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16th June, 2004

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 June 2004, 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 received from Councillors G.E. Forsbrey and S.B.S. Lorch and to receive any other apologies for absence.

2. MINUTES

To confirm as a correct record the Minutes of the Annual Meeting of the Council held on 20th May 2004. **(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:-
(APPENDIX 2 [to follow])

1. **Spelthorne Corporate Plan 2004/2005 [to follow]**

(A copy of the Spelthorne Corporate Plan 2004/2005 will follow under separate cover.)

2. **Local Government Pension Scheme – Dispute Resolution Procedures [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 7 to 8])

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

To receive the reports from the Chairmen of the Improvement and Development and Performance Management and Review Committees on the work of their Committees.
(Attached at APPENDICES 4 and 5 [pages 9 to 10])

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 and Sub-Committees. **(Attached at APPENDICES 6 and 7) [pages 11 to 13])**

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

(a) **Appointment of Trustees - Spelthorne Mental Health Association [SMHA] Management Committee**

To consider any nominations received for the appointment of Members as Trustees to the Spelthorne Mental Health Association [SMHA] Management Committee. An item seeking nominations of Members for SMHA Trustees has been placed in the Members' Information Bulletin dated 11th June 2004.

(b) **Appointment to the Arts Council England, South East Regional Council**

To consider the nomination of Councillor E.K. Culhane to serve as a Regional representative for Surrey on the Arts Council England, South East Regional Council. The deadline for the receipt of nominations is 30th June 2004.

(c) **Appointment of a Corporation Governor - Spelthorne College Corporation**

To consider nominations for the appointment of one Member to serve as a Governor on the Spelthorne College Corporation.

14. URGENT BUSINESS

To consider any urgent business.

15. EXEMPT BUSINESS

To move the exclusion of the Press/Public for the following items in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972.

16. RECOMMENDATIONS OF THE EXECUTIVE ON EXEMPT MATTERS [**GOLD PAPER**]

(a) To consider the recommendation of the Executive on the following exempt matter:-
Surrey County Council Highways Claim
[Paragraph 9 – Terms of a Contract] (APPENDIX 8 [circulated separately])

(b) To answer any questions which relate to exempt business.

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL MEETING

At the Annual Meeting of the Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines On Thursday 20 May, 2004 at 7.30pm

Amos Mrs P C	Grant Mrs D L	Pinkerton J D
Ayers F	Hirst A P	Ponton Mrs J E
Bain Miss M	Hyams Mrs M	Royer M T
Bhadye S	James P R	Searancke E J
Bouquet M L	Leighton Mrs V J	Sider R W
Ceaser G S	Lorch S B S	Spencer Mrs C L
Chouhan K	Napper Mrs I	Strong C V
Colinson-Crawford R B	O'Hara E	Trussler G F
Culnane E K	Packman J D	Turner Mrs D
Davies F	Paton J M	Weston Mrs P
Forsbrey G E	Pinkerton Mrs J M	Wood-Dow Mrs J M
Fullbrook J M		

128/04 ELECTION OF MAYOR

The retiring Mayor, Councillor G.S. Ceaser, in welcoming all Members and guests to the Annual General Meeting of the Council referred to the meeting as an historic occasion which marked the 30th anniversary of Spelthorne's mayoralty. He referred to previous Mayors and Honorary Aldermen of the Borough Council. He went on to report that it had taken the government 30 years to discover that the Council was an 'Excellent' Council.

He reported that it had been a magnificent year and hoped that he had carried out his duties as the civic leader with both dignity and honour. He referred to many of the functions and interesting people he and his wife had met during the year. He went on to pay tribute to many people including his friends and associates who had given support in raising funds for the Mayors' charities.

Finally the Mayor publicly thanked his wife, Mrs Sandra Ceaser, by presenting her with a gift to express his appreciation in making the Mayoral Year so magnificent and enjoyable.

He extended his very best wishes to his successor, who would become the 31st Mayor of Spelthorne, and hoped that his term in office would be both interesting and rewarding.

It was moved by Councillor R.W. Sider and seconded by Councillor J.M. Paton that Councillor G.F. Trussler be elected Mayor for the Municipal Year 2004/2005.

In moving the motion Councillor Sider reported that Councillor Trussler would be dedicated to his duties as Mayor of the Borough. Councillor J.M. Paton in seconding the motion referred to Councillor Trussler's commitment to his duties and felt he would be an excellent ambassador for the Borough.

RESOLVED that Councillor G.F. Trussler be appointed Mayor for the Municipal Year 2004/2005.

Councillor G.F. Trussler made the declaration of acceptance of office as Mayor of the Borough of Spelthorne and took the Chair. He thanked his proposer and seconder and those who had supported him in his election as Mayor, which he accepted with pride. He presented Councillor G.S. Ceaser with the past Mayor's badge and a scrapbook commemorating his year in office.

The Mayor reported that his Mayor's Charity Fund would be supporting three main charities which were the Arthritis Research Campaign, Spelthorne Good Neighbour Groups and Spelthorne and West Elmbridge Alzheimer's Group, with any remaining funds being given to other deserving causes identified during the Mayoral Year.

129/04 APOLOGIES

Apologies for absence were received from Councillors I.J. Beardsmore, R.V. D'Sa, H.R. Jaffer, Mrs J.B. Langridge-John and Mr M. Litvak.

130/04 MINUTES

RESOLVED that the Minutes of the meeting held on 29 April 2004, be approved as a correct record.

131/04 ELECTION OF DEPUTY MAYOR

It was moved by Councillor Mrs D.L. Grant and seconded by Councillor Mrs P.C. Amos and

RESOLVED that Councillor Mrs P. Weston be appointed Deputy Mayor of the Borough of Spelthorne for the Municipal Year 2004/2005.

Councillor Mrs P. Weston then made the declaration of acceptance of office as Deputy Mayor of the Borough and thanked her proposer and seconder and the Council for appointing her.

132/04 ANNOUNCEMENTS FROM THE MAYOR

The Mayor reminded Members of the following civic events with full details being obtained from the Mayor's Secretary.

Charity Lunch – 8 August 2004

River Day – 4 September 2004

Golf Day at Ashford Manor Golf Club – 28 September 2004

Concert at Spelthorne Leisure Centre – 17 October 2004

Christmas Music Concert at St Michael's Catholic Church, Ashford – 11 December 2004.

Mayor's Ball – 28 April 2005

The Mayor invited the Leader of the Council, Councillor Davies, to inform members of the matter concerning the reported delay in the plans for an orthopaedic treatment centre at Ashford Hospital and for members of the council to give an indication of whether the Chief Executive should write to the North Surrey PCT and the local MP requesting confirmation of the situation. The members supported the action outlined by the Leader of the Council.

133/04 ELECTION OF LEADER AND DEPUTY LEADER OF THE COUNCIL

It was moved by Councillor J.D. Packman and seconded by Councillor E.J. Searancke and

RESOLVED that Councillor F. Davies be appointed Leader of the Council for the Municipal Year 2004/2005.

It was moved by Councillor F. Davies and seconded by Councillor G.E. Forsbrey and

RESOLVED that Councillor J.D. Packman be appointed Deputy Leader of the Council for the Municipal Year 2004/2005.

134/04 APPOINTMENT OF THE EXECUTIVE

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

RESOLVED:

- (a) That an Executive of 6 members be appointed comprising the Leader and the Deputy Leader of the Council and Councillors G.E. Forsbrey, Mrs D.L. Grant, E. O'Hara and E.J. Searancke, with the terms of reference and functions set out in Part 3 (a) of the Council's Constitution; and
- (b) that the members of the Executive hold the following portfolios:

Community Safety and Community Liaison	Councillor J.D. Packman
Adult and Elderly Services	Councillor E. O'Hara
Children and Young People Services	Councillor Mrs. D.L. Grant
Environment and Planning	Councillor G.E. Forsbrey
Corporate Services	Councillor E.J. Searancke

135/04 ESTABLISHMENT OF COMMITTEES, ALLOCATION OF SEATS AND APPOINTMENT OF MEMBERS

Details of the proposed committees, their size, the political allocation of seats and the members to serve on them had been circulated as **Appendix A** to all members of the Council.

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

RESOLVED:

- (a) That the Council appoint the six committees indicated in **Appendix A** with the terms of reference and functions as set out in Part 3 (a) of the Council's Constitution and that the political allocation of seats and the Members serving on committees be as shown on **Appendix A**; and
- (b) That Mr M. Litvak and Mr C. Tamlyn be appointed as Chairman and Vice-Chairman respectively of the Standards Committee.

136/04 CHAIRMEN OF AREA FORUMS

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

RESOLVED that the Chairmen of the five Area Forums for the Municipal Year 2004/2005 be appointed as follows:

Ashford	Councillor F. Ayers
Shepperton	Councillor R.W. Sider
Staines and Laleham	Councillor A.P. Hirst
Stanwell and Stanwell Moor	Councillor Mrs C.L. Spencer
Sunbury	Councillor G.S. Ceaser

137/04 DISCRETIONARY HOUSING PAYMENTS REVIEW BOARD

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

RESOLVED that all Members of the Council other than those appointed to the Executive be appointed to form a Panel from which Discretionary Housing Payments Review Boards could be drawn, as necessary.

138/04 APPOINTMENTS BY THE COUNCIL TO OUSIDE BODIES

(a) South West Middlesex Crematorium Board

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

RESOLVED that Councillor Mrs D.L. Grant be appointed as the Council's representative and Councillor A.P. Hirst be appointed as deputy to serve on the South West Middlesex Crematorium Board.

(b) Surrey County Districts Film Licensing Joint Committee

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

RESOLVED that Councillors Mrs D.L. Grant and Mrs J.M. Wood-Dow be appointed as the Council's representatives to serve on the Surrey County Districts Film Licensing Joint Committee.

RECOMMENDATIONS OF THE EXECUTIVE

1. SPELTHORNE CORPORATE PLAN 2004/2007

- 1.1 The Executive has considered a report on a draft Best Value Performance Plan, which must be published by 30th June each year. As Spelthorne has been rated Excellent, following the recent Comprehensive Performance Assessment, it now has more flexibility over what to include (or omit) in the Plan - including the flexibility to call it something other than a Best Value Performance Plan. The Executive considers it appropriate to refer to the document as the Spelthorne Corporate Plan and believe that it should now be addressed in this way.
- 1.2 The layout of the Plan has changed somewhat from last year. The key change being the use of a Balanced Scorecard type of approach in setting corporate strategic aims and corporate targets. The other main change is that the whole document is now considered to be the Council's "Route Map" showing how Spelthorne will achieve its aims, rather than last year when one of the appendices was the route map showing a chronological approach to how the Council would achieve its aims.
- 1.3 **The Executive recommends that the Council notes the corporate strategic aims and targets for the Council listed in the Corporate Plan 2004/2007 and that the Council approves the Corporate Plan for adoption.**

2. LOCAL GOVERNMENT PENSION SCHEME – DISPUTE RESOLUTION PROCEDURES

- 2.1 The Executive has considered a report on the revised procedures for determining disputes relating to pension benefits and on the requirement for the Council to appoint a 'specified person' to hear appeals. These changed requirements came into effect from 1st June 2004 as a result of the Local Government Pension Scheme (Amendment) Regulations 2004. The report also covered the requirement for the Council to consider and agree a procedure for considering appeals relating to compensation benefits and to nominate "specified persons" to hear first and second stage appeals.
- 2.2 **The Executive recommend that the Council approve the following:-**
- (1) **To nominate the Monitoring Officer, the Assistant Chief Executives, the Strategic Directors and the Chief Executive within Spelthorne and the Pensions Manager at Surrey County Council as 'specified persons' to consider and determine first stage appeals against decisions made, or not made that affect employees' or their dependants' Local Government Pension Scheme [LGPS] benefits.**
 - (2) **To adopt a procedure for dealing with disputes relating to the operation of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) regulations 2000 which mirrors the LGPS IDRPs with the same timescales and requirements for contact with appellants.**
 - (3) **To nominate the Monitoring Officer, the Assistant Chief Executives and the Strategic Directors as 'specified persons' to consider and determine first and second stage appeals relating to disputes in relation to compensation benefits under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000.**
 - (4) **That the decisions at (1) and (3) above could include nominating Surrey County Council to hear appeals on Spelthorne's behalf.**

APPENDIX 2

- (5) To agree that the same persons nominated in (3) above could be nominated to hear injury allowance appeals in the event that they become the responsibility of employers at some point in the future.
- (6) To agree that the person considering disputes at each stage should not have been involved in the original / previous decision.
- (7) That appropriate amendments be made to the Scheme of Delegations to Officers in the Council's Constitution to delegate the Local Government Pension Scheme [LGPS] and compensation benefit appeals to the nominated 'specified persons' in the recommendations above.

Councillor Frank Davies
Leader of the Council

24th June 2004

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 25th May 2004 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 three matters [1 of these is exempt business], which appear in separate items on this Council Agenda.

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

COMMUNICATIONS STRATEGY - We have considered a report on the draft Communications Strategy, which will provide the framework for the delivery of clear, honest, open, accessible, two-way communication between the Council and the community. The Strategy outlines the Council's proposed communications activities over a four-year period up to 2007. We have agreed the draft Communications Strategy and its associated Action Plans and that an annual progress report be submitted to the Executive as part of the monitoring and evaluation process.

SURREY LOCAL PUBLIC SERVICE AGREEMENT [PSAs] - We have considered a report updating Members on progress with negotiating a Public Service Agreement (PSA) for Surrey and seeking authorisation for the Chief Executive, in consultation with the Leader, to finalise Spelthorne's involvement in the Surrey PSA.

We have agreed in principle to participating in those Public Service Agreement [PSA] projects that meet their own aims and objectives, as listed in Annex A to the Chief Executive's report, and that the final decision to participate in each Public Service Agreement project be delegated to the Chief Executive, in consultation with the Leader of the Council.

APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES 2004/2005 – We have agreed the appointment of representatives to serve on various Outside Bodies, Working Parties / Task Groups and the nomination of representatives to serve on certain Surrey Local Government Association [SLGA] organisations.

THE MEMBERS' DEVELOPMENT TASK GROUP – We have considered the various recommendations of the Members' Development Task Group and agreed (1) to endorse the Group's recommendations, as set out at Appendix A to the Executive Agenda, and (2) that the Task Group be re-appointed for 2004/2005 and that the Task Group's membership be increased from 3 to 8 members, comprising, Councillors Miss M.M. Bain, I.J. Beardsmore, H.R. Jaffer, Mrs. V.J. Leighton, Mrs. I. Napper, J.M. Paton, J.D. Pinkerton, and E.J. Searancke.

ENGAGING YOUNGER PEOPLE IN SPELTHORNE

BEST VALUE REVIEW OF YOUNG PEOPLE – We have considered a report on the outcome of the Best Value Review of Young People. We have agreed that the Improvement Plan in relation to the Spelthorne Borough Council activities be approved and that the Improvement Plan be forwarded to the Council's Performance Management and Review Committee, in order for them to oversee the progress of the Plan.

MAKING SPELTHORNE A BETTER PLACE

REFUSE COLLECTION AND RECYCLING IMPROVEMENT PLAN – We have considered a report seeking approval on the implementation date of 5th July 2004 for the changes to the refuse collection service, as outlined in the Best Value Clean, Green, Safe and Active

Improvement Plan, and on the launching of an associated wide-ranging advertising campaign relating to these changes.

The report also covered proposals on how Spelthorne would move the recycling strategy towards implementation, and on the delivery of future recycling targets, in line with local and national policies, so that the options for taking the strategy forward in a cost effective and sustainable manner could be implemented and achieved.

We have agreed (1) to implement the refuse collection proposals, outlined in paragraph 3.7 of the report of the Strategic Director (Community), including a wide-ranging advertising campaign in the Spelthorne Bulletin and appropriate local newspapers, (2) to implement a garden waste recycling service, as soon as possible, initially run by Direct Services in partnership with the Council's grounds maintenance contractor (Quadron Services Limited), (3) that the Head of Environment and the Head of Direct Services each be authorised to extend the current trial scheme for multi-recycling to the whole of the Borough, to operate until the paper recycling contract expires in November 2006, (4) that Officers continue to investigate the potential of the various recycling schemes currently in operation and report to a future meeting of the Executive on a medium to long-term way forward on recycling, waste minimisation and refuse collections, and (5) that Standing Orders for (Contracts) be waived in accordance with Paragraph 17 (Exceptions) on the basis that an invitation to tender would not be practical and would not achieve best value for the Council.

SPELTHORNE RIVERSIDE PROJECT – We have considered a report seeking the support of Members for the project bid for the Spelthorne Riverside Project and seeking the nomination of four Members to join a joint Project task group. We have agreed the principle of the Spelthorne Riverside Project bid being endorsed and have appointed four Members to serve on a joint Surrey County Council (SCC) / Spelthorne Borough Council (SBC) Spelthorne Riverside Project task group, namely, Councillors Miss M.M. Bain, G.E. Forsbrey, Mrs. V.J. Leighton and J.M. Paton. The four County Council representatives are, namely, Councillors Denise Saliagopoulos (Staines), Laurie Burrell (Laleham and Shepperton Green), Jim Maxwell (Shepperton) and Ian Beardsmore (Sunbury).

IMPROVING CUSTOMER SATISFACTION WITH SPELTHORNE'S SERVICES

CREDIT AND DEBIT CARDS – We have considered a report recommending that the Council accept credit and debit cards for all payments to the Council. We have agreed that the Council will in future accept credit and debit cards for all payment types, that council tax and business rate customers who use credit cards will be charged the equivalent of the transactions costs incurred by the Authority, and have noted that a more detailed report regarding the review of the cashiers service [this report will be exempt business] will be submitted to the Executive on 22nd June 2004.

MAKING SPELTHORNE SAFER

POLICE COMMUNITY SUPPORT OFFICERS – PARKS – We have considered a report on progress on the implementation of the scheme to employ and deploy four Police Community Support Officers [PCSOs] to parks and open spaces in the Borough. We have agreed that this first progress report be noted and that a further report be submitted to the Executive in September 2004, in order to evaluate the impact of the Police Community Support Officers [PCSOs] scheme over the spring and summer and to address issues arising.

Councillor Frank Davies
Leader of the Council

24th June 2004

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

The Improvement and Development Committee met on 8th June, 2004 and considered the following items of business:

External Auditors Plan 2004/05

I introduced and welcomed Andrew Lovett of Baker Tilly, the Councils' External Auditors to the meeting, who presented the external auditors' report for 2004/2005.

The Committee noted with satisfaction this report, which indicated that Spelthorne was a low risk authority.

Audit Services – Annual Plan 2004/05

The Committee noted and approved the Audit Services Annual Plan 2004/05

Corporate Plan 2004/05

The Committee approved the Corporate Plan 2004/05 but expressed its concern to the Executive that anti-social behaviour had not been targeted as part of the Crime and Disorder Reduction Strategy.

Contact Management And E-Government Developments

We received and noted an update presentation on E-Government developments covering a vast range of inter-related subjects which had been phased to integrate with specific services throughout the Council.

Making Car Parks Pay Task Group

The Committee considered and approved recommendations to the Executive arising from the outcomes of a Task Group, set up to look at making car parks pay and a report from the Strategic Director (Support) on Car Park Initiatives.

Best Value Review of Young People

The Committee received a presentation and noted the outcome of the Best Value Review of Young People considered by the Executive on 25 May last.

Review Of Work Programme 2004/05

The Committee approved its Work Programme and appointed a replacement Member and reserve on the Best Value Procurement Review Panel

Change Of Meeting Date

We have changed the date of the next meeting of this Committee from 23 September to 30 September 2004.

Councillor Andrew Hirst
Chairman of the Improvement and Development Committee

24th June 2004

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. PERFORMANCE INDICATORS

- 1.1. The Committee considered an analysis of the Council's performance against corporate targets and performance indicators for the period January to March 2004. The way the quarterly information was presented had been changed to fall in line with the areas covered by each of the Portfolio Holders with each having a covering page giving a summary of the current position.

2. TASK GROUP

- 2.1. The Committee received the report of the Chairman of the Task Group, Councillor J.D. Pinkerton, on the findings of the Task Group set up to look into the discharging sewer issues in Stanwell Moor.

3. HEALTH AND SAFETY ISSUES

- 3.1. The Committee discussed the findings of the Health and Safety Executive Inspection and the actions planned to comply with the improvement notice. The committee were pleased to note the actions put in place by the offices to meet the requirements of the Improvement Notice.

4. ANNUAL REPORTS

- 4.1. The Committee discussed two annual reports. The first covered the work undertaken last year by Audit Services. The second annual report was on treasury management and covered the Council's activities in the borrowing and investment market and the performance of the two external fund managers 'Investec' and Investco'. Although for various reasons there had been poor investment performance of the fund managers the committee were satisfied with the action taken by the officers to try to improve the situation.

5. EXTERNAL AUDITORS PLAN 2004/2005

- 5.1. The External Auditors Plan for 2004/2005 comes under the responsibility of the Improvement and Development Committee. However this committee had the opportunity to discuss the plan and feed in any comments to the Improvement and Development Committee at its meeting on 8 June 2004.
- 5.2. The committee were pleased to note that the majority of risks identified in the 'Risk Based Assessment' had been given a 'low risk' rating and further due to the Council's CPA excellent rating the Auditors fees had been reduced by 10/12% from last year.

6. BEST VALUE PERFORMANCE PLAN 2004/2005 (CORPORATE PLAN)

- 6.1. The Committee were asked to comment on the draft text version of the Plan with an opportunity to make any general comments on the sense of direction of the document for consideration by the Executive, before it was submitted to the full Council meeting on 24 June 2004. The committee in considering the matter noted that as a result of the councils CPA rating of *excellent* more flexibility was given to what could be included in the document. The main changes were to the layout of the document which had been split into various sections covering: What are we aiming for, What have we achieved, External comments and What this means for the residents of the Borough. The committee supported the draft plan and the way it sets out our corporate aims and objectives for 2004/2005.

Councillor Frank Ayers
Chairman of the Performance Management and Review Committee

24th June 2004

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

Two Licensing Sub-Committees have met on 12th May and 9th June, 2004 when they considered the following items of business: -

LICENSING SUB-COMMITTEE – 12TH MAY, 2004

Appointment of Chairman and Vice-Chairman

The Sub-Committee appointed myself and Councillor J. Pinkerton as Chairman and Vice-Chairman respectively.

Application for a Variation to a Public Entertainment Licence at The Blue Anchor, Public House – Objection to The Grant of a Licence

The Committee considered and granted a variation to an existing public entertainment licence.

LICENSING SUB-COMMITTEE – 9TH JUNE, 2004

Appointment of Chairman and Vice-Chairman

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

Proposed Increase to Hackney Carriage Fare Tariff

The Sub-Committee considered and approved an increase in the fare tariffs for Hackney Carriages. It also agreed that tariffs should be reviewed annually.

Councillor Robin Sider
Chairman of the Licensing Committee

24th June 2004

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. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 28 April and 26 May 2004. It also gives a brief update on other planning related matters.

For the record I should like us to note that the Planning Committee on 28 April was of course chaired for the last time by my predecessor, John O'Hara, who I would wish to thank publicly for his excellent period "at the helm". The Committee on 26 May was my first meeting back as Chairman of the Planning Committee.

1. The Planning Committee meeting on **28 April 2004** dealt with four items in total on the main agenda plus one urgent Part 2 item relating to an enforcement issue in Glenhaven Drive, Stanwell.

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

The most notable items on the agenda were:-

- (a) the approval of a three storey building incorporating 14 flats at Stronalva House (former Bendy Toys site), Spelthorne Lane, Ashford.
 - (b) the request from London Irish RFC, The Avenue, Sunbury, to retain the grandstand (despite an earlier undertaking for it to be removed pursuant to the Leisure Club development) – this application was deferred by the Committee to investigate additional compensatory landscaping and tree planting on the site.
 - (c) the decision the Committee took to strongly object to the County Matter application for mineral extraction and associated operations at Hithermoor Quarry, Leylands Lane, Stanwell Moor.
2. The Planning Committee on **26 May 2004** dealt with 6 items in total, including one enforcement report, relating to a front boundary wall in Hithermoor Road, Stanwell.

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

The most notable items on the agenda were:-

- (a) the decision to refuse three alternative sets of plans for a boat showroom in relation to Gibbs Marine, Russell Road, Shepperton in preparation for a reconvened Public Inquiry.

- (b) the refusal of 28 residential units at land at the rear of Cavendish Road, Sunbury.
- (c) the approval of 6 flats at 398 Staines Road West, Ashford.

Other matters of interest

Performance figures for speed of determining planning applications.

	Major applications (BVPI Target) (60% in 13 wks)	Minor Applications (BVPI Target) (65% in 8 wks)	Other applications (BVPI Target) (80% in 8 wks)
October 2003	-	60%	91%
November 2003	100%	67%	85%
December 2003	50%	67%	94%
January 2004	40%	79%	98%
February 2004	50%	69%	94%
March 2004	0%	94%	94%
April 2004	100%	88%	96%
May 2004	100%	74%	99%

This means that at the 6 month point (ie 1 Oct – 31 Mar) in the current period for calculating next year’s Planning Delivery Grant (ie 1 Oct 2003 – 30 September 2004) the performance overall shows:-

‘Majors’	‘Minors’	‘Others’
46%	73%	93%

This compares favourably with the performance for the 12 month period (1 Oct 2002 – 30 Sept 2003) over which last year’s PDG award was made which was:-

‘Majors’	‘Minors’	‘Others’
40%	63%	88%

Councillor Gerry Ceaser
Chairman of the Planning Committee

24th June 2004