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3rd December 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 11th December 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 near the start of 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

To note apologies from Councillor Mrs. I. Napper and to receive any other apologies.

2. MINUTES

To confirm as a correct record the Minutes of the Meeting held on 23rd October 2003.
(Attached at APPENDIX 1 [pages 3 to 6])

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

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 7 to 9])

1. **Review of Financial Strategy and Outline Budget 2004/2005 - 2007/2008**
2. **Capital Programme 2004/2005 - 2007/2008**
3. **Housing Strategy 2004-2009**
4. **Leisure and Culture Strategy 2001 – 2005 Update**
5. **Electoral Pilots at European Parliamentary Elections June 2004**
6. **Council Tax Base for Tax Setting 2004/2005 (To Follow)**
7. **Code of Corporate Governance (To Follow)**
8. **Spelthorne Pay and Reward 2004 (To Follow)**

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 11])

9. REPORT FROM THE CHAIRMAN OF THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE

To receive the report from the Chairmen of the Performance Management and Review Committee on the work of her Committee. **(Attached at APPENDIX 4 [12 to 13])**

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

To receive the reports from the Chairmen of the Licensing and Planning Committees on the work of their Committees or Sub-Committees. **(Attached at APPENDICES 5 and 6) [pages 14 to 16])**

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

(1) Ashford Relief in Need Charities

To note the recent expiry of the current 4 year term of office of the Council's Appointed Nominative Trustee on this Charity, namely, Mrs. Mary Haarer. The Honorary Clerk to the Trustees advises that Mrs. Haarer is willing to serve for a further term of 4 years until 11th December 2007.

Mrs. Haarer has been a Nominative Trustee on this Charity for 11 years since 1992 and was first appointed as the Borough Council's Appointed Nominative Trustee on 18th June 1992.

(2) Laleham Church of England Primary School, Laleham

To note the recent expiry of the current 4 year term of office of the Council's Appointed Governor Representative to Laleham Church of England Primary School, namely, Mrs. Eileen Kearsley.

Under the Education Act 2002, School Governing Bodies are required to reconstitute their membership by 2006 and in the case of Laleham Church of England Primary School its new constitution will be adopted on 31st August 2004 to take effect from 1st September 2004. Accordingly, the School Governing Body is seeking the continuation of the appointment of Mrs. Eileen Kearsley as the Council's Appointed Governor Representative until 31st August 2004.

Mrs. Eileen Kearsley has been the Council's Representative on this School Governing Body for over 7 years since 1st September 1996.

14. URGENT BUSINESS

To consider any urgent business.

15. EXEMPT BUSINESS

To answer any questions which relate to exempt business.

**MINUTES OF THE MEETING OF THE SPELTHORNE BOROUGH COUNCIL HELD ON
THURSDAY 23RD OCTOBER, 2003**

**At the Meeting of the SPELTHORNE BOROUGH COUNCIL held in the Council
Chamber, Council Offices, Knowle Green, Staines, on 23rd October, 2003 at 7.30 p.m.**

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

Co-Opted Member: Mr M. Litvak

G S Ceaser, Mayor, in the Chair

244/03 APOLOGIES

Apologies for absence were received from Councillors Mrs. P.C. Amos, J.M. Fullbrook, S.B.S. Lorch and Mrs. J.M. Pinkerton.

245/03 MINUTES

RESOLVED that the Minutes of the meeting held on 31st July, 2003 be approved as a correct record.

246/03 DISCLOSURE OF INTERESTS

(a) Agenda Item 14 - New Members' Allowances Scheme

The 35 Councillors present at the Council meeting [see the attendance list at top of this page] each disclosed a personal interest in Agenda Item 14 and the report on the New Members' Allowances Scheme (Minute 258 below), under Section 4 of the Spelthorne Members' Code of Conduct. Councillor I.J. Beardsmore also disclosed a further separate personal interest in Agenda Item 14 and the report on the New Members' Allowances Scheme (Minute 258 below), under Section 4 of the Spelthorne Members' Code of Conduct, because of his membership of the Surrey County Council Pension Scheme.

(b) Agenda Item 11 - Notice of Motion

The Leader of the Council, Councillor F. Davies, and the Deputy Leader, Councillor J.D. Packman each declared a personal interest in Agenda Item 11, the Notice of Motion about badges for the Leader and Deputy Leader (Minute 255 below), under Section 4 of the Spelthorne Members' Code of Conduct, and both left the meeting during the consideration of this matter.

247/03 ANNOUNCEMENTS BY THE MAYOR AND THE CHIEF EXECUTIVE

(a) Announcements by The Mayor

Spelthorne Design Awards

The Mayor, Councillor G.S. Ceaser, presented the Spelthorne Design Awards for 2003 under various categories ranging from new commercial developments through to public art in

development. The Awards scheme was in its ninth year and its purpose was to recognise good design in recently completed schemes and to encourage high standards of design in new schemes by highlighting recent achievements. This year, from 27 nominations, the judges decided that 20 schemes deserved an award, with some schemes nominated in more than one category. Three levels of award were made: Full Award; Highly Commended and Commended. Under Environmental Improvements the Sunbury Cross Subway Mural had won an award, and the Mayor highlighted in particular the work by the young artists involved, the co-ordinating role of the Council's Arts and Heritage Development Officer and the various organisations who had provided invaluable support for the project.

(b) Announcements by The Chief Executive

The Chief Executive announced that the pedestrianised High Street, Staines and the overall regeneration of Staines Town Centre had been recognised in a set of national awards recently announced. The judging panel for the Annual Conference of the Association of Town Centre Managers for 2003 had awarded the Town a joint runner-up position for the category of "best completed project". The Council placed on record their thanks to the Spelthorne Officers involved in the projects for the pedestrianisation of High Street, Staines and the overall regeneration of Staines Town Centre for achieving this outstanding award.

248/03 RECOMMENDATIONS OF THE EXECUTIVE

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

The Council considered the recommendation of the Executive on the Electoral Commission's consultation document on the cycle of Local Government elections.

RESOLVED to 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.

249/03 REPORT FROM THE LEADER OF THE COUNCIL

The Leader of the Council, Councillor F. Davies, presented his report that outlined the various matters the Executive had dealt with since the last Council meeting. In moving the report the Leader invited comments or questions from Members that either he or the relevant Portfolio Holder would respond to, as necessary:

Councillor F. Davies reminded Members about the IDeA Seminar on 30th October and the presentation on their Peer Challenge report and he encouraged Members to attend.

[**Update:** This seminar has subsequently been cancelled as the IDeA were unable to attend.]

Councillor E. K. Culnane, the Portfolio Holder for Adult and Elderly Services, referred to the future additional costs to Spelthorne of running the Concessionary Fares Scheme and he suggested that in view of the cost of issue that eligible residents should only apply for a pass if they intended to use it.

Councillor J.D. Packman, the Portfolio Holder for Community Safety and Community Liaison, commented on and responded to questions on the future of the Stanwell and Sunbury Common Community Warden Scheme and the Reassurance Project for Sunbury Common whereby the Surrey Police would be focusing more resources into the Spelthorne area and would be utilising the services of the full time Police Neighbourhood Specialist Officer and the Police Community Support Officer. He also reported on the progress on the provision of Youth Shelters in some of the Borough Parks.

The Council placed on record their thanks to the Sunbury Common Community Warden for his work on the scheme to date and wished him well in his new employment.

250/03 IMPROVEMENT AND DEVELOPMENT COMMITTEE

The Chairman of the Improvement and Development Committee, Councillor A. P. Hirst, presented his report that outlined the matters the Committee had dealt with since the last Council meeting.

251/03 PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE

The Chairman of the Performance Management and Review Committee, Councillor Mrs. M. Hyams, presented her report that outlined the matters the Committee had dealt with since the last Council meeting.

252/03 LICENSING COMMITTEE

The Chairman of the Licensing Committee, Councillor R. W. Sider, presented his report that outlined the matters the Committee had dealt with since the last Council meeting.

253/03 PLANNING COMMITTEE

The Chairman of the Planning Committee, Councillor E. O'Hara, presented his report that outlined the matters the Committee had dealt with since the last Council meeting.

254/03 STANDARDS COMMITTEE

The Chairman of the Standards Committee, Mr. M. Litvak, presented his report that outlined the matters the Committee had dealt with since the last Council meeting.

255/03 MOTIONS

Under Standing Order 14, it was proposed by Councillor R.W. Sider and Seconded by Councillor E. O'Hara that the Council consider 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."

Upon being put to the vote, after the debate by Members, the Motion was carried.

RESOLVED to agree that the Council would 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.

256/03 QUESTIONS ON WARD ISSUES

Councillor Mrs. Ponton asked the Leader of the Council, the following:-

"Would the Leader of the Council be good enough to inform me when the Red Cross Community Centre in Glebeland Gardens, Shepperton, is going to be taken over by the Children's Playgroup?"

Councillor Mrs. Grant, the Portfolio Holder for Adult and Elderly Services, replied, as follows:-

"Members may recall that the decision to lease the Red Cross Community Centre in Shepperton to the Shepperton Pre-school playgroup was made by the Executive at its meeting of 3 September 2002.

Following the decision, works to the premises were commenced by the Council to make the premises suitable for re-letting. Whilst the legal officers have been corresponding with the Playgroup's solicitors and have drawn up the agreement for both parties to sign, the Playgroup themselves were not in a position to approve the lease terms until the works were completed and they could then carry out a full independent survey of the premises. Correspondence with the solicitors has recommenced recently and the lease terms are settled, save for insurance provisions.

It is important that the issue is resolved and there is every indication that the lease arrangements should be completed very shortly, probably by the end of October. Furthermore, Councillor Mrs. Ponton can be assured that the service to the users is continuing and the children and parents have not been directly affected by the legal process."

257/03 GENERAL QUESTIONS

Councillor Beardsmore asked the Leader of the Council, the following:-

"Over the last few months the ODPM has been running a consultation on various aspects of PPG3. As nothing has appeared in the list of delegated decisions, or in the minutes of the Executive, I would like to know if the Council has responded; or intends to respond, to this consultation."

Councillor Davies, Leader of the Council, replied, as follows:-

"We are aware of the ODPM's consultation on proposed amendments to planning policy guidance Note 3, (PPG3), "Housing" and, in anticipation of the policy changes being suggested by the ODPM, we have already been applying the amended policy here in Spelthorne. Our Officers have sent an interim response to the consultation and a report on this matter will be presented to the Executive on 4th November 2003 for their approval."

Councillor Beardsmore asked the Leader of the Council one supplementary question, as follows:-

"Would the Leader please arrange for me to be sent a copy of the interim response to the consultation and a copy of the draft report to be presented to the Executive on 4th November 2003."

Councillor Davies, Leader of the Council, replied, as follows:-

"Yes, I will ask the Strategic Director (Community) to arrange for you to be sent a copy of the interim response to the consultation and a copy of the draft report to be presented to the Executive on 4th November 2003."

258/03 NEW MEMBERS' ALLOWANCES SCHEME

The Council considered the recommendations from an Independent Remuneration Panel about changes to its Scheme for Councillors' Allowances under The Local Authorities (Members' Allowances) (England) Regulations 2003 and about eligible Councillors being admitted to the Local Government Pension Scheme under The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003.

The Council after considering the recommendations from the Independent Remuneration Panel,

RESOLVED:-

- (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.”

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 on 4th November and sets out a brief summary of some of the more significant issues we have been discussing. The main items considered on 9th December will be included in my report to the next Council meeting. We have made recommendations to the Council on eight matters and these appear as a separate item on this Council Agenda.

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

Recommendations from the Members' Development Task Group - We have approved, in principle, the recommendation from the Members' Development Task Group on the adoption of role profiles and job descriptions for Members setting out the broad terms of what is expected of Members in their different roles, as suggested by the South East Employers.

An Inclusive Society – We have approved a Strategy for Social Inclusion that shows how the Borough Council will continue to contribute to achieving the aim in the Spelthorne Community Plan of 'An Inclusive Society' and contains the key principles of a co-ordination role, building this into mainstream services, using innovation, engaging community involvement, encouraging self-reliance and working with partners. The Strategy for Social Inclusion is built upon good practice from elsewhere as well as taking account of what we are currently doing ourselves. As part of the process of producing the draft Strategy, a Members' Seminar was held on 30th September to obtain direct input from Members into the Strategy.

Asset Management Plan – We have approved the Council's Asset Management Plan, which provides a focus for asset management and helps the Authority to drive forward a corporate approach and improvement in relation to all the Council's assets.

Implementing Electronic Government – We have approved the Implementing Electronic Government 2003 [IEG3] return for submission to the Government, which continues to support the Council's E-Government Programme, as reflected in the latest IEG3 Statement.

Access Audit of Council Properties – We have considered a report on the outcome of the access audit carried out on all the Council's land and property assets and have authorised the funding of the works to the buildings in the priority 1 category at an estimated cost of £98,479 plus fees, which may be met from the planned maintenance fund.

North West Surrey Primary Care Trust [PCT] Joint Funding Protocol – We have approved a draft of a North West Surrey PCT Joint Funding Protocol. The potential benefits of this Protocol are the building of better working relationships across the PCT area, the formulation of the 'spirit' of partnership working, and the bringing together of clarity, certainty, consistency and openness to the current and future funding process.

MAKING SPELTHORNE A BETTER PLACE

Review and Assessment of Air Quality within the Borough of Spelthorne – We have approved (1) additional revenue funding of £6,000 to cover the cost of consultancy fees for carrying out the "Detailed Assessment" of Air Quality for 2003/2004, 2006/2007 and 2009/2010, (2) Capital funding of £33,800 to supply and install the Air Quality monitoring equipment in 2003/2004, and (3) Additional revenue funding of £9,940 to cover operational and maintenance costs starting in 2003/2004.

Health and Safety at Work Service Plan 2003-2004 – We have approved the adoption of the Health and Safety at Work Service Plan 2003-2004, as attached at Appendix A to the report of the Strategic Director (Community), for immediate implementation.

Kerbside Recycled Materials Collection – We have approved and adopted the outline resourced Programme for Kerbside Recycled Materials Collection for the period up to 2007, as detailed in Appendix A to the report of the Strategic Director (Community), subject to (1) a further report to the Executive in February 2004 detailing progress on the current pilot, on potential future budget implications of the scheme and on formal proposals for tendering the services and (2) the Officers continuing to seek additional external funding for this service from Government sources either diversely or through grants etc.

MAKING SPELTHORNE SAFER

Parks Police Community Support Officers [Parks PCSOs] – In relation to the efficient and flexible operation of the work of the four Parks PCSOs, we have supported all 4 officers being provided with a scooter and have endorsed the action by the Council's new Fund Raising Officer in seeking companies for sponsorship as a potential source of funding for this initiative.

IMPROVING CUSTOMER SATISFACTION WITH SPELTHORNE'S SERVICES

2003 Borough Elections - Budget Out-Turn - We have agreed that the savings of £10,000 identified in the Electoral Registration budget and the By-Election Contingency budget be used towards the overspend on the 2003 Borough Elections budget and have approved a supplementary estimate of £7,681 to meet the balance required.

Councillor Frank Davies
Leader of the Council

11th December, 2003

RECOMMENDATIONS OF THE EXECUTIVE

1. REVIEW OF FINANCIAL STRATEGY AND OUTLINE BUDGET 2004/2005 - 2007/2008

1.1 The Executive has considered a report reviewing all aspects of the Council's financial strategy and seeking their recommendations to the Council on proposals for the spending plans for the period 1st April 2004 to 31st March 2008 and on the proposed level of Council Tax to be levied in 2004/2005. Members agreed to recommend a mix of options in order to deal with the projected substantial deficits in each of the four years of the Outline Budget and a potential significant budget overspend in the current year 2003/2004, arising mainly from the reduction in interest earnings and increased benefit payments.

1.2 The Executive recommend to the Council:-

- (1) That the Council Tax increase for 2004/2005 be set at 25p per week for a band D property.
- (2) That the following key principles be agreed:-
 - (a) That future council tax increases be set at or above the level assumed in the revenue support grant settlement. That for planning purposes this figure be assumed to be 7.5%.
 - (b) That the principle of having a minor works programme should be discontinued; items to be treated as growth in the revenue budget or included within the capital programme.
 - (c) That the other services capital programme should be set at maximum of the projected receipts from the reserved right to buy.
 - (d) That no further schemes be approved from the New Schemes Fund, unless they meet spend to save principles.
 - (e) That no further contribution be made to the Good Causes Fund.
 - (f) That charging policies be reviewed for all service areas, to ensure that those who can pay the full cost of a service do so.
 - (g) That a "profit" target be set for the car parking service.
 - (h) That the principle of self-management of village halls and bowling greens is supported.
 - (i) That the principle of investing to achieve the governments recycling targets is agreed at an approximate cost of £150,000 per annum in 2004/2005, and increasing in future years.
 - (j) That the Executive would carefully consider any requests for supplementary estimates and would maintain a running total of those approved.
 - (k) That Independent Living services be reconfigured to deliver savings of £0.5m over the outline budget period.
 - (l) That no additional discretionary war widow exemptions be granted in respect of future conflicts.
- (3) That in addition to the basic principles at (2) above, that the Officers would review the investments policy and the principle of remaining debt-free and report back to the Executive.

2. CAPITAL PROGRAMME 2004/2005 - 2007/2008

- 2.1 The Executive has considered a report on the Capital Programme for the years 2004/2005 to 2007/2008, covering the Housing Investment Programme (HIP), Other Services and New Schemes Fund. Members agreed a mix of options required to achieve the funding of a balanced Capital Programme over the 4 years period in question.
- 2.2 **The Executive recommend that the Council approve the Capital Programme for the years 2004/2005 to 2007/2008, covering the Housing Investment Programme (HIP), Other Services and New Schemes Fund, as set out at Appendix A to the report of the Strategic Director (Support).**

3. HOUSING STRATEGY 2004-2009

- 3.1 The Executive has considered a report on the Housing Strategy 2004 -2009, which requires approval by the Government Office for the South East (GOSE) towards achieving a 'Fit for Purpose' housing strategy. Consultation on the draft Housing Strategy has been via GOSE, the Local Strategic Partnership and housing partners and Members have considered an analysis of the responses received and the changes made to the Strategy to reflect these.
- 3.2 **The Executive recommend that the Council agree the following proposals:-**
- (a) **That in light of the overwhelming support for the housing priorities they remain as agreed by Members.**
 - (b) **That Priority 6 on meeting the needs of black and minority ethnic people be retained as a separate priority to ensure that the issues are not overlooked.**
 - (c) **That the draft Housing Strategy be amended to include commitments on physical disability as mentioned in the report of the Strategic Director (Community).**
 - (d) **That the draft Housing Strategy be amended to include reference to 'Secured By Design'.**
 - (e) **That the revised action plan be adopted.**
 - (f) **That the revised Housing Strategy be approved and progressed to the Government Office for the South East (GOSE) for approval.**

4. LEISURE AND CULTURE STRATEGY 2001 – 2005 UPDATE

- 4.1 The Executive has considered a report updating them on the Leisure and Culture Strategy achievements for 2002-2003, the actions planned for the forthcoming year 2004-2005 and seeking approval to update the Strategy to reflect how the Leisure and Culture work and its various initiatives will continue supporting the Council's four corporate aims and priorities.
- 4.2 **The Executive recommend that the Council endorse the achievements to date of the Leisure and Culture Strategy and agree the implementation of an updated Strategy, which reflects the latest position on the various initiatives which are supporting the Council's four key priorities.**

5. ELECTORAL PILOTS AT EUROPEAN PARLIAMENTARY ELECTIONS JUNE 2004

- 5.1 The Executive has considered a report on the Government's Consultation on plans to hold electoral pilots, based on Regions, for the next European Parliamentary Elections to be held in June 2004, subject to Parliament enacting the Local Government Bill and any other necessary legislation to facilitate these pilots.

- 5.2 The Executive recommend that the Council agree, in response to the Consultation Papers, to oppose the principle of “enforcing” pilots on any Region and that if they do go ahead the South East should not be selected as a pilot Region.**
- 6. COUNCIL TAX BASE FOR TAX SETTING 2004/2005 (TO FOLLOW)**
- 7. CODE OF CORPORATE GOVERNANCE (TO FOLLOW)**
- 8. SPELTHORNE PAY AND REWARD 2004 (TO FOLLOW)**

Councillor Frank Davies
Leader of the Council

11th December, 2003

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

The Performance Management and Review Committee has met once since the last Council meeting and this report gives an overview of the issues considered by the Committee.

1. EXTERNAL AUDITOR'S MANAGEMENT LETTER

- 1.1. Andrew Lovett from the Council's External Auditors, Baker Tilly, attended the meeting to give a talk on the annual auditor's letter for 2002/2003.
- 1.2. The work carried out by the Auditors covers three main areas namely auditing the accounts, reviewing the financial aspects of corporate governance and reviewing aspects of performance management.
- 1.3. The letter highlighted two key action areas that we as members should be involved with. One was to keep our Financial Strategy under regular review and monitor performance. The second will follow on from our CPA inspection and that will be to implement agreed actions as part of a wider improvement plan.
- 1.4. A further aspect the Auditors commented on was the way we had conducted a comprehensive exercise in order to establish effective risk management arrangements. The Committee will be involved in monitoring the effectiveness of all the registers and are asking that a further member's seminar be held to explain corporate risk management.
- 1.5. The Committee noted that the Auditor's Management Letter had been very positive and complementary towards the effective management arrangements we have in place and the way in which both members and officers had embraced the concept of CPA.
- 1.6. The Committee recommended to the Executive that they be asked to receive and note the positive nature of the findings contained in the External Auditor's Annual Management Letter for 2002/2003.

2. PERFORMANCE INFORMATION

- 2.1. The Committee considered an analysis of the Council's performance against corporate targets and performance indicators for the period July to September 2003. General discussion took place on the reasons for those performance indicators that were performing below target.

3. NEW SCHEME FUND AND GENERAL FUND BUDGET MONITORING REPORTS

- 3.1. 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 six months of this financial year.

4. OUTCOME FROM OVERVIEW AND SCRUTINY INQUIRIES

- 4.1. The Committee discussed a progress report and action plans on the three inquiries undertaken by the previous overview and scrutiny committees and which had been supported by the Executive. The three inquiries related to: Facilities for Youth and Youth Crime; Management of Staines Common and Staines Station as a Gateway to Staines Town Centre.
- 4.2. The Committee approved the action plans as submitted.

5. BEST VALUE IMPROVEMENT PLANS

- 5.1 The Committee discussed the progress made on implementing the Best Value Improvement Plans for Development Control, Planning Policy and Implementation and Building Control. Each report gave details of the progress made against each of the actions referred to in the plans.
- 5.2 The Committee supported the action plans as submitted and requested further reports to be submitted to the committee next year.
- 5.3 In addition the Committee received a presentation explaining the governments proposals to abolish both structure plans and local plans and the development of a local development framework. The government's timetable to bring the new framework into operation by June 2007 was very demanding.

6. SOUTH EAST EMPLOYERS MEMBERS OVERVIEW AND SCRUTINY NETWORK

- 6.1 In addition to the work of the Committee I would like to take this opportunity to report that the South East Employers have recently set up an Overview and Scrutiny network for Chairmen/Vice Chairman of Scrutiny committees with a maximum of two members from each authority attending any one meeting.
- 6.2 The main purpose of the network is to provide members with an opportunity to meet with colleagues from other authorities and discuss priority issues around overview and scrutiny and to hear key speakers and case studies.
- 6.3 I attended the first meeting of this network on 17th November 2003 and found it both interesting and worthwhile and will arrange for the notes from this meeting to be made available to members via the Members Information Bulletin.

Councillor Mrs M. Hyams

Chairman of Performance Management and Review Committee **11th December, 2003**

REPORT OF THE CHAIRMAN ON THE WORK OF THE LICENSING SUB-COMMITTEES

Two Licensing Sub-Committees have met since the introduction of the new arrangements for hearings. The first Sub-Committee was held on the 21st October, and the second on 3rd November 2003 when the following items of business were considered: -

21ST OCTOBER, 2003

Appointment of Chairman and Vice-Chairman

The Sub-Committee appointed myself and Councillor Paton as Chairman and Vice-Chairman, respectively.

Procedure

The Sub-Committee confirmed the procedure to be followed at the meeting.

Application For a Public Entertainment Licence

The Sub-Committee considered and granted a public entertainment licence in respect of The Oaks Public House, 77 Feltham Road, Ashford, subject to conditions.

Application For The Renewal of a Public Entertainment Licence

The objections to the renewal of a licence in respect of Shepperton Moat House, Felix Lane, Shepperton, had been withdrawn and the matter had therefore been dealt with by Officers under delegated powers.

3RD NOVEMBER 2003

Appointment of Chairman and Vice-Chairman

The Sub-Committee appointed myself and Councillor Mrs P.C. Amos as Chairman and Vice-Chairman, respectively.

Procedure

The Sub-Committee confirmed the procedure to be followed at the meeting.

Application For a Renewal Public Entertainment Licence

The Sub-Committee considered and granted a renewal Public Entertainment Licence in respect of The Running Horse Public House, Groveley Road, Sunbury On Thames, subject to conditions.

Application for a licence to drive a Private Hire Vehicle – Mr. John Keogh

The Sub-Committee decided to grant a Private Hire Vehicle Drivers Licence to Mr John Keogh with advice that his Licence might be in jeopardy if he was found guilty of any further criminal offence.

Councillor Robin Sider
Chairman of the Licensing Committee

11th December, 2003

**ADDENDUM REPORT OF THE CHAIRMAN ON THE WORK OF THE LICENSING
SUB-COMMITTEE**

A further Sub-Committee meeting was held on the 3rd December, 2003 when the following items of business were considered: -

Appointment of Chairman and Vice-Chairman

The Sub-Committee appointed myself and Councillor Ayers as Chairman and Vice-Chairman, respectively.

Application for a Doorman Licence – MR GORDON BOOKER

The Sub-Committee considered this application and refused the grant a Door Supervisor Licence.

Councillor Robin Sider
Chairman of the Licensing Committee

11th December, 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 23 October 2003. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 15 October 2003 and 12 November 2003. It also gives a brief update on other related matters.

1. The Planning Committee meeting on **15 October 2003** dealt with 12 items in total.

Public speaking took place on 7 of the items, with a total of 10 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 47 dwellings (flats and houses) at land at Little Manor/Argwendon etc., Green Street, Sunbury.
- (b) The approval of 9 flats at 111 High Street, Staines (at the junction with South Street).
- (c) The approval of 7 no. 2-bed flats at Arona House/Arona Lodge, Green Street, Sunbury.
- (d) The approval of a classroom for pre-school facilities at Echelford Primary School, Park Road, Ashford.
- (e) A proposal for a storage warehouse at the junction of London Road and Town Lane, Ashford was deferred.

2. The Planning Committee on **12 November 2003** dealt with 10 items in total.

Public speaking took place on 3 of the items with a total of 4 people taking the opportunity for public speaking.

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

- (a) The refusal of 13 flats at 164-166 Staines Road, Laleham.
- (b) The approval of 9 no. 2-bed flats at Arona House/Arona Lodge, Green Street, Sunbury.
- (c) The approval of a workshop extension at Shepperton Film Studios.
- (d) The Committee also resolved to raise strong objections to the siting of an aggregates recycling plant at Stanwell Quarry, Stanwell Moor Road, Stanwell.

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%

APPENDIX 6

September	50%	64%	93%
October	-	60%	91%

In the light of the September figures, it is possible to review the performance for the first two quarters of the year from 1 April to 30 September as follows:-

- a) Major applications - current target 50%
- performance 53.5%
- b) Minor applications - current target 65%
- performance 72.5%
- c) Other applications - current target 82%
- performance 91%

Councillor John O'Hara
Chairman of the Planning Committee

11th December, 2003