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15th October 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 23rd October 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 matters in which the Council has powers or duties 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 Meeting held on 31st July 2003.
(Attached at [APPENDIX 1](#) [pages 4 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 Spelthorne Design 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 recommendation of the Executive on the following matter:-
(Attached at [APPENDIX 2](#) [page 9])

Electoral Commission's Report on the Cycle of Local Government Elections

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 10 to 12])

9. REPORTS FROM THE CHAIRMEN OF THE IMPROVEMENT AND DEVELOPMENT AND PERFORMANCE MANAGEMENT AND REVIEW COMMITTEES

To receive reports from the Chairmen of the two Overview and Scrutiny Committees on the work of their Committees. **(Attached at APPENDICES [4](#) and [5](#) [pages 13 to 14])**

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

To receive reports from the Chairmen of the Licensing, Planning and Standards Committees on the work of their Committees. **(Attached at APPENDICES [6](#), [7](#) and [8](#) [pages 15 to 18])**

11. MOTIONS

Under Standing Order 14 the Council has received Notice of the following Motion:

“That the Council should provide the Leader and Deputy Leader with suitable badges denoting their office, such insignias to be worn by them at civic functions and civic occasions.”

Proposed by: Councillor R.W. Sider

Seconded by: Councillor E. O'Hara.

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 MEMBERS' ALLOWANCES SCHEME

The Local Authorities (Members' Allowances) (England) Regulations 2003, which came into force with effect from 1st May 2003, now put in place a consolidated and simplified regime for members allowances. These regulations require the Council to put in place a new allowances scheme by not later than 31st December 2003. The new scheme must make provision for the payment of a basic allowance and may also make provision for special responsibility allowances, dependents' carers' allowance, co-optees allowance and travel and subsistence. The Council can only put a new scheme in place after considering the recommendations from their Independent Remuneration Panel.

The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003, which came into force with effect from 1st May 2003, have also been made and these allow the Council to decide whether any Members should have access to the Local Government Pension scheme. In deciding on this the Council must again consider the advice of their Independent Remuneration Panel.

The Council's Independent Remuneration Panel has met to consider the position and a copy of their report and their recommendations are attached at [Appendix A](#) [pages 19 to 24].

Essentially the Panel are recommending that basic and special responsibility allowances should remain at their current level (on the basis they would be reviewed for 2004/2005), but that travel and subsistence payments should increase so they are the same as those payable to staff, and should include a bicycle allowance. They also recommend that the arrangements for dependant's carer's allowance should remain the same. They further recommend that the changes should be backdated to 1st May 2003 as permitted under the above regulations.

The report of the Council's Independent Remuneration Panel and the Panel's recommendations were considered by the Executive at its meeting on 7th October 2003 [Minute 441 refers].

The Council is asked to consider the report of the Council's Independent Remuneration Panel (attached at [Appendix A](#)) and to agree, as follows:-

- (1) That a new Members' Allowances scheme be put in place with immediate effect under the Local Authorities (Members' Allowances) (England) Regulations 2003 and that the recommendations of Council's Independent Remuneration Panel be approved and the changes they have recommended be incorporated in the new allowances scheme.
- (2) That the new Members' Allowances scheme at (1) above, be put in place on the basis that the basic and special responsibility allowances should remain at their current level (with a review in 2004/2005), that travel and subsistence payments should increase so that they are the same as those payable to staff, and they should include a bicycle allowance. That the present arrangements for the Dependant's Carer's Allowance should remain the same. That the changes should be backdated to 1st May 2003 as permitted under the above regulations.
- (3) That under the Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003 arrangements be put in place at Spelthorne to enable eligible councillors to join the Local Government Pension Scheme and that the recommendation of the Council's Independent Remuneration Panel be agreed as follows: "(1) That all the Council's Members, who are eligible for inclusion, should be offered entry into the pension scheme; (2) That the Basic and Special Responsibility Allowances should be treated as the basis in respect of which pensions should be payable; and (3) That membership of the pension scheme should be offered to eligible councillors retrospectively to 1st May 2003."

15. URGENT BUSINESS

To consider any urgent business.

16. EXEMPT BUSINESS

To answer any questions which relate to exempt business.

MINUTES OF THE COUNCIL MEETING HELD ON 31ST JULY, 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 31ST JULY, 2003 AT 7.30PM**

Amos Mrs P C	Grant Mrs D L	Packman J D (Deputy Leader)
Ayers F	Hirst A P	Paton J M
Beardsmore I J	Hyams Mrs M	Ponton Mrs J E
Bhadye S	Jaffer H R	Royer M R
Ceaser G S (Mayor)	James P R	Searancke E J
Chouhan	Langridge-John Mrs J B	Sider R W
Colison-Crawford R B	Leighton Mrs V J	Spencer Mrs C L
Culnane E K	Lorch S B S	Strong C V
Davies F (Leader)	Madams Mrs M J	Trussler G F (Deputy Mayor)
D'Sa R V	Napper Mrs I	Weston Mrs P
Forsbrey G E	O'Hara E	Wood-Dow Mrs J M

Co-Opted Member: Mr M. Litvak

G S Ceaser, Mayor, in the Chair

Minute Silence

The Mayor invited the Council to hold a minute's silence in remembrance of the recent loss of two prominent members of the Borough. Mr D.J. Squire who received the Freedom of the Borough in 1993 and who was held in great esteem in the garden fraternity. Mr Eric Baxter who had given 16 years service to the Council and had been Mayor in 1988/1989. He reminded members that Eric Baxter had been the driving force for introducing Spelthorne in Bloom, which was continuing to this day.

192/03 APOLOGIES

Apologies for absence were received from Councillors Miss M. Bain, M.L. Bouquet, J.M. Fullbrook, Mrs J.M. Pinkerton, J.D. Pinkerton, and Mrs D. Turner.

193/03 MINUTES

RESOLVED that the Minutes of the meeting held on 26th June, 2003 be approved as a correct record.

194/03 ANNOUNCEMENTS BY THE MAYOR AND THE LEADER

(a) Announcements by The Mayor

Spelthorne Fun Day

The Mayor thanked Members for their help and support with the Spelthorne Fun Day held on 13th July, 2003.

Annual Members/Officers Bowls Match

The Mayor reminded members that the annual friendly bowls match between members and officers would take place at Bishop Duppas Park on 29th August, 2003.

Picnic in the Park

The Mayor reminded members that the 'Picnic in the Park' event would be held in the Walled Garden in Sunbury at 7.30pm on Saturday 6th September, 2003. Tickets would be on sale next week and he hoped, as many members as possible would support the event.

(b) Announcements by The Leader

Proposed Park and Ride Scheme by the Royal Borough of Kingston

The Leader announced that the Royal Borough of Kingston at its Council meeting on 9th September, 2003 would be considering a 'Park and Ride' scheme which could involve sites at Sandown Park, Junction 9 of the M25 at Leatherhead and at Kempton Park, which affects Spelthorne.

The Leader expressed concern that the Royal Borough of Kingston had not undertaken any consultation, particularly with other Boroughs which the proposed scheme could affect. He informed the Council that Councillor O'Hara when he presented his report on the work of the Planning Committee would give further details, but would not prejudice himself in the event of a planning application coming forward.

195/03 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. In moving the report the Leader invited questions from members which were answered by the relevant Portfolio Holders as indicated below:

Councillor G.E. Forsbrey, the Portfolio Holder for Environment and Planning, responded to questions relating to proposals to provide free use of tennis courts with full details of the scheme contained in the draft Parks and Open Space Strategy.

Councillor Mrs D. L. Grant, the Portfolio Holder for Children and Young People Services, responded to questions relating to the works being undertaken at the Leisure Centres.

Councillor E. Searancke, the Portfolio Holder for Corporate Services, responded to questions relating to the financial assistance given to the Shepperton Play group.

Councillor J.D. Packman, the Portfolio Holder for Community Safety and Community Liaison, responded to questions relating to the immediate implementation of the security in parks scheme and the appointment of Police Community Support Officers for the Parks, which was jointly funded by the Borough Council and Surrey Police.

196/03 PLANNING COMMITTEE

The Chairman of the Planning Committee, Councillor E. O'Hara, presented his report which outlined the matters the Committee had dealt with since the last Council meeting. He went on to inform members of the proposed 'park and ride' scheme being considered by the Royal Borough of Kingston. The consultants commissioned to undertake a study had identified Kempton Park as a possible suitable Park and Ride site. A number of members commented and concerns were expressed at the lack of consultation and the potential impact of traffic on the area, particular at the Sunbury Cross junction, if Kempton Park was used as a park and ride site.

197/03 STANDARDS COMMITTEE

The Chairman of the Standards Committee, Mr. M. Litvak, presented his report which outlined the matters the Committee had dealt with since the last Council meeting and responded to questions raised.

198/03 QUESTIONS ON WARD ISSUES

Under Standing Order 13 Councillor E. O'Hara asked the Leader of the Council, Councillor Davies, the following question:

"The Executive at Surrey County Council has agreed "That the County Council takes a leadership role.....in organising and managing an outline business case study for the Airtrack project."

This project has very significant implications for Staines, (and Stanwell North).

Surrey intend to seek financial contributions to Fund this case, and a contribution from this Authority could be seen as a turkey voting for Christmas. Despite this, could the Leader of

the Council assure Members that the interests of residents of Spelthorne will be forcefully represented, along with the case made in our Planning Brief on the matter, in any forum which may be created to take the matter forward?"

Councillor Davies responded as follows:-

"This is another serious matter effecting a great number of people. In March this year the Executive decided not to contribute to the cost of preparing an Outline Business Case for Airtrack but, in view of the specific impacts of the scheme on Spelthorne, said that the Council would wish to be consulted on the technical work in preparing the Business Case and would also wish to be assured that the Business Case will be prepared in the context of our Planning Brief for the Airtrack Corridor.

The report to Surrey's Executive acknowledges the value of the Planning Brief in setting out impacts and potential remedial measures and recognises that Spelthorne's concerns need to be addressed. We have been assured that we will be consulted in the preparation of the Airtrack Business Case.

Officers of this Authority attend the Airtrack Forum, which is chaired by Surrey County Council, and have also met separately with key decision makers involved with Airtrack, including BAA and the Strategic Rail Authority. All organisations in the Forum were consulted on and received a final copy of our Planning Brief, which has raised awareness of the serious environmental impacts of the scheme.

We will continue to highlight the environmental impacts of the project on Spelthorne and the importance of properly addressing them to those involved in promoting the project.

Although it is not included within the Strategic Railway 10 year plan it so important that it could be in next years capital programme for such schemes. Currently the officers attend a forum which has no member involvement and I believe it has now come to the point to enhance our profile and put forward a strong case so that we can protect the Borough and residents of Spelthorne."

It was suggested by the Leader and subsequently **agreed** that the Leader, in consultation with the Officers, involve members in drawing up a strong business case for the project.

Under Standing Order 13 Councillor P.R. James asked Councillor J.D. Packman, the Portfolio Holder of Community Safety and Community Liaison, the following question:

"There is damage being caused to the concrete seating in the Memorial Gardens, Staines and the War Memorial water chute and its edges by skate boarders. The seating smooth edges have been destroyed back to the hardcore, there are bicycle marks on the Memorial water chute and no respect paid to that area by the present younger generation. Can this area have a ban on skate boarders and more protection given to the Staines Town War Memorial. The Police need to take firm action over this matter and need to have visible presence to act as a deterrent? It may also be helpful if the fountains were turned back on?"

Councillor Packman responded as follows:-

"Officers within our Community section are currently working to engage with the skaters and BMX riders that use Memorial Gardens and the War Memorial, with the aim of investigating a permanent skate park in Spelthorne, so that they have somewhere where they can skate "officially".

Members are probably aware that we currently have a temporary skate park in the Elmsleigh Surface Car park that opened on Sunday 27th July and will remain until Sunday 3rd August. The park is proving to be extremely popular and had over 120 youths at the park all day on Monday 28th July, including a number of the youths that have previously skated in Memorial Gardens and Market Square.

It is a little early to judge the success of the temporary skate park at the moment, but it would seem that there is a very high demand for such a facility. Officers will be fully reviewing the skate park over the next few weeks and will make a recommendation for future delivery.

If we are to put an end to the misuse of Memorial Gardens and the War Memorial, we will also need to take measures to protect these areas. This would involve making modifications to the area to make it as difficult as possible for the youths to ride their bikes and boards on the benches and the smooth edge of the water feature. Officers are investigating the most effective means of doing this. The new Parks PCSO's may well also be able to assist with this problem as part of their responsibilities."

Councillor R.B. Colison-Crawford asked Councillor J.D. Packman, the Portfolio Holder for Community Safety and Community Liaison, the following question:-

"Would the Executive Member for Community Safety and Community Liaison please advise me in respect of the new Police Community Support Officers [PCSO's] for our parks. Who will be in operational control of these Officers and will local Councillors be kept up to date of issues effecting their Wards?"

Councillor Packman responded as follows:-

"The deployment of the Parks PCSO's under this scheme will be undertaken jointly by the Police and the Borough Council, but it is intended that initially the operational control and coordination of the PCSO's will be carried out at Council level, through the Head of Environment Services and also by the Parks Liaison Officer.

Any operational decisions taken will be in conjunction with our other security policies and functions and in accordance with Police protocol will be in direct contact with the Police.

We will of course keep Members informed of the progress of this scheme. The extent to which Members become involved will depend on the level of activity within their own particular wards. A protocol for e-mailing to Members a summary of the incidents, activities and actions will be devised before the scheme is implemented, and will be amended to accord with Members needs as the scheme develops.

When the scheme is up and running the officers will liaise direct with ward members and residents rather than come back to the Council."

199/03 LICENSING REFORMS – LICENSING ACT 2003 – PROPOSED CHANGES TO THE SIZE OF MEMBERSHIP AND TERMS OF REFERENCE OF THE LICENSING COMMITTEE

The Council considered the report of the Strategic Director (Support) on the implications for the Council on the introduction of the new Licensing Act 2003 and the changes required to the Council's Licensing Committee and functions.

RESOLVED:

- (a) The proposals for increasing the size of the Licensing Committee to 15 Members be endorsed;
- (b) The political allocation of seats and the Members to serve on the Committee be as follows:

Conservatives (13)	Liberal Democrats (2)
Councillors Mrs P.C. Amos, F. Ayers, F. Davies, A.P. Hirst, Mrs V.J. Leighton, Mrs M.J. Madams, Mrs I. Napper, J. O'Hara, J.M. Paton, J.D. Pinkerton, M.R. Royer, R.W. Sider and Mrs P. Weston.	Councillors Mrs J.E. Ponton and C.V. Strong

- (c) The terms of reference for the Licensing Committee be amended to include all functions relating to any Licensing requirement for which the Council has been granted jurisdiction under any legislation; and
- (d) Members training on licensing issues be ongoing with the cost being met, for this financial year, from the Members' Training Budget.

200/03 APPOINTMENTS TO OUTSIDE BODIES

Spelthorne Infant and Nursery School, Chertsey Road, Ashford Common

RESOLVED that Barbara Wolff be re appointed as a representative on the Governing Body of Spelthorne Infant and Nursery School for a further 4 years until 6th September, 2007.

RECOMMENDATIONS OF THE EXECUTIVE

1. **ELECTORAL COMMISSION'S REPORT ON THE CYCLE OF LOCAL GOVERNMENT ELECTIONS**

- 1.1 The Executive has considered a report on the Electoral Commission's consultation document on the cycle of Local Government elections. The consultation document has sought the views of this Council on a number of key issues in relation to the cycle of Local Government elections and, although the Commission has requested initial responses by 9th October, the Commission will be compiling its final report for submission to the Secretary of State by 29th October 2003, including any additional recommendations arising from responses.
- 1.2 The consultation contains options on the cycle of Local Government elections including the "thirds" and whole Council approaches. Executive Members support the current system at Spelthorne of whole Council elections every 4 years on the basis that this is simple to operate, is clear to local electors and provides the local community with continuity and certainty over a 4-year period.
- 1.3 **The Executive recommend that the Council agree that the response views expressed in the report of the Chief Executive, and any further comments from Members, be forwarded to the Electoral Commission in time for inclusion in the Commission's final recommendations to be submitted to the Secretary of State by 29th October 2003.**

Councillor Frank Davies
Leader of the Council

23rd October, 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. This report is an overview of the main items considered and sets out a brief summary of some of the more significant issues we have been discussing. We have made recommendations to the Council on two matters and these appear as separate items on the Council Agenda.

ISSUES INCORPORATING ALL 4 OF THE COUNCIL'S KEY CORPORATE PRIORITIES

IDEA Peer Challenge - Report Of The Challenge Team – We have considered and approved the IDEA's final report on the findings of their Peer Challenge on the Borough Council, following their inspection in July 2003 as part of our preparations for the major CPA inspection in December 2003. The inspection assessed how well the Council is doing as an organisation, against a whole range of benchmarks and has identified what Spelthorne needs to do further to continue to improve in the future. The IDEA report is positive and highlights a number of very considerable strengths of the Council, as well as a number of important areas for improvement. Over the next few months in the lead up to the CPA inspection, there is a programme of Seminars and other sessions for Members and Officers to address the issues for improvement. All the important areas for improvement have been included within the Council's CPA Self-Assessment.

Comprehensive Performance Assessment - CPA Documents – We have approved the documents that the Council is required to submit prior to the CPA Inspection in December 2003, which are (i) the CPA Self Assessment; (ii) the Balanced Housing Markets Diagnostic; (iii) the Public Space Diagnostic; (iv) the Self Scoring on Corporate Assessment; and (v) the One Page Improvement Plan. The deadline for submission of these documents was 20th October 2003.

Procurement Strategy – We have adopted the draft strategy on Procurement as presented and have appointed Councillor Ed Searancke, the Portfolio holder for Corporate Services, as a Member Procurement Champion, together with the Chief Executive as the Officer Procurement Champion. We felt that in the context of seeking continuous improvement in the way the Council operates and delivers services, it is clearly good practice to adopt a procurement strategy and, in particular, this will have the benefit of clarifying the Council's overall objectives for procurement and will ensure a proper focus for the future.

MAKING SPELTHORNE A BETTER PLACE

Concessionary Fares Scheme for Older/Disabled People – We have noted the decision taken by Surrey County Council to withdraw its financial support for Concessionary Fares for Older/Disabled People and have agreed to make representations to the County (1) As a matter of urgency, to request that a study be undertaken by SCC to determine more reliable information on "Revenue Forgone"; and (2) To request that SCC takes into account the increased cost of the Concessionary Fares scheme to be borne by Spelthorne BC in future and take appropriate steps to mitigate this.

January 2003 Flooding – We have approved the JMP January 2003 Flooding report and agreed that its full contents be made available on the Council's website, that copies be placed in all the local Public Libraries, that a Press Release be issued to inform residents of its availability and copies of the report be provided to relevant partner agencies and organisations, including the Environment Agency, the Flood Risk Action Group (FRAG), Royal Borough of Windsor and Maidenhead, Surrey County Council and Thames Awash.

Refuse Collection Christmas 2003 – We have considered a report on the likely situation regarding the Refuse Collection service over the Christmas and New Year period 2003/2004, due to changed disposal arrangements by Surrey County Council, and have noted the implications for Spelthorne. We have agreed that a Press Release be issued to inform residents of the changes to the Refuse Collection arrangements over the Christmas and New Year holidays 2003/2004. We have also agreed that the revised refuse collection dates and opening times of Charlton Lane Tip over the Christmas and New Year holidays period be given the widest possible advance publicity to local residents, including an item in the Borough Bulletin covering residents being asked to bring their refuse out to the front of their property to speed up collection arrangements and for ease of collection.

MAKING SPELTHORNE SAFER

Future of the Stanwell and Sunbury Common Community Warden Scheme - We have reviewed the Stanwell and Sunbury Common Community Warden Scheme and have agreed that the Stanwell Community Warden Scheme be extended until March 2007, on the funding basis reported, subject to the bid for Government Neighbourhood Renewal Unit (GNRU) funding being approved. We have also agreed that the Sunbury Common Warden Scheme be discontinued and the existing Warden be not replaced when he leaves in October 2003. We have further agreed that details of the Reassurance Project for Sunbury Common be presented as soon as possible, whereby the Surrey Police will be focusing more resources into the Borough of Spelthorne area and will be utilising the services of the full time Police Neighbourhood Specialist Officer and the Police Community Support Officer,

Update on Proposals to Develop Usage of Kenyngton Manor Recreation Ground – We have approved a report updating Members on plans to develop both usage and the facilities in Kenyngton Manor Recreation Ground, with a view to reducing levels of vandalism and to increasing community usage. We have agreed that the Officers should continue to develop proposals for a centre for girls' football development at Kenyngton Manor Recreation Ground.

ENGAGING YOUNGER PEOPLE IN SPELTHORNE

Leisure Centre Procurement Process – We have approved a report updating Members on the progress to date and the timetable for the procurement of the Spelthorne Leisure Centre and the Sunbury Leisure Centre. We have supported the recommendations of the Leisure Centres Procurement Group set up to establish the purpose of the two Leisure Centres and how they support the Council's key corporate priorities. We have agreed that the target groups for the output specification will be young people, people with a disability, Schools and Borough residents. We have also agreed that a Spelthorne Leisure Card for all residents should be included in the Output Specification. We have further agreed the facilities which should be included in the contract negotiations and that the opportunity to manage village halls should be included as an option in the proposed procurement package.

Update on Free Tennis Pilot – We have agreed to continue free tennis at the Council's tennis courts and to authorise the Officers to continue to investigate alternative uses for some of the tennis courts, including use as skate parks.

IMPROVING CUSTOMER SATISFACTION WITH SPELTHORNE'S SERVICES

Progress Report on the Benefit Performance Standards – We have endorsed a report updating Members on the progress of the Council's Benefit Service in achieving the Performance Standards. We are pleased to note that currently the Benefits Team have achieved 637 out of the 654 'performance standards' or 97.4%, and have agreed that

Councillor Ted Culnane, the Portfolio Holder for Adult and Elderly Services, will write to the Head of Revenue and Housing Support to pass on the thanks of the Executive to the staff concerned.

Food Safety Service Plan 2003/2004 – We have adopted the revised Spelthorne Food Safety Service Plan for 2003/2004 for immediate implementation and have placed on record our thanks to the Head of Environment and Building Control Services and her staff for achieving 100% of Food Hygiene Inspections year on year since 1999/2000.

Councillor Frank Davies
Leader of the Council

23rd October, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE IMPROVEMENT AND DEVELOPMENT COMMITTEE

The Improvement and Development Committee met on 25th September, 2003 and considered the following items of business:

Draft Customer Service Strategy

The Committee considered and approved a draft revision of the Council's Customer Service Strategy, for consultation with all Members and partners, to be completed by January 2004.

Reports From Task Groups

At its last meeting the Committee set up three Task Groups to look at the Budget Approach for 2004/5 and beyond; the Procurement Process for Spelthorne and Sunbury Leisure Centres; and the Grounds Maintenance contract specifications.

The Committee, having received the reports on the outcomes of these Task Groups from their respective Chairman, agreed to forward these to the Executive and investigate and report back on a number of suggestions made by Members at the meeting.

Work Programme For 2003/2004

The Committee reviewed its work programme for 2003/04 and asked the existing Budget Task Group to continue its work and look in detail at the progress in specific areas and issues identified for possible savings. It also set up two new Task Groups to undertake detailed work. One group will be looking at the opportunities for advertising and sponsorship in all the Council's activities and at the possibility of additional income generation and the other at car parks and how the current gap between the cost of providing and maintaining them and the income derived from them could be eliminated or at least substantially reduced.

Councillor Andrew Hirst
Chairman of the Improvement and Development Committee

23rd October, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE

As the Committee meeting on 30th July was just one day before the last Council meeting, there was insufficient time to prepare a report on the outcome of that meeting. Therefore I have included an overview of that meeting within this report. I have also included details of the special meeting held on 18th September 2003.

ANNUAL REPORTS

The Committee received details of two annual reports. The first gave an overview of the work of Audit Services during 2002/2003, which the Committee felt had been very successful. The second annual report was on Treasury Management, which gave details of the borrowing and investment market for 2002/2003.

MONITORING REPORTS

The Committee in monitoring the financial position of the New Schemes Fund noted that at the time of the meeting the fund had a balance of £4,079,401 (Capital) and £3,022,928 (Revenue). The Committee also received a general fund budget monitoring report which covered the first three months of this financial year.

PRESENTATION ON PERFORMANCE MANAGEMENT SYSTEMS

I am sure the members of the Committee will agree that the presentation by Max Wide, from SOLACE on performance management was very informative and helpful. He particularly outlined ways we could focus on improving our service performance at Spelthorne.

TASK GROUPS

The Committee received presentations from the Chairmen of the two Task Groups set up to look into certain Performance Indicators and on behalf of the Committee I would like to thank those members for undertaking this additional work and promoting the scrutiny role. Since then the Committee has set up three more Task Groups. These Groups will review the community benefits achieved by grants to outside organisations; review the effectiveness of arrangements for security in parks. The third group will look into the sewer issues in Stanwell Moor as requested by the old Environment Committee.

FINANCIAL AND CORPORATE GOVERNANCE

Andrew Lovett and Max Lai-Kin-Foo representatives from the Council's External Auditors, Baker Tilly, gave two presentations. One on the audit of our Financial Statement 2002/2003, which on behalf of the Committee I am pleased to report we received an unqualified opinion. The second presentation was on the outcome of their review of our financial arrangements and internal financial controls for 2002/2003.

PEOPLE STRATEGY 2000 – 2003

The Committee discussed a monitoring report on the key priorities that help us to focus on staffing initiatives including recruitment and retention through to developing employees skills to ensure the needs of our customers are met.

PERFORMANCE INDICATORS QUARTERLY REPORT

The Committee considered an analysis of the Council's performance against corporate targets and performance indicators for the period April to June 2003.

Councillor Mrs. Martine Hyams
Chairman of the Performance Management and Review Committee

23rd October 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE LICENSING COMMITTEE

The first meeting of the expanded Licensing Committee was held on the 10th September, 2003 and considered the following items of business: -

Licensing Reforms – Licensing Act 2003

At its meeting on 31st July, the Council amended its constitution to expand membership of the Licensing Committee to 15 members, on the basis that applications would be determined through sub-committees, consisting of a minimum of three Members.

The Committee considered and agreed the arrangements for the operation of the sub-committees and the scheme of delegation required for both the sub-committees and officers to enable them to deal with applications effectively.

Licensing Act 2003 - Update On Licensing Reforms

The Committee were informed of the current status of the licensing reforms and agreed a Time Plan for the formation of a licensing policy for Spelthorne.

Councillor Robin Sider
Chairman of the Licensing Committee

23rd October, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met three times since my report was considered at the previous Council meeting. This report therefore gives an overview of the key applications considered by the Planning Committee at its meeting on 23rd July, 20th August and 17th September 2003. It also gives a brief update on other related matters.

1. The Planning Committee on **23rd July 2003** dealt with 12 items in total including one relating to the making of a Tree Preservation Order.

Public speaking took place on 6 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 were as follows:-

- (a) The refusal of 14 no. 2-bed flats at 22 Green Lane, Shepperton.
- (b) The approval of 18 no. 2-bed and 12 no. 1-bed flats for affordable housing purposes at Spelthorne Public House, Staines Road West, Ashford.
- (c) The approval of 14 flats at the J Crook site in London Road, Ashford.

2. The Planning Committee on **20th August 2003** dealt with 9 items in total.

Public speaking took place on 5 of the items with a total of 6 people taking the opportunity for public speaking.

The most notable items on the agenda were as follows:-

- (a) The refusal of permission for 8 no. 3-bed dwellings at The Orchard, Leacroft, Staines.
- (b) The refusal of 8 dwellings at Staines Road East/Oakington Drive (appeal against non-determination).
- (c) The approval of 5 flats at 133/135 High Street, Staines.

3. The Planning Committee on **17th September 2003** dealt with 10 items in total.

Public speaking took place on 5 of the items with a total of 7 people taking the opportunity for public speaking.

The most notable items on the agenda were as follows:-

- (a) The refusal of 11 houses and 2 flats at 32-38 Wrens Avenue, Ashford.
- (b) The refusal of 3 no. 5-bed houses at land r/o Little Manor and Taranaki, Green Street, Sunbury.
- (c) A scheme for 6 no. 1-bed flats and 8 no. 2-bed flats (recommended for permission) at Pullmans Place, Staines, was deferred by the Committee.

Other matters of interest

Performance figures for speed of determining planning applications

	Major applications (Target 60%)	Minor applications (Target 65%)	Other applications (Target 80%)
May	0%	84%	86%
June	0%	73%	93%
July	50%	85%	92%
August	-	63%	91%

Councillor John O'Hara
Chairman of the Planning Committee

23rd October, 2003

REPORT OF THE CHAIRMAN ON THE WORK OF THE STANDARDS COMMITTEE

The Standards Committee has met twice 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

Since the Section 66 Regulations came into force the Committee has been working hard to bring in local procedures to be followed in the event that the Committee needs to determine whether or not a member/co opted member has failed to follow Spelthorne's Code of Conduct and if so what penalty, if any, should be applied.

These procedures give practical information on how the Committee will prepare for and hold a hearing, including publication of the decision in one or more local newspapers and how the Member concerned can appeal against the decision of the Committee.

The procedures are based on the guidance issued by the Standards Board for England and will be available on the Council's website in the near future.

The type of cases which are likely to be referred to the Committee, for local determination, will probably be those of an entirely local nature or matters that do not appear to require the heavier penalties that are only available to the Adjudication Panel for England.

While the Committee very much hope that no allegations will be referred to it, it is important the procedure for hearings is clear and fair because the actions which the Standards Committee may feel it needs to take to rectify the consequences of misconduct or to prevent any further breaches may include censuring a member, suspending or partially suspending a member from being a member of the Council for a period not exceeding three months, or withdrawal of Council facilities.

ETHICAL GOVERNANCE AUDIT

The Committee has been working towards raising the profile of ethical standards within the new ethical framework and have prepared a questionnaire to help evaluate the strengths and weaknesses of the Council's existing systems. The questionnaire has recently been sent out to all Members, Directors and Senior Officers and it is hoped that all Members will support the work of this Committee by finding the time to complete the questionnaire. The responses received will then be analysed and reported to the next meeting in January and published on the Council's website.

USE OF COUNCIL SUPPLIED IT EQUIPMENT FOR PRIVATE USE

The Committee having identified concerns and uncertainty of some Members on how far they can properly use the IT facilities supplied by the Council for non Council business discussed a report summarising the protocol relating to such use. The Committee have agreed that further clarification is needed and have asked the officers to prepare a list identifying what the Council supplied IT equipment can and cannot be used for. This information will be made available to all Members via the Members Information Bulletin.

CONSULTATION PAPER - IDEMNITY FOR MEMBERS AND OFFICERS

The Committee discussed and commented on a consultation paper issued by the Office of the Deputy Prime Minister on possible powers for Authorities to provide indemnity for members and Officers. The proposals would basically give the Council discretionary powers to indemnify members and officers for any personal liability arising in the course of their official duties provided they had acted in good faith.

Murray Litvak - Chairman of the Standards Committee

23rd October, 2003