

**Roberto Tambini
Chief Executive**

For this Council meeting, please telephone: Trevor Baker on Tel: (01784) 446267 or e-mail him at: t.baker@spelthorne.gov.uk

14 July 2010

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 22 JULY 2010 beginning at 7.30pm**, for the purpose of transacting the business specified in the Agenda **set out on the next page**.

Councillors are encouraged to wear their badge of past office at the Council meeting.

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 AT COUNCIL MEETINGS [For this Council meeting, please telephone Trevor Baker on Tel: (01784) 446267 or e-mail him at: t.baker@spelthorne.gov.uk]

(1) Asking a Public Question; (2) Presenting a Petition; (3) Representations on Recommendations

(1) Public "Question Time" is near the start of Council meetings and is an opportunity for any person to ask the Leader of the Council, or his nominee, a question about a matter in which the Council has powers or duties or an issue that affects the Borough.

(2) The Council has a procedure to enable any person to present a petition at a Council meeting and for the presenter to address the Council for a maximum of three minutes.

(3) Before the Council considers a recommendation from the Cabinet or a Committee and before it makes a decision on that recommendation, any person can put forward views on the issues involved by making representations to the Council for a maximum of three minutes.

Persons wishing to (1) ask a public question, (2) present a petition or (3) make representations on a recommendation **must** notify the Chief Executive [CX] in writing by letter, FAX or e-mail before **12 Noon, five working days prior to the day of the Council meeting [i.e. before 12 noon on the preceding Thursday for a Council meeting on the following Thursday]** and at the same time **must** deliver to CX (1) their written question, (2) the original of their petition or (3) their written statement of representations.

IMPORTANT PUBLIC NOTICE

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (e.g. mobile telephones, Blackberries, XDA's etc.) in meetings can:

- Interfere with the Public Address and Induction Loop systems;
- Distract other people at the meeting;
- Interrupt presentations and debates;
- Mean that you miss a key part of a decision taken.

PLEASE:

Either switch off your mobile telephone etc. **OR** switch off its wireless/transmitter connection and sound for the duration of the meeting.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER.

**Roberto Tambini
Chief Executive**

A G E N D A

1. APOLOGIES FOR ABSENCE

To note apologies received from Councillor Mrs. P.C. Amos and Mr. Murray Litvak, Chairman of the Standards Committee, and to receive any other apologies for non-attendance.

2. MINUTES – COUNCIL MEETING HELD ON 20 MAY 2010
[pages 5 to 10]

To confirm as a correct record the Minutes of the Council Meeting held on 20 May 2010.

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 Queen's Award for Volunteering to Spelthorne and Runnymede Age Concerns. Two certificates will be presented, one to Spelthorne and Runnymede Age Concern and the other to Runnymede and Spelthorne Age Concern.

(2) The Mayor to announce details of any planned Mayoral events.

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 questions raised by members of the public *[where proper notice has been given in accordance with the procedures laid down in the Council's Constitution]*.

8. PETITIONS

(1) Under Standing Order 15.1, to receive a petition submitted to the Council by residents of The Avenue and Elmbrook Close, Sunbury on Thames, seeking the removal of car parking charges from Orchard Meadow Car Park. Notification has also been given that a *person wishes to speak to the petition*.

(2) To receive any other petitions submitted to the Council *[where proper notice of the petitions and the persons wishing to speak to them has been given in accordance with the procedures laid down in the Council's Constitution]*.

9. RECOMMENDATIONS FROM THE CABINET
[page 11]

To consider the recommendations from the Cabinet on the following items:-

(1) Petitions Scheme.

(2) **Airtrack – Public Consultation on the Second Addendum to the Environmental Statement [to follow].**

(3) **Corporate Plan 2008-2011 and Cabinet Arrangements [to follow].**

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

10. **RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE
[pages 13 to 16]**

To consider the recommendations from the Overview and Scrutiny on the Overview and Scrutiny Committee Remit.

11. **REPORTS FROM THE LEADER OF THE COUNCIL
[page 17]**

To receive two reports from the Leader of the Council on the work of the Cabinet meetings held on 8 June 2010 [pages 17 to 18] and 20 July 2010 *[to follow].*

12. **REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE
[page 19]**

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

13. **REPORT FROM THE CHAIRMAN OF THE LICENSING COMMITTEE**

To receive the report from the Chairman of the Licensing Committee on the work of his Committee.
[To be circulated at the meeting.]

14. **REPORT FROM THE CHAIRMAN OF THE OVERVIEW AND SCRUTINY COMMITTEE
[pages 21 to 22]**

To receive the report from the Chairman of the Overview and Scrutiny Committee on the work of her Committee.

15. **REPORT FROM THE CHAIRMAN OF THE PLANNING COMMITTEE
[pages 23 to 24]**

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

16. **MOTIONS**

Under Standing Order 16.3, the Council has received Notice of the following Motion:

“Council notes the substantial over development that has taken place across the Borough in the last decade to the detriment of our environment.

Council further notes that many new dwellings across Spelthorne have been built on back gardens.

Council welcomes the recent moves by the Conservative-Liberal Democrat coalition government to end 'garden grabbing' by developers and the removal of top-down targets for house building.

Council resolves:

1) That in order to compensate for the exceptional over development in the last decade to substantially reduce the rate of new development over the next 5 years.

2) To resist any new dwellings built on back gardens.

3) To work towards substantially increasing the number of new family homes with gardens as a proportion of the number of new dwellings that are built each year.”

Proposed by: Councillor Ian Beardsmore

Seconded by: Councillor Colin Strong

17. QUESTIONS ON WARD ISSUES

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

18. GENERAL QUESTIONS

(1) Under Standing Order 14, Councillor Robin Sider has submitted the following General Question:

“Will the Leader join me in congratulating Team Spelthorne on their performance in this years Surrey Youth Games, and whilst they did not follow up their winning vein of last year, they were awarded the Surrey County Playing Fields Association 'Fair Play' award for their good sporting attitude? That said, will the Leader and the Members of both parties agree that this award is perhaps far greater to achieve than that of winning any titles and that it demonstrates team spirit, respect for opponents, camaraderie and is a great credit to the youth of Spelthorne?”

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

19. URGENT BUSINESS

To consider any urgent business.

Council AGM, 20 May 2010 - Continued
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 20 May 2010 at 7.30pm

Ayers F.	Forsbrey G.E.	Pinkerton Mrs J.M.
Bain Miss M.M.	Grant Mrs D.L.	Pinkerton Jack. D.
Bell Mrs E.M.	Hirst A.P.	Rough Mrs M.W.
Bhadye S.	Hyams Ms N.A.	Royer M.T.
Broom Ms P.A.	Jaffer H.R.	Sider R.W.
Budd S.E.W.	Leighton Mrs V.J.	Smith-Ainsley R.A.
Crabb T.W.	Nichols Mrs C.E.	Spencer Caroline
Davis C.A.	Nichols L.E.	Thomson H.A.
Dunn Mrs S.A.	O'Hara E.	Trussler G.F.
Flurry K.E.	Packman J.D.	

160/10 SPECIAL PRESENTATION OF AWARD TO COUNCILLOR ROBIN SIDER

The Mayor, Councillor Caroline Spencer, and the Leader of the Council, Councillor John Packman, presided over the surprise special presentation of the MSS Shining Star Award to Councillor Robin Sider, by representatives of the Multiple Sclerosis Society [MSS], in recognition of his invaluable voluntary work on behalf of local people affected by Multiple Sclerosis.

Under this distinguished announcement, Members noted that the MS Society's annual Shining Star Award Scheme was designed to recognise outstanding individual contributions by volunteers who were working with, or on behalf of, people affected by Multiple Sclerosis. The recipients of the awards were volunteers who had been nominated by other volunteers.

161/10 ELECTION OF MAYOR

The retiring Mayor, Councillor Caroline Spencer, welcomed all Members and guests to the Annual General Meeting of the Council. She reported that it had been a great honour to serve as Mayor and that she had represented the Borough at over 700 events during her term of office. She highlighted some of the many and varied community events which she and her husband had enjoyed during the year and, in particular she had appreciated the outstanding work of the voluntary organisations within the Borough.

She thanked the local community for their support and expressed special thanks to her husband, Alan, for his commitment to the role of Mayor's Consort.

She thanked Councillor O'Hara for his support as Deputy Mayor and wished him well in his term of office as Mayor and his Mayoress, Ms. Gillian Karaviotis.

It was moved by Councillor G.F. Trussler and seconded by Councillor A.P. Hirst that Councillor Euan O'Hara be elected Mayor for the Municipal Year 2010/2011.

Councillor Trussler spoke about Councillor Euan O'Hara and said he would make an excellent ambassador for Spelthorne and would place the Council at the forefront of the Surrey Districts. In addition, he would undertake the role of Mayor for his second term with enthusiasm and dignity.

RESOLVED that Councillor Euan O'Hara be appointed Mayor for the Municipal Year 2010/2011.

Following the election of the Mayor, there was a short adjournment whilst Councillor Caroline Spencer [retiring Mayor] left the Council Chamber with Councillor Euan O'Hara [new Mayor] to go to the Mayor's Parlour to hand over the Mayoral robes and the badge of office. They were accompanied by the Chief Executive, the Deputy Chief Executive and the Monitoring Officer. During the short adjournment the Staines Lammas Brass Band played a special recital of "Fame and Glory" by Albert Matt.

The Town Crier [Bill Wright] announced the new Mayor, Councillor Euan O'Hara, as he entered to the Council Chamber wearing the Mayoral robes and the badge of office.

Councillor Euan O'Hara 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 the Council for supporting him in his election as Mayor. He presented Councillor Caroline Spencer with the past Mayor's badge and a scrapbook commemorating her year in office.

The retiring Mayor's consort, Mr Alan Spencer presented the new Mayoress, Ms Gillian Karaviotis, with the Mayoress' Badge and she in turn presented him with the past Mayor's Consort badge.

The Mayor paid tribute to Councillor Caroline Spencer and her husband, Alan, for their excellent service during the past year. He recalled that the retiring Mayor, Councillor Caroline Spencer, had acted with distinction and that she can have pride in her achievements as Mayor.

The Mayor had appointed a Chaplain for his Mayoral Year, the Reverend Rod Cosh, Area Dean of Spelthorne and he invited him onto the dais to receive a badge of office.

The Mayor was delighted to be given the opportunity to promote Spelthorne for a second term as Mayor and he wished to continue building a community spirit with the help of the Council, its partners and the voluntary groups. He said it was a great honour to be elected as Mayor for a second term and he would work tirelessly to put Spelthorne "on the map" so that people know where we are. His Mayor's Charity Fund would be supporting Daybreak Respite Care, Staines Brass Band and MidasPlus.

162/10 APOLOGIES

Apologies for absence were received from Councillors Mrs. P.C. Amos, I.J. Beardsmore, M.L. Bouquet, R.B. Colison-Crawford, S.J. Fairfax, D.L. McShane, Mrs. I. Napper, S. Rough and C.V. Strong and from Independent members Mr M. Litvak and Miss S. Faulkner, Chairman and Vice-Chairman of the Standards Committee, respectively.

163/10 MINUTES

The minutes of the meeting held on 29 April 2010 were approved as a correct record.

164/10 ELECTION OF DEPUTY MAYOR

It was moved by Councillor G.E. Forsbrey and seconded by Councillor Miss M.M. Bain and **RESOLVED** that Councillor S.E.W. Budd be appointed Deputy Mayor for the Municipal Year 2010/2011.

Councillor S.E.W. Budd 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 to this office.

The Mayor congratulated Councillor Budd on his election and invested him with the Badge of Office of Deputy Mayor.

The Mayoress, Ms Gillian Karaviotis presented the Deputy Mayoress, Mrs. Rosemary Budd, with the Deputy Mayoress' Badge.

Councillor Budd briefly addressed the Council and said he and the Deputy Mayoress looked forward to supporting the Mayor and the Mayoress over the coming Mayoral year.

165/10 ANNOUNCEMENTS FROM THE MAYOR

Mayoral Events

The Mayor announced the following civic and charity events with full details being notified nearer the time:

Civic Service, St. Peter's Church, Staines – 11 July 2010

Charity Golf Day, Ashford Manor Golf Club – 8 July 2010

Buckingham Palace - Special Reception – 5 August 2010

166/10 ELECTION OF LEADER AND DEPUTY LEADER OF THE COUNCIL

It was moved by Councillor R.A. Smith-Ainsley and seconded by Councillor R.W. Sider and

RESOLVED that Councillor J.D. Packman be appointed Leader of the Council for the Municipal Year 2010/2011.

It was moved by Councillor J.D. Packman and seconded by Councillor A.P. Hirst and

RESOLVED that Councillor R.A. Smith-Ainsley be appointed Deputy Leader of the Council for the Municipal Year 2010/2011.

167/10 APPOINTMENT OF THE CABINET

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

RESOLVED:

- (a) That the seven Members of the Council to be appointed to the Cabinet, in addition to the Leader of the Council and the Deputy Leader, be Councillors F. Ayers, S. Bhadye, C.A. Davis, G.E. Forsbrey, Mrs. D.L. Grant, Mrs. V.J. Leighton and Mrs. J.M. Pinkerton, with the terms of reference and functions as set out in Part 3 (a) of the Council's Constitution; and
- (b) That the Areas of Responsibility for individual Members of the Cabinet be as follows:

Leader of the Council	Councillor Packman
Community Safety	Councillor Ayers
Independent Living	Councillor Bhadye
Economic Development	Councillor Davis
Environment	Councillor Forsbrey
Young People and Culture	Councillor Mrs. Grant
Finance and Resources	Councillor Mrs. Leighton
Communications	Councillor Mrs. Pinkerton
Planning and Housing	Councillor Smith-Ainsley

168/10 COMMITTEES

Details of the 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 at Agenda item 9.

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

RESOLVED to agree:

- (a) The appointment of the Committees shown at Agenda Item 9(1), of the size indicated and with the terms of reference and functions set out in Part 3 (a) of the Council's Constitution.
- (b) The allocation of seats as shown at Agenda Item 9(2).
- (c) The Members to serve on Committees as shown on Appendix A [**shown at the end of these Minutes**].
- (d) That Mr Murray Litvak and Miss Sue Faulkner be appointed as Chairman and Vice-Chairman, respectively, of the Standards Committee.

169/10 CHAIRMEN OF "HAVE YOUR SAY" EVENTS

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

RESOLVED that Chairmen of "Have Your Say" Events for the Municipal Year 2010/2011 be appointed as follows:

Ashford	Councillor G.F. Trussler
Charlton	Councillor R.A. Smith-Ainsley
Shepperton, Halliford and Charlton	Councillor R.W. Sider
Staines and Laleham	Councillor S.E.W. Budd
Stanwell and Stanwell Moor	Councillor F. Ayers
Lower Sunbury	Councillor A.P. Hirst
Sunbury Common	Councillor R.A. Smith-Ainsley

170/10 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 Cabinet, be appointed to form a Panel from which Discretionary Housing Payments Review Boards could be drawn, as necessary.

171/10 APPOINTMENT BY THE COUNCIL TO AN OUTSIDE BODY

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 on the South West Middlesex Crematorium Board and that Councillor A.P. Hirst be appointed as her Deputy.

At the conclusion of the Council meeting Staines Lammas Brass Band played music by James Last.

APPENDIX A

APPOINTMENTS TO COMMITTEES

Audit Committee

[7 seats – 6 Conservative – 1 Liberal Democrat]

Councillors

M.L. Bouquet
H.R. Jaffer
L.E. Nichols
S.J. Rough
M.T. Royer
Mrs. C. Spencer
H.A. Thomson

Licensing Committee

[15 seats – 12 Conservative – 3 Liberal Democrat]

Councillors

Mrs. P.C. Amos
Miss M.M. Bain
S. Bhadye
S.E.W. Budd
R.B. Colison-Crawford
Mrs. S.A. Dunn
K.E. Flurry
Ms. N.A. Hyams
Mrs. V.J. Leighton
D.L. McShane
Mrs. I. Napper
Jack D. Pinkerton
M.T. Royer
R.W. Sider
C.V. Strong

Overview and Scrutiny Committee

[15 seats – 12 Conservative – 3 Liberal Democrat]

Councillors

Miss M.M. Bain
Mrs. E.M. Bell
Ms. P.A. Broom
S.E.W. Budd
K. Chouhan
A.P. Hirst
H.R. Jaffer
D.L. McShane
Mrs. I. Napper
Mrs. C.E. Nichols
L.E. Nichols
Jack D. Pinkerton
Mrs. M.W. Rough
S. Rough
G.F. Trussler

Council AGM, 20 May 2010 - Continued

Planning Committee

[15 seats – 12 Conservative – 3 Liberal Democrat]

Councillors

Mrs. P.C. Amos
I.J. Beardsmore
M.L. Bouquet
S.E.W. Budd
T.W. Crabb
Mrs. S.A. Dunn
S.J. Fairfax
G.E. Forsbrey
Ms. N.A. Hyams
Jack D. Pinkerton
Mrs. M.W. Rough
M.T. Royer
R.W. Sider
R.A. Smith-Ainsley
H.A. Thomson

Standards Committee

[6 seats – 5 Conservative – 1 Liberal Democrat]

Councillors

T.W. Crabb
C.A. Davis
K.E. Flurry
A.P. Hirst
Mrs. C. Spencer
G.F. Trussler

Staff Appeals Committee

[5 seats – 4 Conservative – 1 Liberal Democrat]

[Nominations as and when required]

RECOMMENDATIONS FROM THE CABINET MEETING HELD ON 8 JUNE 2010

1. PETITIONS SCHEME

- 1.1 The Cabinet have considered a report by the Deputy Chief Executive on the adoption and implementation of a Petitions Scheme and an electronic petitions facility, as required under the Local Democracy, Economic Development and Construction Act 2009.
- 1.2 The Council's Constitution currently provides a facility for a Councillor or a resident or an organiser of petition or a spokesperson for the petitioners [each of whom must be an elector of the Spelthorne area] to present a petition at any ordinary meeting of the Council as set out in the Constitution.
- 1.3 The 2009 Act requires the Council to replace these arrangements and introduce a Petitions Scheme which will allow electronic petitions as well as traditional paper petitions. The aim of the scheme is to ensure that residents can find out information about how to petition their local authority and know what to expect in response.
- 1.4 **The Cabinet recommends to the Council:-**
 - (i) The Petitions Scheme, attached at Appendix 1 to the report of the Deputy Chief Executive dated 8 June 2010, be approved and adopted for immediate implementation, subject to the inclusion of under eighteen year olds and except for the e-petitions elements, which will be approved for implementation on 1st November 2010.
 - (ii) The Head of Corporate Governance be authorised to determine any petitions received that are vexatious, abusive or otherwise inappropriate and therefore not covered by the Petitions Scheme.
 - (iii) The Head of Corporate Governance be authorised to make the necessary amendments to the Council's Constitution, to include the Petitions Scheme and the e-petitions elements and the new role of the Council's Overview and Scrutiny Committee in relation to the Petitions Scheme.
 - (iv) The Overview and Scrutiny Committee be asked to review the operation of electronic petitions and the Petitions Scheme one year after operation.

Councillor John Packman
Leader of the Council

22 July 2010

Agenda item: 9(1)

RECOMMENDATIONS FROM THE CABINET MEETING HELD ON 20 JULY 2010

1. AIRTRACK – PUBLIC CONSULTATION ON THE SECOND ADDENDUM TO THE ENVIRONMENTAL STATEMENT

- 1.1 The Cabinet considered a report which summarised new information on the second Addendum to the Environmental Statement, originally produced by Heathrow Airport Ltd in July 2009 for Airtrack and the extent to which it meets the Council's existing 79 points of objection.
- 1.2 There is new information on level crossing down times, but there is a lack of effective proposals to deal with the consequences.
- 1.3 However, additional ecological information shows that there was no significant impact of the scheme on the South West London Waterbodies Special Protection Area.
- 1.4 The Cabinet is concerned that there are still a significant number of issues which remain unresolved given the Council's objections to Airtrack made last year.

The Cabinet recommends the Council that the response set out in Appendix A to the report of the Deputy Chief Executive to the Cabinet, dated 20 July 2010, be endorsed.

2. CORPORATE PLAN AND PRIORITIES

- 2.1 The Cabinet considered a report which reviewed the Corporate Plan 2008 - 2011, the achievements against targets after two year's of operation and total number of priorities.
- 2.2 Although these priorities have worked well it is now felt that in view of the financial challenges facing the Council there was a need for a better focus on fewer priorities which will enable a better allocation of increasingly scarce resources.
- 2.3 The Cabinet considered and supported the following six priorities for adoption for 2010/11:
 - A Safer Spelthorne
 - Supporting Housing Needs
 - Supporting Younger People
 - Help for Older People in Need
 - A Cleaner and Greener Environment

- Economic Development and Regeneration

The Cabinet recommends Council that Council agree the reduction in corporate priorities and approve the revised Corporate Plan 2008-11 (2010 3rd Revision).

Councillor John Packman
Leader of the Council

22 July 2010

RECOMMENDATION FROM THE OVERVIEW AND SCRUTINY COMMITTEE

1. OVERVIEW AND SCRUTINY COMMITTEE REMIT

- 1.1 At the Council meeting held on 29 April 2010 it was agreed that one Overview and Scrutiny committee be instituted with the initial remit of:
 - a. To act as the Council's Overview and Scrutiny Committee under the Local Government Act 2000; and
 - b. To take on the responsibilities for Crime and Disorder scrutiny under the Police and Justice Act 2006.
- 1.2 In addition it was agreed that the Overview and Scrutiny Committee in consultation with the Standards Committee be asked to advise the Council on the future remit of the committee.
- 1.3 The Overview and Scrutiny Committee discussed the matter at its meeting on 6 July 2010. Mr Murray Litvak the Chairman of the Standards Committee was in attendance at the meeting and invited to take part in the discussion on the remit.
- 1.4 The Committee **recommends to Council** that the [attached remit](#) for the Committee be approved.

OVERVIEW AND SCRUTINY COMMITTEE

DRAFT REMIT

1. General role

- a) To be member led and discharge the function of overview and scrutiny as a critical friend in relation to the development of policies and strategies to meet local needs and in relation to service delivery and performance management;
- b) Review and / or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- c) Make reports and / or recommendations to the Council and / or the Cabinet in connection with the discharge of any of the functions;
- d) Question members of the Cabinet and / or committees and the Chief Executive, Deputy Chief Executive, Assistant Chief Executives or Heads of Service about their views on issues and proposals affecting Spelthorne and on their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- e) Consider any matter affecting Spelthorne or its inhabitants; and
- f) Exercise the right to call in for reconsideration, decisions made but not yet implemented by the Cabinet.

2 Policy Review and Development

- a) To assist the Council and the Cabinet on policy issues generally including the initiation and development of new policies and strategies (this includes not just the Council's policies and strategies but those of other bodies which affect the well being of the Spelthorne Community);
- b) To consider and advise the Cabinet and Council on the content of the Corporate Plan;
- c) To review, consider and recommend improvements and developments in advance of the decisions of the Cabinet in relation to policy matters;
- d) Conduct research, and consultation in the analysis of policy issues and possible options;
- e) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
- f) Liaise with other external organisations operating in Spelthorne, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

3 Scrutiny and review

- a) To review and monitor the Council's performance management arrangements and draw attention to local residents concerns;
- b) To review and monitor the implementation of the Corporate Plan;
- c) To review and monitor performance in meeting the Council's annual targets, national and local performance indicators, and quality of life indicators;

- d) To review and monitor how and to what effect policies and strategies are being implemented and to make reports and recommendations, including proposals for changes to policies and practices to the Council and the Cabinet (this includes not just the delivery of Council policies and strategies but those of other bodies which affect the well being of the Spelthorne community);
- e) To review and monitor performance acting as a critical friend to the Cabinet regarding the Council's budget and policy framework;
- f) To review and monitor any areas that the Committee believes is not performing setting up task groups as required;
- g) To review and scrutinise as a critical friend the performance and decisions of the Cabinet in relation to service provision and performance management and to exercise the right of 'call in' of decision in accordance with the provisions of the Constitution;
- h) To review and scrutinise the performance of other public bodies in Spelthorne, in particular they will exercise the Council's newly acquired scrutiny responsibilities arising under the Police and Justice Act 2006 and the 'Councillor Call for Action' provisions under the Local Government and Public Involvement in Health Act 2007 and invite reports from appropriate public bodies by requesting them to address the committee and local people about their activities and performance; and
- i) Question and gather evidence from any person (with their consent) to fulfil its purpose.

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

This is my report to the Council as the Leader of the Council on the work of the Cabinet. It is an overview of some of the more important issues the Cabinet discussed at its meeting on 8 June 2010.

The Cabinet has made one recommendation to the Council which appears earlier on this Council Agenda.

1. TREASURY MANAGEMENT ANNUAL REPORT 2009/2010

- 1.1 The Cabinet have considered the Treasury Management Annual Report 2009-2010. The Cabinet wish to place on record the thanks and gratitude of Members to the Assistant Chief Executive and Chief Finance Officer and his staff for their hard work and for a very good result on the Council's Treasury Management performance for 2009/2010 during very challenging times for Spelthorne's finances.

2. FEEDBACK FROM INVESTORS IN PEOPLE [IIP] ASSESSMENT

- 2.1 The Cabinet have considered and endorsed a report on Spelthorne's successful reaccreditation as an Investor in People for the next 3 years until March 2013, in recognition of Spelthorne having met the nationally approved good practice standards.
- 2.2 Members felt that the IIP reaccreditation was a fantastic achievement demonstrating an ongoing dedication by the Council to its people [Councillors and Staff] and a commitment to continuous business improvement. The Council now join a select group of businesses which have achieved such a significant milestone.
- 2.3 Spelthorne was the first business in Surrey and only the second Local Authority in England and Wales to be accredited with IIP. The Council's reaccreditation covers all Spelthorne's people who contribute to the delivery of the Council's priorities and services - both Councillors and Staff. The IIP reinforces the Council's good practice on Members' Development and is recognition of Spelthorne's commitment to the Members' Development Charter.

Councillor John Packman
Leader of the Council

22 July 2010.

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

This is my report to the Council as the Leader of the Council on the work of the Cabinet. It is an overview of some of the more important issues the Cabinet discussed at its meeting on 20 July 2010.

The Cabinet has made two recommendations to the Council which appear earlier on this Council Agenda.

1. CAPITAL OUTTURN REPORT 2009-2010

- 1.1 The Cabinet considered a report on the provisional outturn figures for 2009/10 on the Capital Programme and the list of schemes requested by Heads of Service to be carried forward.
- 1.2 The Cabinet noted the Capital Outturn Report 2009/2010 and approved the requests to carry forward a total of £567,000.

2. AREA INVESTMENT PROGRAMME

- 2.1 The Cabinet considered a report on the area Improvement Programme Which has three projects within it for Ashford, Shepperton and Sunbury Cross where Capital expenditure has already been approved in previous budgets.
- 2.2 In order to avoid a delay in authorising next steps on the project the Cabinet has agreed a more flexible route for such procurements by delegating Cabinet decisions under Contract Standing Orders for the Area Improvement Programme to the Deputy Chief Executive (Programme Sponsor) to make decisions in consultation with the Leader of the Council.

3. COMBINED HEAT AND POWER PROJECT

- 3.1 The Cabinet considered a report on the installation of a Combined Heat and Power plant in partnership with the Leisure Centre to provide electricity to the Leisure Centre and the Knowle Green Offices. This technology enables the simultaneous generation of usable heat and power (in this case electricity) in a single process and is a highly efficient way of generating heat and electricity with efficiencies of up to 90%, in comparison with the central power stations/national grid system which can be as little as 22% at the point of use.
- 3.2 The purchasing of a CHP in partnership with the Leisure Centre, through an Energy Service Contract arrangement would result in no capital outlay for the installation. The ESCo will incorporate the design and installation of the plant, maintenance and operation, as well as guaranteeing the savings. If the

proposed and contractually guaranteed savings were not made the company/contractor does not get paid.

- 3.3 The Cabinet has authorised officers to proceed with the detailed development of this project.

4. PARTNERSHIPS

- 4.1 The Cabinet considered a report on the Council's current position on Partnerships and how it might deliver services in the future with Partners.

- 4.2 The Cabinet has agreed that the Council:-

- continues to work with Surrey First but also continues to develop partnerships with a wide range of partners including other local authorities and external partners.
- develops a partnership approach as a key feature of a new financial and resources strategy and
- includes a partner impact assessment in its committee reports template in the future

Councillor John Packman
Leader of the Council

22 July 2010

REPORT OF THE CHAIRMAN ON THE WORK OF THE AUDIT COMMITTEE

The Audit Committee held a meeting on 24 June 2010 and considered the following items of business.

1. ELECTION OF CHAIRMAN

The Committee elected Councillor M.T. Royer as Chairman of the Committee for the Municipal Year 2010-2011.

2. ELECTION OF VICE-CHAIRMAN

The Committee elected Councillor M.L. Bouquet as Vice-Chairman of the Committee for the Municipal Year 2010-2011.

3. CORPORATE RISK MANAGEMENT - REVIEW

The Committee considered and approved the quarterly update on the Corporate Risk Register and asked that risks specifically relating to grants and funding be included in the register in future, in view of the change in national government and the current economic situation.

4. AUDIT SERVICES ANNUAL REPORT

The Committee considered and approved a report which summarised the work undertaken by Audit Services during the period April 2009– March 2010.

The Committee noted internal audit's overall opinion on the Council's internal control environment, that it was adequate and effective.

A list of outstanding audit recommendations had been circulated to members of the Committee, separately. The Committee sought assurance from the relevant Head of Service that an action relating to Car Park machines, which had remained outstanding for some time, would be completed by September 2010.

5. ANNUAL GOVERNANCE STATEMENT

The Committee approved the draft Annual Governance Statement subject to certain amendments suggested by Members at the meeting. It also endorsed the improvement action identified in the Statement which would enhance the authority's governance arrangements.

6. OUTTURN AND STATEMENT OF ACCOUNTS

The Committee considered and approved the draft Statement of Accounts for 2009/10 subject to amendments suggested by Members at the meeting.

7. COMMITTEE WORK PROGRAMME 2008/9

The Committee considered and approved its Work Programme for the Municipal Year 2010/11 subject to the inclusion of the Annual Governance Statement for further discussion.

Councillor M.T. Royer
Chairman of the Audit Committee

22 July 2010

REPORT OF THE CHAIRMAN ON THE WORK OF THE LICENSING COMMITTEE

There have been six Licensing Sub-Committee meetings and one Licensing Committee meeting since my last report. Details of their work are set out below.

LICENSING SUB-COMMITTEE 11 MAY 2010

A Licensing Sub-Committee dispensed with a hearing following the withdrawal of an application and an objection by Surrey Police to vary the Premises Licence at Niche Bar, 169 High Street, Staines.

LICENSING SUB-COMMITTEE 18 MAY 2010

A Licensing Sub-Committee considered an application to vary the premises licence at Meadhurst Club, Chertsey Road, Sunbury, TW16 7LN. The application was granted subject to the modification of licensable activity hours and conditions as agreed by the applicant with Surrey Police before the hearing.

LICENSING SUB-COMMITTEE 25 MAY 2010

A Licensing Sub-Committee considered and rejected an application to vary the Designated Premises Supervisor at Denim's Sports Bar, Elmsleigh Road, Staines.

LICENSING SUB-COMMITTEE 28 MAY 2010

A Licensing Sub-Committee considered and rejected an application for a Personal Licence under the Licensing Act 2003.

LICENSING SUB-COMMITTEE 7 JUNE 2010

A Licensing Sub-Committee considered an application to vary the premises licence at Jay Stores, 120 Feltham Hill Road, Ashford. The application was granted subject to modification by amendment to and addition of conditions.

LICENSING SUB-COMMITTEE 16 JUNE 2010

A Licensing Sub-Committee considered an application to vary the premises licence at Londis, 4 Woodlands Parade, Feltham Hill Road, Ashford. The application was granted subject to modification by amendment to and addition of conditions.

LICENSING COMMITTEE 14 JULY 2010

Hackney Carriage Tariff Rates

The Licensing Committee considered and agreed to consult on an increase in the Hackney Carriage tariff rates which it last reviewed in 2007.

The Committee felt that there was a need to increase these tariff rates because the costs of living, fuel, vehicle insurance premium tax and maintenance had increased. The Council's Hackney Carriage tariff rates were generally lower compared with other Surrey authorities' rates.

Councillor Robin Sider
Chairman of the Licensing Committee

22 July 2010

REPORT OF THE CHAIRMAN ON THE WORK OF THE OVERVIEW AND SCRUTINY COMMITTEE

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

1. MEETING ARRANGEMENTS

- 1.1 The meeting dates for the Overview and Scrutiny Committee are 9 September 2010, 2 November 2010, 1 February and 5 April 2011.

2. HOUSING AND INDEPENDENT LIVING SERVICES

- 2.1 The Committee received a presentation covering Housing Options, Housing Benefits and Independent Living Services as well as the performance in the first seven month of the new Choice Based Letting scheme. In support of the presentation members had regard to a report from the Officers.
- 2.2 Councillor R.A. Smith-Ainsley the Cabinet Member responsible for Planning and Housing attended the meeting and took part in the discussion.
- 2.3 The Committee agreed to add an item to the work programme to cover youth service provisions including housing issues with representatives from Social Services being invited to attend the meeting.
- 2.4 It was further agreed that the report together with copies of the powerpoint presentation be sent to all members of the Council for information.
- 2.5 The Chairman placed on record thanks and appreciation to the whole team for their sterling efforts.

3. ICT SERVICES IMPROVEMENT BRIEFING PAPER

- 3.1 The Committee discussed a briefing paper on improvements to our ICT services since the last Task Group meeting. The Committee agreed to re establish the ICT Task Group with two additional members being appointed (Councillor Jack D. Pinkerton and Councillor L.E. Nichols)
- 3.2 The Task Group will continue to monitor ICT service improvements and look at progress after the summer and review post 2012 options.

4. PERFORMANCE REPORT

- 4.1 The Committee discussed and noted the data provided on the National Indicators.

5. FINANCIAL REPORTS

- 5.1 The Committee received two financial monitoring reports setting out the provisional outturn position for both revenue and capital expenditure for 2009/2010. In relation to Capital £1,441k had been spent against the original budget of £1,889k. In respect of the revenue budget £14,503m had been spent at net service expenditure level (before investment income, which was £100k better than budget, and use of reserves) against the original budget of £14,568m.

6. WORK PROGRAMME

- 6.1 As this was the first meeting of the new Committee an outline of a work programme had been drafted from actions identified by the previous two overview and scrutiny committees and the Cabinet Forward Plan. In addition Officers had been invited to identify items/topics that they felt could be considered for inclusion.
- 6.2 During the course of the meeting various topics were identified for inclusion in the work programme including a discussion paper on financial risks due to government changes in legislations such as Housing Benefits, Recycling and the Eco Park proposals.
- 6.3 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 Brian Harris, Assistant Chief Executive.

Councillor Philippa Broom

Chairman of the Overview and Scrutiny Committee

22 July 2010

REPORT OF THE CHAIRMAN ON THE WORK OF THE PLANNING COMMITTEE

The Planning Committee has met four times since the previous report was prepared for the Council meeting including a special meeting held at Kempton Park Racecourse . This report therefore gives an overview of the key items considered by the Planning Committee at those meetings.

At the Special Committee meeting on **27 April** the Council considered two applications submitted by London Irish RFC.

- Permission was refused for the redevelopment of the London Irish ground in The Avenue, Sunbury to provide 194 residential units , a care home , site for a future health centre and provision of new open space. The application was refused for nine reasons. 5 people addressed the Committee and spoke against the proposal. 1 person spoke in support of the application.
- The related application for the laying out of sport pitches and erection of a clubhouse at Hazelwood Golf Course Croysdale Avenue was also refused for three reasons. 7 people addressed the Committee and spoke against the proposal. 4 people spoke in support of the application.

The meeting on **28 April** dealt with 12 items. Public speaking took place on 4 items with 4 people taking the opportunity to address the Committee.

The most notable items on the agenda were:

- The approval of an extension to the Tesco Superstore at Ashford hospital.
- Permission was also granted for the erection of 12 three bedroom affordable houses at the Dog and Partridge PH site in Edinburgh Drive Staines.

The meeting on **26 May** dealt with 11 items. Public speaking took place on 4 items with 4 people taking the opportunity to address the Committee.

The most notable items on the agenda were:

- The approval of 10 affordable three bedroom houses at Windmill Lodge Windmill Road Sunbury.
- A revised scheme for the conversion of Kempton Point 68 Staines Road West into a 109 bedroom hotel was also approved.

The meeting on **23 June** dealt with 8 items. Public speaking took place on 3 items with 4 people taking the opportunity to address the Committee.

The most notable items on the agenda were

- A proposal for the redevelopment of the former Majestic House and adjoining land site in High Street/Fairfield Avenue Staines. Permission was granted for a mixed commercial and residential scheme including the provision of a new road to access Millmead and the creation of a public square.
- The Committee also raised an objection to proposals from Surrey CC to extend the opening hours of the Refuse Transfer Station in Charlton Lane Shepperton.

Councillor Howard Thomson
Chairman of the Planning Committee

22 July 2010