

MINUTES OF THE COUNCIL MEETING HELD ON 22 JULY 2004
AT THE MEETING OF THE SPELTHORNE BOROUGH COUNCIL HELD IN THE COUNCIL
CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES ON
THURSDAY 22 JULY 2004 AT 7.30PM

Amos Mrs. P	Fullbrook J M	Pinkerton J D
Ayers F	Hirst A P	Ponton Mrs J E
Beardsmore I J	Hyams Mrs M	Royer M R
Bouquet M L	Jaffer H R	Searancke E J
Ceaser G S	James P R	Sider R W
Chouhan K	Leighton Mrs V J	Spencer Mrs C L
Culnane E K	Madams M J	Trussler G F (Mayor)
Davies F (Leader)	O'Hara E	Turner D
D'Sa R V	Packman J D (Deputy Leader)	Weston Mrs P (Deputy Mayor)
Forsbrey G E	Pinkerton Mrs J M	Wood-Dow J.M

Co-Opted member: Mr M. Litvak

G F Trussler, Mayor, in the Chair

219/04 APOLOGIES

Apologies for absence were received from Councillors Miss M. Bain, R.B. Colison-Crawford, Mrs D.L. Grant (who was attending a Portfolio Holder event), J B Langridge-John, S. B. S. Lorch, Mrs I. Napper, J. M. Paton and C. V. Strong.

220/04 MINUTES

RESOLVED that the minutes of the Council meeting held on 24 June 2004 be approved as a correct record. Councillor R.W. Sider took the opportunity of informing members that a members training event on the forthcoming licensing regulations would take place on 11 October 2004.

221/04 DISCLOSURE OF INTERESTS

No disclosures were made.

222/04 ANNOUNCEMENTS BY THE MAYOR

The Mayor reminded members that places were still available for the Mayor's Charity Luncheon and tickets were on sale for the concert on 17 October, 2004 with full details being obtained from his secretary. The Mayor also hoped that members would support the River Day event by displaying the posters they had received.

223/04 ANNOUNCEMENTS FROM THE LEADER

ANN DAVEY

The Leader of the Council, Councillor Davies, reported that this was the last meeting that Ann Davey would attend before her retirement in September 2004. He paid tribute to her loyalty and commitment and for being a first class officer for the Council in particular the many major projects that she had been involved with over the years and for the thoroughness in providing guidance to all members.

He placed on record the Council's thanks and appreciation for her contribution to the work of the authority and extended best wishes for a long and happy retirement.

The Mayor of the Council, Councillor G.F. Trussler, and the Leader of the opposition Group, Councillor I.J. Beardsmore also paid tribute to Ann Davey and expressed their appreciation for the support she had given to all members.

Anonymous Press Coverage

The Leader expressed his abhorrence over learning that a member had allegedly provided an anonymous comment about an exempt report to the local press, although the information provided was incorrect. The Deputy Editor had agreed to rectify the matter in the next edition of the newspaper. He expressed concern that it appeared that a member had preferred to report incorrect information to the press rather than discussing the matter with himself, the Chief Executive or the Monitoring Officer.

224/04 ANNOUNCEMENT FROM THE CHIEF EXECUTIVE

Investors in People Reassessment

The Chief Executive reported on the successful outcome of the reassessment for Investors in People and thanked staff and members who had been involved.

225/04 MEETING ADJOURNED

The Mayor adjourned the meeting for five minutes to enable petitions to be received from Mrs Linda Burton and Councillors A.P. Hirst and Mrs D. Turner. The petitions related to the possible closure of post offices around the Borough

The Mayor reconvened the meeting.

226/04 STATEMENT OF ACCOUNTS 2003/2004

The Council considered a recommendation from the Executive on the Council's Financial Statement of Accounts for 2003/2004.

RESOLVED that the Council approve the Council's Statement of Accounts for 2003/2004 and agree that these Accounts be signed by the Leader of the Council.

227/04 MANDATORY DISABLED FACILITIES GRANT BUDGET 2004/2005

The Council considered a recommendation from the Executive to approve a supplementary budget to ensure sufficient funds were available to cover the costs of works for grants that would be ready for approval and payment during the remainder of 2004/2005.

RESOLVED:

1. That additional capital funding of £250,000 for 2004/2005 be approved for Mandatory Disabled Facilities Grants; and
2. The Head of Environmental Health and Building Control Services be authorised to make representations to the Government Office for the South East (GOSE) to request that Spelthorne receives a 60% contribution (£150,000) from the Government towards the additional costs at (1) above.

228/04 MONITORING OFFICER PROTOCOL

The Council considered the recommendation of the Standards Committee to adopt a Monitoring Officer protocol and to include this and reference to the appointment of a Deputy Monitoring Officer in the Council's Constitution.

RESOLVED:

1. That the Monitoring Officer Protocol, as submitted and [attached](#), be adopted and included in Part 5 of the Council's Constitution; and
2. The appointment of a Deputy Monitoring Officer be referred to in the Council's Constitution.

229/04 REPORT FROM THE LEADER OF THE COUNCIL

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

230/04 PLANNING COMMITTEE

The Chairman of the Planning Committee, Councillor G.S. Ceaser, presented his report which outlined the matters the Committee had dealt with since the last Council meeting.

231/04 STANDARDS COMMITTEE

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

232/04 NOTICE OF MOTION

In accordance with Standing Order 14 it was proposed by Councillor E. O'Hara and seconded by Councillor P.R. James:

"That this Authority notes the proposals by the Post Office in its recent letter, and that the Council deplors these measures as unhelpful and damaging to the interests of the Community generally, and to elderly and infirm people particularly.

In the event that the Post Office is minded to proceed with these changes, then this Council asks that the Post Office delay implementation, and discuss with local representatives, how the changes may be tempered by the introduction of automatic teller machines and any other appropriate measures."

RESOLVED:

1. That the motion be adopted; and
2. Councillor J.D. Packman, the Deputy Leader, together with the relevant ward members meet with representatives from the Post Office to discuss the matter.

233/04 APPOINTMENTS TO OUTSIDE BODIES - APPOINTMENT OF TRUSTEES - SPELTHORNE MENTAL HEALTH ASSOCIATION [SMHA] MANAGEMENT COMMITTEE

RESOLVED that Councillor Mrs C.L. Spencer be appointed to serve as a Trustee to the Spelthorne Mental Health Association [SMHA] Management Committee.

234/04 URGENT ITEM – APPOINTMENT OF HEAD OF CORPORATE GOVERNANCE AND MONITORING OFFICER

The Mayor reported that he had agreed to take this as an urgent item because in his opinion a decision was required now and could not wait until the next scheduled Council meeting in October, as the existing post holder would be leaving at the end of September.

The Council considered the report of the Chief Executive on the need to set up an Appointments Committee to appoint a new Head of Corporate Governance.

RESOLVED to establish an Appointments Committee to make an appointment to the post of Head of Corporate Governance and Monitoring Officer, the Committee to comprise 3 members of the Conservative Group and 1 Liberal Democrat member, with the Chief Executive authorised to appoint members in accordance with the nominations of the respective political Group Leaders.

CHANGES TO THE COUNCIL'S CONSTITUTION

Resolution Required Report of the Chief Executive

Executive Summary

This report is presented in light of the appointment by the Council to the post of Head of Corporate Governance and Monitoring Officer, and seeks the approval of the Council on a number of consequential revisions needed to the Council's Constitution.

Main Issues

- The need to make a number of consequential revisions to the Council's Constitution in light of the appointment to the post of Head of Corporate Governance and Monitoring Officer.

Options

- (a) To support the proposed changes to the Council's Constitution.
- (b) To make no changes to the Council's Constitution.

Officer Recommendations

1. The Council is asked to approve the revisions to the Council's Constitution in the [Appendix A](#) to this report.

REPORT

1. BACKGROUND

- 1.1 At its last meeting on 22 July 2004 the Council constituted an Appointments Committee to make an appointment to the post of Head of Corporate Governance and Monitoring Officer.
- 1.2 The Appointments Committee appointed Mrs. Karen Whelan to the post with effect from 1 October 2004. Article 4.2(i) of the Council's Constitution requires this appointment to be confirmed formally by the Council.
- 1.3 In light of the appointment, to be confirmed by the Council, at paragraph 1.1 above there are a number of consequential revisions needed to the Council's Constitution.

2. MAIN ISSUES

- 2.1 The Constitution is the framework within which the Council operates. It sets out how decisions are made and the procedures which are followed. Some of these processes are required by the law, while others are a matter for the Council to choose.
- 2.2 The Constitution is divided into 16 articles, which comprise the basic rules governing the Council's business.
- 2.3 It is of vital importance for the Council to ensure that the Constitution is up to date and effective and for this reason a number of consequential revisions are proposed to the Constitution, in light of the appointment to the post of Head of Corporate Governance and Monitoring Officer.

3. OPTIONS

- (a) To support the proposed changes to the Council's Constitution. This is the recommended option as the Council has a statutory duty to ensure that the Constitution is up-to-date and effective.
- (b) To make no changes to the Council's Constitution. This option cannot be recommended because if the Council followed this course it would be in breach of its statutory obligations.

4. PROPOSALS [option 3 (a)]

- 4.1 In light of the appointment to the post of Head of Corporate Governance and Monitoring Officer, the approval of the Council is sought on a number of consequential revisions needed to the Council's Constitution, to ensure it is up to date and effective.
- 4.2 The proposed changes are set out at **Appendix A** to this report.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no direct financial implications arising from the proposed changes.

6. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 6.1 The Council has a statutory duty to ensure that its Constitution is up-to-date and effective. There are no other implications arising from the proposed changes.

7. SUPPORT FOR CORPORATE PRIORITIES

- 7.1 The proposed changes to the Council's Constitution contributes to all 4 of the Council's corporate priorities, because the Constitution sets out the basic rules governing all the Council's business and this embraces all 4 priorities.

Contact:

Richard Powell on 01784 446240

Report Author:

Richard Powell

Portfolio Holder:

Councillor Ed Searancke

Background papers:

There are none.

CHANGES TO THE COUNCIL'S CONSTITUTION

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RECOMMENDATIONS OF THE EXECUTIVE

1. LEISURE CENTRE MAINTENANCE

1.1 The Executive has considered a report on essential health and safety works required over the next two years at the Spelthorne and Sunbury Leisure Centres.

1.2 The Executive recommend that the Council agree:

- (1) To include health and safety work totalling £799,114 for Spelthorne and Sunbury Leisure Centres (including fees and contingencies) in the outline Capital Programme for 2005/2006.
- (2) That leisure contractors be requested to prepare their tenders with options, including full repairs and maintenance, internal maintenance and with no maintenance, as detailed in the report of the Strategic Director (Community).
- (3) That the Head of Asset Management Services continues to review the options detailed in the report of the Strategic Director (Community) and arranges for these to be reported on to the Executive at the time of the outcome of negotiations for the leisure centre contract.
- (4) That the existing leisure centre contract be extended until September 2005.

2. THE SECOND LOCAL TRANSPORT PLAN 2006-2011 - CONSULTATION

2.1 The Executive has considered a report on proposals to ensure that all Members are given an opportunity to contribute to an initial Council response to the second Local Transport Plan (LTP2), as part of Surrey County Council's consultation process. As agreed by the Executive, the Head of Environment Services sent a letter to all Members inviting their comments on LTP2 by 24 September 2004.

2.2 The Executive recommend that the Council agree:

- (1) That its formal response to Surrey County Council be to inform them that the Local Transport Plan [LTP2] should include the issues set out in paragraph 3.2 of the report of the Strategic Director (Community), in particular that Staines Town Centre Park and Ride facilities at Christmas and New Year should be extended to Sundays.
- (2) That the response to SCC would also include any additional contributions to the LTP2, arising from the separate consultation with all Members of the Council.

3. CENTRAL RAILWAYS

3.1 The Executive has considered a report updating Members on recent developments regarding the Central Railways project and seeking their agreement on the Council's formal response.

3.2 The Executive recommend that the Council agree:

- (1) To confirm its opposition to the Central Railways project, in view of the adverse impact on the environment of the Borough.
- (2) That letters be sent to the relevant Government Minister and to David Wilshire MP setting out the Council's position and opposing a Hybrid Bill and the possible establishment of an all-party parliamentary group to support the Central Railways project scheme.

4. ALTERATIONS TO POLICIES H5 AND H6 OF THE SPELTHORNE BOROUGH LOCAL PLAN

4.1 The Executive has considered a report advising Members of the Inspector's report and his recommendations on the outstanding objections to the Council's proposed alterations to Policies H5 (dwelling sizes) and H6 (affordable housing) of the Borough Local Plan. The report also set out for approval recommended appropriate responses to the Inspector's recommendations and the necessary actions to facilitate formal adoption of the policies. Additionally, the report advised Members on consequential changes required to the interim Supplementary Planning Guidance on Affordable Housing.

4.2 The Executive recommend that the Council agree:

- (1)** That Policies H5 and H6 and the supporting text (as proposed to be modified) be agreed and the relevant notices for adoption be published, subject to there being no unresolved objections to the modifications within the required statutory period.
- (2)** That the amendments to the Supplementary Planning Guidance on Affordable Housing be adopted following the end of the six-week consultation period, subject to there being no unresolved objections.

5. DECRIMINALISED PARKING ENFORCEMENT [DPE] – NATIONAL PARKING ADJUDICATION SERVICE [NPAS] – APPOINTMENT OF MEMBER AND DEPUTY MEMBER REPRESENTATIVES

5.1 The Executive has considered a report on the requirement for the Council to join the National Parking Adjudication Service [NPAS] Joint Committee and be represented on it, in order to comply with the requirements of the Decriminalised Parking Enforcement Regime.

5.2 The Executive recommend that the Council agree:

- (1)** That two Members be nominated by the Council to become the Member and the Deputy Member, respectively, to serve as the Council's representatives on the National Parking Adjudication Service [NPAS] Joint Committee.
- (2)** That either the Head of Legal Services or the Principal Solicitor, as appropriate, be authorised to sign the legal agreement enabling the Council to join the Joint Committee and to discharge its appeal function to the National Parking Adjudication Service [NPAS] Joint Committee.

6. FREEDOM OF INFORMATION ACT 2000

6.1 The Executive has considered a report updating Members on the work undertaken to prepare for the implementation of the Freedom of Information Act 2000 [FOI] by January 2005. The report also sought Members approval on the proposed corporate Records Management Policy set out in Appendix 3 and the further requirements for implementation of Phase Three of the project.

6.2 The Executive recommend that the Council:

- (1)** Approve the current draft Corporate Policy Statement on Records Management as a starting point for the third stage of implementation of the overall project.
- (2)** Request that the Head of Legal Services or Principal Solicitor and the Head of Customer and E-Government Services undertake a review of the Corporate

Policy Statement, set out in Appendix 3 to the report, before full implementation of the legislation, to take into account any policy changes once more detailed guidance is available and when systems, procedures and best practice have been identified by the Project Team, and to report to the Management Team on the changes required before the end of December 2004.

- (3) Note the approval by the Management Team of the temporary appointment of a Records Manager at Scale M1 to assist with the implementation process in line with other systems currently being developed for information management for a period of at least 12 months, and thereafter subject to review. This post will be funded through salaries savings.**
- (4) Approve a supplementary estimate [anticipated to be in the region of £14,000] for a further 20 days consultancy under the current consultancy arrangements with Steria for assisting with Comino file and contact management to enable them to include in this project the requirements for Freedom of Information [FOI]. The cost of this consultancy work is a one-off and will therefore not impact on the budget in future years.**
- (5) Note the appointment by the Management Team of an officer-led Project Group to implement the third stage requirements of the FOI project to ensure the Council is compliant with the Act's requirements and to carry out the action points broadly set out in Appendix 2 to the report.**
- (6) Approve training expenditure for Members and staff on the implications of FOI, at a cost of £4,500 for external training provision, and note that the Project Group would seek to fund this from the current training budgets.**

7. NIGHT FLYING RESTRICTIONS AT HEATHROW, GATWICK AND STANSTED AIRPORTS

7.1 The Executive has considered a report outlining the issues to be considered in relation to the Council's formal response to the Government's proposals relating to Night Flying Restrictions at Heathrow, Gatwick and Stansted Airports - Stage 1 Consultation document dated July 2004. Members were advised that Working Parties of relevant authorities close to Heathrow, including Spelthorne, would continue to consider the Government Consultation in detail until shortly before the deadline to respond of 29 October 2004, in order that the Council's response, at Appendix 1 to the report, might be developed further.

7.2 The Executive recommend that the Council:

- (1) Approve the answers in Appendix 1 to the report for adoption as the Borough Council's formal response to the Government Consultation on Night Flying Restrictions at Heathrow, Gatwick and Stansted Airports.**
- (2) Approve any additional information which needs to be added to Appendix 1, being agreed by the Head of Environmental Health and Building Control Services, in consultation with the Portfolio Holder for Environment and Planning.**
- (3) Approve the Borough Council's formal response being sent to the DFT [Department for Transport] by the deadline date of 29 October 2004.**

8. LEISURE CENTRE PROCUREMENT

8.1 The Executive has considered a report presenting options on the final suggested arrangements for the Leisure Centre Procurement process for review and confirmation by Members.

8.2 The Executive recommend that the Council agree to the following procurement principles of the leisure centre procurement route:

- (a) That the Council invite expressions of interest from private contractors and established Trusts.**
- (b) That the Council would prefer all maintenance responsibilities to be within the final contract.**
- (c) That Spelthorne Leisure Centre and Sunbury Leisure Centre are offered both jointly and separately for procurement.**
- (d) That the length of contract should be 15 years with a joining option clause for extension for an additional 5 years.**
- (e) That the Council invites development proposals as part of the tender evaluation.**
- (f) That the specification meets the Council's social aims and objectives.**
- (g) That the Officers evaluate the Council's best approach to offering a lease or licence to the successful contractor.**
- (h) That a formal invitation to tender takes place in December 2004.**

9. REVIEW OF SERVICES FOR OLDER PEOPLE IN SPELTHORNE - NOMINATION OF MEMBERS TO SERVE ON THE WORKING GROUP

9.1 The Executive has considered a report on an initial plan for establishing the vision for Services for Older People in Spelthorne. The Executive recommends the nomination of the Leader of the Council and the Portfolio Holder for Adult and Elderly Services as two Members to serve on the Working Group at paragraph 3.2 of the report of the Strategic Director (Community).

9.2 The Executive recommend that the Council consider the nomination of Members to serve on the Working Group at paragraph 3.2 of the report of the Strategic Director (Community).

Councillor Frank Davies
Leader of the Council

21 October 2004

REPORT OF THE LEADER OF THE COUNCIL ON THE WORK OF THE EXECUTIVE

Since my previous report to the Council, the Executive has twice. This report is an overview of the main items considered on 14 September 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 nine matters, which appear in a separate item on this Agenda. I will report on the items considered on 11 October 2004 at the next Council meeting.

ISSUES INCORPORATING ALL 4 CORPORATE PRIORITIES

SURREY IN 2020 – THE VISION - We have considered a report seeking agreement on a recommended formal response from the Borough Council to Surrey County Council's consultation entitled 'Surrey in 2020'. We have agreed the approach to the Surrey in 2020 Vision set out at paragraph 6 of the report of the Chief Executive, including appropriate wording to cover the recognition of Spelthorne's uniqueness overall and within Surrey.

PEOPLE STRATEGY 2003/2006 - We have considered a report on progress on the People Strategy 2003-2006 and the actions proposed for 2004/2005 and have endorsed both the progress made and the future action being implemented.

MAKING SPELTHORNE A BETTER PLACE

REVIEW OF PREFERRED REGISTERED SOCIAL LANDLORDS – We have considered a report updating Members on progress towards reviewing the Council's Registered Social Landlord (RSL) preferred partners and giving a detailed breakdown of the issues that would be addressed through this review. Members have noted that the Head of Planning and Housing Strategy Services has written to the Housing Corporation seeking their endorsement of his recommended approach at paragraphs 2.3 and 3.1 to 3.4 of the report and their response is still awaited.

We have approved the criteria for the review of the Council's Registered Social Landlord (RSL) preferred partners, as listed at Appendix 1 of the report of the Strategic Director (Community). We have agreed that the Council advertises in "Inside Housing" for new preferred partners and that the Strategic Housing Group undertakes an initial short-listing of potential preferred partners and then present a report to a future Executive prior to the final selection process.

MAKING SPELTHORNE SAFER

POLICE COMMUNITY SUPPORT OFFICERS (PCSOS) – PARKS – We have considered a report on progress on the scheme to employ and deploy four Police Community Safety Officers (PCSOs) to the parks and open spaces in the Borough. We have noted the progress report presented by the Chief Executive and agreed that further reports be submitted to the Executive twice yearly, to evaluate the impact of the Police Community Support Officers and to address the issues arising.

THE CHILDREN'S BILL – IMPLICATIONS FOR SPELTHORNE BOROUGH COUNCIL We have considered a report updating Members on the Children's Bill and highlighting the implications for Borough / District Councils, including identifying models for involving this Authority in the Children's Safeguarding Board. Members noted that it was proposed to arrange a Members' Seminar at Spelthorne later in 2004 to cover the implications of the Children's Bill.

We have noted the report of the Strategic Director (Community) on the Children's Bill and endorsed the proposed action detailed in it to ensure that Spelthorne Borough Council is complying with the Act. We have agreed that the Council respond to the Surrey Area Child

APPENDIX 4

Protection Committee suggesting that the local approach for the development of a Children's Safeguarding Board be through the Spelthorne Local Strategic Partnership [LSP]. We have also agreed that the Portfolio Holder for Children and Young People Services (Councillor Mrs Denise Grant) be nominated for appointment as the Council's representative on the Surrey Area Child Protection Committee.

Councillor Frank Davies
Leader of the Council

21 October 2004

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

The Improvement and Development Committee met on 30th September, 2004 and considered the following items of business:

County Pension Fund Strategy

I introduced and welcomed Mike Taylor, Surrey County Council's Executive Director for Performance and Resources to the meeting, who gave a presentation on the County Pension Funding Strategy.

Elmsleigh Centre Refurbishment and Development

The Committee noted the report on the Elmsleigh Centre Refurbishment and Development.

Review Of Work Programme 2004/2005

The Committee approved its Work Programme for the remainder of 2004/05.

Councillor Andrew Hirst
Chairman of the Improvement and Development Committee

21 October 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. CHANGES TO THE FORMAT OF THE AGENDA

- 1.1. As a relatively new Chairman of this scrutiny committee I have introduced various changes in the way the committee operates and which relates to the agenda. The first is to introduce 'Matters arising from the Minutes' This is by way of briefing papers outlining progress made since committee consideration and helps to ensure that the committee is aware of the progress being made on the important issues they have previously discussed and are accountable for.
- 1.2. The second is to encourage individual members of the committee to be more involved in the work of scrutiny by asking them to identify issues they wish to have considered for inclusion in the work programme as well as inviting members to identify specific topics that they feel are worthy of investigation by a task group.

2. FINANCIAL MONITORING REPORTS

- 2.1. The Committee in monitoring the financial position of the New Schemes Fund noted that as at 31 March 2004 the fund had a balance of £3,386,637(Capital) and £3,057,973 (Revenue). The Committee also received a general fund budget monitoring report which covered the first three months of this financial year.

3. STATEMENT OF ACCOUNTS 2003/2004

- 3.1. Andrew Lovett and Max Lai-Kin-Foo representatives from the Council's External Auditors, Baker Tilly, attended the meeting to talk on two documents. The first was on the outcome of their review of our financial arrangements and internal financial controls for 2003/2004. The Committee in considering the twenty three recommendations contained in the document identified that further discussions were needed between the Head of Financial Services and the external Auditors on the recommendation relating to "Staff responsible for processing invoices should not have access to setting up and amending suppliers" with the outcome being reported to the next meeting.
- 3.2. The second document considered by the committee covered the audit of our Financial Statement 2003/2004, which on behalf of the Committee I am pleased to report we received an unqualified opinion.

4. WASTE MANAGEMENT

- 4.1. The Committee in receiving a presentation from the Head of Environment Services on waste management discussed the government and European Directives being introduced for the recycling and collection of waste and the need for the reduction of the amount of waste that goes to landfill. The committee felt that as this was such an important and complex issue the matter should be progressed via a task group and is referred to in the following item.

5. TASK GROUP ARRANGEMENTS

- 5.1. The Committee have allowed the Task Group set up to ensure that the key findings of the best value review of housing services to continue its investigations with the final findings being reported to the next meeting. The committee also set up a new Task Group to assist in shaping the way forward in waste management. In addition to this I would remind

members that the Task Group previously set up to review the effectiveness of arrangements for security in parks will be meeting again in the coming months.

6. PERFORMANCE INDICATORS

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

Councillor Frank Ayers
Chairman of the Performance Management and Review Committee

21 October 2004

REPORT OF THE CHAIRMAN ON THE WORK OF THE LICENSING COMMITTEE

The Licensing Committee met on 22nd September, 2004, when it considered the following items of business: -

Licensing Act 2003 – Draft Statement Of Licensing Policy 2004 – 2007

The Committee considered a report on the Licensing Act 2003 and recommended the Executive that the Statement of Licensing Policy, as amended by the Committee, be adopted for consultation in accordance with the timetable submitted.

Gaming Act 1968 Section 34 – Ral Ltd, (Trading As Quicksilver) 109 High Street, Staines

The Committee considered and granted a renewal of a three year permit for the use of unlimited amusement with prizes machines for gaming under section 34 of the Gaming Act at this location.

Licensing Sub-Committee – 6th October 2004

The Committee appointed five Members to serve on a Licensing Sub-Committee.

Consultation on Draft Regulations and Order to be made under the Licensing Act 2003

The Licensing Committee will consider draft regulations which have been published for consultation purposes, at its meeting on 3rd November.

Councillor Robin Sider
Chairman of the Licensing Committee

21 October 2004

REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met three times 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 21 July, 18 August and 15 September 2004. It also gives a brief update on planning performance figures.

1. The Planning Committee meeting on **21 July 2004** dealt with 12 items in total.

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

The most notable items on the agenda were:

- (a) the refusal of 14 residential units at the Shepperton Autoway Centre, Walton Bridge Road;
- (b) the refusal of 14 residential units at the Old Engineering Works site, Upper Halliford;
- (c) the refusal of the conversion of a property into 4 flats at 3 Clarendon Road, Ashford;
- (d) the serving of enforcement notices at land adjoining Croysdale Avenue for use of land for car boot sales and the creation of an access road, etc were agreed;
- (e) the prior serving (by officers) of enforcement notices and stop notices against the unauthorised works associated with telecommunication masts at (i) land adjacent King's Head Public House, Ashford and (ii) junction of Green Lane/High Street, Shepperton were supported by the Planning Committee.

2. The Planning Committee on **18 August 2004** dealt with 14 items in total.

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

The most notable items on the agenda were:

- (a) a decision regarding the 111 dwellings at the Rodd Industrial Estate, Shepperton was deferred to allow for more discussions and negotiations on the application;
- (b) the approval of two dwellings and a "live/work" workshop and drydock with ancillary residential accommodation at Turk's Boatyard, Thames Street, Sunbury;

- (c) the refusal of 13 no. 3-bedroom houses and access road (outline application) at 285-291 Feltham Hill Road, Ashford;
 - (d) the approval of 5 flats at 247-249 Staines Road West, Sunbury;
 - (e) a decision regarding the erection of a replacement dwelling at Amasis, Pharoahs Island, Shepperton was deferred for further discussions/negotiations on the application;
 - (f) enforcement action was authorised in respect of land at (i) All Access Platforms, 104/106 Long Lane, Stanwell and (ii) land rear of Wheels Van Centre, Felstead Farm, Long Lane, Stanwell.
3. The Planning Committee on **15 September 2004** dealt with 17 items in total, although it was necessary on this occasion to adjourn the meeting at 10.30 pm on 15 September and re-convene on Tuesday 21 September in order to conclude the business.

Public speaking took place on ten of the items with a total of 16 people taking the opportunity for public speaking – a record number since the introduction of the arrangements at Planning Committee in September 1998!

The most notable items on the agenda were:

- (a) the approval (subject to planning conditions and a legal agreement) of an all weather track, plus associated works, etc at Kempton Park Racecourse;
 - (b) the refusal of 39 residential flats at The Crooked Billet Public House, London Road, Staines;
 - (c) the approval of a replacement workshop and office accommodation at Stage I, Shepperton Studios;
 - (d) the approval of 40 one and two bedroom accommodation for elderly persons at Beechwood Court, Churchill Way, Sunbury;
 - (e) a decision regarding the creation of a cattery at 2 Stainash Crescent, Staines was deferred for further discussions/negotiations on the application;
 - (f) the serving of enforcement notices at (i) Vermulen's Garden Centre, Horton Road, Stanwell and (ii) rear of St Nicholas Drive, Shepperton were both agreed.
3. 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)
2004			
January	40%	79%	98%
February	50%	69%	94%
March	0%	94%	94%
April	100%	88%	96%
May	100%	74%	99%
June	100%	71%	97%
July	100%	93%	94%
August	100%	85%	95%

In terms of comparison with other districts in Surrey, the Central Government figures for the speed on determining all applications within the overall 8 week period shows:

- (a) for year ending 30 March 2004, our performance was 86%. This was the top performance in Surrey. The next nearest were Mole Valley (83%), Woking (81%) and Elmbridge (80%);
- (b) for the quarter January to March 2004, our performance was 90%. This was also top performance in the County. The next nearest were Mole Valley (86%); Guildford (82%) and Woking (81%);
- (c) for the year ending 30 June 2004, our performance was 88%. This again was top performance in Surrey. The next nearest were Mole Valley (85%), Woking (82%) and Epsom and Ewell (81%);
- (d) finally, for the quarter April to June 2004, our performance was 92% - also top performance in Surrey. The next were Mole Valley (88%), Tandridge (85%) and Reigate and Banstead (83%).

Members are advised that these continuing high performance figures for the speed of determining planning applications is likely to stand the Council in very good stead for when the next round of Planning Delivery Grant is announced. The PDG will cover performance in the period 1 October 2003 to 30 September 2004 and is due to be announced by the Government in early spring 2005.

Councillor Gerry Ceaser
Chairman of the Planning Committee

21 October 2004