

**Roberto Tambini
Chief Executive**

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

10 October 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 18 OCTOBER 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 12 Noon three working days prior to the day of the Council meeting. [That is 12 Noon on the preceding Monday for a Council meeting on a Thursday].

A G E N D A

1. APOLOGIES FOR ABSENCE

To report that apologies for absence have been received from Councillors T.W. Crabb and Mrs. M.W. Rough and to receive any other apologies for non-attendance.

2. MINUTES – COUNCIL MEETINGS HELD ON 19 JULY, 26 JULY AND 27 SEPTEMBER 2007
[19 July 2007 Meeting - Pages 3 to 10] [26 July 2007 Meeting - Pages 11 to 12]
[27 September 2007 Meeting – Page 13]

To confirm as correct records the Minutes of the Council Meetings held on 19 July, 26 July and 27 September 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. ANNOUNCEMENTS FROM THE MAYOR

(1) The Mayor to present the Civic Pride Environmental Awards.

(2) To receive any other announcements from the Mayor.

5. ANNOUNCEMENTS FROM THE LEADER

To receive any announcements from the Leader.

6. ANNOUNCEMENTS FROM THE CHIEF EXECUTIVE

To receive any announcements from the Chief Executive.

7. 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]*.

8. 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]*.

9. RECOMMENDATIONS OF THE EXECUTIVE
[Pages 14, 15, 15a, 15b, 16 and 17]

To consider the recommendations of the Executive on the following matters:-

(1) Outline Budget 2008/2009 – 2011/2012

(2) Review of Polling Districts, Polling Places and Polling Stations

(3) Amendments to the Council's Scheme of Delegation to Officers

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]*.

10. REPORT FROM THE LEADER OF THE COUNCIL
[Pages 18 to 19]

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

11. REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE
[Pages 20 to 21]

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

12. REPORT FROM THE CHAIRMAN OF THE IMPROVEMENT AND DEVELOPMENT COMMITTEE
[Pages 21a and 21b]

To receive the report from the Chairman of the Improvement and Development Committee on the work of her Committee.

13. REPORT FROM THE CHAIRMAN OF THE LICENSING COMMITTEE
[Page 21c]

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

14. REPORT FROM THE CHAIRMAN OF THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE
[Pages 22 to 23]

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

15. REPORT FROM THE CHAIRMAN OF THE PLANNING COMMITTEE
[Pages 24 to 26]

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

16. 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]*.

17. GENERAL QUESTIONS

(1) Under Standing Order 14.1, Councillor Robin Sider has submitted the following General Question for a reply by the Leader:

“Will the Leader join me in congratulating the Spelthorne in Bloom Committee for their strenuous efforts in encouraging such magnificent floral displays in the Borough this year, and in particular Stanwell on their being awarded the prestigious Silver Gilt Award in the urban community category for South and South East in Bloom 2007, and for Laleham who were similarly recognised for their floral displays? And can he assure me of continued Officer support for this Committee, whose efforts are for the benefit of the entire Spelthorne community and promote one of the Borough's priorities, that of making Spelthorne a better place. END?”

(2) The Leader or his nominee or relevant Committee Chairman to answer any other 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]*.

18. URGENT BUSINESS To consider any urgent business.

**MINUTES OF THE COUNCIL MEETING HELD ON 19 JULY 2007
BOROUGH OF SPELTHORNE**

**AT THE MEETING OF THE SPELTHORNE BOROUGH COUNCIL HELD IN THE COUNCIL
CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES ON THURSDAY 19 JULY AT
7.30PM**

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

Mr M. Litvak

Councillor A.P. Hirst, The Mayor, in the Chair

242/07 APOLOGIES

Apologies for absence were received from Councillors Ms P.A. Broom, K. Chouhan, Mrs D.L. Grant, H.R. Jaffer, Mrs M.W. Rough and Mrs C.L. Spencer.

243/07 MINUTES

RESOLVED that the Minutes of the meeting held on 21 June 2007 be approved as a correct record, subject to the name of Miss M.M. Bain being added to the list of apologies and removed from the recorded vote list in Minute 216/07, the name of Councillor Smith-Ainsley being added to the recorded vote list in Minute 216/07 and the correct titles for Councillors Mrs Dunn, Ms Hyams and Mrs Rough being added in Minute 216/07.

244/07 ANNOUNCEMENTS FROM THE MAYOR

Mayor's Charity Lunch

A Charity lunch would be taking place on Sunday 29 July at the home of Mr and Mrs Gerry Ceaser. Tickets could be obtained from the Mayor's secretary.

Golf Day Dinner

The Mayor reminded Members of the Golf Day dinner which was to be held at Ashford Manor Golf Club on the evening of 2 August 2007 and to which non-players were also welcome. Proceeds would be going to the Mayor's Charity Fund.

Council v Staff Bowls Match

The Mayor announced that the bowls match against the staff would be held on 8 August 2007 at 6pm and encouraged Members to arrive for a practise at 5pm so that they might reclaim the cup from the Officers this year.

245/07 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Mayor reported that under Standing Order 13, two questions had been received from members of the public. He invited each person to put their question in turn, and for responses to be given by the responsible Executive Portfolio Holder. He confirmed that a written response would also be sent to the questioners.

(1) Question from Diane Appleby: -

“Why are flats once again excluded from an important Borough plan such as waste management and recycling. The statistics suggest 1,000 households in Staines are flats, that they contribute millions of pounds in taxes but receive less services than anyone whose home is a 'house'.

Residents living in flats wish, after years of exclusion, to become part of the move to reduce the amount of rubbish that goes into landfill. Increasingly inhabitants are skilled knowledge workers recruited internationally who understands the need to conserve resources and recycle.

My own flat is one of 87 - we have requested a site visit which we recorded in writing on 31st May, but after 6 weeks no progress has been made.

Will the portfolio holder please tell those of us within the 'forgotten flats sector' what exactly is the timing for waste collection and re-cycling for our flats? And when will we receive our site visit? "

The Portfolio Holder for the Environment, Councillor G.E. Forsbrey replied as follows:

“Thank you for raising your concern with this issue Ms Appleby. There are about 8,000 flats and maisonettes in the Borough and I can assure you that they are far from forgotten.

I fully understand that it may appear we are not dealing with the problem, but we are trying to resolve it as quickly as possible. We have employed staff to specifically map the Borough's difficult properties and find solutions wherever possible.

We are currently just completing that work and will be notifying you and other residents, before the rollout of the new scheme, whether or not we can move your flats onto the new alternate weekly system. In some cases this may be possible but in others, where the bin area will need reconfiguring, we will initially have to keep to weekly collections.

It is our intention that over time, we will move as many flats as possible onto the new scheme. Given the number of properties concerned, and the fact that no flats have the same design of bin area, this is a large task and takes time to resolve.

Therefore, we very much appreciate your willingness to recycle, but ask for your patience as we work our way through the flat properties. Visits will probably be completed by the end of August, but all residents will be notified well before the start of the new service on the 24th September.

Furthermore, to encourage recycling from people who live in flat complexes we will, over the next nine months, be upgrading bank site to provide extra facilities for recycling.”

(2) Question from Andrew McLuskey: -

“Given the widespread concern over how the new refuse system will be affected by warm weather, will the Council reconsider its decision NOT to run a summer trial?”

The Portfolio Holder for the Environment, Councillor G.E. Forsbrey replied as follows:

“The pilot scheme was run with 100 participants over a 7 week period which covered the warmest April on record. The pilot also demonstrated that the two wheelie bin system increased recycling of materials.

The pilot also demonstrated that food waste could be dealt with appropriately and without any major problems. Furthermore, the cost to the Council of running another trial would be in excess of £40,000.

We are working closely with other Surrey Authorities to look at the infrastructure needs for dealing with kitchen waste. At the current time there are no outlets close to Spelthorne, which have sufficient capacity to take food waste for treatment and we are therefore reliant on Surrey, as the waste disposal authority, to provide such outlets.

It is unlikely any of these will come on stream before 2009, but we are working across Surrey to ensure collection issues are addressed so a cost effective scheme can be put in place once disposal facilities become available. Spelthorne is keen to be at the forefront of this collection process when it becomes a reality.

Furthermore, our feedback from 8 roadshows, where we have talked to several hundred people, is that the public are very positive toward the new Alternate Weekly Collection system.

Therefore, we believe the pilot succeeded in its aim and we do not see any benefit of extending the trial. Some people have misconceptions about the Alternate Weekly Collection Scheme and we will be using the summer months to inform people of the facts.”

246/07 PETITIONS

The Mayor invited Mrs. Sandra Collins to present a Petition, the suit of which was the opposing of the introduction of an Alternate Weekly Collection System for Refuse and Recycling, and invited her to address the Council.

Mrs. Collins presented the Petition, which the Mayor duly received, and she outlined her reasons for submitting it .

She indicated that Residents were strongly opposed to the introduction of alternate weekly collections for refuse and recycling due to the public health hazard that they believed it would cause. The World Health organisation had recommended weekly collections in temperate climates and 11 other Councils had reverted to weekly collections following public protest.

Residents were happy to recycle and many did so actively in excess of the Council’s current provision for recycling.

The Petition requested the Council to reconsider its policy of fortnightly general household waste collection and ensure that kitchen waste was collected on a weekly basis.

RESOLVED that the Petition be noted.

**247/07 THE LICENSING ACT 2003 – DRAFT STATEMENT OF LICENSING POLICY
2008-2011**

The Council considered the recommendation of the Executive on the draft Statement of Licensing Policy 2008-2011. A copy of the draft Statement of Licensing Policy 2008-2011 had been circulated to all Members of the Council under separate cover.

RESOLVED that the draft Statement of Licensing Policy 2008-2011 be adopted for consultation.

248/07 AUDIT COMMITTEE TERMS OF REFERENCE – APPROVAL OF STATEMENT OF ACCOUNTS

The Council considered the recommendation of the Audit Committee on a change to the Audit Committee terms of reference to include approval of the Statement of Accounts.

RESOLVED that the change to the terms of reference of the Audit Committee to include approval of the Statement of Accounts, be approved and that the Council's Constitution be revised accordingly.

249/07 INDEPENDENT MEMBER APPOINTMENTS

The Council considered the recommendation of the Standards Committee on the appointment of an independent non-elected member to the Standards Committee.

RESOLVED

- a) That the arrangements proposed for the advertising and selection of Independent non elected Members of the Standards Committee as outlined in the report of the Monitoring Officer including the person specification be approved.
- b) That a Selection Panel of four members, comprising the two Group Leaders or their nominated representatives, one further member nominated by the Conservative Group Leader, and the Chairman of the Standards Committee assisted by the Monitoring Officer, be appointed to consider any applications received and make recommendations on appointment to the Council; and
- c) That one Independent Member be appointed to replace Mr Trevor Davies for a term to expire at the Annual General Meeting in 2009.

250/07 NEW MODEL CODE OF CONDUCT

The Council considered the recommendation of the Standards Committee on the new Model Code of Conduct for Members.

RESOLVED

- a) That the new model Code of Conduct in the form attached at appendix 2 to the report of the Standards Committee be adopted from 1 October 2007.
- b) That all Members undergo training on the new Code of Conduct or if unable to do so to give an undertaking to read and fully understand the requirements of the Code and this be actioned through Group Leaders.

251/07 NOMINATION FOR THE APPOINTMENT OF AN HONORARY FREEMAN OF THE BOROUGH

The Leader of the Council, Councillor J.D. Packman proposed, the Deputy Leader, Councillor R.A. Smith-Ainsley seconded and Councillor R.W. Sider endorsed the nomination of former Borough Councillor Gerry Ceaser for appointment as an Honorary Freeman of the Borough.

RESOLVED

- a) That former Borough Councillor Gerry Ceaser be nominated for appointment as an Honorary Freeman of the Borough.
- b) That a Special Meeting of the Council be held on Tuesday 23 October 2007 for the formal appointment of former Borough Councillor Gerry Ceaser as an Honorary Freeman of the Borough.

252/07 REPORT FROM THE LEADER OF THE COUNCIL

The Leader of the Council, Councillor J.D. Packman, presented his report on some of the matters the Executive had dealt with on 17 July 2007 and answered questions from Members. A copy of the report had been circulated to all members of the Council under separate cover.

253/07 REPORT FROM THE CHAIRMAN OF THE IMPROVEMENT AND DEVELOPMENT COMMITTEE

The Chairman of the Improvement and Development Committee, Councillor Mrs P. Weston, presented her report, which outlined the matters the Committee had dealt with since the last Council meeting.

254/07 REPORT FROM THE CHAIRMAN OF THE LICENSING COMMITTEE

The Chairman of the Licensing Committee, Councillor R.W. Sider, presented his report, which outlined the matters the Licensing Sub-Committees had dealt with since the last Council meeting and answered questions from Members.

255/07 REPORT FROM THE CHAIRMAN OF THE 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 and answered questions from Members.

256/07 REPORT FROM THE CHAIRMAN OF THE STANDARDS COMMITTEE

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

257/07 GENERAL QUESTIONS

Under Standing Order 14, Councillor R.W. Sider asked the following question:

“Can the Strategic Director (Community) assure me that this Council will pursue every avenue to prosecute each and every person found to be ‘Fly Tipping’ in the Borough, irrespective of the amount of such fly tipping involved?”

The Portfolio Holder for Community Safety and Community Liaison, Councillor R.A. Smith-Ainsley replied as follows:

“Within the resources available every effort is made to apprehend fly tippers within the Borough. All fly tips apart from those on private land are removed within 48 hours of notification and where the fly tipper or the origin of the rubbish can be identified the fly tipper or the originator of the rubbish is pursued.

On most occasions, however, neither the fly tipper nor the origin of the rubbish can be identified. Also, on many occasions even when the vehicle registration is known, the registration is false, and we are unable to identify the vehicle.

It is imperative that we deal with fly tipping as it costs this Council £170 for every tonne removed and in 2006/07 we removed 525 fly tips, which resulted in 320 tonnes of waste: that’s £55,000!

I have therefore been assured by the Strategic Director (Community) that every effort is made to pursue offenders on every occasion that a fly tip is found and our Officers regularly discuss the issue with adjoining Council’s and our respective partners, such as the Surrey Police.”

Under Standing Order 14, Councillor Mrs P. Weston asked the following question:

“Can the Head of Communications and Community Safety inform me what plans are in place to combat the increasing anti social behaviour being experienced in the Borough Parks in Ashford in particular and in other parks in Spelthorne in general”

The Portfolio Holder for Community Safety and Community Liaison, Councillor R.A. Smith-Ainsley replied as follows:

“As the portfolio holder for community safety and community engagement I work closely with the portfolio for young people and appropriate officers on issues such as this. Complaints about Anti social behaviour in our parks rise and fall dependant on the time of year.

Key agencies work together to reduce the effects and have a flexible approach in order to effectively deal with the problems as they arise.

The Council, in partnership with Surrey Police, employ various staff who patrol the parks on a regular basis. These include the Stanwell community warden, the Parks Police Community Support Officer (PCSO), the Street Scene officer, and the Parks and Open Space management staff.

Problems are managed through the Joint Action Group (JAG), which is a monthly multi agency tasking and problem solving group, who examine the main issues in the borough and agree an action plan to tackle and reduce them.

In relation to the Ashford parks in particular, partners are working to reduce the problems and committing resources to try and solve them.

For example, police have stepped up their patrols and the Parks PCSO meet each week with the Council’s community safety team to determine areas for priority to patrol, share intelligence and action joint work. Both Parks have CCTV systems, which are regularly checked.

New “Respect” signs have been placed in both parks, and the police have seized alcohol and issued official warnings regarding unlawful use of motor bikes in the parks.

Over the summer the Borough’s Youth Development officer is arranging a range of activities based at youth centres in the five towns and will also be running the Urban Games, which is geared toward young people who do not take part in the more popular team games.

In summary therefore, the Spelthorne Safer Stronger Partnership is working together using intelligence, information and analysis to determine where the problems are, implement solutions, and provide visible staff presence in the hotspot locations.

I am also aware that the portfolio holder for young people, Councillor Grant, has requested a meeting with the police and the Strategic Director (Community) to discuss Ashford parks in particular.”

Q3. Under Standing Order 14, Councillor Mrs C. Nichols asked the following question:

“Will the Portfolio holder confirm that the Council’s stated position is that it has no objection in principle to incineration at the Charlton site and will he give an indication of the annual waste tonnage that currently passes through Charlton and the maximum annual waste tonnage that the site would handle if an incinerator is added?”

The Portfolio Holder for the Environment, Councillor G.E. Forsbrey replied as follows:

“A report was agreed by Executive on 18 July 2006 which set out the Council’s concerns about the submitted Surrey Waste Plan 2006. We objected to the ‘soundness’ of the Plan on a number of matters.

This is a matter of record and Councillor Nichols could have read this information for herself.

In summary, the County Council’s draft Waste Plan does not expressly propose an incineration at Charlton Lane, but they do refer to ‘thermal treatment’ which encompasses a range of technologies.

We have objected to any large scale facility at Charlton Lane because of its significant potential adverse impact on landscape, amenity and traffic. We have also objected that the draft plan

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fails to assess the impact of smaller scale facilities and their suitability, or otherwise, at any of the sites identified in the plan – including Charlton Lane and the lack of acknowledgement in the plan of the constraints each site has.

We have made it clear that any proposal at Charlton Lane, is likely to give rise to landscape, amenity and traffic impacts greater than the existing development, and this would not be acceptable to the Council.

In relation to the second part of the question, I am somewhat surprised that Councillor Nichols is still not aware of the responsibilities that Spelthorne Borough Council and Surrey County Council have.

The tonnages at Charlton Lane site are a matter for the County, as they are the disposal authority. Similarly, as the disposal authority they would also determine any issues around an energy from waste plant.

Therefore your question needs to be put to the appropriate Authority, in this case Surrey County Council.”

Councillor Mrs Nichols then exercised her right under Standing Order 14.2 to ask a supplementary question and opened by saying that she had read the relevant documents. Although she was aware of the Council’s objection to a large incinerator on the basis of its effect on the visual amenity, she sought to establish whether the Council would be objecting in principle to an incinerator at Charlton. She said that an officer giving evidence at The Examination in Public of the Surrey Waste Plan was asked outright by the Inspector whether Spelthorne Council objected in principle to an incinerator at Charlton and he answered "no".

Councillor Forsbrey responded that he would discuss the matter with the officer involved to establish the implications of his comments and advise Councillor Mrs Nichols in due course.

Q4. Under Standing Order 14, Councillor I. Beardsmore asked the following question:

“Split between capital and revenue budgets and including publicity and customer support; how much has been committed to date for the introduction of Alternate Weekly Collection of waste?”

The Portfolio Holder for Corporate Services, Councillor M.L. Bouquet replied as follows:

“The total combined original budget provision for 2007-08 is £2.126m. This includes money for marketing and customer support. This represents an increase of £384k on the 2006-07 original budget provision.

However, £226k of this is for the short term, “one off” issues, such as marketing and the temporary contact centre. Of the remaining £158k increase, roughly £50k would have arisen from normal inflationary pressures (salaries, fuel etc) so the underlying increase in revenue provision is roughly £100k.

In relation to Capital provision for 2007-08, this totals £1.375m, made up of the buying the wheelie bins (£1.1m), the depot expansion (£250k) and new vehicle logos (£25k).

With regard to the implementation of the new Alternative Weekly Collection scheme (ignoring costs relating to existing collection scheme) total actual expenditure as at end of June 2007 was £45,506. However, a further £1,177,621 is already "committed". Most of this relates to the purchase of the majority of the wheelie bins.

I trust this clarifies the current position, but also highlights the fact that Alternate Weekly Collection is not a savings exercise for the Council, but an increase due to the environmental

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need to stop putting so much of our waste into the ground because we are running out of space to take it.”

Councillor Beardsmore then exercised his right under Standing Order 14.2 to ask a supplementary question which sought to establish whether there was a contingency fund for an overspend.

Councillor Bouquet responded that he would investigate this matter and would advise Councillor Beardsmore in due course. Additionally a copy of this response would be provided to him.

**MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 26 JULY 2007
BOROUGH OF SPELTHORNE**

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

Ayers F.	Hirst A. P. (Mayor)	Pinkerton Mrs. J.M.
Bain Miss M.M.	Hyams Ms. N.A.	Rough Mrs. M.W.
Bhadye S. (Deputy Mayor)	Jaffer H.R.	Royer M.T.
Bouquet M. L.	Kuun C.D.G.	Sider R. W.
Budd S.E.W.	Leighton Mrs. V.J.	Smith-Ainsley R.A. (Deputy Leader)
Colison-Crawford R.B.	McShane D.L.	Spencer Mrs. C.L.
Collis M.J.	Nichols L.E.	Thomsan H.A.
Flurry K.E.	O'Hara E.	Trussler G.F.
Forsbrey G. E.	Packman J.D. (Leader)	Weston Mrs P.
Grant Mrs. D.L.	Pinkerton J.D.	

Councillor A.P. Hirst, The Mayor, in the Chair

260/07 APOLOGIES

Apologies for absence were received from Ted and Allison Culnane, Rosemary Fox, Ken Hartley, Alan Walker, Councillors K. Chouhan, C.A. Davis and Mrs. I. Napper and Mr. Murray Litvak.

261/07 APPOINTMENT OF AN HONORARY ALDERMAN OF THE BOROUGH

In the light of the Council resolution contained in Minute 211/07 of the Council Meeting held on 21st June, 2007, the Council convened this Special meeting to consider the adoption of a resolution pursuant to section 249 (1) of the Local Government Act 1972, to confer the Title of Honorary Alderman of the Borough of Spelthorne upon Frank Davies.

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

RESOLVED that we, the Mayor and Councillors of the Borough of Spelthorne, in pursuance of Section 249 (1) of the Local Government Act 1972, do hereby confer the Title of Honorary Alderman of the Borough of Spelthorne upon Frank Davies in recognition of the eminent service rendered by him to the Council.

As a former resident of Ashford, and as a leading Borough Councillor for 28 years until May 2007, Frank Davies has given so much to the local community through his Council work and consummate care and dedication towards enhancing the quality of life and well being of local residents both now and in the future.

In 1996, as Chairman of the former Health and Housing Committee, he was instrumental in driving forward the Large Scale Voluntary Transfer [LSVT] of the Council's Housing Stock to the Spelthorne Housing Association.

As Leader of the Council and Chairman of the Executive for eight years until May 2005 he demonstrated his many personal qualities, in particular his Community leadership skills and financial acumen, which has left the Council debt free.

(The motion was approved with all bar two of the Councillors present and voting, voting in favour of the motion, and there were two abstentions by Councillors R.B. Colison-Crawford and L.E. Nichols, respectively)

We accordingly admit Frank Davies to be the third Honorary Alderman of the Borough of Spelthorne.

The Leader of the Council, Councillor J.D. Packman, on behalf of the Borough Council then paid tribute to Frank Davies for the services he has rendered to the Borough. Personal tributes were also made by Councillor R.W. Sider and by Councillor E. O'Hara. The Mayor, Councillor A.P. Hirst, then invited Frank Davies to sign the Roll of Honorary Alderman after which the Mayor presented him with a framed scroll as a record of his formal appointment as an Honorary Alderman of the Borough of Spelthorne.

At the Mayor's invitation, Honorary Alderman Frank Davies then addressed the meeting.

**MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 27 SEPTEMBER 2007
BOROUGH OF SPELTHORNE**

**AT THE SPECIAL MEETING OF THE SPELTHORNE BOROUGH COUNCIL HELD IN THE
COUNCIL CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES ON THURSDAY
27 SEPTEMBER AT 7.00PM**

Ayers F.	Hirst A. P. (Mayor)	Pinkerton Mrs. J.M.
Bhadye S. (Deputy Mayor)	Hyams Ms. N.A.	Royer M.T.
Budd S.E.W.	Leighton Mrs. V.J.	Sider R. W.
Colison-Crawford R.B.	Napper Mrs. I.	Smith-Ainsley R.A. (Deputy Leader)
Crabb T.W.	Nichols Mrs. C.E.	Strong C.V.
Davis C.A.	Nichols L.E.	Thomsan H.A.
Dunn Mrs. S.A.	O'Hara E.	Trussler G.F.
Flurry K.E.	Packman J.D. (Leader)	Weston Mrs P.
Forsbrey G. E.	Pinkerton J.D.	

Councillor A.P. Hirst, The Mayor, in the Chair

297/07 APOLOGIES

Apologies for absence were received from Councillors Miss M.M. Bain, I.J. Beardsmore, Mrs. E. Bell, Ms. P.A. Broom, K. Chouhan, M.J. Collis, Mrs. D.L. Grant, H.R. Jaffer and Mrs. M.W. Rough and Mr. Murray Litvak.

298/07 REVIEW OF INVESTMENT LIMITS

The Council considered the recommendation of the Executive on proposed changes to the investment limits currently set out in the Council's Treasury Policy, in order to facilitate the Council taking advantage of current market conditions.

RESOLVED to approve a change in the percentage limits set, in the Council's Treasury Policy, for specified and non-specified investments from 50:50 to 20:80.

RECOMMENDATIONS OF THE EXECUTIVE

1. OUTLINE BUDGET 2008/2009 – 2011/2012

1.1 The Executive have considered a report seeking approval on an Outline Budget covering the next four financial years from 2008/2009 to 2011/2012, the first year forming the framework for the detailed Budget for the next financial year. Specifically, the report has sought the approval of Members on the Outline Budget, that would set a maximum expenditure level for the financial year 2008/2009, and would put forward a recommendation on a guideline Council Tax increase for 2008/2009.

1.2 The Executive recommend that the Council approve the following:

1. That the net budgeted expenditure for 2008/2009 be set at a maximum level of £13.787m.
2. That, in order to reach this level, the Strategic Director (Support) identifies a package of options by which the budget can be balanced both in 2008/2009 and over the next 3 years of the outline period.
3. That, subject to the assumptions in this report being valid, a guideline Council Tax increase be set at 5%.
4. That use of reserves policy to support budget policy be reviewed with consideration to extending by one year to 2008-09 use of general revenue reserves to support the general budget and that the 2007-08 figure of £290k be used.
5. That an agreed total reserves target minimum level (as measured on 31st March each year) be set at a level of £31m
6. Approve the intention to increase the size of the Business Improvement Reserve to support the implementation of ongoing savings
7. That financial health indicators be set as follows:
 - (i) Revenue outturn against original budget target: +/- 1.5%
 - (ii) Capital outturn against original budget target: +/- 10%
 - (iii) Council Tax collection target: 98.8%
 - (iv) Business rates collection target: 99.3%
 - (v) Sundry debts aged more than 90 days overdue no more than 10% of total debts
 - (vi) Payment of creditors within 30 days target: 97.5%
 - (vii) Year total aggregate value of reserves £31m

2. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

2.1 The Executive have considered a report on the review of the current polling arrangements, the consultation exercise in relation to the review and on possible improvements that could be made to the polling arrangements.

2.2 The Executive have also considered a supplementary report, tabled at the meeting, detailing the representations received in response to the consultation, by the deadline set of 11 September 2007. The representations received were regarding the proposals for (a) Laleham and Shepperton Green Ward – Polling District LSG3; (b) Sunbury Common Ward – Polling District SC; and (c) Ashford North and Stanwell South Ward – Polling District ANS3.

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- 2.3 As a supplementary report was tabled at the Executive meeting on 11 September 2007, a copy of that report is attached, to assist Members in their consideration of this matter.

[A copy of the supplementary report tabled at the Executive meeting held on 11 September 2007 is attached at Appendix A to these recommendations].

- 2.4 **The Executive recommend that the Council agree:**

- (1) To create a new Polling Place in the Laleham and Shepperton Green Ward, and within that Place to establish a polling station to serve electors in International Way, Windmill Close, Lincoln Way and Cedar Way, Sunbury to be located on the Tesco store site in Escot Road, Sunbury.**
- (2) To make no other changes as part of the current review.**

3. AMENDMENTS TO THE COUNCIL'S SCHEME OF DELEGATION

- 3.1 The Executive have considered a report seeking authority to update the Council's Constitution to make some changes to the Scheme of Delegations to Officers.
- 3.2 A review of the Scheme of Delegations to Officers has been undertaken to ensure that it reflects the needs of the Council and any recent changes in legislation. The changes proposed relate to delegations to officers in environmental health who are not formally environmental health officers in the strict sense of the term and to the exercise of certain powers under Planning legislation.
- 3.3 **The Executive recommend that the Council approve revisions to the Council's Constitution - Scheme of Delegations to Officers, as attached at Appendices A and B to these recommendations.**

Councillor John Packman
Leader of the Council

18 October 2007

Agenda Item: 9 - APPENDIX A

AMENDMENTS TO THE COUNCIL'S SCHEME OF DELEGATION TO OFFICERS

Legislation	Current position	After amendments
(1) Smokefree law.	Authorised Environmental Health Officers (EHOs).	Licensing Manager, Licensing Enforcement Officer, Active Lifestyles Officer and authorised EHOs
(2) Provisions under the Environmental Protection Act 1990 (e.g. statutory nuisances, contaminated land).	Authorised EHOs.	Principal Pollution Control Officer, Pollution Control Officers and authorised EHOs.
(3) Provisions under the Pollution Prevention Control Act 1999 (e.g. issuing permits).	Authorised EHOs.	Principal Pollution Control Officer, Pollution Control Officers and authorised EHOs.
(4) Provisions under the Control of Pollution Act 1974.	Authorised EHOs.	Principal Pollution Control Officer, Pollution Control Officers and authorised EHOs.
(5) Environmental Protection Act 1990 – Waste Provisions	Not included	Strategic Director (Community)

**COUNCIL – 18 OCTOBER 2007 – APPENDIX A1 to Agenda Item: 9
EXECUTIVE RECOMMENDATIONS**

(Executive - Supplementary Report to Agenda Item: 4[b])

**ADDITION TO THE REPORT TO THE EXECUTIVE ON 11 SEPTEMBER
2007**

**REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING
STATIONS – KEY DECISION**

Recommendation required

Supplementary Report of the Chief Executive and Returning Officer

The closing date for representations was today.

With reference to the above report circulated with the agenda and in particular the consultation on the review, I have received the following comments / proposals. My comments on each are also set out below.

Proposal:

Laleham and Shepperton Green - Polling District LSG3 (Page 40/41/ of the report)
Proposal to create a new polling station at the Tesco Store site in Escot Road, Sunbury to serve electors in International Way, Windmill Close, Lincoln Way and Cedar Way.

Responses:

This has been supported by Spelthorne Liberal Democrats and Spelthorne Constituency Labour Party.

No other proposals have been made by me but the following have been submitted: -

1) Sunbury Common Ward - Polling District SC (Page 48 of report)

There is currently one polling place, Kenyngton Manor, which serves all electors for this area. (5600 electors)

Both the Spelthorne Liberal Democrats and Spelthorne Constituency Labour Party have requested that the proposed temporary polling station at the Tesco site in Escot Road be also used as the polling station to serve those electors living in the area where the natural boundary is the A308 (656 electors). The remaining electors for this Ward should continue to vote at Kenyngton Manor School.

Response: -

There is an obligation to provide electors and polling staff with adequate facilities for the purpose of voting. To date we have had no complaints or representations from those electors who currently vote at Kenyngton Manor School. The school provides good, accessible and convenient voting facilities for these electors. As there is no hall within that

COUNCIL – 18 OCTOBER 2007 – APPENDIX A1 to Agenda Item: 9 EXECUTIVE RECOMMENDATIONS

(Executive - Supplementary Report to Agenda Item: 4[b])

area which can provide the facilities that Kenyngton Manor currently provides, we would be obliged to install a second portacabin at the Tesco site. This would not provide the same standard of facilities that Kenyngton Manor currently gives for the electors and polling staff. The electors within the area have only 0.85miles to travel to Kenyngton Manor School.

2) Ashford North and Stanwell South - Polling District ANS3 (Page 34/35 of report)

Currently, electors in this district (521) vote at the Ashford Sports Club, Short Lane.

The Spelthorne Constituency Labour Party Agent has commented as follows, "This area includes the roads around Desford Way, which used to be served by a temporary construction. The proposal to use the Ashford Sports Clubhouse as the Polling Station would mean crossing the A30, either on foot or by vehicle. Both of these access routes involve the voters in considerable inconvenience. Granted there is a foot-bridge to enable pedestrians to cross the A30, but they have a considerable walk before reaching the polling station. Access by car involves some very awkward manoeuvres across one of the busiest roads in the area. We would wish to have some consideration given to the residents of this area being able to access the Fordway Polling Station which is at least on their side of the A30."

Response: -

Ashford Sports Club is the designated polling place.

Relocation of 521 electors to the Fordway Centre would be no more convenient to current electors; there are already difficulties in parking around the Fordway Centre. The polling station at Ashford Sports club has been available for the last two elections and has been accepted without complaint from any of the electors. A portacabin at the (tiny) corner of Desford Way and London Road was previously used and this was not acceptable to the electors and my staff, especially those electors who relied on disabled access. This was the reason we relocated the polling station in 2004.

Officer Recommendations:

The Executive is asked to consider my original proposals and the representations now received and to recommend to the Council accordingly.

Contact: Tim Kita, Head of Communications and Community Safety, ext 6243

Portfolio Holder: Councillor Michel Bouquet

Author: Jayne McEwan, Electoral Services Manager, ext 6238

Agenda Item: 9 - APPENDIX B

AMENDMENTS TO THE COUNCIL'S SCHEME OF DELEGATION TO OFFICERS

13.19 To authorise proceedings under Section 224 of the Town and Country Planning Act 1990 in respect of any breaches of the Town and Country (Control of Advertising) (England) Regulations 2007	Head of Corporate Governance
13.38 To withdraw an enforcement notice where there is an technical or procedural error with such notice under Section 173A (1) (a) of the Town and Country Planning Act 1990	Head of Planning and Housing Strategy

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

This is my third report to the full Council as the Leader. This report is an overview of some of the key issues that we have discussed at our meetings on 11 September and on 9 October 2007.

We have made recommendations to the Council on three matters that appear separately on this Agenda.

1. Rent Bond Scheme

We have considered a report seeking formal approval to continue the in house Rent Bond Scheme [RBS] for provision of financial assistance to private sector tenants in need, in light of the crucial role the Council's Scheme plays in helping to prevent homelessness within the Borough.

We have agreed to endorse the continuation of the in-house Rent Bond Scheme and have approved the establishment of the post of Rent Bond Officer.

2. Future Use of Site in Short Lane, Stanwell

We have considered a report seeking (a) retrospective approval for funding to meet the cost of the fencing works undertaken to the site boundary fronting the main road, and (b) the provision of a contingency capital budget for specialist consultants to be engaged to carry out investigation and land assessment in order to establish the remediation works and cost related to this site.

We have agreed (a) the funding of £22,561 to meet the cost of the fencing works undertaken to the site boundary fronting the main road and (b) the provision of a contingency capital budget of £40,000 for specialist consultants to be engaged to carry out investigation and land assessment in order to establish the remediation works and cost related to this site.

We have further agreed that, should the renewal of the fencing to the remaining boundaries of this site [estimated to cost about £50,000] become a matter of urgency, the Strategic Director (Community) be authorised, in consultation with the Leader of the Council and the Portfolio Holder for Corporate Services, to approve this expenditure for the fencing of the remaining boundaries of this site to be carried out.

3. Local Government [Miscellaneous Provisions] Act 1976 – Provision of Hackney Carriage Stand on Clarence Street, Staines

We have considered a report seeking approval for a proposed taxi stand on Clarence Street, Staines, following receipt of a formal objection from a local taxi operator.

We have agreed to appoint a Taxi Stand for two vehicles on the north side of Clarence Street, Staines, between the hours of 23.00 and 06.00, as shown on the Taxi Stand site plan at Appendix B to the report of the Strategic Director (Community).

4. Play Scheme Vouchers

We have considered a report on the success of the Play Scheme and have agreed the principle of continuity of the Scheme in 2008/2009, subject to the Council's forthcoming budget process.

5. North Surrey Gypsy and Traveller Accommodation Assessment (GTAA)

We have considered a report and accepted the Assessment Information for submission to the South East England Regional Authority [SEERA] on the provision of accommodation for Gypsies and Travellers in North Surrey.

6. Housing Green Paper – Homes For the Future: More Affordable, More Sustainable

We have considered a report summarising the main points from the Housing Green Paper entitled - Homes for The Future: More Affordable, More Sustainable - and have agreed the Council's formal response to the green Paper.

7. Affordable Housing Enabling Fund Initiative

We have considered a report and have approved the affordable housing enabling funding strategies, as reported by the Strategic Director (Community) and the Strategic Director (Support). We have also authorised the Strategic Director (Support), in consultation with the Leader of the Council, to take funding decisions for schemes, to avoid opportunities being missed due to delays. All decisions taken in this regard will be reported back to Executive at the earliest opportunity.

8. Delivery of Savings Built Into 2007-2008 Revenue Budget

We have considered a report summarising the extent to which the delivery of the savings built into the original 2007-2008 currently appears, at this early stage of the financial year, to be on track. We will consider the implications as part of the process of developing the forward outline budget and the revised budget.

9. Discretionary Rate Relief

We have considered a report on the re-applications for Discretionary Rate Relief in respect of Non Domestic Rates for the 2006/2007 and 2007/2008 financial years. We have agreed to award charity relief at the reduced 10% discretionary rate for SLM for the period under review 2006-2007 and 2007-2008, which is consistent with the Council's normal policy.

Councillor John Packman
Leader of the Council

18 October 2007

REPORT OF THE CHAIRMAN ON THE WORK OF THE AUDIT COMMITTEE

The Audit Committee met on 18 September, 2007 and considered the following items of business.

1. STATEMENT ON INTERNAL CONTROL UPDATES

1.1 The Committee received updates in respect of:

a) Section 106 agreements

Audit had advised the Head of Planning to oversee the s106 function to ensure there was no risk of monitoring being overlooked. Any issues that arose would be reported to the Audit Committee.

b) Checks of payroll transactions

The Head of Human Resources explained that she had worked with Audit to improve work systems which allowed assurance checks to be accommodated within the whole section's workflows. A programme of checks had been agreed with Audit.

c) Other 'significant internal control issues'

Management Team updated Members on the current position in the following areas: Main accounting system; sundry debtors; NNDR; payroll checks; projects; car parks; asset management; business improvement programme and business continuity.

MAT reassured Members that the concerns identified were being addressed and that it would continue to monitor progress on these issues.

2. EXTERNAL AUDIT REPORT ON 2006/07 AUDIT AND STATEMENT OF ACCOUNTS

2.1 The Council's external Auditor for 2006/07, Henry Arthurs, who attended the meeting, highlighted the main conclusions of the External Audit report. He praised the work of Internal Audit and the Head of Financial Services and his team for their excellent work in preparing the documentation.

2.2 The Committee received and noted the External Audit Report for 2006-07 and authorised the Strategic Director (Support) and the Chairman of the Audit Committee to sign the letter of representation.

3. AUDIT SERVICES REPORT: JUNE - JULY 2007

3.1 The Committee considered and approved a report which outlined the work undertaken by Audit Services during the period June - July 2007.

- 3.2 Members asked about the risks associated with the Rent Deposit scheme and asked the Head of Audit Services to report back to the next meeting on this issue.

4. AUDIT CHARTER AND TERMS OF REFERENCE

- 4.1 The Committee considered and approved the Charter and Terms of Reference for Audit Services which had been revised following the review of internal audit presented to the Audit Committee at the previous meeting.

5. CORPORATE RISK MANAGEMENT

- 5.1 The Committee noted and approved the Corporate Risk Register which had been reviewed and updated by the Corporate Risk Management Group.
- 5.2 It was intended in future to give quarterly updates, rather than the previous annual reviews, to ensure actions were being taken on identified risks.

6. CHANGE OF JUNE 2008 MEETING DATE

- 6.1 The Committee agreed to amend the date of its June 2008 meeting from 5 to 24 June to enable the Committee to consider and approve the Statement of Accounts.

7. COMMITTEE WORK PROGRAMME 2007/2008

- 7.1 The Committee considered and approved its Work Programme for the period December 2007 to March 2008.

Councillor Jack Pinkerton
Chairman of the Audit Committee

18 October 2007

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

The Improvement and Development Committee met on 1 October 2007 and considered the following items of business:

MATTERS ARISING

Crime and Disorder Strategy (Minute 223/07 (a))

The Committee was informed that it had not been possible to prepare a report on the revised Crime and Disorder Strategy as due to a change in legislation there was no longer a revised Crime and Disorder Strategy to review.

The Partnership was now required to undertake an annual Strategic Assessment and then produce a Partnership Plan to commence in April 2008.

The Committee agreed that a presentation on the progress of the Plan be made to its 17th January 2008 meeting.

Grants Task Group (Minute 223/07 (e))

The Committee were informed that a meeting of this Task Group had been arranged for 15 November.

Street Scene Enforcement (Minute 223/07(h))

The Committee was informed that it had not been possible for a report to be prepared for this meeting on Street Scene Enforcement as the Head of Direct Services was still heavily involved with the roll out of Alternate Weekly Collection [AWC].

The Committee agreed to roll back this item to its 17 January meeting.

YOUNG PEOPLE ACTION PLAN UPDATE

The Committee received a presentation on the Young People Plan and following discussion put forward its suggestions for inclusion in the proposed update.

REPORTS AND RECOMMENDATIONS FROM TASK GROUPS

The Chairman of the Committee emphasised the importance of the work of Task Groups and that, where appointed, Members should make every effort to attend meetings.

Outline Budget Strategy

The Committee received a report from the Task Group Chairman, Councillor M.T. Royer on the work of the Group.

All Members of the Council were asked to submit their ideas for budget savings and/or income generation to either the Task Group Chairman or the Officers.

Waste Management

The Chairman of the Task Group, Councillor Mrs P. Weston reported on the work of the Task Group.

The Committee accepted the recommendation of the Group that its work had been completed under its agreed Terms of Reference and that it should be disbanded and the role of monitoring the scheme be passed to the Performance Management and Review Committee.

WORK PROGRAMME 2007/08

The Committee considered and agreed its work programme for the remainder of 2007/08, subject to the report on Spelthorne College being made by the Principal of Brooklands College in place of Councillor Mrs Jean Pinkerton.

Councillor Mrs Patricia Weston
Chairman of the Improvement and Development Committee

18 October 2007

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

There have been three meetings of Licensing Sub-Committees on 5 September, 3 and 10 October 2007 and one Licensing Committee on 17 October 2007 which considered the following items of business:

5 SEPTEMBER 2007 - LICENSING SUB-COMMITTEE

Application for a Private Hire Operator Licence and a Hackney Carriage Driver Licence

A Sub-Committee considered and refused an application for a Private Hire Operator and Hackney Carriage Drivers Licences.

3 OCTOBER 2007 – LICENSING SUB-COMMITTEE

Review of a Premises Licence

A Sub-Committee considered an application for a Review by Surrey County Council Surrey Trading Standards Service on the grounds of protection of children from harm, and modified the Premises Licence of Sainsbury's Supermarkets Ltd., Clare Road, Stanwell.

10 OCTOBER 2007 – LICENSING SUB-COMMITTEE

Review of a Premises Licence

A Sub-Committee considered an application for a Review by Surrey County Council Surrey Trading Standards Service on the grounds of protection of children from harm and modified the Premises Licence of Cheers Wine Store, Station Approach, Ashford.

17 OCTOBER 2007 – LICENSING COMMITTEE

Draft Revised Policy Taxi and Private Hire Licence Conditions Requirements

Following a Taxi Licensing Seminar on 15 October, the Committee considered and approved a draft revised policy for taxi and private hire licence conditions requirements for consultation.

Work and Decisions of Licensing Sub-Committees

The Committee considered a schedule of Licensing Sub-Committee meetings outlining their work and decisions.

Councillor Robin Sider
Chairman of the Licensing Committee

18 October 2007

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

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

CALL IN MEETING ON 1 AUGUST 2007

The Committee held an extraordinary meeting on 1 August 2007 to scrutinise the decision of the Executive made at its meeting on 17 July 2007 on alternate weekly rubbish and recycling service. The decision of the Executive is as follows:

Resolve that the following changes to the refuse and recycling service be made:

- 1) Such that an alternate co-mingled dry recyclable and rubbish collection service commences 24 September 2007 with a phased roll-out through to October 2007.
- 2) That the materials will be taken to the material recovery facility at Grundons and to waive standing orders under paragraph 17(c) to allow that arrangement, for the materials to go to Grundons, to occur.

The Committee having considered the evidence confirmed the decision made by the Executive and that no further action be taken.

MEETING HELD ON 4 SEPTEMBER 2007

FINANCIAL ANNUAL REPORTS

The Committee considered two financial monitoring reports. These reports covered the current budget monitoring position for both revenue and capital expenditure. The reports took account of actual expenditure for the first four months of the financial year, together with the value of committed expenditure on schemes not yet started.

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 has three Task Groups. 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 second Task Group is reviewing the effectiveness of arrangements for security in parks and other open spaces etc. The third Task Group set up is reviewing the Code of Corporate Governance with the assistance of the Head of Corporate Governance and will report its findings back to the Committee meeting in December 2007.

CONTRACT MANAGEMENT

The Committee discussed the progress made with the modernisation of contractual records for better contract management arrangements with the Head of Corporate Governance. It was agreed that the Head of Corporate Governance report back to me as Chairman when the review has been completed.

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

PERFORMANCE INDICATORS

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

www.spelthorne.gov.uk/pbviews/library.html

COMMITTEE WORK PROGRAMME

The Committee discussed their work programme and noted that if any members of the Committee had any issues they wished to be considered for inclusion in the work programme details should be sent to me as Chairman and Bob Coe the Assistant Chief Executive (Policy and Performance).

Councillor Frank Ayers
Chairman of the Performance Management and Review Committee

18 October 2007

**REPORT OF THE CHAIRMAN ON THE WORK
OF THE PLANNING COMMITTEE**

The Planning Committee has met three times since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 18 July, 15 August and 12 September 2007.

1. The Planning Committee meeting on **18 July 2007** dealt with 10 items in total.

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

The most notable items on the agenda were:

- (a) Limited permission for one year to allow 24 hours trading Monday – Saturday at the Tesco Store, Sunbury
- (b) Refusal of planning permission for the erection of a new retail unit, and five 2 bed flats with amenity space and parking at 173 Staines Road West
- (c) Planning approval for the erection of a three storey block of 14 flats and associated parking at 516-518 London Road, Ashford

2. The Planning Committee meeting on **15 August 2007** dealt with 12 items in total (including one enforcement notice and two Tree Preservation Orders).

Public speaking took place on five items with seven people taking the opportunity to address the Committee.

The most notable items on the agenda were:

- (a) Planning permission subject to a legal agreement for the demolition of the existing building and erection of 10 two bedroom, 2 four bedroom and 1 six bedroom houses and associated parking at Church Villas, Sunbury
- (b) Refusal of planning permission for the demolition of No.32 and the erection of 8 houses at land at 32 and r/o 28, 30 and 32a Harfield Road, Sunbury
- (c) Refusal of planning permission for the erection of single storey front and side extensions, new raised roof to dwelling with front, side and rear gables and two front dormers at 5 Nursery Road, Sunbury
- (d) Planning permission for the erection of a two storey building incorporating 5 flats at 9 Green Lane, Shepperton

3. The Planning Committee meeting on **12 September 2007** dealt with 4 items in total.

Public speaking took place on two items with three people taking the opportunity to address the Committee.

The most notable items on the agenda were:

- (a) Planning permission for the demolition of existing buildings and erection of a block of 13 flats and associated car parking at 467 – 473 Staines Road West, Ashford
- (b) Approval for the siting and appearance of a replacement dual technology 10m high telecom mast at Convent Road/Feltham Road, Ashford

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			
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%
June	40%	58%	90%
July	40%	70%	76%
August	100%	65%	74%
*September	50%	43%	48%

[* The Head of Planning is in active discussion with the Assistant Head of Planning to ensure immediate corrective action is taken to resolve this situation.]

- (b) The Annual Planning Tour was held on 5 September 2007 when a number of Members were taken to see a variety of sites round the borough, as a useful indicator of decisions previously taken by the Committee, by officers, or decided by Planning Inspectors. This is clearly helpful in clarifying the results of applications coming before the Committee, and I am grateful for the input by officers on this occasion.

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- (c) The new policies in the Local Development Framework came into effect on 1 August 2007 and are now being used for development control purposes. Planning committee reports will shortly be coming through which will be determined under these policies.
- (d) The progress of the Core Strategy and Policies DPD, plus the Site Allocations DPD is moving towards Examination. The first stage of the Examination covering the Core Strategy and Policies will run from 4 – 19 December. The second stage, covering the Allocations will take place in April/May 2008.

Councillor John O'Hara
Chairman of the Planning Committee

18 October 2007