

Council - 20 October 2005

Time: 7.30pm

Place: Council Chamber

1 APOLOGIES FOR ABSENCE

2 MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 21 July 2005. (**Attached at APPENDIX 1**)

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

A presentation to take place for the Mayor to receive the Church Lammas Award on behalf of the Borough Council.

5 QUESTIONS FROM MEMBERS OF THE PUBLIC

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

6 PETITIONS

To receive any petitions submitted to the Council.

7 RECOMMENDATIONS OF THE EXECUTIVE

To consider the recommendation of the Executive on the following matter:-(**Attached at APPENDIX 2 [page 8])**

Audit Committee

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**)

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 APPENDIX 4 and APPENDIX 5**)

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

To receive the reports from the Chairmen of the Licensing, Planning and Standards Committees on the work of their Committees. (**Attached at APPENDICES 6, 7 and 8**)

11. 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).

12. QUESTIONS ON WARD ISSUES

The Leader or his nominee to answer any questions from Members on issues in their Ward. (provided questions have been submitted in writing to the Chief Executive's office before Noon on the day of the meeting).

13. APPOINTMENTS TO OUTSIDE BODIES

(a) Staines Parochial Charity

The Secretary of the Staines Parochial Charity has informed the Council that the appointment of Mr. F.A. Willett, one of the Council Representative Trustees on the Charity, expires on 24 April 2006. The Trustees of the Charity are recommending that Mr. Willett be reappointed as a Council Representative Trustee for a further 4 years. Mr. Willett has indicated his willingness to be nominated to serve for a further term of

office.

The Council is asked to consider appointing Mr. Willett to serve as Council Representative Trustee on the Charity for a further 4 years until 24 April 2010.

(b)Ashford Relief in Need Charities

The Secretary of Ashford Relief in Need Charities has advised that the appointments of Mrs. Brenda Bartlett and Councillor Mrs. Pat Weston, two of the Council Representative Trustees on the Charity, both expire on 17 October 2005. Mrs. Bartlett and Councillor Mrs. Weston are both eligible for re-appointment and have indicated their willingness to serve for a further 4 years. The Council is asked to consider re-appointing Mrs. Bartlett and Councillor Mrs. Weston to serve as Council Representative Trustees on the Charity for a further 4 years until 16 October 2009.

14. URGENT BUSINESS

To consider any urgent business.

15. 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.

16. RECOMMENDATIONS OF THE EXECUTIVE ON EXEMPT MATTERS

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

**Leisure Centre Procurement
[Paragraph 9 – Proposed Terms of a Contract]**

[EXEMPT APPENDIX 9 - For circulation to Council Members only.] (on SecureArea only)

MINUTES OF THE COUNCIL MEETING HELD ON 21 JULY 2005

AT THE MEETING OF THE SPELTHORNE BOROUGH COUNCIL HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES ON THURSDAY 21 JULY 2005 AT 7.30PM

Ayers F.	Grant Mrs D.L.	Paton J.M.
Bain Ms M.	Hirst A.P.	Pinkerton J.D.
Beardsmore I.J.	Hyams Mrs M.	Ponton Mrs J.E.
Bhadye S.	Jaffer H.R.	Royer M.T. (Deputy Mayor)
Bouquet M.L.	James P.R.	Searancke E.J.
Ceaser G.S. (Leader)	Leighton Mrs V.J.	Sider R.W.
Chouhan K.	Lorch S.B.S.	Spencer Mrs C.L.
Colison-Crawford R.B.	Madams Mrs M.J.	Strong C.V.
Culnane E.K. (Deputy Leader)	Napper Mrs I.	Trussler G.F.
Davies F.	O'Hara E.	Turner Mrs D.
D'Sa R.V.	Packman J.D.	Weston Mrs P. (Mayor)
Forsbrey G.E.		

Councillor Mrs P. Weston, Mayor, in the Chair

235/05 APOLOGIES

Apologies for absence were received from Councillors Mrs P.C. Amos, J.M. Fullbrook, Mrs J.M. Pinkerton, Mrs J.M. Wood-Dow and from the Independent Co-Opted members Mr Trevor Davies and Mr Murray Litvak.

236/05 MINUTES

RESOLVED that the Minutes of the Meeting of the Council held on 23 June 2005 be approved as a correct record.

237/05 ANNOUNCEMENTS BY THE MAYOR

MAYORS CHARITY LUNCHEON

The Mayor announced that tickets were still available for the Mayor's Charity Luncheon taking place on 7 August 2005 with full details of the event being obtained from her secretary. The Mayor placed on record her thanks and appreciation to Councillor and Mrs Ceaser for organising this event.

GOLF DAY- ASHFORD MANOR GOLF CLUB

The Mayor announced arrangement for the Mayor's charity golf day taking place on 16 August 2005 at the Ashford Manor Golf Club. Full details of the event to be obtained from her secretary. The Mayor placed on record her thanks and appreciation to Councillor Mrs Grant for organising the event.

238/05 ANNOUNCEMENTS FROM THE CHIEF EXECUTIVE

The Chief Executive reported that in light of the recent terrorist attacks in London all staff had been asked to be extra vigilant. Staff would stop any body entering the secure areas of the Council offices who were not displaying their identification badge. She asked that members support this action by wearing their ID badges when visiting the council offices for both security and customer services reasons.

239/05 QUESTIONS FROM MEMBERS OF THE PUBLIC

Under Standing Order 12, Mrs Caroline Nichols of 143 French Street, Sunbury on Thames asked the Portfolio Holder for Environment and Planning, Councillor Gerry Forsbrey, the following question:

'Spelthorne, in its Borough Bulletin, quotes the mantra 'Cleaner, Safer, Greener.' Under 'four priorities for Spelthorne' it makes reference to making an environment that is green.

A fundamental part of 'green' is vegetation, to include trees and shrubs. Yet all the evidence is that Spelthorne Borough is acting in the opposite direction: cutting down trees at the smallest sign of decay, tidying fallen logs and 'untidy' vegetation out of our public parks, permitting developers to obtain 'green sites' (that is sites consisting of private gardens) and then removing the vegetation and replacing with hard surfaces, and failing to insist that developers plant trees as part of new developments.

A recent MORI poll on behalf of CABI established that people get the greatest sense of well being from how a place looks and feels, and they put this higher even than law and order. Stretches of bleak housing and a lack of green environment were key negative indicators in the report. In Sunbury, where I live, we are witnessing the removal of trees and shrubs due both to drought and development pressures, particularly in our most environmentally damaged roads. This is causing extreme distress to young and old alike.

My concerns are these:

1. What are the Council's policies which guarantee the protection of our trees and shrubs both in public spaces and on private land?
2. What schemes has the Council put in place under these policies that have preserved and/or enhanced the Sunbury residential area?
3. What consultation is the Council engaging in with the public to extend the green environment? (Please give some dates, who has been consulted, and what action has been taken)
4. What record does the Council keep of all the trees that it and Surrey CC are removing, trees lost to drought, and trees lost to development? If no such record exists could the Council give an undertaking to do so in order to inform future planning decisions.
5. How many trees are covered by Tree Preservation Orders? What are the current criteria that the Council is applying in respect of Tree Preservation Orders? What plans does the Council have for the next three years to extend the number of Tree Preservation Orders?
6. Has the Council yet got an urban bio-diversity action plan? To meet the Surrey County Council timetable it was meant to be implemented by 2005? Thank you for hearing my questions."

Councillor Forsbrey responded as follows:

"Thank you Mrs Nichols for that list of questions, which we received at 11.40am today. It is difficult to provide a much detailed answer in such a short timescale,

so I will summarise my answers and will ensure a more detailed response is sent at a later date.

1. The Council takes its responsibilities for looking after the environment very seriously and we do not take trees down unless they are unsafe or unhealthy. On private land trees, where appropriate, are protected by Tree Preservation Order's. Many trees on verges are the responsibility of Surrey County Council.
2. Friends of Sunbury Park are helping us to look after and enhance the main area of Sunbury Park and the Walled Garden. There has been some planting on verges in the past, but Surrey County Council now have responsibility for verges.
3. For parks and open spaces we are developing management strategies, most recently for six parks, under the Liveability Park Life Project, where consultation has taken place over the last 12 months.

With Friends of Sunbury Park we are developing a management strategy for that park. This strategy includes issues relating to trees and bio-diversity.

We have also set up a Management Committee with local people to oversee Staines Common and Shortwood Common, which are both areas of special scientific interest. Our main aim is to enhance and maintain the bio-diversity of these areas.

The Council is at the early stage of preparing a new plan called a Local Development Framework. We are engaging local people through a variety of means, by asking people about the issues that the plan should be addressed and how people prefer to be contacted, via last September's Borough Bulletin, and at the same time, writing to over 700 local organisations, bodies and individuals and giving presentations to various groups. We fed back a summary of the response to local people in the April Bulletin. Further consultation took place between March and April 2005 on the Sustainability Appraisal Scoping Report for the new plan, which involved contact with over 500 organisations and individuals.

Also, the role of planning in protecting the environment was the subject of a presentation at the last series of Area Forums (March – June of this year). I am pleased to be able to confirm that there will be further public consultation on the new plan in mid September. This will include a Special edition of the Bulletin. There will also be a number of meetings and contacts with our extensive contacts list - a list which any one can be included on.

The Council is currently undertaking a tree audit and survey as part of our new Community Plan. We also record trees that are taken down and try to replace where possible.

4. The importance of keeping good trees is an important consideration in dealing with all developments. All planning applications where there are trees on site, and where trees could be affected by a proposal are shown on the application plans - including the position of any that have to be felled and where new trees are to be planted. However, we do not keep a running count of the total number of trees protected or planted as a result of development proposals, but the details are kept on record should we wish to at a later date. We currently

have records back to 1947 although Tree Preservation Order's only came in during the 1950's.

5. There are currently 213 Tree Preservation Orders in the Borough covering approximately 5,700 trees. Local Plan Policy explains that new Orders are promoted where trees are under threat and they make a significant contribution to public amenity and are in good health. The Council will continue to apply this policy and include a similar policy in its new Local Development Framework.
6. The Council is developing a bio-diversity action plan, for consultation in early 2006 and this will form part of our Environment Strategy. We are also discussing with Surrey County Council, a project to look at enhancement and linkages between our open spaces, which will result in additional planting/landscaping".

The Mayor thanked Mrs Nichols for submitting her question and confirmed that a full response would be sent to her.

240/05 OUTTURN AND STATEMENT OF ACCOUNTS 2004/2005

The Council considered a recommendation from the Executive on the Council's Financial Statement of Accounts for 2004/2005.

RESOLVED that the Council approve the Council's Statement of Accounts for 2005/2005 signed by the Leader of the Council.

241/05 SUBSTITUTES

RESOLVED that the recommendation of the Executive that no changes be made to the Council's Constitution in relation to Substitutes be approved.

In accordance with Standing Order 18.4, a request was made for the voting on the above matter to be recorded. The vote was as follows:

FOR (30)	Councillors F. Ayers, Miss M. Bain, S. Bhadye, M.L. Bouquet, G.S. Ceaser, K. Chouhan, E.K. Culnane, F. Davies, R.V. D'Sa, G.E. Forsbrey, Mrs D.L. Grant, A.P. Hirst, Mrs M. Hyams, H.R. Jaffer, P.R. James, Mrs V.J. Leighton, S.B.S. Lorch, Mrs M.J. Madams, Mrs I. Napper, E. O'Hara, J.D. Packman, J.M. Paton, J.D. Pinkerton, M.T. Royer, E.J. Searancke, Mrs C.L. Spencer, R.W. Sider, G.F. Trussler, Mrs D. Turner and Mrs P. Weston.
AGAINST (4)	Councillors I.J. Beardsmore, R.B. Colison-Crawford, Mrs J. Ponton and C.V. Strong

242/05 REPORT FROM THE LEADER OF THE COUNCIL

The Leader of the Council, Councillor G.S. Ceaser, presented his second report since taking on that office, which outlined the significant matters the Executive had dealt with since the last Council meeting.

243/05 LICENSING COMMITTEE

The Chairman of the Licensing Committee, Councillor R.W. Sider, presented his report which outlined the matters the Licensing Sub Committee had dealt with since the last Council meeting. He responded to a question relating to the application for conversion and variation of an existing License for the Black Dog Public House.

244/05 PLANNING COMMITTEE

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

245/05 QUESTIONS ON WARD ISSUES

Under Standing Order 13 Councillor P.R. James asked Councillor G. E. Forbsrey the Portfolio Holder for Environment and Planning the following question:

"what is the delay on the road improvements at the junction of Commercial Road/ Laleham Road. Money has been allocated to this project and given to County but no sign of any work: even exploratory work has taken place. Have they still ring fenced the money for those improvement?"

Councillor Forbsrey responded as follows:

"As Councillor James knows the responsibility for Highways was taken back by Surrey County Council from 1 April 2002.

However, we have been able to obtain the latest position from them: At the moment the plans for the work are 'out for design' with the contractor (Ringway). The estimated timescale is that the work will be completed by the end of this financial year, that is March 2006."

246/05 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A of the Act indicated below

247/05 LEISURE CENTRE PROCUREMENT

(Paragraph 9 - Proposed Terms of a Contract)

The Council considered the recommendation of the Executive on the progress made on the Leisure Centre Procurement including the outcome of the evaluation of the three bids received.

RESOLVED that the recommendation of the Executive from its meeting on 19 July 2005 be approved as submitted.

RECOMMENDATIONS OF THE EXECUTIVE

1. AUDIT COMMITTEE

- 1.1 The Executive has considered a report on the options for future Committee arrangements for covering responsibility for Audit Committee functions at Spelthorne.
- 1.2 Members were advised of the recommendations of the Performance Management and Review Committee and the Standards Committee on this issue.

1.3 **The Executive recommends that the Council establish a separate Audit Committee with the following overall terms of reference:-**

'The purpose of the Audit Committee will be to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.'

The detailed terms of reference and core functions of the Audit Committee in respect of audit matters will be:

- (a) To approve (but not direct) the internal audit's strategy, plan and performance.**
- (b) To review summary internal audit reports and the main issues arising, and to seek assurance that action has been taken where necessary.**
- (c) To consider the reports of external audit and inspection agencies.**
- (d) To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti fraud and anti corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.**
- (e) To be satisfied that the Authority's assurance statements, including the Statement on Internal Control, properly reflect the risk environment and to take actions required to improve it.**
- (f) To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.**
- (g) To review the financial statements, external auditors opinion and reports to members, and monitor management action in response to the issues raised by external audit.**

Councillor Gerry Ceaser
Leader of the Council

20 October 2005

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

This is my third report as Leader and since taking on that office the Executive has met on two occasions. This report is an overview of some of the more significant issues we have discussed at our meeting on 13 September 2005. We have made recommendations to the Council on two matters, which appear separately on this Agenda.

ISSUES INCORPORATING ALL 4 CORPORATE PRIORITIES

PRIMARY CARE TRUST [PCT] CONFIGURATION IN SURREY AND SUSSEX

We have considered a report on a recommended draft response to the Surrey Primary Care Trust's [PCT's] consultation document on the future PCT configuration in Surrey and Sussex. We have approved the draft response to the Surrey PCT's consultation as attached at Appendix A to the report of the Chief Executive.

LSP STRATEGIC PARTNERSHIPS

We have considered a report seeking the nomination of Executive Portfolio Holders for appointment to the Community Plan themes supported by the LSP Strategic Partnerships, as set out in the report of the Chief Executive.

We have nominated Executive Portfolio Holders for appointment to the Community Plan themes supported by the LSP Strategic Partnerships, as follows, (1) Healthy Spelthorne – Councillor Mrs. V.J. Leighton (Portfolio holder for Adult and Elderly Services); (2) Learning Spelthorne - Councillor E.J. Searancke (Portfolio holder for Corporate Services); (3) Thriving Spelthorne - Councillor G.E. Forsbrey (Portfolio holder for Environment and Planning); and (4) Getting About in Spelthorne - Councillor G.S. Ceaser (Leader of the Council and Chairman of the Executive).

AREA FORUMS

We have considered a report detailing the outcomes of the latest set of Area Forums and seeking Members approval on proposals for the Autumn 2005 Area Forums.

We have noted the report of the Chief Executive and have agreed, as follows, (1) that the Chairman of an Area Forum, in consultation with the Leader and Officers, shall determine the Agenda for a meeting; (2) that the Agenda should recognise the importance of local and strategic issues and the opportunity for a 'Question and Answer session'; (3) that the Officers should ensure the dates of the Area Forums are coordinated with other local meetings, in particular Police Neighbourhood meetings; (4) that, if possible, the Stanwell Area Forum meeting on 15 November 2005 be relocated to the Stanwell Village Hall in place of Stanwell Day Centre; and (5) that the Spring 2006 Stanwell Area Forum meeting scheduled for Tuesday 4 April 2006 would be held at the Stanwell Village Hall.

LOCAL PUBLIC SERVICE AGREEMENT [LPSA]

We have considered a report on the Local Public Service Agreement [LPSA] process seeking a decision on which LPSA projects Spelthorne wishes to participate in. We have approved participation by Spelthorne in the Surrey LPSA Projects marked with an asterisk at Annex A to the report of the Chief Executive. The relevant Projects which Spelthorne has expressed an interest in include: Transport and Congestion [Surrey Car Share Scheme]; Environmental

Protection [Waste Recycling]; Community Safety [Reduction in vehicle collisions]; Labour and Skills [Increasing the employment rate of people with disabilities]; and Social Inclusion [Maximising income to ensure that those entitled receive the maximum benefit].

NOMINATION OF A MEMBER TO THE SURREY LOCAL GOVERNMENT ASSOCIATION [SLGA] FOR APPOINTMENT TO THE REGIONAL ENVIRONMENTAL PROTECTION ADVISORY COMMITTEE [REPAC]

We have nominated Councillor G.E. Forsbrey (Portfolio holder for Environment and Planning) to the Surrey Local Government Association [SLGA] for Appointment to the Regional Environmental Protection Advisory Committee [REPAC] for a term of three years.

GENERAL FUND BUDGET MONITORING TO JUNE 2005

We have considered a report on the current monitoring position for both revenue and capital expenditure taking account of actual expenditure for the first quarter of the year, together with projections for significant known variations for the year. We were also advised of the recommendations of the Performance Management and Review Committee held on 6 September 2005 on this issue.

We have noted the General Fund Budget Monitoring report covering the period from April to June 2005 and have supported the proposal by Councillor E.J. Searancke [the Portfolio Holder for Corporate Services] that plans must be put in place to keep net expenditure in line with the original budget for the financial year 2005/2006.

MAKING SPELTHORNE SAFER / IMPROVING CUSTOMER SATISFACTION WITH SPELTHORNE'S SERVICES

LOCAL PUBLIC SERVICE BOARDS [LPSBS]

We have considered a report on the concept of Local Public Service Boards (LPSBs) and a proposal recommending the formation of a Local Public Service Board to deal with the linked issues of Community Safety and Younger People. We have approved the establishment of a Local Public Service Board for Spelthorne called the Safer, Stronger Spelthorne Board which will have responsibility for dealing with the linked issues of Community Safety and Younger People.

MEDIATION NORTH SURREY

We have nominated Councillor E.K. Culnane (the Portfolio holder for Community Safety and Community Liaison) for Appointment to serve on the Management Committee of Mediation North Surrey which is a new Community Mediation service covering the areas of Spelthorne, Runnymede and Elmbridge.

NIGHT FLYING RESTRICTIONS AT HEATHROW, GATWICK AND STANSTED AIRPORTS

We have considered a report seeking agreement on a formal response to the Government consultation (Stage 2) on Night Flying Restrictions at Heathrow, Gatwick and Stansted Airports.

We have agreed (1) that answers in Appendix 1 to the report of the Strategic Director (Community) be adopted as the formal response to the Government consultation on Night Flying Restrictions at Heathrow, Gatwick and Stansted Airports; (2) that any additional

information that is added to Appendix 1 by the Strategic Director (Community) be agreed in consultation with Councillor G.E. Forsbrey, the Portfolio holder for Environment and Planning; and (3) that subject to (2), the formal response by Spelthorne be sent to the Department for Transport (DfT) by the deadline date of 16 September 2005.

SPELTHORNE DOMESTIC ABUSE ACCOMMODATION PROJECT

We have considered a report updating Members on the progress of the Spelthorne Domestic Abuse Accommodation project since the earlier report to the Executive on 8 March 2005. We have noted the progress made to date on the project and have granted permission, in principle, for the Officers to bid for similar funds should they become available in the future, subject to the agreement of Councillor Mrs. V.J. Leighton, the Portfolio Holder for Adult and Elderly Services.

HEALTH AND SAFETY AT WORK SERVICE PLAN ADOPTION

We have considered a report seeking the approval of Members on the adoption of a Health and Safety at Work Service Plan for 2005/2006. We have adopted the Plan for 2005/2006, as presented by the Strategic Director (Community), and have endorsed the Statement of Intent and the arrangements made for the Borough Council to sign up to it jointly with the Health and Safety Executive.

MAKING SPELTHORNE A BETTER PLACE / ENGAGING YOUNGER PEOPLE IN SPELTHORNE

SOUTH EAST REGIONAL HOUSING STRATEGY

We have considered a report presenting a summary of the key points of the South East Regional Housing Strategy for 2006 onwards. We have agreed (1) that Officers will make representations to registered social landlords in the Borough about reducing the high number of properties in the Borough currently failing to meet the decent homes standard; and (2) that a further intermediate report be submitted to the Executive in April 2006 on the progress made by Officers in pursuing measures to reduce the high number of properties in the Borough currently failing to meet the decent homes standard.

SMOKE FREE SPELTHORNE CHARTER

We have considered a report seeking Members approval on the adoption of a smoke free charter for Spelthorne as an area, so that the charter could also be adopted by the Local Spelthorne Partnership [LSP] Executive. The charter will drive the work of the LSP to reduce the harm caused by tobacco smoke in the Borough, a key target in the Healthy Spelthorne theme of the Community Plan. We have approved the Smoke Free Spelthorne Charter and recommend its adoption by the Local Spelthorne Partnership.

GLOBAL GRANTS

We have agreed to continue to support the Global Grants scheme by providing funding of £4,000 for the financial year 2007/2008.

RENEWAL OF LEASES FOR 121 AND 121A HIGH STREET, STAINES [CANAAN CHRISTIAN BOOK CENTRE]

We have agreed to the renewal of the leases for 121 and 121A High Street Staines [Canaan Christian Book Centre] for a period of fifteen years on similar terms as the previous lease.

NEW LEASE FOR SHEPPERTON CRICKET CLUB

We have agreed to award a lease of 30 years to Shepperton Cricket Club, for the land in Manor Park, Shepperton, subject to the following, (1) approval by Surrey County Council and (2) exemption from the Landlords and Tenants Act.

STANWELL MOOR VILLAGE HALL – APPLICATION FOR A GOOD CAUSES GRANT

We have agreed to award Stanwell Moor Village Hall a grant of £4,000 from the Good Causes fund to support the costs of the installation of a toilet for people with a disability.

Councillor Gerry Ceaser
Leader of the Council

20 October 2005

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

The Improvement and Development Committee met on 29 September, 2005 and was attended by an observer from the IDeA. The Committee considered the following items of business:

COMMUNITY ENGAGEMENT BEST VALUE REVIEW

The Committee considered and approved recommendations from the Best Value Review Panel for presentation to the Executive in November, on the final Improvement Plan for the Best Value Review of Community Engagement, which included proposals for investigating and developing the neighbourhood agenda

ENVIRONMENT STRATEGY

The Committee received and noted a presentation from the Head of Environment Services on updating the existing Environment Strategy and moving it on to the next stage to fully address sustainability issues.

WORK PROGRAMME 2005/06

The Committee considered and agreed its Work Programme for its January 2006 meeting.

Councillor Andrew Hirst
Chairman of the Improvement and Development Committee

20 October 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.

1. RECOMMENDATIONS TO THE EXECUTIVE

- 1.1. The Committee made two recommendations to the Executive. The first was on the General Fund Budget Monitoring position, which covered the first three months of this financial year. The Committee particularly discussed the current overspend of £48,000 with the possibility of the deficit increasing throughout the year with Councillor Ed Searancke the relevant Portfolio Holder. The main cause of the overspend was due to a shortfall in income from car parks and land charges. The Portfolio Holder confirmed his view that any overspend at the end of the year compared to the original budget was not going to be acceptable. He felt that the best way forward at this stage in the year was to continue to review spending plans. The Committee agreed with this and recommended to the Executive that 'the monitoring report be noted and support be given to the proposal put forward by the Portfolio Holder for Corporate Services to ensure that plans are put in place to keep net expenditure in line with the original budget for this financial year 2005/2006'.
- 1.2. The second recommendation to the Executive was on how best to move the role of audit both away from the Executive and Scrutiny functions and which would meet the guidelines issued by the Audit Commission.
- 1.3. The Committee are aware that as part of the CPA assessment this year the Audit Commission would be carrying out a 'Use of Resources' assessment. Part of the criteria for reaching the top level is for an audit committee to be established, which is independent of both the Executive and Scrutiny Functions. The committee in considering how best to do this for this Council recommended to the Executive that an audit committee as a full committee of the Council with the role and functions of the committee being as outlined in the report of the Strategic Director (Support) be established. The committee felt that this would be the most fair and independent way to operate and would help us retain our 'Excellent' CPA rating.
- 1.4. I am please to report that both recommendations received approval from the Executive.

2. TASK GROUP ARRANGEMENTS

- 2.1. The committee have two on going task groups. One is looking at ways of improving the current scrutiny arrangements with the second reviewing the effectiveness of arrangements for security in parks.
- 2.2. The committee have allowed the task group set up to review the operational arrangements for overview and scrutiny to continue its investigations.

3. PRESENTATIONS

- 3.1. The Committee received and discussed presentations on a variety of issues with the officers concerned. The first was on the People Strategy and how well it had performed against the agreed actions for 2004/2005. The second was on equality and diversity monitoring and covered diversity across age, gender, disability and ethnicity of the

Council's workforce as well as on recruitment monitoring for the year. The Committee noted that work was being undertaken to meet the corporate aim to work towards Level 2 of the Equality Standards. The third presentation was on the overall vision and actions proposed under the Crime and Disorder Reduction Strategy for 2005-2008. The Committee discussed how the key community safety issues would be tackled and which covered both local concerns and the national targets. Some of these matters will be reported to the Executive at future meetings and the Committee took the opportunity to make comments, which the officers have agreed to take on board and include in their report to the Executive.

4. PERFORMANCE INDICATORS

- 4.1. The Committee considered an analysis of the Council's performance against corporate targets and performance indicators for the period April to June 2005. The quarterly information presented continues 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. On this occasion Councillor Ed Searancke the Portfolio Holder for Corporate Services was in attendance to answer questions from members on those areas under his control.

5. WORK PROGRAMME

- 5.1. The Committee in considering its work programme also had regard to the Executive Forward Plan. Two issues had been identified for possible inclusion in their work programme at a future stage. These related to IT Service Provider and Reviewing Recycling initiatives.

Councillor Frank Ayers

Chairman of the Performance Management and Review Committee **20 October 2005**

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

There has been one Licensing Committee and 26 Sub-Committee Hearings under the Licensing Act, 2003 and one Sub-Committee Hearing in connection with a Private Hire Driver Licence since the last report, details of which are set out below.

LICENSING COMMITTEE - 3 AUGUST, 2005

As part of an annual review the Committee considered and approved an increase in the Hackney Carriage Fare tariff.

LICENSING SUB-COMMITTEE - 7 SEPTEMBER, 2005

This Hearing considered and granted an application for a Private Hire Driver Licence, subject to conditions to Mr T. Tasdemir.

LICENSING SUB-COMMITTEES – LICENSING ACT, 2005

Details of the Hearings held under the Transitional Arrangements of the Licensing Act, 2003, are set out in the following table: -

Date	Time	Premises	Application	Decision
20 July 2005	10.30am	HaHa Bar & Canteen, 3/4 Thames Edge, Clarence Street, Staines	Conversion and Variation	Conversion granted. Variation granted subject to conditions.
27 July 2005	10.30am	Crossroads Public House, Laleham Road, Shepperton	Conversion and Variation	Conversion granted. Variation granted subject to revision of hours and to addition of conditions.
3 August 2005	10.30am	Three Horseshoes Public House, 25 Shepperton Road, Laleham.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
10 August 2005	10.30am	The Cock Inn, Church Street, Staines.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
17 August 2005	10.30am	The Jockey, 31 French Street, Sunbury.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
18 August 2005	6.30pm	The Magpie, 64 Thames Street, Sunbury.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
23 August 2005	6.30pm	Bagster House Sports and Social Club, Bishop Duppas Park, Walton Lane, Shepperton.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.

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25 August 2005	10.30am	The Harrow Public House, 142 Charlton Road, Shepperton.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
31 August 2005	6.30pm	The Bells Public House, 154 Church Street, Staines.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of modification by addition of conditions.
1 September 2005	10.30am	Club Manor, 132 High Street, Shepperton.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
1 September 2005	6.30pm	Beehive Public House, Edgell Road, Staines.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions
7 September 2005	6.30pm	The Barley Mow Public House, 67 Watersplash Road, Shepperton.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
12 September 2005	10.30am	The Kings Head, 4 Feltham Road, Ashford.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
13 September 2005	10.30am	The Bull Inn Public House, 152 Laleham Road, Shepperton.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
13 September 2005	6.30pm	The Three Fishes Public House, 35 Green Street, Sunbury-on-Thames.	Conversion and Variation	Conversion granted. Variation partly granted subject to modification and by addition of conditions.
14 September 2005	10.30am	The Flowerpot Hotel, Thames Street, Sunbury-on-Thames.	Conversion and Variation	Conversion granted. Variation granted subject to modification by addition of conditions.
15 September 2005	2.30pm	The Phoenix Public House, 43 Church Street, Staines.	Conversion and Variation	Rejected
15 September 2005	6.30pm	The Admiral Hawke Public House, 81 Green Street, Sunbury-on-Thames.	Conversion and Variation	Conversion granted. Variation partly granted subject to modification and by addition of conditions.

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16 September 2005	2.30pm	Thames Club Wheatsheaf Lane, Staines	Conversion and Variation	Conversion granted Variation partly granted subject to modification by addition of conditions
19 September 2005	10.30am	The Feathers The Broadway, Laleham	Conversion and Variation	Conversion granted Variation partly granted subject to modification by addition of conditions
20 September 2005	6.30pm	The Oaks Public House, 77 Feltham Road, Ashford.	Conversion and Variation	Conversion granted. Variation refused.
21 September 2005	6.30pm	The Turks Head Public House, The Broadway, Laleham	Conversion and Variation	Conversion granted Variation granted
22 September 2005	6.30pm	The Wheatsheaf, Park Road, Stanwell	Conversion and Variation	Conversion granted Variation granted subject to modification by addition of conditions
23 September 2005	10.30am	Hare and Hounds, 132 Vicarage Road, Sunbury-on-Thames	Conversion and Variation	Conversion granted Variation partly granted subject to modification and by addition of conditions
26 September 2005	6.30pm	The Ash Tree Public House, Convent Road, Ashford	Conversion and Variation	Conversion granted Variation refused
10 October 2005	6.30pm	Diesel Bar, Thames Edge Court, Clarence Street, Staines	Conversion and Variation	Conversion granted Variation granted subject to modification by addition of conditions

Councillor Mike Paton

[Member of the Licensing Committee]

[On behalf of the Chairman of the Licensing Committee, Councillor Robin Sider].

20 October 2005.

REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met four times since the previous report was prepared for the Council meeting. This includes a re-convened meeting in August for an item that could not be considered at the July meeting due to time considerations. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 20 July, 15 August (re-convened meeting), 17 August and 14 September 2005. It also gives a brief update on planning performance figures during this period.

1. The Planning Committee meeting on **20 July 2005** dealt with 12 items in total.

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

The most notable items on the agenda were:

- (a) the refusal of a revised scheme for 111 dwellings at the Rodd Industrial Estate in Shepperton;
- (b) the approval of a 130 bed hotel and residential flats at the Celotex site at Sunbury Cross; and
- (c) the refusal of 14 flats at Pullmans Place, Staines.

The meeting was adjourned in accordance with Standing Orders.

2. The re-convened Planning Committee meeting was held on **Monday 15 August 2005** and dealt with the one remaining item from the agenda of 20 July. Public speaking took place with one person taking the opportunity to address the Committee. The only item on the agenda was:

- (a) The approval, subject to conditions and a legal agreement, of the 10 year comprehensive re-development scheme at Shepperton Studios.

3. The Planning Committee on **17 August 2005** dealt with nine items in total. Public speaking took place on one item only with one person taking the opportunity to address the Committee.

The most notable items on the agenda were:

- (a) the refusal of 12 dwellings at 285 - 291 (odd) Feltham Hill Road, Ashford;
- (b) the approval of a variation to the permission for 4 houses and 10 flats at The Orchard, Leacroft, Staines; and
- (c) the agreement to pursue enforcement action against car repairs at 70 Evelyn Crescent, Sunbury and against unauthorised air conditioning units at 50 Sheep Walk, Shepperton.

4. The Planning Committee on **14 September 2005** dealt with 11 items in total. Public speaking took place on two of the items with two people taking the opportunity to address the Committee.

The most notable items on the agenda were:

- (a) the approval (for a one year period) of a car repairs workshop at 42 Feltham Road, Ashford;
- (b) the variation to a residential scheme for affordable housing in Long Lane, Stanwell;
- (c) decisions on tree preservation orders were made for Limes Close, Ashford; Manygate Lane, Shepperton; Gresham Road, Staines and Island Close, Staines.
- (d) resolutions were also made of two Part 2 items, involving enforcement and possible prosecution action.

Before the close of the meeting several Members, including myself, thanked the Head of Planning and Housing Strategy, Mike Peters, for his advice and guidance to the Planning Committee over the last 8½ years. Best wishes were also expressed for his future.

5. 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			
October	100%	81%	100%
November	50%	80%	93%
December	0%	85%	97%
2005			
January	100%	85%	86%
February	50%	77%	84%
March	100%	89%	87%
April	50%	68%	93%
May	50%	63%	87%
June	100%	78%	91%
July	100%	88%	91%
August	100%	72%	83%
September	no majors	67%	92%

The government's announcement for the next round of Planning Delivery Grant is expected prior to the end of November. The 'performance period'

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to be calculated for the grant runs from October 2004 to June 2005 (inclusive). Spelthorne's performance for this nine month period is:

Majors	Minors	Others
71%	78%	91%

Councillor John O'Hara
Chairman of the Planning Committee

20 October 2005

REPORT OF THE CHAIRMAN ON THE WORK OF THE STANDARDS COMMITTEE

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

1. CORPORATE COMPLAINT PROCEDURE

- 1.1. The committee have deferred completing its review of the corporate complaint procedure until the next meeting when consideration will be given to statistical information on complaints. This information will include details of the number and nature of complaints, trends and issues which had affected the level and type of complaints received etc. On completion of the review the Committee will consider appropriate recommendations.

2. ETHICAL FRAMEWORK

- 2.1. The committee was given the opportunity to make its recommendations to the Executive on where in the committee structure the role and function of audit should be placed. The committee considered the views from the Audit Commission that this role should be kept separate from both the scrutiny and executive functions. The three options considered by the committee were to incorporate the audit functions with the Standard Committee role, set up an Audit Committee or to retain the current arrangements for reporting audit matters.
- 2.2. The committee recommended to the Executive that a new Audit Committee be established as a full committee of this Council with the role and functions of the committee being as outlined in the report of the Strategic Director (Support).

3. WORK PROGRAMME AND TRAINING EVENTS

- 3.1. The committee at its next meeting will be commenting on the outcome of the review of the Code of Corporate Governance, any recommendations made will be passed to the Executive to consider. As well as this the committee will be reviewing its current work programme and setting its work programme for next year.
- 3.2. The committee has identified various aspect of the ethical framework that members could receive further training or hold refresher workshops. The Monitoring Officer is looking at the arrangements as well as investigating whether our neighbouring authorities would be interested in attending and sharing any costs incurred. In addition we are either aiming to hold a 'mock hearing' to enable members of the committee and supporting officers to familiarise themselves with the regulations or alternatively to attend a local hearing being held at a neighbouring authority.

4. INDEPENDENT MEMBERS NEXT WORK

- 4.1. I am please to report that the Committee supported my suggestion to establish an Independent Members network in Surrey. To progress this matter the Monitoring Officer will be reporting the matter to the next meeting of the Surrey Secretaries to obtain the views of our neighbouring authorities.

5. REVIEW OF THE MODEL CODE OF CONDUCT

- 5.1. The committee noted the progress being made by the Standards Board for England on the review of the model Code of Conduct for members, with a further report being made to the next meeting. The main purpose of the review is to ensure the effectiveness of the code and explore ways, in which it could be simplified, clarified and improved.
- 5.2. The committee also discussed the need for members to ensure that their declarations of Financial and other interests were up to date now that the annual appointments to outside bodies had been made.
- 5.3. The Chief Executive had sent a comprehensive letter to all members reminding them of their obligations to ensure that their register was kept under review and up to date. In addition to this the Committee have agreed that a follow up letter from the Monitoring Officer should be sent to all members with a response being reported back to the next meeting.

6. ANNUAL ASSEMBLY OF STANDARDS COMMITTEE

- 6.1. Myself together with Mr Trevor Davies, Councillor Colin Strong and the Deputy Monitoring Officer attended this year's annual assembly, which took place on 5 and 6 September 2005.

Murray Litvak
Chairman of the Standards Committee

20 October 2005