

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

12th February 2003

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 20th February 2003, 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, Staines. Members of the Public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises. **[THE LIFT MUST NOT BE USED]**

PUBLIC SPEAKING 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 12th December 2002.
(Attached at [APPENDIX 1](#) [pages 3 to 7])

3. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Leader or his nominee to answer any 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

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 8 to 15])

1. Members' Allowances

(A copy of the report from the Independent Remuneration Panel on Members' Allowances is attached for all Members of the Council as [Annex A](#) to the recommendations of the Executive.)

2. [Revenue Budget and Council Tax 2003/2004 – Key Decision](#)

*(A revised Budget Book **[green cover]** will follow reflecting the decisions and recommendations made by the Executive on 11th February 2003 and the precepts to be levied by Surrey County Council and the Surrey Police.)*

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. 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 3](#) [pages 16 to 17])

9. 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 [4](#), [5](#) and [6](#) [pages 18 to 20])**

10. REPORT FROM THE CHAIRMAN OF THE PLANNING COMMITTEE

To receive the report from the Chairman of the Planning Committee on the work of his Committee. **(Attached at [APPENDIX 7](#) [pages 21 to 22])**

11. QUESTIONS ON WARD ISSUES

The Leader or his nominee to answer any 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).*

12. GENERAL QUESTIONS

The Leader or his nominee or relevant Committee Chairman to answer any 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).*

13. APPOINTMENTS TO OUTSIDE BODIES

Surrey County Health Select Committee

To submit the nomination of one Member to the Surrey Local Government Association (SLGA) for consideration for appointment as a District Council representative to serve on the Surrey County Health Select Committee. The SLGA will be appointing 3 District Council representatives to serve on the County Committee with terms of office of one, two or three years, respectively.

14. URGENT BUSINESS

To consider any urgent business.

15. EXEMPT BUSINESS

To answer any questions which relate to exempt business.

MINUTES OF THE COUNCIL MEETING HELD ON 12TH DECEMBER 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 12TH DECEMBER AT 7.30PM

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

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

APOLOGIES: Councillors L.J.W. Burrell, F. Davies, A.W. Hermes, Ms A. Leedham and E.I.J. Read and Co-Opted Member, Mr M. Litvak.

343/02 MINUTES

The Minutes of the Special Meeting held on 18th November, 2002 were approved as a correct record.

344/02 ANNOUNCEMENTS BY THE MAYOR AND CHIEF EXECUTIVE

a. Announcements by The Mayor

At the invitation of the Mayor, Councillor R.W. Sider, Councillor Peter James explained that this was the second phase of the project he had undertaken to ensure historic records were maintained of the wartime service provided by the vessels adopted by the Borough during Warship Week in 1942. The first phase had been the research into HMS Sonnet and HMS Unshaken with details being on display at Shepperton Library and the Spelthorne Museum. This part of the project covered photographs and records of the motor boat MTB 34.

At the conclusion of the presentation the Mayor presented a framed photograph of the motor boat to Christine Ganderton the Manager of Ashford Library and to Ralph Parsons the Curator of Spelthorne Museum for display at the museum.

The Mayor on behalf of the Council thanked Councillor James for the research he had undertaken and acknowledged that the ships plaque and photographs would remain on show at the Council offices.

At the conclusion of the presentation the Mayor reported on arrangements for the Parachute Regiment Concert to be held at Halliford School on Saturday 22nd February 2003, tickets for which could be obtained through the Mayor's Secretary.

b. Announcements by the Chief Executive

The Chief Executive reported that the Council had received a Good rating from GOSE (Government Office for the South East) on both the Capital Strategy and Asset Management Plan. The Council had also received an average rating on the Council's Housing Strategy and would be meeting with GOSE in the New Year to discuss this.

345/02 PLANNING BRIEF FOR AIRTRACK CORRIDOR – RESULTS OF CONSULTATIONS

The Council considered the recommendation of the Executive on the Planning Brief for the Airtrack Corridor and the need for the document to be adopted as a Supplementary Planning Guidance.

RESOLVED:

- a. The amendments to the Airtrack Planning Brief as set out in Appendix B to the report of the Director of Community Services to the Executive at its meeting on 5th November, 2002 be agreed;
- b. 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;
- c. The Adopted Planning Brief be publicised and circulated to organisations involved in promoting and responding to the scheme;
- d. The contents of the Planning Brief be kept under review to ensure that it remains relevant to the scheme as it develops; and
- e. 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.

346/02 CAPITAL PROGRAMME 2003/2004 to 2006/2007 – KEY DECISION

RESOLVED that the Capital Programme 2003/2004 to 2006/2007 as set out at Appendix A to the report of the Director of Resources to the Executive on the 3rd October, 2002 be approved, subject to £40,000 being added to the Programme for the refurbishment of play equipment from 2004.

347/02 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 2003/2004.

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 2003/2004 be set at 38, 694.4.

348/02 INCREASED BED AND BREAKFAST EXPENDITURE

RESOLVED that as recommended by the Executive:

- a. Supplementary Estimate for Bed and Breakfast expenditure for the current year 2002/2003 of £220,000 be approved; and
- b. provision be made in the Outline Budget for 2003/2004 for Bed and Breakfast costs in the sum of £350,000.

349/02 COUNCIL WORKING ARRANGEMENTS

The Council considered the recommendations of the Democracy Committee on changes to the Council's working arrangements and in particular revised scrutiny arrangements, the future of Special Interest Panels and an updated Member/Officer Protocol.

RESOLVED:

- a. That the current Community, Economic and Environment Committees be replaced with two overview and scrutiny committees with the terms of reference as submitted and attached at [Annex A](#);
- b. 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;

- c. That the size of the two committees be agreed at a later date when they are appointed;
- d. That the actual names of the two committees be agreed at a later date when they are appointed;
- e. That the principle of overview and scrutiny committees being involved in scrutinising other key services in the Borough be endorsed;
- f. 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;
- g. That four meetings a year be programmed in the diary for each of the two new committees;
- h. That the size of future best value review panels be 5 members;
- i. 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;
- j. 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;
- k. 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;
- l. That the revised Member/Officer Protocol, as submitted, be agreed;
- m. 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;
- n. 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;
- o. That the Executive Procedure Rules in the Council's Constitution be amended as necessary to reflect the changes agreed;
- p. 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; and
- q. A meeting of the Independent Remuneration Panel be arranged to consider possible changes to the current scheme of Members' Allowances to reflect the changes.

350/02 REPORT FROM THE LEADER OF THE COUNCIL

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

351/02 REPORT FROM THE CHAIRMAN OF THE COMMUNITY COMMITTEE

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

Councillor Mrs D.L. Grant, the Portfolio Holder for Children and Young People Services thanked the Chairman and members of the committee for the enquiry undertaken in to facilities for youth and youth crime.

352/02 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.

353/02 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.

354/02 REPORT OF THE CHAIRMAN OF THE LICENSING COMMITTEE

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

355/02 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.

356/02 QUESTIONS ON WARD ISSUES

Staines War Memorial

Under Standing Order 13 Councillor J.M. Paton asked the Deputy Leader of the Council, Councillor Packman, the following question:

“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 Deputy Leader please confirm that this matter is being investigated?”

Councillor Packman replied as follows:

“Now that the Staines War Memorial has been re-sited in its new location, which has met with approval throughout the town, I agree it would be an excellent gesture for the names of those who died in the Second World War to be added to the memorial. As there are in excess of 100 names from the Second World War, it is unlikely the names can be added to the existing structure, but the Director of Community Services is investigating the practicalities of either having the names incorporated in the stone surround or by providing brass plaques fixed around the base of the memorial.”

The Five Swimmers Statue

Under Standing Order 13 Councillor J.M. Paton asked the Deputy Leader of the Council, Councillor Packman, the following question:

“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 Deputy Leader give yet a further update on this situation?”

Councillor Packman replied as follows:

“I am grateful for Councillor Paton’s question, as it gives me the opportunity to update the Council on the latest position with the 5 swimmers statue. Its re-location in the Elmsleigh Centre was discussed with the agents for Clerical Medical who are now considering how the statue can be built into their refurbishment plans and have promised to report back with their proposals once their plans have been completed. The Council’s preferred position is still that the statue should be returned to the Elmsleigh Centre which is seen by the residents of Spelthorne to be its natural home.”

**357/02 APPOINTMENTS TO OUTSIDE BODIES - ST ANNE'S PRIMARY SCHOOL, CLARE ROAD,
STANWELL**

RESOLVED that David Hawthorne of 129 Town Lane, Stanwell be appointment to serve as a representative on the Governing Body of St Anne's Primary School, Stanwell until 17th October, 2006.

RECOMMENDATIONS OF THE EXECUTIVE

1. MEMBERS' ALLOWANCES

1.1 The Executive has considered a report from the Independent Remuneration Panel on Members' Allowances and the recommendations to be made to the Council on 20th February 2003, when it would be considering the report of the Panel. A copy of the report from the Panel is attached for all Members of the Council as **Annex A** to these recommendations.

1.3 The Executive recommend that the Council:

1. **Approve the following recommendations made by the Independent Remuneration Panel on Members' Allowances:-**

(a) That with effect from 1st April, 2003 the following allowances should be paid:

Basic allowance - all Councilors	£3400
Leader	£7800
Deputy Leader	£5180
Executive Members (4 excluding Leader/Deputy Leader)	£2600
Chairmen of Overview and Scrutiny Committees (3)	£2600
Principal Opposition Group Leader	£2600
Minority Opposition Group Leader	£1300
Chairmen of Planning and Licensing Committees (2)	£2600

(b) That the Chairmen of the two new Scrutiny Committees to be appointed in May 2003 should each receive a special responsibility allowance of £2600; and

(c) That the childcare and dependent carers' allowance should remain on the basis of reimbursement of actual cost incurred, this to be reviewed in the light of claims received.

2. Conveys its appreciation to Mr Wells for his work on the Independent Remuneration Panel and authorises the Chief Executive, in consultation with Group Leaders, to appoint a replacement Panel member.

2. REVENUE BUDGET AND COUNCIL TAX 2003/2004 – KEY DECISION

2.1.1 The Executive has considered a report on the Council's detailed Revenue Budget for 2003/2004 for consideration in the context of overall spending and the Council Tax to be levied for the financial year ending on 31st March 2004.

2.1.2 A revised Budget Book **[green cover]** will follow reflecting the decisions and recommendations made by the Executive on 11th February 2003 and the precepts to be levied by Surrey County Council and the Surrey Police.

2.2 The Executive recommend that

1.1 The recommendations set out below are based on the current figures, however these may change depending on decisions made in relation to additional expenditure. I will make the necessary amendments at the meeting if necessary.

1.2 The formal recommendations to propose the Council Tax for 2003/04 are set out below based upon 6% increase in the council tax.

1. The Revenue Estimates as set out be approved.
2. An amount not exceeding £2,451,540, be appropriated from Reserves in aid of Spelthorne's local Council Tax for 2003/04.
3. To note that the council tax base for the year 2003/04 is £38,694.4 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 2003/04 in accordance with Sections 32 and 33 of the Local Government Finance Act 1992.

	£	
(a)	35,067,010	Being the aggregate of the amount which the Council estimates for the items set out in Section 32 (2)(a) to (e) of the Act.
(b)	24,870,400	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)	10,196,610	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)	5,607,070	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)	118.61	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.

5. That the following amounts be now calculated by the Council for the year 2003/2004 in accordance with Section 36 of the Local Government Finance Act 1992.

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
79.07	92.25	105.43	118.61	144.97	171.33	197.68	237.22

Being the amounts given by multiplying the amount at 4(e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

6. That the precepts to be issued by the Surrey County Council and Surrey Police in accordance with S40 of the Local Government Act 1992 for each category of dwelling be reported to the meeting of the Council on 20th February 2003 and be aggregated with the amounts shown at paragraph 13.5 above in accordance with S30 (2) of the Local Government Act 1992 to set the Council Tax for the year 2003/2004.

Councillor Frank Davies
Leader of the Council

20th February, 2003

**REPORT OF INDEPENDENT
REMUNERATION PANEL**

TO

SPELTHORNE BOROUGH COUNCIL

23rd January 2003

REPORT OF INDEPENDENT REMUNERATION PANEL

TO

SPELTHORNE BOROUGH COUNCIL

1. Background

- 1.1 The Spelthorne Independent Remuneration Panel was established in January 2002. Our membership and general terms of reference remain unchanged and are recorded in our report in February 2002.
- 1.2 We were advised that the Council had reviewed its executive arrangements in December 2002 and that with effect from May 2003 two new Overview and Scrutiny Committees would replace the existing three Overview and Scrutiny Committees. We were also made aware that it had been agreed that portfolio holders on the Executive should take the lead at Executive meetings in highlighting the key points of officer reports within their portfolio area and lead the discussion to reach a decision. Other than these two points the Council's arrangements had not changed since we last considered allowances.
- 1.3 All Members of the Council were advised, through the fortnightly Members' Bulletin, of the basis of the current scheme and that we would be meeting to consider allowances. They were asked to let the Assistant Chief Executive know if there were any views they wished to put forward for us to consider. Group Leaders were notified separately and asked if there were any issues they felt we should consider. Comments were received from Leader of the Council and two other Members.
- 1.4 Points which we were asked to consider by individual Members were:
 - (a) One Member indicated that he personally spent rather more than eight hours a week fulfilling his role as a Councillor;
 - (b) One Member suggested that certain Members had attended hardly any meetings or seminars and that those who failed to attend a percentage of meetings or seminars other than for illness should have their allowances curtailed to reflect their non attendance; and
 - (c) The Leader asked that we consider whether Spelthorne was lagging behind other Councils in terms of the allowances paid.
- 1.5 We were asked by the Assistant Chief Executive to consider two specific issues which were:
 - (a) Whether index linking of allowances from 1st April 2003 is still appropriate; and
 - (b) Whether the Chairmen of the two new Scrutiny Committees to be appointed in May should each receive a special responsibility allowance at the same level as the Chairmen of the existing Overview and Scrutiny Committees.
- 1.6 We met to consider the issues on 23rd January 2003 and are aware that it is open to us to make such recommendations as we see fit and not just on the points mentioned above.

2. INFORMATION AVAILABLE TO THE PANEL

- 2.1 We were provided with a briefing note by the Assistant Chief Executive, which set out background details including details of the current allowances.
- 2.2 We noted that to date no Member had claimed for expenditure they had incurred for the care of dependent relatives or children while they were attending meetings.
- 2.3 We noted that in addition to the allowances, Members are currently supported by the provision of access to IT facilities in two ways - either the Council provides and supports a standard package (a standard desktop computer or a portable Notebook computer plus fax/printer etc) or the individual Member provides his or her own facilities, with financial assistance (up to £500) from the Council but no other support.
- 2.4 We were advised of what the allowances would be from 1st April 2003 if they were index linked in line with the inflation index provided for in the current scheme (that is the index of average earnings across all occupations in the South East region). This would mean an increase of 5.1%.
- 2.5 In addition to the briefing note the following documents were made available to us:
- (a) Previous Independent Panel reports and the papers supporting those;
 - (b) South East Employers Survey on allowances, November 2002;
 - (c) Details of allowances currently paid by other Surrey districts and those proposed for 2003/4 where available;
 - (d) Information on allowances from the Improvement and Development Agency (IDeA);
 - (e) The activity reports prepared by each Member of the Council on their own Council related activities during 2001/2;
 - (f) Details of meetings held during 2002 and attendance by Members at them.

3. GENERAL APPROACH

- 3.1 We consider it is important that the scheme of allowances should be fair, easy to understand and straightforward to administer.
- 3.2 We believe that the general basis of the current scheme remains sound. The basic allowance is based on an assessment of the reasonable minimum time commitment needed from all Spelthorne Members to fulfil their role as a Councillor. This is then discounted by 33% to reflect the voluntary nature of the activity involved in being a Councillor. An additional percentage of time is then added to reflect the time needed by those Members receiving special responsibility allowances to fulfil their different roles. The time commitments were based on evidence given to the previous Panel by Members and the Chief Executive.

- 3.3 We appreciate that the time individual Members are willing and able to commit to Council work will always be different and that some will always spend more time than the eight hours or one working day a week, which is the basis of the scheme. We noted that no Member came forward to suggest to us the basis of the current scheme was no longer reasonable and that only one Member had come forward to point out to us that he personally committed rather more time than the minimum expected to fulfilling his role. This limited response from Members reinforced our view that the general basis of the scheme currently remains sound.
- 3.4 However we are aware that there will be a number of new Councillors elected in May 2003 and that the overview and scrutiny arrangements will be changing then. We therefore think it would be appropriate later in the year and before a decision on allowances is made for 2004/5 to circulate a questionnaire to all Members to ascertain how they spend time on different aspects of Council business. This would help the Panel revisit the assumptions on which the scheme is based.
- 3.5 We are aware of the desirability of encouraging as wide a range of people as possible to become Councillors. However, we are not aware of any evidence to suggest that the level of allowances payable in Spelthorne has had any direct effect on encouraging or discouraging people from putting themselves forward for election.
- 3.6 Having considered whether the basis of the scheme remained sound we felt we should look to see whether it was out of line with allowances in other Councils.
- 3.7 We noted from the South East Employers information about allowances that the basic allowance being paid by Spelthorne is higher than in many districts (35 out of 54 authorities appear to pay less). So far as Special Responsibility Allowances (SRAs) are concerned the position is not so clear because different Councils have different numbers of committees and committee structures and many make more differentials between SRAs than Spelthorne. We noted that so far as the Leader's allowance is concerned 30 out of the 54 districts appear to pay more. However, without details of the different authorities and the basis of their schemes we feel it is inappropriate to try to make direct comparisons.
- 3.8 We felt it was more helpful to look at the position in other Surrey districts, particularly those which have largely similar executive arrangements to Spelthorne. Nothing from this comparison suggested to us that the approach to allowances in Spelthorne should be changed.
- 3.9 We considered the point made to us by a Member about the failure by some Members to attend meetings, and whether something should be done about this to reduce their allowances to reflect this. We are advised that the same basic allowance under a scheme must be available to all Members. It seems to us it is a matter for the Council not this Panel to consider whether action is appropriate if Members are not fulfilling the roles and responsibilities expected of them. We believe attendance at meetings is just one part of the role of a Councillor and that the annual reports by Members on their personal contribution to the work and achievements of the Council would be a starting point if the Council wished to pursue this issue.

4. RECOMMENDATIONS

4.1 We believe that the allowances for 2003/4 should be based on the current scheme up rated for inflation and rounded to make sensible amounts.

4.2 We therefore recommend to the Council that:

(a) with effect from 1st April 2003 the following allowances should be paid

Basic allowance - all Councilors	£3400
Leader	£7800
Deputy Leader	£5180
Executive Members (4 excluding Leader/Deputy Leader)	£2600
Chairmen of Overview and Scrutiny Committees (3)	£2600
Principal Opposition Group Leader	£2600
Minority Opposition Group Leader	£1300
Chairmen of Planning and Licensing Committees (2)	£2600

(b) the chairmen of the two new Scrutiny Committees to be appointed in May 2003 should each receive a special responsibility allowance of £2600;

(c) the childcare and dependent carers' allowance should remain on the basis of reimbursement of actual cost incurred, this to be reviewed in the light of claims received.

Martin Wells (Chairman)
BP PLC

Pauline Hedges
Surrey Chamber of
Commerce

Sarah Clarke
Voluntary Action in
Spelthorne

23rd January 2003

REVENUE BUDGET AND COUNCIL TAX 2003/04 – 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 2003/04 and formally propose the Council Tax to be set for that year.

2. BACKGROUND

- 2.1 At its meeting on 14th January, the Executive agreed to the following recommendation:-
“Resolved to Recommend that:-

1. The revised estimate of net expenditure for 2002/3002 of £13.624million be approved.
2. The level of net expenditure for 2003/2004 be £13.695 million.
3. An amount not exceeding £2.301 million be taken from general reserves in support of expenditure and the Council tax for 2003/2004.
4. In principle a Council Tax increase for 2003/2004 of 6% be approved.

3. BUDGET PRESENTATION

- 3.1 [Appendix C](#) (page 9) presents the Budget in summary format which shows net expenditure on the General Fund of £13,664,275 before transfers from reserves, grants and interest earnings.
- 3.2 [Appendix D](#) (pages 10 to 14) analyses each Directorate’s spending over services. This summary presentation highlights the relative allocation of resources to the different service areas. Copies of the detailed budgets supporting the summaries have been placed in the Members’ Room.
- 3.3 [Appendix E](#) (page 15) gives the subjective analysis of total expenditure, showing broad categories of the type of expenditure or income involved.
- 3.4 [Appendix E](#) (page 16) 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 G](#) (page 17) gives a breakdown of the items being financed from earmarked reserves.
- 3.6 [Appendix H](#) (page 19) 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 £285,680 are listed at [Appendix H](#) (page 20) supported by [explanatory notes](#).

4. CONSIDERATION OF SPENDING LEVELS

4.1 Revised Budget 2002/03

The revised budget for this current year totals £13,682M, compared to the prediction at Outline Budget stage of £13.624M. The addition of £58,000 comprises the following items:-

Item	£,000
Parks Control	30
Chelsea Planning Appeal	(20)
Legal BV Review	17
Transitional Costs for new IT contract	36
Other miscellaneous items	<u>(5)</u>
Total	<u>58</u>

4.2 Budget 2003/04

The Outline Budget approved on 14th January set a maximum budget for next year of £13,695 M. This figure is analysed as follows:-

	£.000
Expenditure (as per Outline Budget)	13,901
Add: Items approved by the Executive	
Homelessness Initiatives	320
Insurance	59
Less: Service Savings additional income to be identified	(375)
Further reduction identified at meeting on 14 th January	(110)
Savings identified in detail budget	<u>(100)</u>
APPROVED EXPENDITURE	£13.695

4.3 The Revenue Budget summary at page 9 shows total net revenue expenditure for 2003/04 as £13,664,275, £30,000 within the maximum set.

5. REVENUE SUPPORT GRANT SETTLEMENT

5.1 The provisional Revenue Support Grant Settlement has been received and provides for a 1.99% increase on last year. Also additional finding in respect of Housing Benefit and Council Tax Administration of £200,000 has been received. A full report of this was made to the Executive on 14th January 2003. The final settlement is expected in the first week of February.

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 2002 with an allowance of 4½% added in respect of salaries and wages and 2% for all other prices. These allowance have been projected through to the end of March 2003 and allocated over the detailed heads of estimates.

- 6.3 Fees and Charges – the basic level of fees and charges to operate from 1 April 2002 were approved by the Executive on 3rd December 2002, these have been reflected in the detailed budget heads. A further £50,000 of income is required as part of the Financial Strategy for Services Savings and is the subject of a separate report elsewhere on this agenda. This sum has been included in the budget summary only at this stage, but will be allocated to individual budget heads once approved.
- 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 2003 is £109,220 which has to be apportioned between Spelthorne and the precepting authorities. Spelthorne's share of this sum of £13,070 compared with £10,000 used for Outline Budget purposes.

8. USE OF RESERVES

- 8.1 This Committee, at its meeting on 14th January 2003 approved an amount not exceeding £2.301M be taken directly from revenue reserves in support of general spending for 2003/04.
- 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 £1,210m for next year.
- 8.3 The calculation of the contribution needed from reserves is as follows:-

	£
Net Expenditure	13,695,000
Less: Contributions from Central Government	5,594,000
Interest Earnings	1,210,000
Product of Band D Council Tax	4,589,540
Transfer from Collection Fund	13,070
Transfer from Earmarked Reserves	<u>192,390</u>
Required Contribution from General Reserves	<u>2,096,000</u>

9. CONCLUSION FOR SPELTHORNE EXPENDITURE AND COUNCIL TAX

- 9.1 The General Fund Summary at page 9 shows total net expenditure for 2003/04 before interest earnings and any direct contribution from reserves as £13,695,000
- 9.2 Given the previous decision that Spelthorne's proportion of the Council Tax be increased by 6%, the net charge on the Collection Fund has been calculated at this stage on that basis and for the next year will be £4,589,540, equal to a Council Tax of £118.61. See [Appendix A](#) (page 7) for the detailed calculation of this figure.
- 9.3 Appendix B (page 8) shows the effect on the different Valuation Bands.

10. CONSULTATION

- 10.1 The proposed budget is to be presented to the Economic Committee on the 4th February 2003 and the Business Forum at its meeting on 6th February. Comments from both these presentations will be available at the meeting.

11. PRECEPTS

(a) Surrey County Council

Surrey County Council is due to set its precept for next year on 11TH February and details will be circulated at the meeting, if known. The current indication is that it will be around 18%.

(b) Surrey Police

The Surrey Police precept is due to be set at a meeting on 13th February. Details will be reported directly to the Council meeting on 20th February along with the final Council Tax recommendations for the year. The predicted increase is in the region of 45%.

12. RECOMMENDATION

12.1 That, based on decision of the Executive on 11th February and updated information on Revenue Support Grant, the 2003/04 revenue Budget should include an additional £13,150 for Revenue Grants and £150,000 for Planning Appeals.

12.2 That in support of an increase of 6% in the Spelthorne element of the Council Tax for 2003/04 the following proposals be agreed:-

1. The Revenue Estimates as set out be approved.
2. An amount not exceeding £2,417,200 as set out in this report, be appropriated from Reserves in aid of Spelthorne's local Council Tax for 2003/04.
3. To note that the council tax base for the year 2003/04 is £38,694.4 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 2003/04 in accordance with Sections 32 and 33 of the Local Government Finance Act 1992.

	£	
(a)	35,067,010	Being the aggregate of the amount which the Council estimates for the items set out in Section 32 (2)(a) to (e) of the Act.
(b)	24,836,060	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)	10,230,950	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)	5,641,410	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)	118.61	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.

5. That the following amounts be now calculated by the Council for the year 2003/2004 in accordance with Section 36 of the Local Government Finance Act 1992.

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
79.07	92.25	105.43	118.61	144.97	171.33	197.68	237.22

Being the amounts given by multiplying the amount at 4(e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

6. That the precepts to be issued by the Surrey County Council and Surrey Police in accordance with S40 of the Local Government Act 1992 for each category of dwelling be reported to the meeting of the Council on 20th February 2003 and be aggregated with the amounts shown at paragraph 12.5 above in accordance with S30 (2) of the Local Government Act 1992 to set the Council Tax for the year 2003/2004.

Contact:

Peter Harding

(01784) 446221

Pauline Adams

(01784) 446296

Lead Member:

Councillor F. Davies

Portfolio Holder:

Councillor E. Searancke

Background Papers:

There are none.

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 recommendations to the Council on two issues which appear earlier on tonight's agenda. The following is a brief summary of some of the significant issues we have been discussing.

ARTS, HERITAGE, LEISURE, RECREATION AND TWINNING ISSUES

Sunbury Millennium Embroidery Lease – We have granted a lease of 99 years of land in the Walled Garden, Lower Sunbury to the Sunbury Millennium Embroidery Project.

Grant Request for Twinning Football Event – We have awarded a grant to the Spelthorne Sports Council of £5,000 from the Good Causes Fund to organise the Twinning Football competition in Spelthorne and a further sum of £1,000, if external funding is not available to meet the cost of the entertainment for this event.

ENVIRONMENT ISSUES

Analysis of the Events and Causes of Recent Flooding – We have appointed Consultants, in a joint project with Runnymede and Elmbridge Councils, to undertake flood plans and drainage surveys, in order to establish the extent of the River Thames flooding during the recent events and to analyse the problems that occurred and to recommend a course of action to be followed.

We have conveyed and recorded the thanks of the Executive to the staff involved in dealing with the flooding emergency and the Director of Community Services has passed on to those staff the gratitude expressed by Members for all their efforts and hard work.

Best Value Review Panel for the Clean, Green, Safe and Active Best Value Review – We have agreed that a Best Value Review Panel of 7 members be appointed for the Clean, Green, Safe and Active best value review.

Contaminated Land Enforcement Policy - We have adopted the Contaminated Land Enforcement Policy for immediate implementation and have noted the potential budget implications in the future.

FINANCIAL ASSISTANCE TO LOCAL ORGANISATIONS

Revenue Grants 2003/2004 - We have awarded individual grants to nearly 40 local and community-based organisations to support their continuing work for the benefit of local residents. Significant grants awarded have included Relate (£5,800), Spelthorne Farm (£6,500), Voluntary Association for the Disabled (£3,895), Rentstart (£21,000), Spelthorne CAB (£78,600), Voluntary Action in Spelthorne (VAIS) (£22,500) and Homestart (£18,000).

HIGHWAYS ISSUES

Proposal of New Bus Shelter Contract – We have appointed Adshel as the new supplier of Advertising and Non-advertising Bus Shelters in the Borough for the next 15 years.

HOUSING ISSUES

Housing Services Best Value Improvement Plan – We have adopted the consolidated Housing Services Best Value Improvement Plan and noted the Council's progress to date.

Tackling Homelessness – Proposals For Achieving The Council's Homelessness Targets – We have agreed significant funding for the implementation of a series of measures to deal with tackling homelessness in the Borough in accordance with the latest Office of the Deputy Prime Minister (ODPM) guidance.

Key Worker Strategy – Amendment To Housing Allocations Scheme - We have approved the amendments to the Council's Housing Allocations Scheme to facilitate the implementation of our Key Worker Strategy.

Proposed Housing Plus Programme - We have authorised the Officers' Housing Strategy Team to negotiate an appropriate Housing Plus Programme and criteria and to report the details back to a future meeting of the Executive.

PLANNING ISSUES

Surrey Structure Plan: Deposit Draft – We have agreed a response to Surrey County Council on the new Deposit Draft of the Surrey Structure Plan.

Supplementary Estimate - Planning Appeals – Land South-East j/w Bedfont Road and Long Lane, Stanwell – We have approved a one off budget for 2003/2004 of £150,000 in order to engage a Barrister/Planning Consultancy 'team' to represent the Council's case at the forthcoming planning appeal by Ravenseft Industrial Estates Ltd.

We have also agreed a Supplementary Budget of £8,000 against the combined 'planning' consultancy budget for 2002/2003 for this appeal.

MODERNISATION ISSUES

Performance Indicators 2002/2003 – 9 Monthly Report – We have noted the Council's progress in respect of the Performance Indicators for the first nine months of 2002/2003 and that this information forms the basis of the Council's Performance Management process and monitoring procedures.

From May 2003 this information would be reported to the new Performance Management and Review Committee and in summary to the Executive each quarter.

Councillor Frank Davies
Leader of the Council

20th February, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE COMMUNITY COMMITTEE

The Community Committee met on 16th January 2003 and considered the Leisure Centres annual monitoring of the Contract.

Prior to the commencement of the formal meeting Members of the Committee toured the Spelthorne Leisure Centre where the meeting was being held.

The Committee received presentations and reports on the progress of the Best Value Short Term Leisure Action Plan and Corporate Targets 138, 139 and 140 which related to the Sunbury and Spelthorne Leisure Centres.

The contract for Leisure Centres will expire in 2004 and a report will be submitted to Executive in March on the future procurement options followed by a Members' Seminar in March to look at and determine the most appropriate model for management of the Borough's Leisure Centres.

The Committee were informed, and congratulated Darren Pope and his Team for achieving the UK Quality Scheme for Sport and Leisure "QUEST" accreditation, at Sunbury Leisure Centre. This was equivalent to a charter mark for Leisure Centre services. Spelthorne Leisure Centre had applied for similar accreditation, which will take place in May 2003.

Councillor George Trussler
Chairman of the Community Committee

20th February, 2003.

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.

FEES AND CHARGES FOR 2003/2004

The Committee discussed the review of fees and charges, including those for car parking, which aimed to identify saving/additional income to plug the budget gap of £375,000. The report identified a possible additional income of £327,000. We supported the proposals in the report but felt, season tickets for long stay car parks could be increased to £50 per month rather than the £40 suggested and the licence fee for long stay car parks to £600 rather than £550. We noted the intention to review cemetery charges during 2003 with a view to setting charges which recover costs.

The Committee discussed the feasibility of introducing charging for parking in Council car parks in Staines on Sundays now that shops were generally open. We recommended that the administrative work should be put in place to do this, but not actioned until a full cost benefit analysis and car parking strategy had been completed.

REVENUE BUDGET 2003/2004

The Committee supported the approach to the revenue budget for 2003/2004 and recommended that every effort be made to keep any Council Tax increase for 2003/2004 to 6%.

FINANCIAL MATTERS

The Committee discussed two financial reports. The first monitored spend against budgets for the period April to December 2002 and the second outlined the total borrowing requirements for 2003/2004. The Committee referred both reports to the Executive with a recommendation that the maximum borrowing limit for next year be set at £10,000,000.

EQUALITY AND DIVERSITY

The Committee discussed two detailed reports relating to Equality and Diversity. One charted the progress being made with the implementation of the Council's new Equality and Diversity Policy, including its Race Equality scheme, and progress towards Level 1 of the Equality Standard for Local Government. The second reported staffing statistics and monitoring, particularly in the light of the Council's new duties under the race Relations Act.

YEAR 2/3 PLANNED MAINTENANCE PROGRAMME AND ASSET MANAGEMENT PLAN

The Committee noted the progress on the five year rolling programme of planned maintenance to Council owned buildings.

We also noted progress on implementing the Asset Management Plan were pleased to see that GOSE had assessed both the Capital Strategy and Asset Management Plan as "good" This had resulted in the Council being awarded an additional £100,000 Basic Credit Approval. The Committee felt that the award showed that a significant improvement had been made over the last year and agreed that the officers involved should be congratulated for their commitment and hard work in achieving a higher rating for the Council.

COST OF BOLLARDS IN STAINES HIGH STREET

At the request of Councillor James the Committee discussed the problems that had arisen with the bollards in Staines High Street and noted that the Officers were investigating how to ensure speedier repairs to the bollards in the future.

REPORT OF THE CHAIRMAN ON THE WORK OF THE ENVIRONMENT COMMITTEE

The Environment Committee met on the 30th January, 2003 and considered the following matters:-

1. Issues for future meetings

Environment Strategy for Spelthorne – The Committee agreed to consider this Strategy at its next meeting.

Thames Water Authority – this Committee has asked That its successor Committee when it considers its Work Programme be asked to hold an enquiry into TWA and the problems experienced in Stanwell when the main sewers becomes surcharged with floodwater.

2. Staines Station as a Gateway to Staines Town Centre.

The enquiry examined what was already in place and involved the gathering and collation of information about this, and what might be planned for the future, with the intention of building a comprehensive picture of the area, its amenities and facilities for visitors and the impression these create.

Many of the issues were not the responsibility of the Borough Council but the Committee recognised that there was an opportunity to bring people, organisations and businesses together to work in partnership to exchange and share knowledge, expertise or views that might be beneficial in achieving improvements and effecting change.

A large amount of information and evidence had been gathered from many sources and contributors and Members considered and evaluated this and identified thirteen areas where forty-two improvements might be possible, and whether further investigation is required in respect of any specific matter.

The Committee has asked the Officers to prepare a report on the findings for submission to the Executive.

Councillor Andrew Hirst
Chairman of the Environment Committee

20th February, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met three times 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 4 December 2002, 8 January 2003 and 5 February 2003. It also gives a brief update on other related matters.

1. The Planning Committee meeting on **4 December 2002** dealt with 21 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 as part of the Council's public speaking arrangements.

The most notable items on the agenda related to:

- (a) The refusal to demolish 14 dwellings and the erection of 3 air freight transport warehouses at the junction of Bedfont Road and Long Lane, Stanwell.
- (b) The approval of the demolition of an existing property and the erection of three new dwellings at Golden Manor, Darby Gardens, Sunbury.
- (c) The approval of 5 new dwellings on land to the rear of Queens Walk, Ashford.
- (d) The authorisation of enforcement action against Holmes Place and London Irish RFC for failing to comply with conditions requiring the demolition of the grandstand.

2. The Planning Committee meeting on **8 January 2002** dealt with 17 items in total.

Public speaking took place on 6 of the items with a total of 10 people taking the opportunity to address the Committee.

The most notable items on the agenda related to:

- (a) The outline approval for the demolition of an existing property and the erection of 11 new dwellings at land off Green Street, Sunbury.
- (b) The approval for the demolition of two existing dwellings and the erection of 8 flats on land at 65/67 Chertsey Road, Ashford.
- (c) The approval of first and second floor extensions at the Thames Lodge Hotel in Staines.
- (d) The authorisation to vary the terms of the enforcement notice at Cambridge Kennels, Moor Lane, Staines.

3. The Planning Committee meeting on **5 February 2003** dealt with 11 items in total.

Public speaking took place on 2 of the items with a total of 2 people taking the opportunity to address the Committee.

The most notable items on the agenda related to:

- a) The approval for the demolition of the existing property and the erection of 5 flats in Kingsway, Stanwell.
- b) The approval of 2 and 3 storey residential development comprising 14 no 2-bed flats at the Ashford Service Station, Convent Road, Ashford.
- c) The authorisation of enforcement and possible stop action relating to an urgent item presented to the Committee, concerning the unauthorised use of Bugle Nurseries in Halliford for car boot sales.

4. **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 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)
October	50%	32%	88%
November	0%	87%	86%
December	0%	44%	82%

For clarification, only one 'major' application (at Douglas Road, Stanwell) was determined in November, but was outside the 13 week target. In December 2002, 2 'major' applications were determined (including the air-freight scheme at Bedfont Road/Long Lane). Due to the scale of both developments neither proved possible to process inside the 13 week target period. Consequently, both November and December are recorded as 0%.

Councillor Richard Smith-Ainsley
Chairman of the Planning Committee

20th February, 2003