

**Roberto Tambini
Chief Executive**

Please Telephone: Richard Powell (01784) 446240 or e-mail: r.powell@spelthorne.gov.uk

13 June 2007

TO THE MEMBERS OF SPELTHORNE BOROUGH COUNCIL

SUMMONS TO MEETING

You are hereby summoned to attend the **Meeting of Spelthorne Borough Council to be held in the Council Chamber, Council Offices, Knowle Green, Staines on THURSDAY 21 JUNE 2007 beginning at 7.30pm**, for the purpose of transacting the business specified in the Agenda **set out on the next page**.

ROBERTO TAMBINI
Chief Executive

EMERGENCY PROCEDURE: - In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the Green adjacent to Broome Lodge, Staines. Members of the Public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises. **[THE LIFT MUST NOT BE USED]**

PUBLIC SPEAKING IN PERSON AT COUNCIL MEETINGS

[Please Telephone: Richard Powell (01784) 446240 or e-mail: r.powell@spelthorne.gov.uk]

(1) Public Question Time

Public "Question Time" is near the start of Council meetings. This is an opportunity for any person to ask the Leader of the Council, or his nominee, a question about matters in which the Council has powers or duties or about issues that affect the Borough.

(2) Petitions

The Council has a procedure to enable petitions to be presented formally at Council meetings and for the person presenting the petition to address the Council for a maximum of three minutes.

(3) Representations on Recommendations

When the Council is considering a recommendation from the Executive or a Committee, any resident can put forward views on the issues involved by making verbal representations to the Council for a maximum of three minutes before the Council discusses the recommendation and makes a decision.

Anyone wishing (1) to ask a question at "Public Question Time", (2) to present and speak to a petition, or (3) make verbal representations on a recommendation, must notify the Chief Executive's office by 12noon three working days prior to the day of the Council meeting [i.e. 12noon on the preceding Monday for a Council meeting on a Thursday.] .

A G E N D A

1. APOLOGIES FOR ABSENCE

To report apologies received from Councillor M. Rough and to receive any other apologies for non-attendance.

2. MINUTES – 24 MAY 2007
[Pages 4 to 9]

To confirm as a correct record the Minutes of the Annual Council Meeting held on 24 May 2007.

3. DISCLOSURES OF INTEREST

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

4. SOUTH EAST EMPLOYERS CHARTER FOR MEMBER DEVELOPMENT

In light of the Borough Council having a new administration from May 2007, the Mayor, on behalf of the Council, to invite the Leader, Councillor John Packman, the Leader of the Minority Group, Councillor Colin Strong and the Chief Executive, Roberto Tambini, to re-sign the Statement of the Council's Commitment to the South East Employers Charter for Member Development.

5. ANNOUNCEMENTS FROM THE MAYOR

To receive any announcements from the Mayor.

6. ANNOUNCEMENTS FROM THE CHIEF EXECUTIVE

To receive any announcements from the Chief Executive.

7. ANNOUNCEMENTS FROM THE LEADER

To receive any announcements from the Leader.

8. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Leader or his nominee to answer any questions raised by members of the public *[providing notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

9. PETITIONS

To receive any petitions submitted to the Council. *[Notice of petitions and persons wishing to speak to the Council on them must be given in accordance with the procedures laid down in the Council's Constitution]*.

10. RECOMMENDATIONS OF THE EXECUTIVE
[Pages 10 to 11]

To consider the recommendations of the Executive on the **Draft Calendar of Meetings 2008**.

[A copy of the Draft Calendar of Meetings 2008 is attached to the recommendations of the Executive.]

Note: Members of the public may make representations in person not exceeding 3 minutes on individual recommendations before they are discussed *[providing notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

11. RECOMMENDATIONS OF THE AUDIT COMMITTEE
[Page 11a]

To consider the recommendations of the Audit Committee being held on 19 June 2007 on the **Outturn and Statement of Accounts 2006/2007**

[Copies of (a) the Draft Statement of Accounts 2006/2007 and (b) the recommendations of the Audit Committee will follow under separate cover.]

12. CHANGE TO THE COUNCIL'S CRITERIA FOR THE APPOINTMENT OF HONORARY ALDERMEN
[Pages 12 to 14]

To consider the report of the Strategic Director (Support) on a Change to the Council's Criteria for the Appointment of Honorary Aldermen.

13. NOMINATION FOR THE APPOINTMENT OF AN HONORARY ALDERMAN OF THE BOROUGH

The Council is asked to resolve, as follows:-

- (a) To nominate former Borough Councillor Frank Davies for appointment as an Honorary Alderman of the Borough.

**Proposed by the Leader of the Council: Councillor John Packman.
Seconded by the Deputy Leader of the Council: Councillor Richard Smith-Ainsley.
Endorsed by the Executive Portfolio Holder for Children and Young People Services:
Councillor Mrs. Denise Grant.**

- (b) That a Special Meeting of the Council be held on Thursday 26 July 2007 for the formal appointment of former Borough Councillor Frank Davies as an Honorary Alderman of the Borough pursuant to the powers vested in the Borough Council by virtue of Section 249 of the Local Government Act 1972.

14. REPORT FROM THE LEADER OF THE COUNCIL
[Pages 15 to 16]

To receive the report from the Leader of the Council on the work of the Executive.

15. REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE
[Pages 16a to 16b]

To receive the report from the Chairman of the Audit Committee on the work of his Committee.

16. REPORT FROM THE CHAIRMAN OF THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE
[Pages 16c to 16d]

To receive the report from the Chairman of the Performance Management and Review Committee on the work of his Committee.

17. REPORT FROM THE CHAIRMAN OF THE PLANNING COMMITTEE
[Pages 17 to 19]

To receive the report from the Chairman of the Planning Committee on the work of his Committee.

18. MOTIONS

Under Standing Order 16, the Council has received Notice of the following Motion:

“This Council notes the prolonged level of poor service the Borough of Spelthorne has received from the County Highways Authority.

Council resolves to deplore the poor service level and calls upon the County Highways Authority, as a matter of urgency, to present to the Borough of Spelthorne a detailed scheme for improving the maintenance services it is providing.”

Proposed by: Councillor Colin Strong.
Seconded by: Councillor Elizabeth Bell.

19. QUESTIONS ON WARD ISSUES

The Leader or his nominee to answer any questions from Members on issues in their Ward, *[providing notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

20. 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, *[providing notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

21. URGENT BUSINESS

To consider any urgent business.

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL MEETING

**At the Annual Meeting of the Borough Council held in the Council Chamber,
Council Offices, Knowle Green, Staines on Thursday 24 May, 2007 at 7.30pm**

Ayers F.	Flurry K.E.	Pinkerton J.D.
Beardsmore I.J.	Forsbrey G E	Pinkerton Mrs J.M.
Bhadye S	Hirst A. P.	Rough Mrs M.W.
Bouquet M L	Hyams N.A.	Royer M.T.
Broom P.A.	Kuun C.D.G.	Sider R. W.
Budd S.E.W.	Leighton Mrs V. J.	Smith-Ainsley R.A.
Chouhan K	McShane D.L.	Spencer Mrs C.L.
Colison-Crawford R.B.	Napper Mrs I.	Strong C.V.
Collis M.J.	Nichols Mrs C.E.	Thomson H.A.
Crabb T.W.	Nichols L.E.	Trussler G.F.
Davis C.A.	O'Hara E.	Weston Mrs P.
Dunn S.A.	Packman J.D.	

Co-Opted Members: Mr M. Litvak and Mr T. Davies

142/07 ELECTION OF MAYOR

The retiring Mayor, Councillor M.R. Royer, welcomed all Members and guests to the Annual General Meeting of the Council. He reported that it had been a pleasure and privilege to have been Mayor and hoped that he had been a good ambassador for Spelthorne. He referred to the many interesting people he had met during the year and the many events he had attended which included the Queen's Garden Party.

The Mayor paid tribute to the business community and the numerous people who had given support in raising funds for the Mayor's charities. He thanked his friends and fellow councillors. In particular he referred to the help given by the Deputy Mayor and Mayoress, Councillor and Mrs A.P Hirst, Mr and Mrs Gerry Ceaser, Mr and Mrs Wood-Dow, Reverend Rod Cosh, Sue Hulmes his secretary and the Chief Executive and his team for their hard work and helpfulness throughout the year.

Finally, he thanked his mother for her support as Mayoress.

He extended his very best wishes to his successor, who would become the 34th Mayor of Spelthorne, and hoped that his term in office would be both interesting and rewarding.

It was moved by Councillor R.W. Sider and seconded by Councillor E. O'Hara that Councillor A.P. Hirst be elected Mayor for the Municipal Year 2007/2008.

In moving the motion Councillor Sider reminded members that Councillor Hirst had been a serving member of the council since 1989 and Mayor of Spelthorne in 1994. He felt sure that he would undertake his duties as the Mayor of the Borough with great dignity and commitment. Councillor O'Hara in seconding the motion referred to Councillor Hirst's commitment to his duties and felt he would be an excellent ambassador for the Borough.

RESOLVED that Councillor A.P. Hirst be appointed Mayor for the Municipal Year 2007/2008.

Councillor A.P. Hirst made the declaration of acceptance of office as Mayor of the Borough of Spelthorne and took the Chair. He thanked his proposer and seconder and those who had supported him in his election as the 34th Mayor of Spelthorne which he

accepted with pride and honour. He presented Councillor M.J. Royer with the past Mayor's badge and an album commemorating his year in office.

The Mayor welcomed the newly elected councillors and looked forward to working with them during the next four years. He reported that his Mayor's Charity Fund would be supporting three main local charities, which were White Lodge Centre, Spelthorne Civic Pride and CAMEO (Come and Meet Each Other) with any remaining funds being given to other deserving causes identified during the Mayoral Year.

143/07 APOLOGIES

Apologies for absence were received from Councillors Ms M. Bain, Mrs E.M. Bell, Mrs D.L. Grant and H.R. Jaffer.

144/07 MINUTES

RESOLVED that the Minutes of the meeting held on 26 April 2006, be approved as a correct record.

The Liberal Democrat Councillors in attendance at the meeting abstained from agreeing the minutes of the Council meeting held on 26 April 2006.

145/07 ELECTION OF DEPUTY MAYOR

It was moved by Councillor G.E. Forsbrey and seconded by Councillor Mrs V.J. Leighton and

RESOLVED that Councillor S. Bhadye be appointed Deputy Mayor for the Municipal Year 2007/2008.

Councillor S. Bhadye made the declaration of acceptance of office as Deputy Mayor of the Borough of Spelthorne and thanked his proposer and seconder and the Council for appointing him.

146/07 ANNOUNCEMENTS FROM THE MAYOR

Civic Events

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

Trident Memorial Service – 18 June 2007

Civic Service – 8 July 2007

Charity Golf Day – 2 August 2007

River Day – 1 September 2007

Civic Reception for Businesses – 25 October 2007

Remembrance Sunday – 11 November 2007

Civic Ball – 29 March 2008

Mayor's Web Page

The Mayor informed the council of his intention to introduce a Mayors web page on the council's web site which would include an events calendar, photo album and charity events.

Neville Galliford – 80th Birthday

The Mayor reminded the council that Neville Galliford had been a long serving councillor and a past Mayor of Spelthorne Borough Council and reported on the arrangements in place to send a card and gift to Neville Galliford to help celebrate his 80th Birthday.

147/07 ELECTION OF LEADER AND DEPUTY LEADER OF THE COUNCIL

It was moved by Councillor R.A. Smith-Ainsley and seconded by Councillor F. Ayers and **RESOLVED** that Councillor J.D. Packman be appointed Leader of the Council for the Municipal Year 2007/2008.

Councillor Packman on behalf of the Council congratulated the new Mayor and Deputy Mayor on their appointments. He reported that it was a great honour and privilege to be elected Leader of the council and he hoped that his 16 years of being a councillor together with the excellent tuition he had received by working with the past two Leaders of the council (Councillor Frank Davies and Councillor Gerry Ceaser) would ensure that he performs his duty successfully.

He also acknowledged the service the previous two Leaders had given to the council and the community has a whole and who had each given over 30 years of service to the borough.

It was moved by Councillor J.D. Packman and seconded by Councillor G.F. Trussler and **RESOLVED** that Councillor R.A. Smith-Ainsley be appointed Deputy Leader of the Council for the Municipal Year 2007/2008.

148/07 APPOINTMENT OF THE EXECUTIVE

It was moved by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley and

RESOLVED:

(a) That the four members of the Council to be appointed to the Executive, in addition to the Leader and Deputy Leader of the Council be Councillors M.L. Bouquet, G.E. Forsbrey, Mrs D.L. Grant and Mrs V.J. Leighton, with the terms of reference and functions as set out in Part 3 (a) of the Council’s Constitution; and

(b) That the Portfolios for Members of the Executive be as follows:

Planning Policy and Performance Management	Councillor J.D. Packman
Community Safety and Community Liaison	Councillor R.A. Smith-Ainsley
Environment	Councillor G.E. Forsbrey
Children and Young People Services	Councillor Mrs. D.L. Grant
Adult and Elderly Services	Councillor Mrs V.J.Leighton
Corporate Services	Councillor M.J. Bouquet

(c) The Chief Executive be authorised to make consequent alterations, as appropriate, to the Executive Procedure Rules within the Council’s Constitution, and that such alterations be reported back to the next ordinary meeting of the Council.

149/07 ESTABLISHMENT OF COMMITTEES, ALLOCATION OF SEATS AND APPOINTMENT OF MEMBERS

Details of the proposed committees, their size, the political allocation of seats and the members to serve on them had been circulated as **Appendix A** to all members of the Council. The Council also had regard to the information set out in the agenda at item 9.

It was moved by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley and

RESOLVED:

- (a) That the Council appoint the seven committees as attached at **Appendix A** with the terms of reference and functions as set out in Part 3 (a) of the Council's Constitution;
- (b) That the allocation of seats on the seven committees be as shown at **Appendix A** attached;
- (c) That the Members appointed to serve on the seven committees be as shown at **Appendix A** attached; and
- (d) That Mr M. Litvak and Mr T. Davies be appointed as Chairman and Vice-Chairman of the Standards Committee, respectively.

150/07 CHAIRMEN OF AREA FORUMS

It was moved by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley that the Chairmen of the five Area Forums for the Municipal Year 2007/2008 be appointed as follows:

Ashford	Councillor G.F. Trussler
Shepperton	Councillor R.W. Sider
Staines and Laleham	Councillor E. O'Hara
Stanwell and Stanwell Moor	Councillor F. Ayers
Sunbury	Councillor R.A. Smith-Ainsley

It was moved by Councillor L.E. Nichols and seconded by Councillor T.W. Crabb that the Chairman of the Sunbury Area Forum be Councillor C.V. Strong.

A vote by a show of hands was taken for the Chairmanship of the Sunbury Area Forum for the Municipal Year 2007/2008 as follows:

Councillor R.A. Smith-Ainsley - For 25
Councillor C.V. Strong - For 7

RESOLVED that the Chairmen of the five Area Forums for the Municipal Year 2007/2008 be as follows:

Ashford	Councillor G.F. Trussler
Shepperton	Councillor R.W. Sider
Staines and Laleham	Councillor E. O'Hara
Stanwell and Stanwell Moor	Councillor F. Ayers
Sunbury	Councillor R.A. Smith-Ainsley

151/07 DISCRETIONARY HOUSING PAYMENTS REVIEW BOARD

It was moved by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley and

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

152/07 APPOINTMENTS BY THE COUNCIL TO OUSIDE BODIES

(a) South West Middlesex Crematorium Board

It was moved by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley and

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

(b) Surrey County Districts Film Licensing Joint Committee

It was moved by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley that Councillors Mrs D.L. Grant and R.W. Sider be appointed as the Council's two representatives to serve on the Surrey County District Film Licensing Joint Committee.

It was moved by Councillor I.J. Beardsmore and seconded by Councillor L.E. Nichols that Councillor T.W. Crabb be appointed as one of the council's representatives to serve on the Surrey County District Film Licensing Joint Committee.

A vote by a show of hands was taken for the appointment of two members to serve on the Surrey County District Film Licensing Joint Committee. The vote was as follows:

Councillor Mrs D.L. Grant – For 25

Councillor R.W. Sider – For 25

Councillor T.W. Crabb – For 6

RESOLVED that Councillors Mrs D.L. Grant and R.W. Sider be appointed as the Council's two representatives to serve on the Surrey County Districts Film Licensing Joint Committee.

RECOMMENDATIONS OF THE EXECUTIVE

1. DRAFT CALENDAR OF MEETINGS 2008

1.1 The Executive have considered a report seeking the endorsement of a draft Calendar of Meetings for 2008, covering the 12 months period from 1 January 2008 to 31 December 2008, for recommendation to the full Council on 21 June 2007 for approval.

1.2 **The Executive recommend that the Council approve the draft Calendar of Meetings for 2008, attached at Appendix A to the report of the Strategic Director (Support), covering the 12 months period from 1 January 2008 to 31 December 2008.**

[A copy of the Draft Calendar of Meetings 2008 is attached as Appendix A to these recommendations of the Executive.]

Councillor John Packman
Leader of the Council

21 June 2007

REPORT OF THE CHAIRMAN ON THE WORK OF THE AUDIT COMMITTEE

The Audit Committee held meetings on 19 April and 19 June, 2007 and considered the following items of business.

19 APRIL 2007

1. QUARTERLY AUDIT AND RISK REPORT

The Committee considered and approved the quarterly report which covered the work undertaken by Audit Services from January to March 2007 and particularly highlighted the internal audit partnership with Surrey Heath BC; work on behalf of external audit; IT security and risk registers.

2. AUDIT SERVICES ANNUAL PLAN

The Committee considered and noted a report from the Head of Audit Services, in which she explained how the annual plan was prepared and described the proposed work for 2007/2008.

3. COMMITTEE WORK PROGRAMME JUNE 2007

Revisions to the Work Programme for June 2007 were agreed by the Committee, in the light of updated information.

4. CHANGE OF JUNE MEETING DATE

The Committee agreed to amend the date of its June meeting from 21 to 7 June to enable the Statement on Internal control to be approved as part of the Statement of Accounts which was required by legislation to be approved by Council before the end of June and to receive a report at this Committee's June meeting to formulate recommendations to be placed before full Council seeking an amendment to the Terms of Reference of the Audit Committee to give it authority to approve the SIC and Statement of Accounts for 2008 and beyond.

19 JUNE 2007

1. STATEMENT ON INTERNAL CONTROL

The Committee approved the draft Statement on Internal Control which the Council is required to produce under the Accounts and Audit Regulations 2003. After lengthy discussion of the content of the Statement the Committee resolved:

1. that the Head of Audit Services update the next meeting of the Committee on monitoring undertaken by Audit Services to ensure adequate procedures are in place in respect of S106 agreements;
2. that the Head of Human Resources be asked to report to the next meeting of the Committee unless Audit Services were satisfied that checks of payroll transactions had been undertaken on a monthly basis during the coming quarter;
3. to seek assurance from MAT that the concerns identified in the Statement of Internal Control on the issue of project management and capacity were being addressed.

2. OUTTURN AND STATEMENT OF ACCOUNTS

The Committee considered and approved a report on the draft Statement of Accounts for 2006/07 and agreed to authorise them to be signed by the Leader of the Council and by the Chief Financial Officer [i.e. the Strategic Director (Support)]. The Accounts and Audit Regulations require that the accounts for 2006/2007 be completed and approved by the full Council by 30 June 2007.

3. APPROVAL OF STATEMENT OF ACCOUNTS - AMENDMENT TO TERMS OF REFERENCE

The Committee resolved to recommend to Council that the Committee's terms of reference be changed to allow it in future to approve the annual Statement of Accounts, subject to members of the Committee receiving appropriate and adequate financial training.

4. AUDIT SERVICES REPORT: April – May 2007

The Committee considered and approved a report which outlined the work undertaken by Audit Services during the period April – May 2007. The Head of Audit Services at Surrey Heath attended the Committee and explained his role in the Audit Services' partnership between Spelthorne and Surrey Heath.

5. AUDIT SERVICES ANNUAL REVIEW

The Committee considered and approved a report on the annual review of Audit Services, which was a new requirement of the Accounts and Audit Regulations. The review gave an overview of the work undertaken by the Audit Services team last year and identified areas for improvement in the coming year. The Head of Audit Services responded to questions from members and highlighted achievements in Audit Services during 2006/7 and actions identified to improve the Audit service.

6. COMMITTEE WORK PROGRAMME 2007/8

The Committee considered and approved its Work Programme for the period June 2007 to 2008.

Councillor Jack
Chairman of the Audit Committee

21 June 2007

CHANGE TO THE COUNCIL'S CRITERIA FOR THE APPOINTMENT OF HONORARY ALDERMEN

Resolution Required

Report of the Strategic Director (Support)

EXECUTIVE SUMMARY

How does the content of this report improve the quality of life of Borough Residents:

The residents of the Borough will benefit from this change to the criteria for the appointment of Honorary Aldermen. The removal of the Borough residency requirement will enable more nominees who have given eminent service to the Council and the local Community to be eligible for nomination to receive this prestigious award.

Purpose of Report:

To review the criteria for the appointment of Honorary Aldermen to enable a nominee who no longer lives in the Borough to be considered for appointment as an Honorary Alderman.

Key Issues:

The existing criteria for the appointment of Honorary Aldermen, approved by the Borough Council in December 1999, states at "clause (b)" that Nominees, whilst no longer serving Councillors, should still be resident in the Borough of Spelthorne."

The proposal would be to delete from the criteria the Borough residency requirement [i.e. existing "clause (b)"] so as to enable more nominees who have given eminent service to the Council and the local Community to be eligible for nomination to receive this prestigious award.

Financial Implications:

There are none.

Corporate Priority:

All 4 Priorities.

Recommendations:

That the Council approves a change to its criteria for the appointment of Honorary Aldermen, by the deletion of the Borough residency requirement [i.e. existing "clause (b)"], to enable a nominee who no longer lives in the Borough to be considered for appointment as an Honorary Alderman.

Contact: Sue Sturgeon, Strategic Director (Support), (01784) 446225

Portfolio Holder: Councillor Michel Bouquet

MAIN REPORT

1. BACKGROUND

- 1.1 In December 1999 the Council laid down its specific criteria and procedures that would be applied to any nominations for the appointment of Honorary Aldermen. These are set out at paragraph 1.2 below.
- 1.2 The criteria agreed were as follows:-
- (a) The title would be conferred on persons who have, in the opinion of the Borough Council, rendered eminent services to the Council as past Members, but who are no longer serving Councillors.
 - (b) Nominees, whilst no longer servicing Councillors, should still be resident in the Borough of Spelthorne.
 - (c) Nominees would have a minimum period of 12 years past service as a Borough Councillor, i.e. 3 Council sessions, but service to either the former Staines or Sunbury Urban District Councils be allowed to count towards the 12-year qualification period.
 - (d) Nominations would have to receive the support of not less than two-thirds of the Council Members voting thereon at a Special Meeting of the Council that would have to be convened for the purpose.
 - (e) A proposed nomination of a former Councillor could in the first instance be made by not less than three serving Councillors who supported the nomination. However, before proceeding, Officers and Members would, via the political groups, establish whether or not the nomination would be likely to receive sufficient support to proceed, as per criteria (d) above.

2. KEY ISSUES

- 2.1 The existing criteria for the appointment of Honorary Aldermen approved by the Borough Council in December 1999, states at “clause (b)” that Nominees, whilst no longer serving Councillors, should still be resident in the Borough of Spelthorne.”
- 2.2 The proposal would be to delete from the criteria the Borough residency requirement [i.e. existing “clause (b)”] so as to enable more nominees who have given eminent service to the Council and the local Community to be eligible for nomination to receive this prestigious award.

3. PROPOSALS

- 3.1 To seek the deletion from the criteria for the appointment of Honorary Aldermen of the Borough residency requirement [i.e. existing “clause (b)”] so as to enable more nominees who have given eminent service to the Council and the local Community to be eligible for nomination to receive this prestigious award.
- 3.2 It is felt that the removal of the Borough residency requirement from the criteria for the appointment of Honorary Aldermen will not have any adverse effect on the Council’s ability to consider worthy nominations for this prestigious award.
- 3.3 A person who is appointed as an Honorary Alderman will be invited to all future Borough Civic events, including the Council’s Annual General Meetings, the Mayor’s Civic Receptions and Mayor’s Church Services, and to other events such as any future appointments of Honorary Freemen and Honorary Aldermen.

3.4 It follows that a recipient who is appointed as an Honorary Alderman, but lives outside the Borough of Spelthorne, will not be precluded from participating in the benefits of the appointment, as outlined in paragraph 3.3 above. They will be given ample advance notice of the dates of the relevant events, in order to allow them sufficient time to make appropriate arrangements to return to the Borough to participate in them.

4. BENEFITS

4.1 The residents of the Borough will benefit from this proposed change to the criteria for the appointment of Honorary Aldermen. The removal of the Borough residency requirement will enable more nominees who have given eminent service to the Council and the local Community to be eligible for nomination to receive this prestigious award.

5. FINANCIAL IMPLICATIONS

5.1 There are none, as the Borough Council is in control of any nominations for the appointment of Honorary Aldermen by the application of its specific criteria and procedures.

6. LEGAL IMPLICATIONS / OTHER IMPLICATIONS

6.1 There are none, as the power to appoint Honorary Aldermen is vested in the Borough Council by virtue of Section 249 of the Local Government Act 1972.

6.2 Also, the Borough Council has laid down its specific criteria and procedures that would be applied to any nominations under consideration.

7. RISK IMPLICATIONS

7.1 There are none, as the Council is responsible for applying its specific criteria and procedures in relation to any nominations for the appointment of Honorary Aldermen.

8. TIMETABLE FOR IMPLEMENTATION

8.1 If the Council is minded to resolve to agree the proposed change to the criteria for the appointment of Honorary Aldermen, as set out in paragraph 3 above, the revised criteria, incorporating this change, will take effect immediately.

Report Author:

Richard Powell, Principal Committee Manager, (01784) 446240

Background Papers:

Section 249 of the Local Government Act 1972

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

This is my first report as Leader and since taking on that office the Executive has met on one occasion. This report is an overview of the issues we have discussed at our meeting on 5 June 2007.

We have made a recommendation to the Council on one matter that appears separately on this Agenda.

1. Appointment of Member Representatives to serve on Outside Bodies and Working / Task Groups 2007-2008 and the Nomination of Members to the SLGA and SLGA Outside Bodies

We have considered a report seeking the appointment of Members to serve as representatives on Outside Bodies and Working / Task Groups for 2007-2008 and the nomination of Members to serve as representatives on the SLGA and SLGA Outside Bodies.

We have delegated to myself as the Leader of the Council, in consultation with the Chief Executive, the nomination of Members for appointment to serve as representatives on the Outside Bodies and Working / Task Groups for 2007-2008 set out in Appendix A to the report of the Strategic Director (Support).

I will update Members at the Council Meeting on 21 June 2007 on the above nominations.

We have further delegated to myself as the Leader of the Council, in consultation with the Chief Executive, the nomination of Members for appointment to serve as representatives on the SLGA and SLGA Outside Bodies set out in Appendix B to the report of the Strategic Director (Support).

Our nominations were forwarded to the SLGA on 6 June 2007 and their response is awaited on which of the Spelthorne representatives have been successful in being appointed.

2. Discretionary Rate Relief Over £2000

We have considered a report seeking decisions on the re-applications for Discretionary Rate Relief in respect of Non Domestic Rates for the 2006/2007 and 2007/2008 years. We noted that under delegated powers within the Council's Constitution, those discretionary rate relief applications where the amount to be borne by the Council exceeded £2,000, required approval by the Executive.

We have agreed that Discretionary Rate Relief be granted to all those organisations, in accordance with the general guidance, as set out in Appendices A and B to the report of the Strategic Director (Support), at the percentage shown for a period of two years. We noted that the approximate cost of the Discretionary Rate Relief for Spelthorne for the year 2006/2007 on the above cases was £38, 271.80.

3. Delivery of Savings Built Into the 2006-2007 Revenue Budget

We have considered a report summarising the extent to which the delivery of the savings built into the original 2006-2007 Revenue Budget has been achieved. We have noted the highlighted red items in the report covering the areas where the delivery of savings has been lower than originally anticipated..

We have noted the report of the Strategic Director (Support) on the Delivery of Savings Built into 2006-2007 Revenue Budget and agreed that the implications be considered as part of the process of developing the forward Outline Budget.

4. Gambling Act 2005 – Setting of Fees

We have considered a report seeking Members' approval for the proposed Gambling Act 2005 fee levels, as outlined in Appendices 1(a) and 1(b) to the report of the Strategic Director (Community). We have noted that there is a significant resource implication, because the Gambling legislation adds legal duties onto this Council to process applications and to ensure that all Gambling premises are complying with the law, the codes of practice and the licence conditions.

It is anticipated that the proposed fees should cover the majority of Spelthorne's costs in administering this work.

We have agreed the proposed Gambling Act 2005 fee levels, as outlined in the Appendices to the report of the Strategic Director (Community).

We have further agreed that progress with the implementation of the new Gambling legislation will be reported to the Executive after six months [i.e. the Executive Meeting on 11 December 2007] and that a review of the fees will be undertaken, as necessary, at that time.

Councillor John Packman
Leader of the Council

21 June 2007

RECOMMENDATIONS OF THE AUDIT COMMITTEE

1. OUTTURN AND STATEMENT OF ACCOUNTS 2006/2007

- 1.1 The Audit Committee has been advised that the Council's Statement of Accounts for 2006/2007 has been completed and that the audit is due to commence in Mid August. The Accounts and Audit Regulations require that the accounts for 2006/2007 be completed and approved by the full Council by 30 June 2007, and be signed by the Leader of the Council and by the Chief Financial Officer [i.e. the Strategic Director (Support)].
- 1.2 **The Audit Committee recommend that the Council approve the Statement of Accounts 2006/2007 and agree that they be signed by the Leader of the Council and by the Chief Financial Officer [i.e. the Strategic Director (Support)].**

[A copy of the Draft Statement of Accounts 2006/2007 [Green cover booklet] has been circulated to all Members of the Council under separate cover on 15 June 2007]

Councillor Jack Pinkerton
Chairman of the Audit Committee

21 June 2007

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

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

ROLE OF THE COMMITTEE

The Committee received a brief explanation from me on the Overview and Scrutiny Procedure Rules, the Role of the Committee and its relationship with the Improvement and Development Committee

DATES OF COMMITTEE MEETINGS

The committee have authorised me to amend the time and venues of committee meeting if required with the meeting dates being as follows:

Tuesday 4 September 2007	Tuesday 3 June 2008
Tuesday 4 December 2007	Tuesday 2 September 2008
Tuesday 4 March 2008	Tuesday 2 December 2008

OUTCOME OF THE COMMITTEE'S RECOMMENDATIONS TO THE EXECUTIVE

The Committee noted that the Executive had supported the committee's recommendation for a members' seminar on the council's housing strategy to be held. Arrangements are being made for this seminar to take place on 16 July 2007.

FINANCIAL ANNUAL REPORTS

The committee considered four financial reports. The first was the Treasury Management Annual report providing details of the Council's activities in the borrowing and investment market for the year 2006/2007. The next two reports covered the provisional outturn positions for both capital and revenue expenditure for the financial year 2006/2007. The last financial report covered the New Schemes Fund, which provided an update on the progress and costs of schemes being financed from the fund. The report covered the fund's opening and closing balances, expenditure incurred and interest earned for the financial year 2006/2007.

Due to the number of questions raised by these reports the committee felt that a members seminar on financial issues should be arranged and is submitting this request to the Executive to consider at its next meeting.

As Chairman I will continue my discussions with the Head of Financial Services on different ways to present the financial information to the Committee.

TASK GROUPS

The committee have three Task Group. The first was set up under the previous administration and is looking at those Area Profiles relevant to the borough in particular those relating to activities for teenagers and vandalism, graffiti and other deliberate damage to property and vehicles. The committee discussed with the Lead Member of the Group, Councillor Mrs I Napper, her report outlining the progress made to date. The committee

have agreed to extend the remit of the Task Group previously set up to review the effectiveness of arrangements for security in parks to include other open spaces, environmental issues and looking at byelaws. The third task group set up will be reviewing the Code of Corporate Governance with the assistance of the Head of Corporate Governance

CONTRACT MANAGEMENT

The Committee discussed progress being made with the review of the procedures in place for contract management. The committee in their discussions acknowledged the amount of work being undertaken by the Head of Corporate Governance and his staff which included setting up a comprehensive database of current contracts run by the Council. A further progress report will be submitted to the committee in September 2007

PERFORMANCE INDICATORS

The Assistant Chief Executive (Policy and Performance) reported on the new format being used to present an analysis of the Council's performance against corporate targets and performance indicators and which was available on the Council's website at

<http://www.spelthorne.gov.uk/pbviews/library.html>

PROPOSED LEGISLATION INVOLVING OVERVIEW AND SCRUTINY ARRANGEMENTS

The Committee discussed with the Head of Corporate Governance an information report on progress being made with the introduction of new and proposed legislation affecting the work of the overview and scrutiny committees. The committee noted that the requirements contained in the Police and Justice Act 2006 for overview and scrutiny committees to scrutinise crime and disorder functions would not come into effect until April 2008. It was noted that the progression of the Local Government and Public Involvement in Health Bill was still in its early stages and therefore no confirmation could be given as to what the scrutiny involvement would be.

COMMITTEE WORK PROGRAMME

The committee in considering its work programme had regard to the issues set out in the Executive Forward Plan.

If any members of the Committee have any issues they wished to be considered for inclusion in the work programme details should be sent to me as Chairman and to Bob Coe the Assistant Chief Executive (Policy and Performance).

Councillor Frank Ayers
Chairman of the Performance Management and Review Committee

21 June 2007

REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met twice since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 25 April 2007 and 30 May 2007.

1. The Planning Committee meeting on **25 April 2007** dealt with 8 items in total (including 3 enforcement items).

Public speaking took place on one item with three persons taking the opportunity to address the Committee.

The most notable items on the agenda were:

- (a) Approval subject to a legal agreement for the redevelopment of the site known as Majestic House in Staines for offices, retail and/or banks and/or cafes and restaurants, leisure use and 25 residential units, plus basement parking and a new link road from Fairfield Avenue to Millmead.
- (b) Approval of the erection of a new two storey block to provide an additional 77 prisoner spaces and construction of a new all weather sports surface at Bronzefield Prison, Woodthorpe Road, Ashford.
- (c) Enforcement action authorised against 35 Junction Road, Ashford regarding the unauthorised business use of a residential property for the storage and parking of motor vehicles for commercial purposes.
- (d) Enforcement action authorised against Manor Farm, Shepperton for the storage of motor vehicles, jacked cabins, metal container plus construction of hardstanding and erection of fencing.

2. The Planning Committee meeting was held on **30 May 2007** and dealt with 8 items. Public speaking took place on 4 items with five people taking the opportunity to address the Committee.

The most notable items on the agenda were:

- (a) Refusal of planning permission for the erection of a hotel on the lower ground, upper ground, first, second and third floors, new and altered access, and parking at 554 London Road, Ashford
- (b) Refusal of planning permission for the demolition of existing properties and the erection of 8 two bed and 3 three bed houses

served by a new access drive and associated parking at 34 – 38 Clockhouse Lane, Ashford

- (c) Approval for the erection of a three storey block of 6 two bed flats with associated amenity space and parking at The Thorns, Long Lane, Stanwell
- (d) Approval subject to no call in by the secretary of state for the use of land for the parking of motor vehicles for a temporary period of 5 years on land to rear of the White House depot, Kingston Road, Ashford

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) (70% in 8 wks)	Other applications (BVPI Target) (85% in 8 wks)
2006			
June	100%	71%	84%
July	0%	73%	89%
August	50%	81%	83%
September	71%	46%	84%
October	100%	71%	86%
November	80%	77%	86%
December	100%	71%	90%
2007			
January	100%	65%	80%
February	0% (no decision)	64%	86%
March	33%	75%	79%
April	100%	84%	93%
May	100%	77%	95%

(b)The Planning and Housing Strategy service is a significant way through implementing its Business Process Improvement Plan. The four projects in the overall plan cover customer services, validation, charging and ICT.

The training of admin on validating applications is working reasonably well and it is hoped that shortly they will start to register the straightforward householder applications.

From 1 April 2007 the planning service started charging for pre-application advice, with no adverse feedback. To date £2,400 worth of fees have been received.

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(c) The Government has confirmed that Spelthorne Borough Council will receive £22k in the first tranche of Planning Delivery Grant (PDG) with regard to planning application performance for the period 1 July 2005 to 30 June 2006.

Further initial awards on the basis of E-planning, the Local Development Framework, sustainability and development control performance (June 2006 to April 2007) are expected in the next 2 months. This will form the bulk of the PDG award this year.

(d) In consultation with the Leader, and Senior officers, I shall be looking at the Training needs of members, to ensure that we are up to speed on changes in legislation, and able to consider new members to serve on the Committee during the four years of this Council.

Councillor John O'Hara
Chairman of the Planning Committee

21 June 2007