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14th April 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 24th April 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 now nearer to the start of the 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) 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.

(3) 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.

Anyone wishing to (1) ask a question, (2) present a petition, or (3) make representations on a recommendation, must notify the Chief Executive's office before Noon on the day of the meeting.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 20th February 2003.
(Attached at [APPENDIX 1](#) [pages 3 to 8])

3. DISCLOSURES OF INTEREST

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

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

The Mayor to present the Civic Pride Environmental Awards.

5. 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*).

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 9 to 10])

1. **Draft Calendar of Meetings – 2003/2004**
(A copy of the Draft Calendar is [attached](#) with this Agenda.)
2. **Designation of Proper Officers under Section 46 of the Public Health (Control of Diseases) Act 1984 and Section 47 of the National Assistance Act 1948 (as amended by the National Assistance Amendment Act 1951)**

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

8. RECOMMENDATIONS OF THE STANDARDS COMMITTEE

To consider the recommendations of the Standards Committee on the Standards Board's Annual Assembly. **(Attached at [APPENDIX 3](#) [page 11])**

9. REPORT FROM THE LEADER OF THE COUNCIL

To receive a report from the Leader of the Council on the work of the Executive.
(Attached at [APPENDIX 4](#) [pages 12 to 13])

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

To receive reports from the Chairmen of the three Overview and Scrutiny Committees on the work of their Committees. **(Attached at APPENDICES [5](#), [6](#) and [7](#) [pages 14 to 16])**

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

To receive reports from the Chairmen of the Licensing, Planning and Standards Committee on the work of their Committees. **(Attached at APPENDICES [8](#), [9](#) and [10](#) [pages 17 to 20])**

12. 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).*

13. 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).*

14. NEW OVERVIEW AND SCRUTINY COMMITTEES

The Council agreed the terms of reference for two new overview and scrutiny committees at its meeting on 12th December 2002, but decided to leave consideration of their name and size of membership to a later date. The exact number of members will need to be decided in the light of the forthcoming election, but the Council is asked to agree now that:-

The new overview and scrutiny committees should be called Improvement and Development and Performance Management and Review, respectively and the exact size of membership of those two committees be agreed at the Council AGM on the basis they will be in the region of 15 or more members.

15. URGENT BUSINESS

To consider any urgent business.

16. EXEMPT BUSINESS

To answer any questions which relate to exempt business.

THE COUNCIL MEETING HELD ON 20TH FEBRUARY 2003

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 20TH FEBRUARY, 2003 AT 7.30PM

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

R. W. Sider , Mayor, in the Chair

41/03 APOLOGIES

Apologies for absence were received from Councillors A W Hermes, Ms A Leedham, Mrs M J Martin, Mrs H E L Mellett, Mrs I Napper, Mrs P Weston and Co-Opted Member, Mr M Litvak.

42/03 MINUTES

The Minutes of the meeting held on 12th December 2002, were approved as a correct record.

43/03 QUESTIONS FROM MEMBERS OF THE PUBLIC

Under Standing Order 12, Mr Holding of 64 Knightsbridge Crescent, Staines asked the following question to the Chairman of the Planning Committee, Councillor R.A. Smith-Ainsley:

“Why was planning permission given for the housing development in Commercial Road when we understand that the Environment Agency were not supportive of such a development and also that in the Surrey Structure Plan 2002 Document, Policy SE3 says ‘Development for residential or commercial purposes in high flood risk areas is unacceptable’

In the past planning permission was refused to a local builder for residential development.

As is well documented the sewerage/foul water disposal system needs to be updated and improved in the Commercial Road/Knightsbridge Crescent area, taking into account, the large number of both commercial and residential properties in the vicinity – when will this much needed improvement be implemented?”

Councillor Smith-Ainsley responded as follows:

“The Commercial Road Depot site was identified in the Council’s Local Plan as a potential housing site in November 1994. The Environment Agency were consulted on that designation and at that time raised no objection to its redevelopment for that purpose. The outline planning application was considered by the Planning Committee at its meeting on 4 February 2000.

The Council approved the application against the Environment Agency’s advice because the site had for a long time been identified as a housing site (to which the Environment Agency had originally raised no objection) and because the site already contained extensive areas of buildings and hardstandings.

The Conditions imposed by the Council were in accordance with those recommended by the Environment Agency to ensure that the scheme was built with all the houses being raised above the 1 in a 100 flood level. A compensatory flood storage scheme was also provided again with the approval of the Environment Agency.

The provision of an adequate sewerage/foul water disposal system is the responsibility of Thames Water. The Council has appointed consultants to carry out a thorough investigation into the recent flooding, the findings of which will be used to make representations on behalf of local residents to both the Environment Agency and Thames Water.”

44/03 DISCLOSURES OF INTEREST

All members present disclosed a personal interest in minute 46/03 - Members Allowances.

45/03 ANNOUNCEMENTS BY THE MAYOR, THE LEADER AND THE CHIEF EXECUTIVE

(a) Announcements by The Mayor

The Mayor, Councillor R.W. Sider, reminded members that the Mayor's Ball would be held on 8th March, 2003 and details and tickets could be obtained from the Mayor's Secretary, Pam Cross.

He went on to report on the twinning event taking place on 1st March, 2003 at the BP Meadhurst Club in Sunbury. The event was a football tournament involving young football players from the Borough, the twin town of Melun in France and Crema in Italy. The tournament was being held to improve links between the towns and it was envisaged that it would become an annual event. He hoped as many members as possible could find the time to attend and give support to the players.

He reminded members that Councillor Mrs Hyams had completed the Loch Ness Swimathon challenge and sponsorship money was now due.

(b) Announcements by The Leader

The Leader of the Council, Councillor Davies, reported that in July last year the Council paid tribute to the retiring Chief Executive, Michael Taylor and tonight was the turn of Richard Fairgrieve the Director of Community Services who was retiring at the end of March, 2003. He paid tribute to the service he had given to the Borough since his appointment in 1993 and highlighted the major developments and changes that he had overseen during that period.

He placed on record the Council's thanks and appreciation to Richard Fairgrieve and wished him and his wife all the best for a long and happy retirement.

(c) Announcements by the Chief Executive

The Chief Executive, Karen Satterford, reminded members of the seminar being held on Monday 24th February, 2003. The seminar would give all members the opportunity to discuss the refurbishment of the Elmsleigh Centre and the future of the Council Offices with the property agents. She hoped that as many members as possible would find the time to attend the event.

46/03 MEMBERS' ALLOWANCES – REPORT OF THE INDEPENDENT REMUNERATION PANEL

The Council considered the recommendation of the Executive to support the recommendation of the Independent Remuneration Panel appointed to consider Members' Allowances. The report from the Independent Panel had been circulated to all members of the Council.

RESOLVED:

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

Basic allowance - all Councillors	£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 to each receive a special responsibility allowance of £2600;
- (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; and
- (d) The Council 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.

47/03 REVENUE BUDGET AND COUNCIL TAX 2003/2004 – KEY DECISION

The Council considered the report of the Director of Resources on the Revenue expenditure budget for 2003/2004 and Revenue Budget summaries for the year ending 31st March 2004.

The Mayor, Councillor R.W. Sider, reminded members that a revised Budget Book together with revised Budget recommendations was sent to all Councillors on 14th February, 2003 and reflected the decisions and recommendations of the Executive. It also set out the precepts from Surrey County Council and Surrey Police.

The Mayor gave his consent under Standing Order 16.4 for the budget speech of each of the Group Leaders to exceed five minutes but not to exceed 10 minutes. The Council agreed that the budget speeches of the Leader and other group leaders could exceed 10 minutes.

The Leader of the Council, Councillor F. Davies, made a statement on the Budget and Council Tax and moved the recommendations set out in the revised papers circulated. This was seconded by the Deputy Leader. The Leaders of the opposition Groups, Councillors M.A. Appleyard and I.J. Beardsmore also made statements.

A copy of the Leader's statement was made available for other Members, the press and public at the meeting and is **attached at Appendix A**.

An amendment was moved by Councillor Beardsmore and seconded by Councillor Crabb to make a reduction of £26,897 in the proposed budget for the Corporate Publicity. The saving from this area to be used to increase the graffiti-cleaning budget by £23,497 with the remaining £3,400 being used to allow for a reduction in the charge for green garden sacks from 70p to 60p each. These changes did not affect the bottom line budget but did alter the figures set out in the motion at 4(a) and 4(b). The amendment was lost.

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 2(iv)(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.

- (vi) That it be noted that for the year 2003/2004 the Surrey County Council and Surrey Police have stated the following amounts in precepts issued to the Council, in accordance with Section 40 as amended of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Precepting Authority	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Surrey County Council	567.66	662.27	756.88	851.49	1040.71	1229.93	1419.15	1702.98
Surrey Police	90.06	105.07	120.08	135.09	165.11	195.13	225.15	270.18

- (vii) That having calculated the aggregate in each case of the amounts at 2(vi) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2003/2004 for each of the categories of dwellings shown below.

Valuation Bands							
A £	B £	C £	D £	E £	F £	G £	H £
736.79	859.59	982.39	1105.19	1350.79	1596.39	1841.98	2210.38

48/03 REPORT FROM THE LEADER OF THE COUNCIL

The Leader of the Council, Councillor F. Davies, presented his report which outlined the various matters the Executive had dealt with since the last Council meeting.

49/03 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.

50/03 ECONOMIC COMMITTEE

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

51/03 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.

52/03 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.

53/03 QUESTIONS ON GENERAL ISSUES

Under Standing Order 13 Councillor P.R. James asked the Leader of the Council, Councillor Davies, the following question:

"When will the High Street bollards be fully operational and what is the reason for their failure? Have we any assurances from the makers that the bollards they supplied are of good quality and will be robust enough for their daily use when repaired?"

Councillor Davies responded as follows:

"Members may be aware that, at the request of Councillor James, this matter was discussed by the Economic Committee on 4th February and is referred to in the Chairman's report on page 19 of this agenda.

The rising bollard in Staines High Street has been damaged by a vehicle and, although the bollard is of good quality and of a robust nature for general use, it is obviously unable to resist damage from such vehicles. In view of the unique nature of the bollard, which has been chosen to match other street furniture, its replacement has taken longer than anticipated, but it is hoped a new bollard will be installed within the next 3 to 4 weeks.

The Officers have been investigating how to ensure speedier repairs or replacement, in order to avoid any delays in future, and have now ordered an additional rising bollard, which will be kept in store and used to replace immediately any damaged High Street bollard.”

54/03 APPOINTMENT TO OUTSIDE BODIES – SURREY COUNTY HEALTH SELECT COMMITTEE

RESOLVED that Surrey County Council be advised that this Council does not wish to nominate a member for appointment to the Surrey County Health Select Committee.

RECOMMENDATIONS OF THE EXECUTIVE

1. DRAFT CALENDAR OF MEETINGS – 2003/2004

- 1.1 The Executive has considered a report on a draft of the Calendar of Meetings for the 2003/2004 Municipal Year, drawn up generally on the basis of the existing Calendar of meetings and the current pattern of meetings, but revised to take account of the two new overview and scrutiny committees operating from May 2003 in place of the current three overview and scrutiny committees which are to be dissolved.
- 1.2 **The Executive recommend that the Council approve the draft Calendar of Meetings for 2003/2004 as attached at Appendix A to this recommendation.**

2. DESIGNATION OF PROPER OFFICERS UNDER SECTION 46 OF THE PUBLIC HEALTH (CONTROL OF DISEASES) ACT 1984 AND SECTION 47 OF THE NATIONAL ASSISTANCE ACT 1948 (AS AMENDED BY THE NATIONAL ASSISTANCE AMENDMENT ACT 1951)

- 2.1 The Executive has considered a report on the National Health Protection Agency and local Surrey Health Protection unit which will come into force on 1st April 2003 and is recommending the appointment of the relevant staff as Proper Officers under the Public Health (Control of Diseases) Act 1984 and the National Assistance Act 1948.
- 2.2 **The Executive recommend that the Council approve option 3, as set out in section 4.3 of the report of the Director of Community Services to the Executive, which enables the changes in staff at the Surrey Health Protection Unit to be considered and the relevant staff to be appointed as Proper Officers immediately.**

Councillor Frank Davies
Leader of the Council

24th April, 2003

RECOMMENDATIONS OF THE STANDARDS COMMITTEE

1. STANDARDS BOARD'S ANNUAL ASSEMBLY

- 1.1 The Committee in considering its duties in relation to training and advice on the Code of Conduct identified the benefits of representatives of the Committee attending the Standards Board's annual assembly, which is specifically held for members of local authority standards committees and monitoring officers. This year's event will be held over two days in June and, as well as plenary sessions, will include workshops for both committee members and monitoring officers on practical issues on implementing the code of conduct and dealing with allegations of breaches. The Committee felt that this was an important annual event, which would assist them in discharging their responsibilities.

2. RECOMMENDATION

- 2.1 **The Standards Committee recommend that the Standards Board's Annual Assembly be added to the list of conferences approved by the Council for the payment of travelling and expenses under section 175 of the Local Government Act 1972.**

Murray Litvak – Chairman of the Standards Committee

24th April 2003

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

Procurement of the Leisure Centres - We have asked the new "Improvement and Development" Committee to consider the establishment of a Member Leisure Centre Procurement Group to oversee the Leisure Centres procurement process and to report back to the Executive on 27th May 2003 on the appointments being made to the Group and to invite the relevant Portfolio-Holder to serve on the Group. We have agreed the proposal that a maximum of 2 representatives from Sunbury Manor School be appointed as part of the Member Procurement Group.

Activities and Entertainment in Staines High Street and Memorial Gardens - We have agreed the fees and charges for activities and entertainment in the High Street, Staines and in Memorial Gardens. We have also agreed that the Council will operate the specialist markets on a pilot basis for the first year and, in light of experience, the Executive will consider whether to make arrangements with the Staines Town Centre Partnership (STCP) to run these markets in future years. In addition, a number of other events will be organised by the Council and be run in conjunction with STCP.

Festival – Summer in Spelthorne 2003 - We have approved the detailed programme for the Summer In Spelthorne 2003 project, after consideration of the potential to utilise £6000 from the Informal Recreation Schemes budget to enhance the proposed skate park. We have agreed the use of the Elmsleigh surface car park as the proposed venue for the skate park and youth festival and that Officers pursue the potential of providing, for specified events / larger scale performances, a suitable temporary removable decked stage area within Memorial Gardens, Staines.

CRIME AND DISORDER ISSUES

Security in Parks - We have agreed that 4 Parks Police Community Support Officers (PCSOs) be employed by Surrey Police to patrol the Spelthorne Parks. We have made a commitment to include funding in future years' budgets to meet the costs of the Parks PCSOs scheme, and that a review of costings will be undertaken in the event of Home Office funding not continuing beyond 2005/2006. We have further agreed that a review of the Parks PCSOs Scheme be undertaken 3 months' after its commencement and that a report be submitted to the Executive.

ENVIRONMENT ISSUES

Environmental Health Enforcement Policy - We have approved the adoption of an amended general enforcement policy for Environmental Health within the Borough, which includes additional information regarding Human Rights of our residents.

Environmental Projects 2003/2004 - We have approved a programme of capital and revenue expenditure on works for 2003/2004 for the Local Plans and Environment Budget and have noted list of investigations and feasibility work that would also be progressed during the coming year to support the identification of specific projects for future spending.

Appointment of a Contractor for the Pilot Kerbside Recycling Collection Scheme - We have appointed Cheshire Recycling Ltd as the Council's Contractor to carry out the pilot scheme for the multi-material kerbside recycling Scheme, as an extension of the Company's current kerbside paper collection Contract with Spelthorne.

FINANCIAL ASSISTANCE TO LOCAL ORGANISATIONS

Grant Applications – Matthew Arnold School and St. Hilda's Community Parish Hall - We have awarded a grant of £10,000 to Matthew Arnold School, subject to the School being successful in their re-application for Special School Status for their business and enterprise project and to Officers agreeing the terms of the grant. We have also awarded a grant of £7,000 to the St Hilda's Community Parish Hall

towards the cost of improved access and lighting for physically/mentally challenged people, for baby changing facilities and for the establishment of disabled parking facilities.

HIGHWAYS ISSUES

Comprehensive Car Parking Strategy for the Borough - We have agreed a package of measures in a detailed Car Parking Strategy for the Borough that will upgrade the condition of the Council's car parks, will change how customers pay for parking and will revise the management and staffing arrangements for our car parks. We have approved expenditure of £1.537 million from the New Schemes Fund to fund these improvements on the basis of a phased improvement programme. We have also agreed that a new charging policy will be submitted to the Executive for consideration on 27th May 2003 and that £10,000 be set aside for engaging Consultants to investigate "pay as you" exit charging in the Council's car parks.

HOUSING AND OLDER PEOPLE ISSUES

Housing Capital Funding – 2003/2004 - We have agreed that a sum of £14.169 million be set aside in the Housing Capital Programme to cover the expenditure on the urgent housing scheme submissions made by Officers to the Housing Corporation and GOSE, under the Government's transitional funding arrangements linked to their decision to end the Local Authority Social Housing Grant system with effect from 1st April 2003.

Spelride Vehicles – In light of considering a report on the current condition of the Spelride vehicles fleet, we have approved an interim replacement programme involving the acquisition of 4 new vehicles, pending a full review of the Spelride service later in 2003.

PLANNING ISSUES

Staff Resources / Planning Performance - We have considered a report on a significant increase, since the time of the Best Value Review, in the number of planning applications received and determined in the Development Control Section. In light of the new Planning Delivery Grant awarded to Spelthorne we have agreed the appointment of additional staff within Development Control to deal with the increased workload, subject to the planning application numbers and the workload, the staffing levels and the planning performance being monitored by Officers on an on-going basis and being reported annually to the Executive. The cost of employing the additional staff is being offset by.

Councillor Frank Davies
Leader of the Council

24th April, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE COMMUNITY COMMITTEE

The Community Committee met on 13th March 2003 and considered the care of, and accommodation for, elderly/sick people in Spelthorne.

The Committee received an informative presentation from the Surrey County Council Adult and Community Care Operations Manager for Spelthorne and Weybridge, and the North Surrey PCT.

The presentation gave details of the staffing structure of the Spelthorne and Weybridge Social Care Team, the aims and scope of the Service, the function of the team and where opportunities lay for improved service.

As this was the last meeting, I expressed my thanks to all the officers and members of the Committee for all their work, and for helping in taking the Committee out into the community, which had worked well.

Councillor George Trussler
Chairman of the Community Committee

24th April, 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.

1 CUSTOMER SERVICES STRATEGY

- 1.1 The Committee received a presentation from the Head of Customer and Office Services on the Customer Services Strategy that had received approval in October last year, following a comprehensive consultation exercise. The Committee felt that it demonstrated the Council's understanding and commitment to its customers and service users.
- 1.2. The main vision of the strategy is to *'provide our customers with the information and service they require in a way and at a time and location convenient to them.'* In this respect the Committee were interested to learn of some of the services that could be introduced to meet this vision. This included the introduction of a customer relationship management system (CRM), which will enable a history of all dealings with individual customers to be recorded electronically. The introduction of Community Contact Kiosks which will enable our customers to undertake transaction, free of charge, and the development of the Council's web site to make it truly interactive 24hours a day seven days a week are also planned.

2. CORPORATE RISK MANAGEMENT

- 2.1 The Committee received a presentation from the Head of Audit Services on the progress being made with the implementation of a corporate approach to risk management, which involves all corporate activities.
- 2.2 The Committee noted that the Executive had already given approval for a Members risk register to be prepared to identify perceived risks and controls. To enable members to contribute to the development of risk management and identify the risks relating to our activities and how we would handle the risks for which we are responsible, the members present at the committee agreed to meet on 14th April, 2003.

3. EXTERNAL AUDIT RECOMMENDATIONS

- 3.1 The Committee in discussing a report from the Director of Resources noted that three of the recommendations from the Council's external auditors had already been addressed. The only recommendation outstanding related to the introduction of a system to make full use of performance information including performance indicators and this would be carried out shortly.

4. LEGAL SERVICES BEST VALUE ACTION PLAN PROGRESS REPORT

- 4.1 The Committee noted the progress made on the Best Value Action Plan for Legal Services following the Best Value review carried out last year. The report gave details of the progress made against each of the actions referred to in the plan.
- 4.2. The Committee were pleased to note that for the third year running the service had received reaccreditation in respect of the LEXCEL Quality Mark and on behalf of the Committee I would like to congratulate the staff involved.

5. LAST MEETING

- 5.1. As this was the last meeting of the scrutiny committee in its present format I would like to place on record my thanks and appreciation to my vice chairman, members of the committee and the officers for their support and commitment to the work of the Committee.

Councillor Mrs. Martine Hyams
Chairman of the Economic Committee

24th April 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE ENVIRONMENT COMMITTEE

The Environment Committee met on the 20th March, 2003 and considered the themes for the Borough's Environment Strategy.

The Committee were informed that a target had been set to update Spelthorne's Environment Strategy by the end of last year. However, with the restructuring of the Best Value Reviews it was now proposed to develop the Strategy along with the Best Value Review Clean, Green, Safe and Active, by June of this year.

The Committee received a presentation outlining the emerging themes and areas that were being developed. These included greening of the Borough's Parks, open spaces and common lands; enhancement of energy efficiency; waste minimisation; use of solar energy; air quality; and sustainable and accessible transport.

Councillor Andrew Hirst
Chairman of the Environment Committee

24th April, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE LICENSING COMMITTEE

The Licensing Committee has met on two occasions since the last Council meeting. The first meeting was held on the 26th February, 2003 and the second occasion on the 1st April, 2003 when the following items of business were considered: -

Change In Public Entertainment Licensing Application Procedure To Require Advertisement In The Local Newspaper

The Committee has amended its Public Entertainment Licensing Procedures to require applicants for provisional, new, renewal, variation or intermediate licences to advertise them in a newspaper circulating in the area of the premise to which the application relates.

Variation to an Existing Public Entertainment Licence

The Committee considered an application for a variation to an existing Public Entertainment Licence in respect of the Toad, Unit 2T, Tilly's Lane, Two Rivers, Staines which was granted subject to conditions.

Application For A Variation Of An Intermediate Public Entertainment Licence

At its meeting on 1st April, the Committee considered an application for a Variation to an Intermediate Public Entertainment Licence in respect of the Running Horse Public House, Groveley Road, Sunbury on Thames, which was granted subject to conditions.

Councillor Mrs. Pat Weston
Chairman of the Licensing Committee

24th April, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met twice since the previous report was prepared for the Council Meeting on 20 February 2003. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 5 March and 2 April 2003. It also gives a brief update on other related matters.

1. The Planning Committee meeting on **5 March 2003** dealt with 18 items in total.

Public speaking took place on 6 of the items, with a total of 7 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 of three residential dwellings with associated parking at Turk's Boatyard, Thames Street, Sunbury.
- (b) The approval of the demolition of the existing building and the erection of 13 residential flats at Thames Corner/French Street, Sunbury.
- (c) The approval of 6 residential flats at the rear of 97 Feltham Road, Ashford.

2. The Planning Committee meeting on **2 April 2003** dealt with nineteen items in total.

Public speaking took place on 8 of the items with a total of 8 people taking the opportunity to address the Committee.

The most notable items on the agenda related to:

- (a) The approval of 14 residential properties on the site of the Lutheran Church, 139 Groveley Road, Sunbury.
- (b) The refusal of 8 flats at 295 Laleham Road, Shepperton.
- (c) The refusal of two alternative schemes (one for nine flats and the other for eight flats) at Arona House/Lodge, Green Street, Sunbury.

3. Other Matters of Interest

- (i) Performance figures for Development Control

In terms of current targets for processing planning applications, the Government's criteria is 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)
January 2003	0%	41%	78%
February 2003	50%	58%	77%
March 2003	-	65%	92%

- (ii) From 1 April 2003 the Government will be rewarding local planning authorities in monetary terms for planning performance under the terms of its Planning Delivery Grant. From the planning performance of the Council against the 8 and 13 week criteria between June 2001 – June 2002, Spelthorne has been awarded £75,926 for expenditure in the financial year 2003/04. Further Planning Delivery Grants have been identified for 2004/05 and 2005/06 which will again be made on the basis of planning performance against the three sets of targets, although no guarantees have been given for future “minimum payments”, as existed for the current financial year.

Councillor Richard Smith-Ainsley
Chairman of the Planning Committee

24th April, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE STANDARDS COMMITTEE

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

ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

The Committee noted that the government had again delayed the introduction of regulations under section 66 of the Local Government Act 2000. These regulations are the missing link in enabling Monitoring Officers and Standards Committees to deal locally with allegations of breaches of the Code of Conduct referred back to them by the Standards Board's ethical standards officers. If the section 66 regulations are in place by its next meeting, the Committee intends to consider and agree the procedures it should follow if it has to deal with any allegations of misconduct.

MEMBERS TRAINING

The Committee noted the comprehensive advice, information and training opportunities being organised for members following the elections in May 2003 and were particularly pleased to note those arrangements relating to ethical standards. The Committee proposes to organise a seminar for members later in the year on how it will approach any allegations of breaches of the Code of Conduct referred to it.

During the discussion the Monitoring Officer reported on arrangements for the Standards Board's annual assembly, which this year would be held over two days in June. The Committee discussed the benefits of attending the conference and their recommendation to include this on the list of conferences regularly attended by members is being considered under separate cover tonight.

ETHICAL GOVERNANCE

The Committee considered the report it had requested from the Monitoring Officer comparing the Council's current position against the list of key information set out in the IdeA Ethical Governance Audit. The Committee have requested that the Monitoring Officer prepare a draft questionnaire on ethical issues for consideration by the committee at its meeting in September, 2003. This questionnaire when finalised would be circulated to all members and key officers to enable the Committee to ascertain their understanding and approach to ethical issues and identify areas where additional advice or training is needed.

Murray Litvak - Chairman of the Standards Committee

24th April 2003