

Council Meeting - 28 April 2005

Time: 7.30pm

Place : Council Chamber

AGENDA

1. APOLOGIES FOR ABSENCE

To report apologies received from Councillors I.J. Beardsmore and K. Chouhan and to receive any other apologies for non-attendance.

2. MINUTES

To confirm as a correct record the Minutes of the Special Meeting of the Council held on 14 March 2005. (**Attached at APPENDIX 1 [pages 4 to 5])**

3. DISCLOSURES OF INTEREST

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

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

The Mayor to present the Civic Pride Environmental Awards.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Leader or his nominee to answer any questions raised by members of the public (provided questions have been submitted in writing to the Chief Executive's office before Noon on the day of the meeting).

6. PETITIONS

To receive any petitions submitted to the Council.

7. INDEPENDENT MEMBER APPOINTMENTS

To consider the report of the Chief Executive on the appointment of an independent non-elected member to the Standards Committee. (**Attached at APPENDIX 2 [pages 6 to 7])**

The Council is asked to approve the appointment of Mr Trevor Davies as independent non-elected member to the Standards Committee for a term of four years from the Annual Council Meeting taking place on 19 May 2005.

8. SOUTH EAST CHARTER FOR ELECTED MEMBER DEVELOPMENT

To consider the report of the Chief Executive on the South East Charter for Elected Member Development. **(Attached at APPENDIX 3 [pages 8 to 10])**

The Council is asked to commit to the South East Charter for Elected Member Development.

9. CHANGES TO THE COUNCIL CONSTITUTION

On 1 April 2005, the Minister of State - Office of the Deputy Prime Minister, laid before Parliament Statutory instrument 2005, No.929 – The Local Authorities (Functions and Responsibilities) (Amendment) (No. 2) (England) Regulations 2005. The effect of these Regulations, which come into force on 22 April 2005, is to make changes to how certain functions are to be discharged by the Authority in future. Local development documents, other than development documents, are to be discharged by the Executive. Development plan documents and joint committees are to be discharged as the shared responsibility of the Executive and the full Council. The power to issue temporary stop notices under Section 171E of the Town and Country Planning Act 1990 is identified as not being the responsibility of the Executive.

These changes to “Functions and Responsibilities” require some amendments to the Council’s Constitution.

Under Article 4, Section 4.2 (a), of the Constitution, the Council is asked to authorise the making of the necessary amendments to the Constitution to reflect the changes to “Functions and Responsibilities” introduced by The Local Authorities (Functions and Responsibilities) (Amendment) (No. 2) (England) Regulations 2005.

10.RECOMMENDATIONS OF THE EXECUTIVE

To consider the recommendations of the Executive on the following matters:- **(Attached at APPENDIX 4 [pages 11 to 12])**

1. Spelthorne Community Plan 2005-2015

[A copy of the Community Plan is attached under separate cover for Members only.]

2. Crime and Disorder Reduction Strategy 2005 – 2008

3. Funding of Affordable Housing – Changes to the Scheme of Delegation to Officers within the Council Constitution

4. Review of Investment Strategy

5. Draft Calendar of Meetings 2006/2007

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).

11. 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 5 [pages 13 to 14])

12. 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 6 and 7) [pages 15 to 17])

13. 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.

(Attached at APPENDICES 8 and 9) [pages 18 to 20])

14. 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).

15. 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).

16. URGENT BUSINESS

To consider any urgent business.

17. EXEMPT BUSINESS

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

18. RECOMMENDATIONS OF THE EXECUTIVE ON EXEMPT MATTERS

[GOLD PAPER]

To consider the recommendation of the Executive on the following exempt matter:-

APPENDIX 10

Proposals for Disposing of Leasehold Land at Kempton Park
[Paragraph 9 – Proposed Terms of a Contract]

MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 14TH MARCH 2005

**AT THE SPECIAL MEETING OF THE SPELTHORNE BOROUGH COUNCIL HELD
IN THE COUNCIL CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES
ON MONDAY 14TH MARCH 2005 AT 6.30PM**

| | | |
|--------------------|------------------------------|-----------------------|
| Ayers F. | Forsbrey G.E. | Royer M.T. |
| Bain Miss M.M. | Fullbrook J.M. | Spencer Mrs C.L. |
| Bouquet M.L. | Grant Mrs D.L. | Trussler G.F. (Mayor) |
| Ceaser G.S. | Hirst A.P. | Turner Mrs. D. |
| Chouhan K. | James P.R. | Weston Mrs P. (Deputy |
| Culnane E.K. | Packman J.D. (Deputy Leader) | Mayor) |
| Davies F. (Leader) | Paton J.M. | Wood-Dow Mrs. J.M. |
| D'Sa R.V. | Pinkerton J.D. | |

G.F. Trussler, Mayor, in the Chair

87/05 APOLOGIES

Apologies for absence were received from Councillors Mrs P.C. Amos, S. Bhadye, R.B. Colison-Crawford, Mrs M. Hyams, H.R. Jaffer, Mrs V.J. Leighton, S.B.S. Lorch, Mrs I. Napper, E. O'Hara, Mrs. J.M. Pinkerton, Mrs. J.E. Ponton and R.W. Sider and Mr Murray Litvak.

88/05 MINUTES

RESOLVED that the minutes of the Council meeting held on 17 February 2005 be approved as a correct record.

89/05 APPOINTMENT OF THE COUNCIL'S MONITORING OFFICER

The Council considered the recommendation from the Appointments Committee held on 28 February 2005 that Mr. Michael Graham, currently Executive Assistant to the Chief Executive at Surrey County Council, be appointed to the post of Head of Corporate Governance and Monitoring Officer. Members noted that the actual start date for Mr. Graham taking up the post was still to be confirmed with Surrey County Council.

RESOLVED that the Council confirm the appointment of Mr. Michael Graham as Monitoring Officer, in accordance with Article 4.2(i) of the Council's Constitution.

90/05 URGENT BUSINESS – MOTIONS WHICH MAY BE MOVED WITHOUT NOTICE

The Mayor had agreed that the following item be dealt with as urgent business, as a decision on the matter was required now and therefore it could not wait until the next ordinary meeting of the Council on 28 April 2005.

Under Standing Order 15 [Motions which may be moved without notice], Councillor J.D. Packman proposed the following motion under Standing Order 15 (d) which was seconded by Councillor G.S. Ceaser.

" Spelthorne Borough Council calls for the abolition of the South East England Regional Assembly and the return of its statutory powers, including housing, to local

authorities which are best served to champion the interests of local people, and for a report to be made to the next meeting of the Executive."

RESOLVED:-

- (1) That the motion put by Councillor Packman and seconded by Councillor Ceaser be adopted and that the Strategic Director (Community) reports to the next Executive on 12 April 2005 on the abolition of the South East England Regional Assembly and the return of its statutory powers, including housing, to local authorities.
- (2) That a press release be issued immediately on this matter.

Pursuant to Standing Order 18.4, a Member requested that a record be made of the voting on the motion. The voting was unanimously in favour of the motion, without any abstentions, as follows:-

For the Motion: Councillors F. Ayers, Miss. M.M. Bain, M.L. Bouquet, G.S. Ceaser, K. Chouhan, E.K. Culnane, F. Davies, R.V. D'Sa, G.E. Forsbrey, J.M. Fullbrook, Mrs. D.L. Grant, A.P. Hirst, P.R. James, J.D. Packman, J.M. Paton, J.D. Pinkerton, M.T. Royer, Mrs. C.L. Spencer, G.F. Trussler, Mrs. D. Turner, Mrs. P. Weston and Mrs. J.M. Wood-Dow.

INDEPENDENT MEMBER APPOINTMENTS

The Council – 28 April 2005

Resolution required

Report of the Chief Executive

Executive Summary

This report asks the Council to approve the appointment of Mr Trevor Davies as independent non-elected member to the Standards Committee for a term of four years from the Annual Council in 2005.

Main Issues

- Compliance with The Relevant Authorities (Standards Committee) Regulations 2001 under Section 53 of the Local Government Act 2000 and this Council's own provision for a Standards Committee of seven, two of whom are independent members.
- The opportunity for the Council to move to staggered fixed term appointments to allow continuity of expertise in the role.

Corporate Priority:

Improving customer satisfaction

Recommendations

The Council is asked to:

1. To approve the appointment of Mr Trevor Davies as independent non-elected member to the Standards Committee for a term of four years from the Annual Council meeting taking place on 19 May 2005

REPORT

1. BACKGROUND

- 1.1 At the meeting on 16 December 2004, the Council approved the arrangements for the advertising and selection of independent non-elected members of the Standards Committee.
- 1.2 Subsequently a Selection Panel was appointed to consider any applications received and make recommendations on appointment to the Council. The Selection Panel met on three occasions and comprised Mr M. Litvak, Councillor F. Davies, Councillor J. D. Packman and Councillor C.V. Strong.

2. MAIN ISSUES

- 2.1 This independent member appointment ensures compliance with The Relevant Authorities (Standards Committee) Regulations 2001 under Section 53 of the Local Government Act 2000 and this Council's own provision for a Standards Committee of seven, two of whom are independent members.
- 2.2 In order to retain expertise among the independent members, the Council resolved to move to staggered fixed term appointments for these roles. The appointment of Mr M. Litvak, as chairman has been agreed for a period terminating on the day before the Annual Council in 2007. Therefore this new appointment will be for a period of four years from the Annual Council in 2005.

3. PROPOSALS

- 3.1 After careful consideration of the applications received, the Selection Panel recommends that Mr Trevor Davies be appointed as an independent member of the Standards Committee. This appointment will be for a period of four years from the Annual Council 2005

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications. No special responsibility allowance is currently payable to the Independent Members

5. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 5.1 The Council is required to appoint independent members to the Standards Committee

6. SUPPORT FOR CORPORATE PRIORITIES

- 6.1 Improving customer satisfaction by promoting high standards of conduct, openness and accountability of the Council

7. RECOMMENDATIONS

- 7.1 To approve the appointment of Mr Trevor Davies as independent non-elected member to the Standards Committee for a term of four years from the Annual council in 2005.

Contact: Karen Satterford, Chief Executive (01784) 446250

Report Author: Kathryn Thomas, Committee Manager (01784) 446484

Portfolio Holder: Councillor Frank Davies

Background papers: The Relevant Authorities (Standards Committee) Regulations 2001

SOUTH EAST CHARTER FOR ELECTED MEMBER DEVELOPMENT

The Council – 28 April 2005

Resolution required

Report of the Chief Executive

Executive Summary

This report asks the Council to commit to the South East Charter for Elected Member Development.

Main Issues

- Development of members to meet needs of the community.
- The need for an effective and consistent approach to member development.

Options

- (a) To commit to the Charter.
- (b) Not to commit to the Charter.

Corporate Priority:

Improving customer satisfaction

Officer Recommendations

The Council is asked to:

- 1. To commit to the South East Regional Charter on Elected Member Development**

REPORT

1. BACKGROUND

- 1.1 A South East Regional Charter on Elected Member Development has been developed by the Improvement and Development Agency (I&DeA) and South East Employers. The Charter aims to ensure an effective and consistent approach to member development and promote debate about the training needs of members.
- 1.2 The Charter has a number of objectives
- (a) Being fully committed to developing elected members in order to achieve the council's aims and objectives
 - (b) Adopting a member led strategic approach to elected member development
 - (c) Having a member learning and development plan in place that clearly identifies the difference development activities will make
 - (d) Seeing that learning and development is effective in building capacity
 - (e) Addressing wider development matters to promote work-life balance and citizenship
- 1.3 There are a number of key stages in working towards Charter Status. These include the development and implementation of an Action Plan for member development, an assessment by an agreed target date, and re-assessment within three years of achievement of Charter Status. To be awarded Charter Status, Spelthorne will be assessed on the following criteria
- (a) Commitment to member development
 - (b) Strategic approach to member development
 - (c) Member development plan in place
 - (d) Learning and development is effective in building capacity
 - (e) Elected member development promotes work life balance
- 1.4 The Charter was discussed by the Members' Development Task Group meeting on 7 October 2004. The Executive accepted the recommendation from the Task Group at its meeting on 11 October 2004 and resolved that Spelthorne commit to the Charter. However, at that time the South East Employers required that all Group Leaders sign up to the Charter. The Charter rules have now been changed to enable councils to commit to the Charter by a majority vote at a meeting of the Council.

2. MAIN ISSUES

- 2.1 The Charter provides a clear framework for the development of members to meet the needs of the community. It provides an opportunity to demonstrate the commitment to member training to achieve the Council's priorities, and allows the planning of skills development.
- 2.2 The Charter also allows the development of members to take place within a defined and continuing framework, with clear goals. It also fulfils the need for an effective and consistent approach to member development. This is

measurable within a regional context, and mirrors Spelthorne's commitment to development of staff through the Investor in People Standard.

3. OPTIONS

- (a) To commit to the Charter.
- (b) Not to commit to the Charter.

4. PROPOSALS

- 4.1 To commit to the Charter will demonstrate that Spelthorne gives a high priority to member development.
- 4.2 To reject the option to commit to the Charter would mean a lost opportunity for the Council to incorporate best practice into its member development programme.

5. FINANCIAL IMPLICATIONS

- 5.1 The cost of commitment to the Charter is £1000 and this has been covered within the Members' Development budget.

6. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 6.1 There is no obligation for local authorities to commit to the Charter. However the development of the knowledge and skills of members is an important aspect of good governance. It will also assist the Council in building its skills capacity from within, thus ensuring that members enhance their role as community leaders.

7. SUPPORT FOR CORPORATE PRIORITIES

- 7.1 Improving Customer Satisfaction by developing members as community leaders.

8. OFFICER RECOMMENDATIONS

- 8.1 To commit to the South East Regional Charter on Member Development.

Contact:

Brian Harris, Assistant Chief Executive (People and Partnerships) (01784) 446249

Report Author:

Kathryn Thomas, Committee Manager (01784) 446484

Portfolio Holder:

Councillor E. Searancke

Background papers:

There are none.

RECOMMENDATIONS OF THE EXECUTIVE

1. SPELTHORNE COMMUNITY PLAN 2005-2015

- 1.1 The Executive has considered a report on a new Community Plan for the Borough for the next ten years. The Plan is intended to make Spelthorne Borough a safe, healthy, inclusive, prosperous and sustainable community.
- 1.2 The Plan, which has been drawn together by the Council with invaluable support from various partners, presents a positive vision for the future of Spelthorne.
- 1.3 **The Executive recommend that the Council approve and adopt the draft Spelthorne Community Plan 2005-2015.**

[A copy of the Spelthorne Community Plan 2005-2015 is attached under separate cover as Appendices A and B for Council Members only.]

2. CRIME AND DISORDER REDUCTION STRATEGY 2005 – 2008

- 2.1 The Executive has considered a report outlining the overall vision, strategy, and actions proposed for the Crime and Disorder Reduction Strategy 2005 – 2008.
- 2.2 The Spelthorne Crime and Disorder Reduction Partnership (CDRP) has completed its audit of crime and disorder within the Borough, has analysed the outcomes of consultations and has agreed a draft strategy for 2005-2008 and the action plans for year one – 2005-2006.
- 2.3 The CDRP has produced its three yearly strategy to tackle key community safety issues, working in partnership with appropriate agencies. The Strategy takes account of both local concerns and the requirement to support the Government's crime reduction targets.
- 2.4 **The Executive recommend that the Council:-**
 - (1) **Formally adopt the draft Crime and Disorder Reduction Strategy for 2005-2008.**
 - (2) **Receives an annual report on implementation of the strategy and the outcomes of particular initiatives.**

3. FUNDING OF AFFORDABLE HOUSING – CHANGES TO THE SCHEME OF DELEGATION TO OFFICERS WITHIN THE COUNCIL CONSTITUTION

- 3.1 The Executive has considered a report setting out a recommended approach by the Council to assisting housing associations in providing affordable housing on developments.

3.2 The Executive recommend that the Council:-

- (1) Approve the Grant Approval – Stage Payments for Developments, as set out in Appendix A to the report of the Strategic Director (Support), subject to amendments so that the stage payments would be as follows:-**

| | |
|------------------|-----|
| Acquisition | 25% |
| Start on Site | 25% |
| Roof Plate Level | 25% |
| Completion | 25% |

- (2) Authorise the Strategic Director (Community), in consultation with the Strategic Director (Support), to agree the making of stage payments of grant for Developments under the procedure set out at 3.2 (1) above. Agree that the Scheme of Delegation to Officers within the Council Constitution be amended accordingly to reflect the new delegation to the Strategic Director (Community).**
- (3) Note the information provided in the report in respect of the Spelthorne Public House site.**

4. REVIEW OF INVESTMENT STRATEGY

4.1 The Executive has considered a report seeking approval to change the Annual Investment Strategy and advising Members of the decision taken by the Strategic Director (Support) to discontinue using one of the Investment Fund Managers.

4.2 The Executive recommend that the Council:-

- (1) Approve the revised Investment Strategy set out at paragraph 4 to the report of the Strategic Director (Support).**
- (2) Note the decision taken by the Strategic Director (Support) to discontinue using one of the Investment Fund Managers.**

5. DRAFT CALENDAR OF MEETINGS 2006/2007

5.1 The Executive has considered a report seeking endorsement on a draft Calendar of Meetings for 2006/2007, covering the 17 months period from 1 January 2006 to 31 May 2007, for recommendation to the full Council for approval.

5.2 The Executive recommend that the Council approve the draft Calendar of Meetings for 2006/2007, attached at Appendix A to the report of the Chief Executive, subject to the Executive Briefing meeting for Budget preparation in 2006 being changed to Thursday 21 September 2006.

Councillor Frank Davies
Leader of the Council

28 April 2005

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

Since my previous report to the Council, the Executive has met twice. This report is an overview of some of the more significant issues we have been discussing. We have made recommendations to the Council on six matters, which appear separately on this Agenda.

ISSUES INCORPORATING ALL 4 CORPORATE PRIORITIES

BUSINESS CASE FOR COMINO PLANNING - We have considered a report on the Business Case for implementing Comino Planning and Comino Interactive software modules. We have now approved the Business Case for the implementation of the Comino Planning and Comino Interactive modules and the project is now underway at Spelthorne.

FEES AND CHARGES UPDATE 2005/2006 - We have approved the setting of new charges in respect of street numbering and property naming and an increase in the charges in respect of Local Search fees.

CAPITAL PURCHASE / SPELRIDE VEHICLES - We have accepted the lowest tender for the purchase of 4 Spelride vehicles, but have also allocated funding from the capital budget of £60,000, already approved for the purchase of an additional 2 Spelride vehicles in 2005/2006, thus reducing the amount available in 2005/2006 by £13,800.

ENGAGING YOUNGER PEOPLE AND MAKING SPELTHORNE A BETTER PLACE

A PUBLIC ART POLICY FOR SPELTHORNE – We have considered a report seeking endorsement of the Public Art Policy for Spelthorne. We have fully supported the Public Art Policy for Spelthorne and have issued a Press Release on the Policy, in particular on how many local schools have participated in the Schools Art Walk.

SHORT LANE RECREATION GROUND - We have considered a report on proposals to undertake some redevelopment works at Short Lane Recreation Ground using the money received from the insurance claim.

We have endorsed the approach set out in the report of the Strategic Director (Community) and approved a supplementary capital estimate in the sum of £35,000 (2005/2006), to be funded from the insurance settlement, to meet the costs of the public consultation, site security and ecological surveys for the redevelopment works at Short Lane Recreation Ground.

MAKING SPELTHORNE SAFER AND MAKING SPELTHORNE A BETTER PLACE

DECRIMINALISED PARKING ENFORCEMENT [DPE] IN THE BOROUGH OF SPELTHORNE

- Decriminalised Parking Enforcement has been launched within the Borough from the beginning of April 2005 and the Car Parks staff, under the Strategic Director (Community), are now responsible for managing and enforcing both on-street and off-street parking within Spelthorne. The Surrey Police were previously responsible for dealing with on-street parking enforcement. A Joint Borough / County Task Group of Members and Officers has been meeting monthly for over a year to co-ordinate the preparations for the introduction of Decriminalised Parking Enforcement within Spelthorne.

SPELTHORNE DOMESTIC VIOLENCE ACCOMMODATION PROJECT - We have noted a report outlining the nature of the proposed Spelthorne Domestic Violence Accommodation project and advising on progress to date. The Borough Council, in partnership with A2 Housing Group, has successfully bid for £600,000 from the Housing Corporation to develop a supported accommodation project for families fleeing domestic violence.

The Head of Planning and Housing Strategy will be preparing a further report for the September 2005 Executive to provide details of further progress.

THE SOUTH EAST PLAN - We have approved a formal response to the draft South East Plan, which has been published by the Government for consultation purposes. The plan will form the Regional Spatial Strategy for the South East up to 2026.

The draft plan includes housing totals for the region and sub-regions, but does not include figures for individual Districts, which will be the subject of later Government Consultation in the summer of 2005.

IMPROVING CUSTOMER SATISFACTION WITH SPELTHORNE'S SERVICES

CUSTOMER CARE CHARTERS - We have considered a report seeking approval on the adoption of the Corporate Customer Care Charter and Service Standards. We have endorsed and adopted the Corporate Charter and Service-based Standards attached as Appendices 1 and 2 to the report of the Strategic Director (Support).

The Corporate Customer Care Charter and Service Standards have evolved from the Customer Service Strategy approved in November 2004, the aim of which is to provide a more accessible, convenient, responsive and high quality service for Customers, building the services around the needs of Customers and not organisational structure. The Council's vision is to deliver the outcomes required by our Customers, providing quality, cost-effective services through a range of channels.

Councillor Frank Davies
Leader of the Council

28 April 2005

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

The Improvement and Development Committee met on 14 April, 2005 and considered the following items of business:

AUDIT PLAN 2005/2006

The Committee considered and noted a report from Andrew Lovett of Baker Tilly, the Council's Auditors, on the Audit Plan for 2005/6.

COMMUNITY ENGAGEMENT BEST VALUE REVIEW

Having considered the recommendations of the Community Engagement Best Value Review Panel the Committee recommended the Executive to agree the Improvement Plan as an interim plan.

It also recommended that further work be undertaken on this review in the context of the Government's recent publications on community engagement and that the Members' Panel be retained to consider any reports relating to this and subject to the appropriate new Portfolio holder joining the Panel.

WORK PROGRAMME 2005/06

The Committee considered and agreed its Work Programme for its June meeting and set up a Working Group to recommend a Work Programme for the remainder of 2005/06.

CHANGE OF MEETING DATE – SEPTEMBER 2005

The Improvement and Development Committee agreed to change the date of its September 2005 meeting from Thursday 22 September to Thursday 29 September, 2005.

Councillor Andrew Hirst
Chairman of the Improvement and Development Committee

28 April 2005

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. FINANCIAL MONITORING REPORTS

- 1.1. The Committee received a general fund budget monitoring report covering both revenue and capital expenditure for the first nine months of the financial year 2004/2005.

2. ANNUAL REVIEW OF THE CODE OF CORPORATE GOVERNANCE

- 2.1. Although the first annual review of the Local Code of Corporate Governance was due, the Committee decided to defer this matter until the new Head of Corporate Governance was in post. Recent senior staff changes had also delayed related follow up work which would need to be coordinated by the new Head of Corporate Governance. In discussing the report the committee noted that as the CIPFA (Chartered Institute of Public Finance) and SOLACE (Society of Local Authority Chief Executives) framework, on which the Local Code was based, had not been amended, the Local Code remained current.

3. PRESENTATION ON CLEAN, GREEN, SAFE AND ACTIVE BEST VALUE REVIEW

- 3.1. The Committee in receiving a presentation from the Strategic Director (Community) on the outcome of the Clean, Green, Safe and Active Best Value Review considered the Improvement Plan, containing 28 action points, and were pleased to note the progress made.

4. TASK GROUP REPORT

- 4.1. Councillor Mrs C.L. Spencer presented the findings of the Task Group set up to review the effectiveness of arrangements for security in parks to the committee. The committee learnt that although the Police Community Support Officers' scheme had started in 2003, it did not receive its full complement of officers until Autumn 2004. Therefore the committee agreed that the Task Group would continue its work to assess security in parks more fully, and meet at the end of Summer 2005

5. TASK GROUP ARRANGEMENTS

- 5.1 The Committee decided to set up a Task Group to review the operational arrangements for overview and scrutiny. This will include an analysis of procedures adopted, and consideration of the future work programme.

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 December 2004. The data was divided into areas covered by each of the Portfolio Holders with each having a covering page giving a summary of the current position. The committee asked questions relating to certain indicators.

7. COMMITTEE WORK PROGRAMME

- 7.1 The Committee discussed the draft work programme for next year which included a suggested list of items prepared by the officers. It was noted that the Annual Review of Corporate Governance, the Statement of Accounts 2004/2005, Audit of Financial Statements 2003/2004 and Audit of Key Financial Systems and Financial Governance 2005/2006 would need to be kept on the Committee's agenda. The committee decided to defer agreeing the work programme for the year and refer it to the new Task Group set up to review scrutiny arrangements, but indicated their support for the items listed for the June, 2005 meeting

8. MEMBER DEVELOPMENT

- 8.1 Members of the committee were made aware of a free on-line conference jointly run by Improvement and Development Agency (IDeA) and the Audit Commission. The conference included details on how members could engage in performance management, work with officers to achieve better performance management and use performance management to achieve aims for the community.

9. CHANGES TO THE FORMAT OF THE AGENDA

- 9.1. As you know I have introduced various changes in the way the committee operates and which relates to the agenda. The first was to introduce 'Matters arising from the Minutes' This was 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.
- 9.2. A more recent change is to report back on the response of the Executive on the recommendations the Committee have made. These recommendations have included the Annual Audit and Inspection Letter to Members 22003/2004, the findings of the Task Group set up to look into the progress made with the Best Value Review of Housing Services and the findings of the Task Group set up to assist in shaping the way forward in Waste Management.

REPORT OF THE CHAIRMAN ON THE WORK OF THE LICENSING COMMITTEE

The Licensing Committee held a joint Training event on 22 March 2005 and has met on 6 April 2005 and a Licensing Sub-Committee met on 23 March 2005, which was adjourned until 13 April, 2005 and considered the following items of business: -

LICENSING COMMITTEE JOINT TRAINING EVENT - 22 March 2005

The Licensing Committee held a joint training event in preparation for hearings held under the Licensing Act 2003 and a DVD has been produced and will be used for future Members' Training.

LICENSING COMMITTEE - 6 April 2005

The Licensing Committee considered and recommended to the Executive that it proceeds with the making of Byelaws for the control of acupuncture, tattooing, cosmetic (body) piercing, semi permanent skin colouring and electrolysis, in Spelthorne.

LICENSING SUB-COMMITTEE - 23 March and 13 April 2005

The Licensing Sub-Committee considered and granted a Licence for a Late Night Refreshment House at Ashford Kebab House, 12 Woodthorpe Road, Ashford.

Councillor Robin Sider
Chairman of the Licensing Committee

28 April 2005

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 meeting on 2 and 30 March 2005. It also gives a brief update on planning performance figures and the Planning Delivery Grant.

1. The Planning Committee meeting on **2 March 2005** dealt with 15 items in total, including two enforcement items.

Five of the items could not be considered before the close of the meeting and were adjourned to a subsequent meeting held on 8 March 2005.

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

The most notable items on the agenda were:

- (a) the approval of a residential scheme for 12 two bed flats at 22 Green Lane, Shepperton.
- (b) the refusal of a residential scheme for 13 houses at 285-291 Feltham Hill Road, Ashford.
- (c) the deferral of a residential scheme for 44 flats at The Chalet, and Court View Farm, Long Lane, Stanwell.
- (d) the approval of a 15 bedroom motel at Glenhaven Yard, Stanwell.
- (e) the approval of 6 houses at Hawke House, Green Street, Sunbury.
- (f) the refusal of a conversion and extension to provide 14 flats at Ash House, Station Road, Ashford.

2. The Planning Committee on **30 March** dealt with seven items in total.

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

The most notable items on the agenda were:

- (a) approval of a boat storeroom at Gibbs Marina, Sandhills Meadow, Shepperton.
- (b) approval of a conversion to provide four flats at 3 Clarendon Road.

3. **Other matters of interest**

- (a) 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 | | | |
| June | 100% | 71% | 97% |
| July | 100% | 93% | 94% |
| August | 100% | 85% | 95% |
| September | 75% | 90% | 96% |
| October | 100% | 81% | 100% |
| November | 50% | 80% | 93% |
| December | 0% | 85% | 97% |
| 2005 | | | |
| January | 100% | 85% | 86% |
| February | 80% | 77% | 84% |
| March | 100% | 89% | 87% |

- (b) The Government has now announced the 2005/2006 Planning Delivery Grant. Spelthorne have been awarded £584,888, the second highest award in Surrey. Awards in other Surrey Districts range from £61,032 (Surrey Heath) to £615,654 (Mole Valley). Spelthorne is likely to be awarded a further £52,000 later on this year for work relating to progress on the Local Development Framework.

Councillor Gerry Ceaser
Chairman of the Planning Committee

28 April 2005

**EXEMPT RECOMMENDATIONS OF THE EXECUTIVE TO THE
COUNCIL ON 28 APRIL 2005**

**1. PROPOSALS FOR DISPOSING OF LEASEHOLD LAND AT KEMPTON PARK
(Paragraph 9 – Proposed Terms of a Contract)**

1.1 The Executive has considered an exempt report on the valuation advice regarding the proposed disposal of the Council's leasehold interest in land at Kempton Park, Sunbury, to the owners of Kempton Park.

1.2 The Executive recommend that the Council agree to the disposal of the Council's leasehold interest in land at Kempton Park, Sunbury to the owners of Kempton Park on the following basis:-

- (a) A payment by Kempton Park to the Council of £250,000 on surrender of the Council's lease.**
- (b) An annual payment by Kempton Park to the Council of £10,000, plus cumulative RPI, for 25 years.**
- (c) Kempton Park to allow free access to the area of land shown on the plan as DP4 for educational visits, by prior arrangement, 12 times a year. Also, there will be a positive covenant on Kempton Park to maintain DP4 in accordance with an agreed management programme.**
- (d) Kempton Park to agree to a restrictive covenant being placed on the areas of land shown on the plan as DP2(B) and DP3(B), in the Council's favour, and for a period of 25 years. The covenant will preclude any development on that land other than that strictly ancillary to the main racecourse use.**

Councillor Frank Davies
Leader of the Council

28 April 2005