Taylor, the Chief Executive, would attend before taking retirement in September. He paid tribute to his service and his commitment to the Borough over the last fourteen years and highlighted the many mile stones and major developments that he had overseen during that period. He placed on record the Council's thanks and appreciation to Michael Taylor for his total commitment, drive and ability, which had resulted in making Spelthorne one of the most successful authority's in the country. He wished him and his wife all the best for a long and happy retirement. The Leaders of the opposition Groups, Councillors M.A. Appleyard and I.J. Beardsmore also paid tribute to Michael Taylor and expressed their appreciation, from both current and past members, for the guidance and support he had given to all members.

The Mayor on behalf of all members then presented Michael Taylor with a retirement gift.

**229/02 SPELTHORNE COMMUNITY STRATEGY – KEY DECISION**

The Council considered the recommendation of the Executive on a draft Spelthorne Community Strategy.

**RESOLVED** that the Spelthorne Community Strategy, as submitted, be adopted.

**230/02 SINGLE CAPITAL POT – ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY– KEY DECISION**

The Council considered the recommendation of the Executive on drafts of the Capital Strategy and Asset Management Plan including details of Spelthorne's performance against the national Performance Indicators.

**RESOLVED** to endorse the Capital Strategy and Asset Management Plan, and authorise the Chief Executive to finalise the documents for submission to GOSE (the Government Office of the South East) by 31<sup>st</sup> July, 2002.

**231/02 YEAR 2/3 PLANNED MAINTENANCE PROGRAMME– KEY DECISION**

The Council considered the recommendation of the Executive on the progress and costs of years two and three of the five year rolling programme of planned maintenance for Council owned buildings.

**RESOLVED:**

- a. that a supplementary estimate of £350,000 be approved and financed from the reserves within the Repairs and Renewals Fund, to enable all the works identified in year three of the planned maintenance programme to be carried out; and

- b. that the approval of the supplementary estimate should not be regarded as creating a precedent for the repairs and renewals expenditure in future years.

**232/02 SURREY PENSION FUND DEFICIT– KEY DECISION**

The Council considered the recommendation of the Executive to make a further repayment of £800,000 to remove the Spelthorne element of the Surrey Pension Fund Deficit. The Council also noted that the Director of Resources was pursuing the possibility of such repayments being met from Capital Receipts rather than from Revenue.

**RESOLVED:**

- a. That the Pension Fund deficit forecast at 1st October, 2002 of £800,000 be repaid to the Surrey Pension Fund;
- b. That subject to (c) below, it be agreed that the balance of £715,406 from the now defunct DSO Reserve Account be used to meet part of the repayment and the balance be met from general revenue reserves as determined by the Director of Resources, in consultation with the Leader, Councillor F. Davies and the Portfolio Holder for Corporate Services, Councillor E.J. Searancke; and
- c. That the Director of Resources reports back to the Executive on 3rd September 2002 with further information on the Government allowing the Council's Deficit repayment to be met from Capital Receipts rather than Revenue.

**233/02 REVIEW OF HOUSING STRATEGY AND ADOPTION OF THE BEST VALUE IMPROVEMENT PLAN – KEY DECISION**

**RESOLVED** as recommended by the Executive that the Housing Strategy 2003/2006, as circulated by the Director of Community Services, for submission to GOSE by 31st July 2002, be adopted.

**234/02 PLANNING CODE**

The Council considered the recommendation of the Standards Committee to revise the Council's Planning Code to bring it in line with the revised guidance issued by the Local Government Association.

Councillor T. Crabb referred to the concern expressed by the Chairman and Vice-Chairman of the Standards Committee about the public perception which could arise from the majority political group meeting prior to the Planning Committee, that planning decisions were being made prior to the actual Planning Committee meeting. He asked whether the majority group had reconsidered the need for such meetings as requested by the Chairman of the Standards Committee. Councillor Ceaser confirmed that this matter had been discussed by the political group and confirmed that the pre meetings would continue and the planning code would continue to be adhered to.

**RESOLVED** that the revised Planning Code, as submitted, be approved.

**235/02 SURREY SPATIAL STRATEGY**

The Council considered the report of the Director of Community Services which included the recommendations made at the Members Seminar held on 23<sup>rd</sup> July, 2002.

**RESOLVED** that the County Council be informed that the Borough Council supports the Draft Spatial Strategy, subject to the comments set out in the report of the Director of Community at paragraphs 4.1 to 4.12 inclusive.

**236/02 REPORT FROM THE LEADER OF THE COUNCIL**

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.

Councillor O'Hara with the agreement of the Council placed on record his congratulations to Surrey Police on the way they had tackled the crime and disorder problems in Staines.

**237/02 REPORT FROM THE CHAIRMAN OF THE COMMUNITY COMMITTEE**

In the absence of the Chairman, the Vice Chairman of the Community Committee, Councillor Mrs I. Napper, presented the report which outlined the matters the Committee had dealt with since the last Council meeting.

**238/02 REPORT FROM THE CHAIRMAN OF THE ECONOMIC COMMITTEE**

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

**239/02 REPORT FROM THE CHAIRMAN OF THE ENVIRONMENT COMMITTEE**

The Chairman of the Environment Committee, Councillor A.P. Hirst, presented his report which outlined the matters the Committee had dealt with since the last Council meeting.

**240/02 REPORT FROM THE CHAIRMAN OF THE PLANNING COMMITTEE**

The Chairman of the Planning Committee, Councillor R.A. Smith-Ainsley, presented his report which outlined the matters the Committee had dealt with since the last Council meeting.

**241/02 REPORT FROM THE CHAIRMAN OF THE STANDARDS COMMITTEE**

In the absence of the Chairman of the Standards Committee, Councillor G.S. Ceaser presented the report which outlined the matters the Committee had dealt with since the last Council meeting.

**242/02 QUESTIONS ON WARD ISSUES**

Under Standing Order 13 Councillor E. O'Hara asked Councillor J.D. Packman, the Portfolio Holder for Community Safety and Community Liaison, the following question:-

"The Borough has recently introduced a strategy in relation to graffiti which appears to be very effective.

The Iron Bridge in Staines High Street, and the railway bridge in Laleham Road, Staines are both suffering occasional graffiti attacks and there appears to be some doubt over ownership and responsibility, as a result.

Could it please be established who is responsible for removal of this graffiti, since two of the gateways into Staines are being rendered unattractive, giving a poor introduction to the town?"

Councillor Packman replied as follows:-

"I agree with Councillor O'Hara that this unsightly graffiti does present an unsatisfactory introduction to Staines. It is particularly frustrating on the Iron Bridge at the end of the High Street where we spent £30,000 jointly with Railtrack repainting the bridge a few years ago.

Both bridges are the responsibility of Railtrack's successor company and as such they should be responsible for cleaning any graffiti on the bridges. Railtrack have given approval for the Council to remove the graffiti which either has to be done from above involving switching off the power supply to the track or from below which requires a partial road closure.

I have asked the Director of Community Services to investigate the option of cleaning this graffiti overnight which will be less disruptive to traffic.”

Councillor Packman went onto report on the successful performance and effectiveness of the graffiti squad and that it was hoped that these arrangements would receive the support from the business community to ensure a tidy and graffiti free Borough.

**243/02 APPOINTMENTS TO OUTSIDE BODIES**

**a. Clarendon County Primary School, Knapp Road, Ashford**

**RESOLVED** that Mrs Sylvia Johns of 4 Brownrigg Road, Ashford be appointed to serve as a representative on the Governing Body of Clarendon County Primary School, until 24th July 2006.

**b. Spelthorne Junior School, Ashford Common**

**RESOLVED** that the current representative Mrs Pat Todd be re appointed to serve as a representative on the Governing Body of Spelthorne Junior School, until 30th August 2006.

**c. St Mary’s C of E Junior School, Clare Road, Stanwell**

**RESOLVED** that Mrs Doris Neville-Davies a former Chairman of the School Governors be appointed to serve as a representative on the Governing Body of St Mary’s C of E Junior School, until 24<sup>th</sup> July 2006.



## RECOMMENDATIONS OF THE EXECUTIVE

### 1. HOUSING CAPITAL FINANCE – CONSULTATION PAPER – KEY DECISION

1.1 The Executive has considered a report on a recommended response to the Consultation Paper from the Office of the Deputy Prime Minister on “The Way Forward for Housing Capital Finance”. In view of the importance of this item, the Executive felt that their decision should be a recommendation to the full Council.

#### 1.2 The Executive recommend that:

1. For the reasons set out in the report of the Director of Resources, the Government’s proposals for changes in respect of Housing Capital Receipts and LASHG be opposed in principle.
2. Letters be sent to the Local Government Association, the Surrey Local Government Association and all Surrey Members of Parliament seeking support for opposition to the proposals.
3. Membership of the Debt-Free Authorities Capital Receipts Group be confirmed and it’s submission to the Government be endorsed.

Councillor Frank Davies  
*Leader of the Council*

17th October, 2002

## RECOMMENDATIONS OF THE LICENSING COMMITTEE

### 1. VEHICLES (CRIME) ACT 2001 – REGULATION OF MOTOR SALVAGE OPERATORS

1.1 The Licensing Committee has considered a report on the new statutory requirement on local authorities to carry out registration of motor salvage operators as a measure to assist the Police with control of vehicle crime.

1.2 The Licensing Committee recommend that the Council:

1. Note the requirement to establish and maintain a register of motor salvage operators in Spelthorne under the Vehicles (Crime) Act 2001.
1. Endorse the Director of Community Services being authorised to deal with all aspects of the registration procedures, including approval, refusal or cancellation of registration, under the Act.
2. Agree that a fee of £50 be charged to applicants.
3. Authorise the Licensing Committee to deal with any appeals against decisions by the Director of Community Services to refuse or cancel any registration.

Councillor Mrs Pat Weston  
*Chairman of the Licensing Committee*

17th October, 2002

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

The Executive has met twice since my previous report to the Council and this report is an overview of the main items considered. We have made a recommendation to the Council on one issue which appears earlier on tonight's agenda. The following is a brief summary of some of the significant issues we have been discussing.

### STAINES TOWN CENTRE AND COMMUNITY ISSUES

**Staines Community Centre – Increased Revenue Budget Requirements for Centre Staffing and Out of Hours Care-taking** – We have agreed Supplementary Estimates of £13,200 to provide adequate staff provision for the remainder of this financial year and £7,000, on the basis of an income of £5,000, to provide care-taking/cleaning for the remainder of this financial year. The full year costs of staffing and care-taking, including income, will be incorporated in the outline budget 2003/2004. A plan for the future management and marketing of the new Community Centre will be submitted to a future meeting.

### ARTS, HERITAGE, LEISURE AND RECREATION ISSUES

**Interim Use of the Ex-Barclays Bank Building, Sunbury by the Riverside Arts Centre** – We have agreed the request by the Riverside Arts Centre to occupy the Ex-Barclays Bank, prior to their purchasing the building, subject to the Head of Legal Services ensuring that the proper legal agreements are in place to ensure that no business tenancy is established.

**Request for Youth Facilities at Hengrove Park** – We have supported a request from the young people using Hengrove Park for the Council to provide two picnic benches and graffiti boards on the far side of the Park away from the houses. The project outcome and impact will be monitored by the Officers, in consultation with Councillor Mrs. Denise Grant as the Portfolio Holder for Children and Young People Services, and if successful, future developments will be considered as part of the Draft Parks Strategy for the Borough.

### CORPORATE ISSUES

**Surrey Pension Fund Deficit Repayment – Key Decision** – We have agreed to the repayment of the Pension Fund Deficit on or before 1st October 2002 from Capital Receipts, if approved by the Government, or otherwise from Revenue funds.

**Renewal of Lease of Kingston Road Car Park from Surrey County Council** – We have agreed that the Council enter into a new lease of the Kingston Road Car Park with Surrey County Council for a period of 5 years from 22nd July 2002, after taking appropriate valuation advice.

**Appointment of Specialists to Assist with the Best Value Review of Car Parks** – We have approved a Supplementary Estimate of £38,300 for the appointment of JMP as the Consultants to enable the Car Parks Best Value Review work to be progressed.

**Spelthorne Pay 2002** - We have, being mindful of recruitment and retention difficulties, noted that the Spelthorne Pay 2002 only represented a 0.5% increase above the proposed national award for 2002/2003 and have confirmed that the small differential will be a major consideration to be taken into account when deciding on Spelthorne Pay 2003.

### CRIME AND DISORDER ISSUES

**Closed Circuit Television – Monitoring And Maintenance – Key Decision** We have approved the current monitoring contract with Runnymede Borough Council being extended

for a further three years at a cost of £3,000 per camera per year, and have agreed that discussions be held with a view to alternative maintenance services being provided in conjunction with Runnymede Borough Council, subject to suitable terms and conditions being negotiated between the parties.

**Request for Funding for Security in Parks** - We have approved a Supplementary Estimate of £30,000 for the retention of a security company to secure Spelthorne's Parks for the period from October 2002 to the end of March 2003.

### ENVIRONMENT ISSUES

**Contaminated Land Strategy** – We have noted the progress to date on the Strategy, agreed a Supplementary Estimate of £10,000 for temporary staff this year to prioritise the potentially contaminated land for inspection, and noted the potential budget implications of implementing the Inspection Strategy.

**Heathrow Night Flights – UK Government Appeal to European Court of Human Rights Grand Chamber** We have approved a Supplementary Estimate of £5,000 to fund the legal costs to defend the appeal lodged by the UK Government to the European Court of Human Rights concerning Heathrow Airport night flights.

**Works to Critical Ditches** - We have agreed the capital budget provision required to undertake the schedule of works to critical ditches and have approved the priorities submitted which will be reviewed annually.

**Environmental Projects Programme 2002-2003** – We have agreed the schemes detailed in Appendix B to the report of the Director of Community Services as the Environmental Projects Programme for 2002/2003 and have approved a budget for 2002/2003 of £126,000 (this includes £100,000 committed plus £26,000 carried forward from 2001/2002).

**Proposed Manygate Lane Estate Conservation Area** – We have agreed that the Manygate Lane Estate be designated as a Conservation Area with the boundary being that shown in Appendix A to the report of the Director Of Community Services.

### FINANCIAL ASSISTANCE TO LOCAL ORGANISATIONS

**Grant Applications: (1) Surrey Sport** – We have approved a grant contribution to Surrey Sport of £2,000 per annum for 3 years to meet the cost of employing a Sports Development Officer for people with disabilities, subject to the conditions reported by the Director of Community Services.

**(2) Sea Cadets** – We have approved a grant of £1,050 to the Sea Cadets towards the cost of installing CCTV and a further grant of £3,600 to cover the cost of their rent.

**Shepperton Red Cross Building** – We have awarded a lease of the Shepperton Red Cross Building to the Shepperton Pre-School Playgroup, subject to the additional lease conditions reported by the Director of Community Services. We have agreed an annual grant to the Hope Club of £500 to cover the rent, and have nominated Councillor Richard Smith-Ainsley to attend the annual meetings of the Management Committee Steering Group to review the hire arrangements for the Shepperton Red Cross Building.

**Stanwell Village Hall - Capital Partnership Loan Request** We have agreed a loan of £10,000 to the Stanwell Village Hall Council and have resolved that the relevant pay back arrangements be agreed by the Director of Resources.

## FINANCIAL ISSUES

**Revenue Support Grant Review – Key Decision** – We have agreed a response to the Government Consultation Paper on The Local Government Finance – Formula Grant Distribution and have sought the support of other Surrey Authorities and the Surrey MPs.

**Recommendations from Overview and Scrutiny Committees – CIPFA Code** - We have adopted the CIPFA Code of Practice on Treasury Management in the Public Sector, together with the clauses set out in the report of the Director of Resources, as recommended by the Economic Committee.

## HOUSING ISSUES

**Best Value Review of Private Sector Housing – Staffing** - We have noted the current challenges faced by the Private Sector Housing Service and the future improvements needed to the Service and have agreed a Supplementary Estimate of £11,250 for an additional post.

**Housing Development Programme – Windmill Road, Sunbury** – We have approved social housing grant funding for this scheme totalling £2,097,422 and have agreed that the land element be pre-purchased for sale to the Apex Group at £2.4 million.

## MODERNISATION ISSUES

**Election Pilots – Key Decision** – We have agreed that no election pilots be run and that further information be awaited on pilots being run by other Authorities, so that any future decision on this might be made on the basis of a full evaluation of proven systems operating elsewhere in the country. We have approved an increase in the outline budget for next year's elections from £47,000 to £51,000.

**NHS Scrutiny in Surrey** - We have endorsed a response to the Consultation Paper issued by Surrey County Council entitled "NHS Scrutiny in Surrey" and have noted that the Officers have already written to Surrey County Council to express Members concerns about the proposed role of Surrey Borough and District Councils in the scrutiny process.

Councillor Frank Davies  
*Leader of the Council*

17th October, 2002

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

The Community Committee met on 5th September, 2002 and considered the following matters:-

**Items for Future Meetings**

The Committee has asked for a report on the state of children's playgrounds and current British Standard requirements, to be presented at the meeting on 7th November 2002.

**Facilities For Youth And Youth Crime**

The Committee has embarked on the first stage of an enquiry into facilities for youth and youth crime.

Two Working Groups have been set up. The first group is looking at the Youth Service and Connexions and the second is looking at current research and aims to draw up an action plan.

Both Groups are due to report back to the 7th November 2002 meeting when the Committee will consider their recommendations.

Councillor G.F. Trussler  
*Chairman of the Community Committee*

**17th October, 2002.**

## **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.

### **People Strategy 2000 - 2003**

The Committee received a presentation on progress made with the People Strategy which had been in operation since April, 2000. The discussion focussed on the actions taken during 2001/2002 and the proposed actions for 2002/2003 which had been analysed under 9 key strategic priorities - Flexibility, Structure, Performance, Communication, Terms and Conditions, Resources, Equality of Opportunity, Occupational Health and Safety and Learning.

The Committee agreed that this was an area that would be best progressed through a Working Group of Members. The first meeting of this Group to consider if there are any actions in the Strategy that need to be added or developed more quickly will take place on the 16<sup>th</sup> October, 2002. The outcome of their investigations will be reported back to the Committee in November, 2002.

### **Revenue and Benefit Services Best Value Action Plan**

The Committee discussed the progress made on implementing the Best Value Action Plan for Revenue and Benefit Services which included Council Tax, Housing Benefits and Revenue Support. The Committee noted that a considerable amount of progress had been made.

### **Adoption of CIPFA's Treasury Management in the Public Services – Code Of Practice**

The Committee considered changes to the Council's current treasury management policy to bring it in line with the Treasury Management Code of Practice recently issued by CIPFA. The main changes involved the adoption of four main clauses.

Following a discussion on the matter the Committee recommended to the Executive that the CIPFA Code of Practice on Treasury Management in the Public Sector together with the clauses be adopted.

### **Work Programme**

The Committee discussed the report it had requested on how parts of its work programme could be carried out by a small group of members rather than the whole committee.

However in light of the Democracy Committee continuing its review of the operational arrangements of overview and scrutiny committees with any recommendations being considered by Council in December, it was agreed that no changes to the work programme be made until that review had been completed.

Councillor Mrs Martine Hyams  
*Chairman of the Economic Committee*

**17th October, 2002**

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

The Environment Committee met on the 12th September, 2002 and commenced an enquiry into the Management of Staines Commons. Members walked part of Staines Moor before considering options for future Management.

The Committee has set up a Working Group to look at the options and has invited written submissions from interested organisations, and the general public.

The Working Group will report back to the 14th November meeting of the Committee with its recommendations.

Local organisations with an interest in Staines Commons have been invited to attend and give a brief presentation on their views of the options under consideration.

Councillor A.P. Hirst  
*Chairman of the Environment Committee*

**17th October, 2002**



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

The Licensing Committee met on 31st July and 2nd October, 2002, and considered the following matters:-

**Review of Procedures and Conditions Relating to Public Entertainment Licenses**

On 31st July the Committee reviewed and revised its conditions and procedures in relation to Public Entertainment Licenses.

**Revisions to Hackney Carriage and Private Hire Licence Conditions**

Following consultation with neighbouring authorities, operators and drivers, the Committee has reviewed and revised its Hackney Carriage and Private Hire Licence conditions.

**Vehicles (Crime) Act 2001 – Regulation of Motor Salvage Operators**

The Committee considered the new statutory requirement on local authorities to carry out registration of motor salvage operators as a measure to assist the Police with the control of vehicle crime. The Committee has put forward recommendations to be considered by the Council at this meeting which appear earlier on tonight's agenda.

**Renewal of Public Entertainment Licence**

On 2nd October the Committee considered an application for a Renewal of a Public Entertainment Licence in respect of the Flower Pot Inn, Thames Street, Sunbury on Thames. The application was granted subject to conditions.

Councillor Mrs Pat Weston  
*Chairman of the Licensing Committee*

**17th October, 2002**

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

The Planning Committee has met 3 times since the previous report was prepared for the Council Meeting on 25th July 2002. This report therefore gives an overview of the key applications considered by the Committee at its meetings on 17th July, 14th August and 11th September 2002. It also gives a brief update on other related matters.

The Planning Committee on **17th July 2002** dealt with 21 items in total, including one enforcement report and one request for the making of a Tree Preservation Order.

Public speaking took place on 8 of the items, with a total of 11 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 the outline application for the residential development of the former Windmill Trading Estate, Windmill Road, Sunbury.
- (b) The deferral of the application for a replacement dwelling at The Tower House, Ryepeck Meadow, Chertsey Road, Shepperton.
- (c) The approval of 14 no. two-bedroom flats at the Filling Station site, Convent Road, Ashford.
- (d) The approval of extensions to the gymnasium and sports hall buildings at Spelthorne College, Church Road, Ashford.
- (e) The authorisation to serve enforcement notices, in relation to the metal shutters installed without permission at 47-51 Church Street and 17 Clarence Street, Staines.

The Planning Committee on **14th August 2002** dealt with 12 items in total.

Public speaking took place on 5 of the items with a total of 6 people taking the opportunity to address the Committee.

The most notable items on the agenda related to:

- (a) The approval of 130 units of residential accommodation (for private, affordable and hospital staff) on part of the Ashford Hospital site, Long Lane, Ashford.
- (b) The deferral of an amended report for a replacement dwelling at The Tower House, Ryepeck Meadow.
- (c) The approval of 9 residential properties at 29-33 Ashford Road, Ashford.
- (d) The raising of very strong objections to pass to the County Council, in regard to mineral extraction and associated workings at Hithermoor Quarry and Stanwell Quarry.

The Planning Committee on **11th September 2002** dealt with 27 items in total, including one enforcement report.

Public speaking took place on 10 of the items with a total of 11 people taking the opportunity to address the Committee.

The most notable items on the agenda related to:

- (a) The approval of a replacement dwelling at The Tower House, Ryepack Meadow, subject to three separate unilateral undertakings from the applicant.
- (b) The approval of 5 new dwellings and the creation of 3 dwellings at Hawke House, Green Street, Sunbury.
- (c) The approval of 14 no. two-bedroom flats at the Save Petrol Station, Staines Road East, Sunbury.
- (d) The raising of extremely strong objections to pass to the County Council in regard to the increase of lorry movements associated with Home Farm and Shepperton Pit.

**Other Matters of Interest**

**Performance figures for Development Control**

In terms of recent/current targets for processing planning applications, Council is advised that new criteria have been introduced since 1st April 2002. These are as follows:

- (a) 60% of all “major” commercial/residential applications to be dealt with within 13 weeks.
- (b) 65% of all “minor” commercial/residential applications to be dealt with within 8 weeks.
- (c) 80% of all “other” applications to be dealt with within 8 weeks.

Our performance is as follows:

|        | (a) | (b) | (c)   |
|--------|-----|-----|-------|
| April  | 50% | 83% | 92%   |
| May    | -   | 33% | 85.5% |
| June   | -   | 58% | 90%   |
| July   | 50% | 35% | 72%   |
| August | -   | 45% | 84%   |

**Chelsea FC Appeal**

The Council is advised that a decision is still awaited following the appeal by Chelsea Village plc. A recent enquiry as to the “latest position” with the Office of the Deputy Prime Minister, revealed that “a decision could be anticipated shortly.” Members will, of course, be advised as soon as the outcome is known.

Councillor Richard Smith-Ainsley  
*Chairman of the Planning Committee*

**17th October, 2002**

**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 key issue considered by the Committee.

**Ethical Governance Audit**

The Committee gave initial consideration to a paper released by the Improvement and Development Agency (IDeA) on possible approaches to an Ethical Governance Audit. The IDeA had produced the paper as a 'tool kit' to assist Councils in achieving progress in promoting and maintaining high standards of conduct both by Members and Officers.

The paper was divided into three sections of core competencies – Integrity, Accountability and Standards Management, within each of these were specific characteristics for which there was a definition and a set of positive indicators and contra indicators.

During the discussion it was noted that five local authorities had piloted the scheme and feed-back would be obtained from them with any information being reported to the next meeting of the Committee.

The Committee agreed to ask the Monitoring Officer to report to the next meeting on the current position of the Council against the list of key information set out in Appendix 1 of the IDeA paper and whether aspects of an audit could complement the Council's work towards Comprehensive Performance Assessment (CPA).

Murray Litvak  
*Chairman of the Standards Committee*

**17th October, 2002**

## APPOINTMENT OF NEW DIRECTORS

### RESOLUTION REQUIRED

#### Report of the Chief Executive

#### 1. PURPOSE OF REPORT

- 1.1 To agree a provisional date for a Special Council meeting to consider any changes proposed by the Chief Executive to the chief officer and departmental structure of the Council and to establish an Appointments Committee to deal with the appointment of new Directors.

#### 2. BACKGROUND

- 2.1 In order to replace Michael Taylor as Chief Executive, the Council set up an Appointments Committee specifically to:-
- i) Agree on the recruitment process, and
  - ii) Recommend to full Council the appointment of the new Chief Executive. The members of the Appointments Committee were Councillors Davies (Chairman), Appleyard, Ceaser, Crabbe and Packman.
- 2.2 Two of my immediate tasks are to consider and recommend any appropriate changes to the chief officer and departmental structures and to organise the appointment of new Directors in the light of the forthcoming retirements of Peter Harding, Director of Resources, and Richard Fairgrieve, Director of Community Services, at the end of March 2003.

#### 3. IMMEDIATE ACTION REQUIRED

- 3.1 The appointments of Directors need to be made by a committee of Members and any changes to the chief officer structure (i.e. the Director posts) is a matter for the Council itself. In order to ensure appointments of new Directors are made for April 2003, it is essential to start the recruitment process in the middle of November.
- 3.2 In these circumstances I would intend to discuss my proposals for restructuring with the Executive and ask them to consider endorsing any changes I propose at their meeting on 5<sup>th</sup> November. It would be necessary to call a special Council meeting to consider and agree any proposals for change before the appointment process could start. I would suggest such a meeting could be arranged for Monday, 11<sup>th</sup> November, at 6.00pm prior to the CPA Seminar.
- 3.3 Irrespective of any changes to departmental structures it will be necessary to set up a new Appointments Committee for the recruitment and selection of the new Directors. As with my own appointment it is intended to use recruitment consultants, which under Standing Orders will need to be tendered.
- 3.4 In view of the previous Appointments Committee's recent involvement with my appointment, it is suggested the new committee dealing with the Director appointments should have the same size and membership (5 members – 3 Conservative and 1 each from the Labour and Liberal Democrat Groups), subject to any changes the political groups wish to make.

#### 4. RECOMMENDATION

4.1 The Council is requested to agree:-

- (a) To hold a Special Council Meeting on 11th November 2002 at 6.00pm to consider any proposals for changes to the chief officer and departmental structure, and
- (b) To appoint an Appointments Committee of 5 Members, (3 Conservative and 1 each from the Labour and Liberal Democrat Groups) to deal with the recruitment and appointment of new Directors at Spelthorne.

(c)

**Contact:** Brian Harris (01784) 446249 or e.mail: [b.harris@spelthorne.gov.uk](mailto:b.harris@spelthorne.gov.uk)

**Portfolio Holder:** Councillor Ed Searancke

**Background Papers:** There are none.