

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 12th December 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*

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

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## 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

To report apologies for non-attendance from Mr. Murray Litvak, Chairman of the Standards Committee, and any other apologies received.

### 2. MINUTES

To confirm as a correct record the Minutes of the Special Council Meeting held on 18th November 2002. **(Attached at [APPENDIX 1](#))**

### 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. DISCLOSURES OF INTEREST

To receive any disclosures 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 preside over the presentations in relation to Warship Week 1942.

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](#))**

1. **Planning Brief for the Airtrack Corridor – Results of Consultations**

2. **Capital Programme 2003/2004 to 2006/2007 – Key Decision**

3. **Council Tax Base for Tax Setting**

4. **Increased Bed and Breakfast Expenditure**

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 DEMOCRACY COMMITTEE

To consider the recommendations of the Democracy Committee on **Council Working Arrangements** **(Attached at [APPENDIX 3 A, B](#))**

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](#))**

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](#))**

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

To receive reports from the Chairmen of the Licensing and Planning Committees on the work of their Committees. **(Attached at APPENDICES [8](#) and [9](#) [pages 27 to 29] )**

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).*

Councillor J.M. Paton will ask the Leader the following questions:-

**(1) Staines War Memorial**

“There was a very well attended service on Remembrance Sunday in Staines. It has been revealed however that the newly re-sited Staines War Memorial bears only the names of the dead from the First World War.

A local resident has researched the matter and I am given to understand that a grant can be obtained from the Commonwealth War Graves Commission to add the names of the dead from other conflicts.

Will the Leader please confirm that this matter is being investigated?”

**(2) The Five Swimmers Statue**

“In view of recent press speculation and the fact that there was a 500 plus petition asking for the Five Swimmers Statue to be relocated somewhere in the Elmsleigh Centre, Staines, could the Leader give yet a further update on this situation?”

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

To appoint a representative to serve on the Governing Body of St. Anne's Primary School until 12th December 2006, in light of the resignation of the current representative Mrs. Nora Farrar. This appointment was deferred by the Council at its meeting on 17th October 2002.

16. URGENT BUSINESS

To consider any urgent business.

17. EXEMPT BUSINESS

To answer any questions which relate to exempt business.

## MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 18<sup>th</sup> NOVEMBER 2002

### BOROUGH OF SPELTHORNE

At the Special Meeting of the Council of the Borough of Spelthorne, held in the Council Chamber, Council Offices, Knowle Green, Staines  
On Monday 18<sup>th</sup> November at 7.30pm

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

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

**APOLOGIES:** Councillors Mrs H.E.L. Mellett, R.A. Smith-Ainsley and Mrs P. Weston.

#### **316/02 MINUTES**

The Minutes of the Meeting held on 17<sup>th</sup> October 2002 were approved as a correct record.

#### **317/02 DISCLOSURE OF INTERESTS**

Councillors V. Agarwal and E.J. Searancke disclosed their personal interests in the following item because they were employees of British Airways.

#### **318/02 FUTURE DEVELOPMENT OF AIR TRANSPORT IN THE UNITED KINGDOM**

The Council considered the recommendation of the Executive on the Future Development of Air Transport in the United Kingdom.

Under Standing Order 16.4, the Mayor consented to speeches by Members, where necessary, exceeding five minutes in length but to not exceed ten minutes in length.

It was moved by Councillor F. Davies and seconded by Councillor J.D. Packman:-

- “1. That the Council reaffirms its opposition to further runway development at Heathrow.
2. That the Council agrees the draft response to the consultation document on the future development of air transport in the United Kingdom as set out in appendices A and B to the Report of the Director of Community Services to the Executive on 18<sup>th</sup> November 2002.”

An Amendment was moved by Councillor T. Stubbs and seconded by Councillor P.R. James:-

“That in respect of Appendix B, page 36, question 19 and answer 19 of the Report of the Director Of Community Services to the Executive on 18<sup>th</sup> November, the response be amended to read:-

‘The principle of the five-yearly cycle of the reviews can only be reluctantly accepted. The Government should work with the industry towards eliminating the need for those reviews to continue.’ “

The clarity of the wording of the Amendment was questioned, as it was felt that it might not achieve the purpose intended. The Leader, Councillor F. Davies, accepted the principle of the Amendment and asked the Officers to revise its wording to ensure that the meaning was properly conveyed in both the minutes of the Council meeting and the response document.

The Amendment was carried.

In accordance with Standing Order 18.4 a recorded vote was requested.  
The voting was as follows:

**For:** Mrs P.C. Amos, F. Ayers, I.J. Beardsmore, G.G. Blampied, G.S. Ceaser, A.W. Crabb, F. Davies, H.V. Drinkwater, C.M. Fisher, G.E. Forsbrey, J.M. Fullbrook, Mrs D.L. Grant, A.P. Hirst, Mrs M. Hyams, P.R. James, Mrs M.J. Martin, Mrs I. Napper, E. O’Hara, J.D. Packman, J.M. Paton, Mrs J.E. Ponton, E.I.J. Read, E.J. Searancke, R. W. Sider, T. Stubbs, and G.F. Trussler,

**Against:** Mrs G.A. Norcross.

**Abstentions:** V. Agarwal and E.K. Culnane.

The Amendment was again put as the Substantive motion and was carried.

**RESOLVED: -**

1. That the Council reaffirms its opposition to further runway development at Heathrow.
2. That the Council agrees the draft response to the Consultation document on the Future Development of Air Transport in the United Kingdom, as set out in Appendices A and B to the report of the Director of Community Services to the Executive on 18th November 2002, as amended: -

“Spelthorne believes that night flights at Heathrow should be phased out. The principle of the five-yearly cycle of the reviews can only be reluctantly accepted. The Government should work with the industry towards eliminating the need for those reviews to continue.”

In accordance with Standing Order 18.4 a recorded vote was requested.

**For:** Mrs P.C Amos, F. Ayers, I.J. Beardsmore, G.G. Blampied, G.S. Ceaser, A.W. Crabb, F. Davies, H.V. Drinkwater, C.M. Fisher, G.E. Forsbrey, J.M. Fullbrook, Mrs D.L. Grant, A.P. Hirst, Mrs M. Hyams, P.R. James, Mrs M.J. Martin, Mrs I. Napper, Mrs G. A. Norcross, E. O’Hara, J.D. Packman, J.M. Paton, Mrs J.E. Ponton, E.I.J. Read, R. W. Sider, T. Stubbs, and G.F. Trussler,

**Abstentions:** V. Agarwal, E.K. Culnane and E.J. Searancke.

## RECOMMENDATIONS OF THE EXECUTIVE

### 1. **PLANNING BRIEF FOR THE AIRTRACK CORRIDOR – RESULTS OF CONSULTATIONS**

- 1.1 The Executive has considered a report on the results of the consultations on the Planning Brief for the Airtrack Corridor and the recommendations on amendments to the Planning Brief in response to comments received. The Executive have endorsed the adoption by the Council of the document as Supplementary Planning Guidance.
- 1.2 Members were concerned that the Strategic Rail Authority had commented that a second railway station at Staines under the Airtrack proposals was only an option. Members agreed a further amendment to the Planning Brief to emphasise that Spelthorne sees the second railway station at Staines as essential if the Airtrack Scheme goes ahead.
- 1.3 **The Executive recommend that:**
1. **The amendments to the Airtrack Planning Brief as set out in Appendix B to the report of the Director of Community Services be agreed.**
  2. **The Planning Brief, as amended, be adopted by the Council as Supplementary Planning Guidance to be taken into account in considering the Council's response to Airtrack and development in the vicinity of the Airtrack Corridor.**
  3. **The Adopted Planning Brief be publicised and circulated to organisations involved in promoting and responding to the scheme.**
  4. **The contents of the Planning Brief be kept under review to ensure that it remains relevant to the scheme as it develops.**
  5. **A further amendment be added to the Airtrack Planning Brief, "that despite the comments of the Strategic Rail Authority (SRA), Spelthorne sees the second railway station at Staines as essential if the Airtrack Scheme goes ahead".**

### 2. **CAPITAL PROGRAMME 2003/2004 TO 2006/2007 – KEY DECISION**

- 2.1 The Executive has considered a report on the Capital Programme 2003/2004 to 2006/2007 and has endorsed the adoption of the Programme, subject to an amendment to reflect the decision of the Executive on the Borough Parks Strategy that £40,000 be added to the Capital Programme for the refurbishment of play equipment from 2004.
- 2.2 **The Executive recommend that the Capital Programme 2003/2004 to 2006/2007 be adopted, subject to an amendment to the Programme to reflect the decision of the Executive on the Borough Parks Strategy that £40,000 be added to the Programme for the refurbishment of play equipment from 2004.**

### 3. **COUNCIL TAX BASE FOR TAX SETTING**

- 3.1 The Council is required to approve the tax base which will be used to calculate Spelthorne's entitlement to Revenue Support Grant and the level of council tax for 2003/2004. The tax base is calculated on the information available as at 1st November 2002 with regard to the number of domestic properties in the Borough, and all bands must be converted to Band D equivalents.

**3.2 The Executive recommend 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 2003/2004 be set at 38,694.4.**

**4. INCREASED BED AND BREAKFAST EXPENDITURE – KEY DECISION**

**4.1** The Executive has considered a report seeking a supplementary estimate for the current year's budget 2002/2003 to meet the increasing cost of Bed and Breakfast provision and the likely cost of Bed and Breakfast for next year 2003/2004 and the budget implications of further increases in these costs.

**4.2 The Executive recommend that:**

- 1. The Council approve a supplementary estimate for Bed and Breakfast expenditure for the current year 2002/2003 of £220,000.**
- 2. That provision be made in the Outline Budget for 2003/2004 for Bed and Breakfast costs in the sum of £350,000.**

Councillor Frank Davies  
*Leader of the Council*

**12th December, 2002**



## RECOMMENDATIONS OF THE DEMOCRACY COMMITTEE

### 1. COUNCIL WORKING ARRANGEMENTS

1.1 The Council in February 2002 agreed that this Committee should review the current working arrangements and in particular the operation of overview and scrutiny and its relationship with best value reviews. The Committee was asked to recommend possible changes to the arrangements which have been in operation since May 2001.

1.2 At its meeting on 15th July, the Committee considered possible changes to the Council's Constitution and working arrangements, in the light of experience. Members felt overall that changes were needed to address the issues of overload in the number of meetings and the duplication of work between best value panels and scrutiny committees. They agreed changes should reflect the need to focus on achieving measurable outcomes for Members and the community as a whole from the meetings held.

One suggested approach was to reduce the number of separate overview and scrutiny committees from three to two, subject to the Committee considering a further report on how this might be achieved. Members discussed other issues including the portfolios held by members of the Executive, representation on Special Interest Panels, the facility for Leaders of the minority groups to speak at the Executive on key decisions, the need to amend the Constitution to reflect that the Standards Committee should have representatives from all parties on it and the need to agree a revised Member/Officer protocol.

1.3 At its meeting on 19th November, the Committee agreed to recommend that the future approach to overview and scrutiny should be to have two new committees in place of the existing Community, Economic and Environment Committees. One committee "Development and Improvement" should focus on looking on what the Council was trying to achieve. The second committee "Performance Management and Review" would focus on performance and the arrangements in place to make sure the Council meets its aims. The approach recommended takes account of recent developments in areas such as best value and comprehensive performance assessment (CPA) and the comments in the recently published INLOGOV research about overview and scrutiny. Best Value reviews will continue to be an Executive function, but the number of Members drawn from the "Development and Improvement Committee" to work with the portfolio holder on individual reviews will need to be decided.

The Committee has agreed specific recommendations on the terms of reference of the two committees and how they might operate, including the timing of changes.

1.4 On the future of Special Interest Panels the Committee recommends that the Panels be dissolved and that, if considered necessary, some other form of liaison arrangements at Member level be made through the new overview and scrutiny committees rather than separate Panels.

1.5 A revised Member/Officer protocol, reflecting the current arrangements is recommended. This includes clarification of the role of Portfolio Holders in taking the lead at Executive on officer reports within their own particular portfolio area and support for them by Officers.

**1.6 The Democracy Committee recommends:**

- (1) That the current Community, Economic and Environment Committees be replaced with two overview and scrutiny committees with the terms of reference shown at Annex A.**
- (2) That the changes (i.e. the replacement of the Community, Economic and Environment Committees with the two new committees) be implemented with effect from the Council AGM in May 2003.**
- (3) That the size of the two committees be agreed at a later date when they are appointed.**
- (4) That the actual names of the two committees be agreed at a later date when they are appointed.**
- (5) That the principle of overview and scrutiny committees being involved in scrutinising other key services in the Borough be endorsed.**
- (6) That the role of overview and scrutiny in Spelthorne should be to deliver measurable outcomes, which benefit the effectiveness of the Council and the community.**
- (7) That four meetings a year be programmed in the diary for each of the two new committees.**
- (8) That the size of future best value review panels be 5 members.**
- (9) That the Executive Procedure Rules in the Council's Constitution be amended to provide for the chairman of an overview and scrutiny committee, or in his absence the vice-chairman, to be able to address the Executive in support of a report or recommendation from their committee.**
- (10) That the Special Interest Panels be dissolved and any other form of liaison arrangements considered necessary at Member level be established through the two new committees.**
- (11) That an amendment be made to the Constitution to reflect that the Standards Committee has and in future should have representatives from all parties on it.**
- (12) That the revised Member/Officer protocol (attached as Annex B to these recommendations) be agreed.**
- (13) That no changes be made to the portfolios held by members of the Executive, but the portfolio holders for Adult and Elderly Services and Children and Young People Services be asked to decide and make clear which one would normally lead on housing and which one would lead on leisure issues.**
- (14) That no changes be made to the arrangements for Leaders of the minority groups to speak at the Executive on key decisions, but in future when other Members not on the Executive attend meetings of the Executive their attendance be recorded in the minutes of the meeting.**

### APPENDIX 3

- (15) That the Executive Procedure Rules in the Council's Constitution be amended as necessary to reflect the changes agreed.
- (16) That the holding of regular Members' Seminars on the type of topics summarised in the report of the Chief Executive to the Executive on 12th February 2002 be supported, and that the holding of twice-yearly Seminars to update Members on key topics be given further consideration.
- (17) That subject to the Council agreeing changes to the Council's working arrangements, a meeting of the Independent Remuneration Panel be arranged to consider possible changes to the current scheme of Members' Allowances to reflect the changes.

Councillor Frank Davies  
Chairman of the Democracy Committee

12th December, 2002

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

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

### ARTS, HERITAGE, LEISURE AND RECREATION ISSUES

**Review of Leisure and Culture Strategy 2001/2002** – We have agreed the updated version of the Leisure and Culture Strategy for 2001 to 2005.

**Borough Parks Strategy** – We have made a series of decisions in support of the principles of the Borough Parks Strategy to date and have agreed that the completed Strategy be presented to the Executive in April 2003. Subject to provision of funding within the Outline Budget, two initiatives proposed for 2003/2004 are the employment of parks rangers and a pilot of tennis free of charge in the Borough.

**Future Delivery of the Play Development Service** – We have agreed the preparation of a Brief and Advertisement for seeking Partners to deliver the Play-Schemes, and that the outcome be reported to the Executive in April 2003.

### CORPORATE ISSUES

**Freedom of Information Act 2000 – Publication Scheme** – We have agreed the Publication Scheme for submission to the Information Commissioner by December 2002, subject to any further amendments being approved by the Chairman and Councillor Searancke as the Portfolio Holder for Corporate Services, prior to its submission.

### CRIME AND DISORDER ISSUES

**Closed Circuit Television in Spelthorne – Key Decision** – We have agreed in principle proposals for additional cameras based on the Ashford Option 1 and that consideration be given to including the additional Revenue costs of £51,500 in the Revenue Budget for 2003/2004.

### ENVIRONMENT ISSUES

**The Borough of Spelthorne Draft 4th Stage Review and Assessment of Air Quality and Action Plan for the Reduction of Nitrogen-Dioxide** – We have approved the proposed revision of the air quality management area, the implementation of the proposed actions for the reduction of nitrogen dioxide levels, as set down within the action plan, and have noted the potential budget implications of implementing the action plan and the requirements for continuous air quality monitoring equipment.

**Extension to Kerbside Recycling** – We have noted the timetable for the production of the final draft of the Joint Surrey Waste Strategy and Spelthorne's draft supplementary recycling plan, which will be reported to the Executive in January 2003. We have agreed that consideration be given to making provision in the Outline Budget for 2003/2004 of £50,000 to enable a pilot project for kerbside recycling to be introduced.

### FINANCIAL ASSISTANCE TO LOCAL ORGANISATIONS

**Spelthorne School of Gymnastics** – Subject to the Spelthorne School of Gymnastics bid to the National Lottery being successful, we have agreed that the Club be awarded a

grant of £50,000 from the Capital Partnership Fund and a grant of £50,000 from the Good Causes Fund.

**Grant Applications:** – We have awarded a grant of £12,000 to the Ashford High School to match the funding raised by the Ashford High School PTA and have awarded a grant to the Fairways Day Service of £6, 580.

### FINANCIAL ISSUES

**Fees and Charges 2003/2004** – We have agreed the Fees and Charges for 2002/2003 and that pending the outcome of the Outline Budget recommendations, a further review be carried out to identify an additional £50,000 worth of income, and a further report be submitted to the Executive. We have also agreed that the Officers investigate the Order, publication and consultation procedures needed to introduce as soon as possible charging on Sundays in the Council's Car Parks.

### HEALTH ISSUES

**Health Promotion Strategy for the Borough of Spelthorne** – We have agreed to adopt the Spelthorne Health Promotion Strategy for 2002 to 2005 for immediate implementation, subject to the Spelthorne Strategy being reviewed when the North West Surrey Primary Care Trust publishes its awaited Strategy to ensure that there is full integration between the aims and objectives of both Strategies.

### HIGHWAYS ISSUES

**Car Parks Best Value Review** – We have agreed that a comprehensive Car Parking Strategy be prepared so that the Staines Town Centre Car Parks can be operated at a profit as soon as possible. The Strategy will identify the way forward on the future management, promotion, marketing, maintenance and charging policies for car parks and will be submitted to the Executive on 11th March 2003. The charging policy will be also be reviewed to include Sunday charging will contain recommendations on the charges for 2003/2004, having regard to the level of charges in surrounding Towns.

We have agreed a supplementary estimate for 2002/2003 from the New Schemes Fund in the sum of £25,000 to implement a comprehensive signing strategy at the approaches to Staines Town Centre in consultation with Surrey County Council. We have also agreed a supplementary estimate for 2002/2003 in the sum of £10,000 to enable a scheme to be designed to implement pay on exit in the Elmsleigh and Tothill Car Parks.

The Capital Programme for 2003/2004 contains a budget of £350,000 (including fees) to implement pay on exit. We have authorised the preparation of a Planning Brief for the Ashford Car Park to include the retention of an appropriate level of public car parking. In addition the Officers will progress discussions with Surrey County Council on decriminalised Car Parking as soon as possible.

### MODERNISATION ISSUES

**Council Structure – Appointment of New Directors** – We have agreed proposals by the Chief Executive to appoint two Directors to be titled Strategic Directors as Phase 1 of the Council's new structure and that the Appointments Committee will make these appointments.

**Local Authority Scrutiny of Health** – We have agreed the Council’s formal response to the Government draft proposals on Local Authority Scrutiny of Health and that copies of the response be sent to all the other Surrey Districts.

**Best Value Review Programme** – We have noted the consultation document entitled ‘Best Value and Performance Improvement’ and, in the light of this, agreed the implementation of the revised Best Value Review Programme and approach identified in the report of the Chief Executive.

**Delivering Comprehensive Performance Assessment for District Councils** – We have agreed the Council’s response to the Audit Commission Consultation document.

**Implementing Electronic Government IEG statement – Key Decision** – We have approved the final version of the IEG2 Statement for submission to the Office of the Deputy Prime Minister by 31st October 2002.

Councillor Frank Davies  
*Leader of the Council*

**12th December, 2002**

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

The Community Committee met on 7th November, 2002 and considered the following matters:-

**Children's Play Equipment**

The Committee considered a report on the state of children's playground equipment, current British Standard requirements and information on general expenditure. The Committee endorsed the concept that the Parks Strategy be the proper vehicle to address the problem outlined and promote capital spending within Parks.

**Facilities for Youth and Youth Crime**

The Committee continued with its enquiry into facilities for youth and youth crime. The Youth Service and Connexions Working Group, mentioned in my last report to Council, presented a detailed picture of current and future statutory provision in Spelthorne. The Committee itself then looked at current research and what action was needed to address the problems it had identified.

The Assistant Chief Executive and the Head of Leisure Services have been asked to draft a report based on the outline principles agreed and views expressed by the Committee which will be approved by myself and my Vice-Chairman and circulated to all Members of the Committee before being submitted to the Executive.

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

**12th December, 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.**

Due to the nature of the items being considered at this meeting I invited all members of the Executive to attend the meeting to participate in the discussion and raise questions on the External Auditor's Management Letter. In addition I invited the Leader of the Council, as Chairman of the Executive, to give the Committee an indication of the Executive's approach to next year's budget and to assist the Committee in its discussions on this.

### **1. People Strategy**

- 1.1. The Committee agreed with the findings of the working group it set up to review the current People Strategy and noted that the new People Strategy would be in place by June 2003.

### **2. Surrey Pension Fund**

- 2.1. The Committee discussed a report it had requested from the Director of Resources on the repayment of the deficits attributed to this Council's proportion of the Fund.

### **3. EXTERNAL AUDITOR'S MANAGEMENT LETTER – NOVEMBER 2002**

- 3.1. Andrew Lovett from the Council's External Auditors, Baker Tilly, attended the meeting to present the annual auditor's letter for 2001/2002.
- 3.2. The Committee noted particularly the five key areas to which he suggested members should contribute in the coming months:-
- (a) the development of corporate objectives to set a future path for the Council;
  - (b) Monitoring and encouraging the best value review process;
  - (c) Participating in the preparations for comprehensive performance assessment;
  - (d) Contributing to the development of risk management; and
  - (e) Keeping under review options for the use of financial resources.
- 3.3. The Committee was pleased to note that an unqualified opinion had been issued on the Council's financial statements with the financial outlook remaining healthy and that the letter had been very positive and complimentary towards the effective management arrangements we have in place.

### **4. OUTLINE BUDGET 2003/2004 TO 2006/2007**

- 4.1. The Committee received a presentation from the Director of Resources to help it consider all aspects of the Council's future Financial Strategy, including future spending plans. The presentation identified the growing deficits projected for the coming years (the deficit for next year being in the region of £216,000) unless alternative approaches, particularly to the use of reserves, were considered. The Committee discussed various options and is recommending the Executive to explore all these further, including a council tax increase above inflation.

### **5. CAPITAL PROGRAMME FOR 2003/2004 – 2006/2007**



5.1. The Committee considered and is recommending to the Executive a Capital Programme for the years 2002/2003 to 2005/2006, covering the Housing Investment Programme, Other Services and the New Schemes Fund.

6. **FEES AND CHARGES 2003/2004**

6.1. The Committee received details of possible Fees and Charges for 2003/2004 based on inflation only increases. It agreed to recommend these to the Executive on the basis that a detailed review was underway to identify an additional £50,000 income and ideas put forward by Members would be considered.

7. **MINOR WORKS AND SERVICES PROGRAMME 2003/2004**

7.1. The Committee discussed and agreed to recommend bids for one off schemes to be funded from the Minor Works and Services Programme for 2003/2004.

7.2. The total value of schemes submitted by officers was £185,400, which is within the proposed outline budget of £185,690. Members had been asked to submit ideas and these will be reported direct to the Executive.

8. **MONITORING OF NEW SCHEMES FUND**

8.1. The Committee discussed the progress of schemes being financed from the new Schemes Fund, approved by the Council in September, 1996.

Councillor Mrs M. Hyams  
*Chairman of the Economic Committee*

**12th December 2002**

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

The Environment Committee met on the 14th November, 2002 and concluded its enquiry into the Management of Staines Commons.

At its previous meeting the Committee set up a Working Group to look at the options for the future management of the Commons. The Group also considered written submissions from interested organisations and the general public.

The Working Group met on a number of occasions and produced a detailed set of recommendations which were presented and considered by both the Committee and local organisations who had been invited to give a presentation on their views and opinions.

The recommendations will form the basis of a report to the Executive.

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

**12th December, 2002**

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

The Licensing Committee met on the 20th November, 2002, and considered the following matters: -

**Application to Licence a Private Hire Vehicle**

The Committee considered and refused an application to Licence a Private Hire Vehicle.

**Intermediate Public Entertainment Licence**

The Committee considered an application for an Intermediate Public Entertainment Licence in respect of the Ash Tree Public House, Convent Road, Ashford. The application was granted subject to conditions.

Councillor Pat Weston  
*Chairman of the Licensing Committee*

**12th December, 2002**

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

The Planning Committee has met twice since I prepared my previous report for the Council Meeting. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 9 October 2002 and 6 November 2002. It also gives a brief update on other related matters.

1. The Planning Committee meeting on **9 October 2002** dealt with 13 items in total.

Public speaking took place on 7 of the items, with a total of 12 people taking the opportunity to address the Committee as part of the Council's public speaking arrangements. This is one of the highest numbers of public speaking 'slots' at a Planning Committee since our procedures started in September 1998.

The most notable items on the agenda related to:

- (a) The approval of a large scale mixed use development, comprising offices, retail, housing and leisure uses at Majestic House, High Street/Fairfield Avenue junction in Staines. The scheme also includes a new link road from Fairfield Avenue to Millmead.
  - (b) A comprehensive residential development of the former Windmill Road Trading Estate in Sunbury in the form of 264 houses/flats, comprising 209 private units, 30 for shared equity/Key workers and 25 affordable units for rent.
  - (c) The raising of the "strongest possible objections" to a consultation from the County Council concerning the extraction of minerals and the deposit of mineral waste at Hithermoor Pit, Stanwell.
2. The Planning Committee meeting on **6 November 2002** dealt with 23 items in total.

Public speaking took place on 7 of the items, again with a total of 12 people taking the opportunity to address the Committee.

The most notable items on the agenda related to:

- (a) The approval of 32 residential flats at 1 Douglas Road, Stanwell.
- (b) The refusal of 12 dwellings on land between Staines Road East and Oakington Drive, Sunbury.
- (c) A number of residential developments at Shepperton Garage; Queen's Walk, Ashford and Darby Gardens, Sunbury were deferred for further consideration by officers/applicants.
- (d) The authorisation of two sets of enforcement action relating to unauthorised works to create (so the Council understands) caravan sites for T5 workers on land north of London Road, Ashford and Long Lane, Stanwell.

3. Other Matters of Interest

(i) Performance figures for Development Control

In terms of recent/current targets for processing planning applications, Council is advised that new performance criteria have been introduced since 1 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 recent performance is as follows:

	(a)	(b)	(c)
August	-	45%	84%
September	50%	32%	83%
October	50%	32%	88%

I am advised that the situation, particularly regarding 'minor' applications, is being closely monitored by the Head of Planning and procedures are being reviewed to tackle the applications (eg up to 9 dwellings) that fall within this 'minor' classification.

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

**12th December 2002**