



17 October 2012

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held in the **Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames** on **Thursday, 25 October 2012** commencing at **7.30pm** for the transaction of the following business.

Roberto Tambini  
*Chief Executive*

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

## AGENDA

Description	Page Number
<b>1. Apologies for absence</b>	
To receive any apologies for non-attendance.	
<b>2. Minutes</b>	
To confirm as a correct record the minutes of:	1 - 10
(a). the Council meeting held on 19 July 2012 and	
(b). the Special Council meeting held on 30 August 2012.	
<b>3. Disclosures of Interest</b>	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
<b>4. Announcements from the Mayor</b>	
To receive any announcements from the Mayor.	
<b>5. Announcements from the Leader</b>	
To receive any announcements from the Leader.	
<b>6. Announcements from the Chief Executive</b>	
To receive any announcements from the Chief Executive.	
<b>7. Questions from members of the public</b>	
The Leader or his nominee to answer questions raised by members of the public in accordance with Standing Order 13.	
<b>8. Report from the Leader of the Council</b>	
To receive the report from the Leader of the Council on the work of the Cabinet at its meetings on 7 August and 25 September 2012.	11 - 12
<b>9. Report from the Chairman of the Audit Committee</b>	
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<b>11. Report from the Chairman of the Overview and Scrutiny Committee</b>	
To receive the report from the Chairman of the Overview and Scrutiny Committee on the work of her Committee.	15
<b>12. Report from the Chairman of the Crime and Disorder Scrutiny Committee</b>	
To consider the report from the Chairman of the Crime and Disorder Scrutiny Committee on the work of her Committee.	16 - 17
<b>13. Report from the Chairman of the Planning Committee</b>	
To receive the report from the Chairman of the Planning Committee on the work of his Committee.	18
<b>14. Report from the Chairman of the Members' Code of Conduct Committee</b>	
To receive the report from the Chairman of the Members' Code of Conduct Committee on the work of his Committee.	19
<b>15. Motions</b>	
Under Standing Order 16.3 the Council has received Notice of the following Motion:	
"Would fellow Councillors agree with me that the repeal of the anti-spitting law in 1990 is now to be regretted? The current fashion of spitting and spitting of gum in public places is to be condemned as offensive, repellent to the majority and with the re-appearance and rise of TB poses a potential health risk. Additionally, the cost of the recently deep cleaning of, and gum removal from, the pedestrianised area of Staines High Street was in excess of £12,000. In these straitened times, it is sad that such anti-social habits of the few lay a burden on the majority of council tax payers."	
Proposed by Councillor Marian Rough	
Seconded by Councillor Spencer Taylor	
<b>16. Questions on Ward Issues</b>	
The Leader or his nominee to answer questions from members on issues in their ward, in accordance with Standing Order 14.	
<b>17. General questions</b>	
The Leader or his nominee to answer questions from members on matters affecting the Borough in accordance with Standing Order 14.	

**18. Appointments of Representative Trustees**

To consider the appointments of representative Trustees to the following charities:

a) Laleham Charities

To consider the re-appointment of Alex Jones, Ian Allan and Alan Stewart-Darling as Council Representative Trustees to the Laleham Charities, for a four year term backdated to 13 December 2011.

To consider the re-appointment of Colin Squire as a Council Representative Trustee to the Laleham Charities, for a four year term backdated to 24 July 2012.

b) Ashford (Middlesex) Sick or Needy Charity

To consider the re-appointment of Mr A. S. Hatchman and Mr M. J. Mulford and the appointment of Mr D. Shenton as Council Representative Trustees to the Ashford (Middlesex) Sick or Needy Charity for a four year term until 25 October 2016.

**19. Urgent Business**

To consider any urgent business.

**Minutes of the Council Meeting of Spelthorne Borough Council held in  
the Council Chamber, Council Offices, Knowle Green, Staines on  
Thursday 19 July 2012 at 7.30pm**

**Present:**

Ayers F. (Leader)	Francis M.P.	Patel Ms D.
Ayub A.	Frazer C.M.	Patterson A.C.
Bannister Mrs C.A.	Friday A.E.	Rough Mrs M.W.
Beardsmore I.J.	Gething N. St. J.	Sexton Miss J.
Broom Miss P.A.	Gohil D.	Sider R.W. (Mayor)
Bushnell Ms M.	Grant Mrs D.L.	Smith-Ainsley R.A.
Dunn R.D.	Harman A.C.	Strong C.V
Dunn Mrs S.A.	Leighton Mrs V.J.	Taylor S.D
Evans T.J.M.	Mitchell A.J.	Watts R.L.
Forbes-Forsyth P.C.	Napper Mrs I. (Deputy Mayor)	Webb Mrs S.
Forsbrey G.E.	Nichols Mrs C.E.	

M. Litvak – Chairman of the Members’ Code of Conduct Committee

R.W. Sider, the Mayor, in the Chair

**Apologies:** Councillors S.E.W Budd, Mrs J.A. Dale, C.A. Davis, Mrs M.J. Madams, Mrs J.M. Pinkerton and Mrs C.L. Spencer and Miss Sue Faulkner, Vice-Chairman of the Members’ Code of Conduct Committee.

**189/12 Minutes**

The minutes of the Annual Council meeting held on 24 May 2012 were approved as a correct record. The minutes of the Extraordinary Council meeting held on 27 June 2012, were approved as a correct record, subject to the inclusion of Councillors Bushnell, Madams and Strong in the list of those in attendance at the meeting.

**190/12 Disclosures of Interest**

There were none.

**191/12 Announcements from the Mayor**

**Surrey Youth Games successes**

The Mayor extended a special welcome to the young people who were in attendance at the meeting.

He informed the Council that he had been privileged to watch 150 young people from Spelthorne take part in the annual Proctor and Gamble Surrey Youth Games, at the Surrey Sports Park in Guildford on 16th and 17th June. There were some fantastic performances across a number of sports, with Spelthorne winning 1 gold, 1 silver and 3 bronze medals.

Spelthorne’s senior squash team won gold for the 2nd year running, the Boccia team won a silver medal (Boccia is a Paralympic sport) and bronze

## COUNCIL, 19 July 2012 - Continued

medals were awarded to the under 11 girls' football team, the senior badminton team and the junior squash team. Representatives of the squash and football squads were present at the meeting, along with their coaches, volunteers and parents.

A number of swimmers secured 1st place in their chosen individual heats and an individual gold medal was won in Judo.

All of Spelthorne's competitors received between 6 and 10 weeks coaching in the run-up to the games, from coaches and volunteers across Spelthorne. The Mayor expressed the hope that as a result of the coaching and the competition weekend that many of the young people involved would join local sports clubs.

The Mayor thanked the sports coaches and sports volunteers for their commitment year after year to support the young people during training and at the final competition. He also noted that the event would not happen without the valuable support of the parents and carers who took the young people to training, and the competition.

The Mayor mentioned Claire Moore from Leisure Services, who co-ordinated the Spelthorne entry and put in a huge amount of work liaising with the coaches, volunteers and parents during the lead up to the games and during the competition.

### **Councillors v Officers Bowls Match**

The Mayor announced the success of the councillors' bowls team in winning the coveted trophy from the officers, in a fiercely contested match, for the first time in many years. He thanked all those who took part and particularly Councillor Bushnell for organising the event.

### **Mayoral Events**

The Mayor thanked those who had attended his Civic Service and the Mama Mia dining event. He invited members to join him at two more dining events; one on 24 October at the Red Lion in Thorpe and one on 24 November at the Stanwell Hall Hotel.

### **192/12 Announcements from the Leader**

#### **Charter for Elected Member Development**

The Leader announced that, following a mid-term review of Spelthorne's arrangements for member development, South East Employers had confirmed that Spelthorne continued to meet and progress against the Charter for Elected Member Development. The Charter accreditation ran up to November 2013. There was no cost to the mid-term review as the process had been simplified to a short report and follow-up telephone conversation. The Leader congratulated everyone who was involved in the review.

#### **Sunbury Walled Garden – Green Flag Award**

The Leader announced that Sunbury Walled Garden in Lower Sunbury had won the prestigious Green Flag Award for the second year running.

## COUNCIL, 19 July 2012 - Continued

The Walled Garden was one of a number of parks and green spaces in the UK which had received the Green Flag Award.

The Award recognised the Walled Garden as being well-maintained and well-managed with excellent facilities. It also provided national recognition for the achievements of those whose hard work and dedication had helped create a fantastic place for all to enjoy.

The Leader encouraged everyone to visit the Garden and see for themselves the hard work and attention to detail, which had resulted in this award being won two years in a row.

### **193/12          Announcements from the Chief Executive**

There were none.

### **194/12          Questions from Members of the Public**

The Mayor reported that under Standing Order 13, two questions had been received from members of the public; Mr A. McLuskey and Mr R. Borland.

#### **1) Question from Mr A. McLuskey:**

“Can the Leader explain why - contrary to the explicit conditions attached to the planning consent given for housing development in Diamedes Avenue in Stanwell- residents have been moved in BEFORE the proposed communal area between the existing block of flats, and the proposed landscaped areas, as shown on the submitted plans, have been laid out and completed or even started.”

#### **Response by the Leader, Councillor F. Ayers:**

“Thank you for your question Mr McLuskey. The landscaping condition for Diamedes Avenue does require it to be completed before people move in. I have been told it has not been done yet. However, there are two very good reasons for this.

Residents asked A2D to look at a slightly different solution for the landscaping. This will still provide some landscaping, but it will also keep four perimeter footpaths because residents said they want these to stay. This new scheme will also provide specific locations for recycling. This is to help deal with the current problem of tipping and overflowing bins. The planning department has been working with A2D to bring in these changes.

I am sure that you would agree that this will provide a better long term solution for everyone concerned. It is better to do this than to simply meet a deadline for a planning condition which will not deliver what people actually want.

We also need to understand the wider picture. The seven houses which have been built will provide much needed affordable family housing. Such houses are in short supply and we have a large number of families who desperately need them. It is our responsibility to find homes for them where we can, rather than putting them in temporary accommodation. Officers took the view that it was more important to provide homes for people who were at risk of being homeless, or going into bed and breakfast, than taking a strict approach over

## COUNCIL, 19 July 2012 - Continued

the planning condition. I hope you would agree with me that this was the right thing to do.”

In the absence of Mr Borland, the Mayor advised that his question and the Council’s response were set out on page 2 of the Public Question lay round.

**2) Question from Mr Borland:**

“Why are there no council meeting notices in Stanwell opposite the village/community hall for those who have an interest?”

**Response by the Leader, Councillor F. Ayers:**

“Regular updates of council meetings are placed in all the council notice boards around the borough and officers have confirmed this includes the notice board in Stanwell Village.”

**195/12 Recommendations of the Leader**

The Council considered the recommendation of the Leader on the adoption of the two Supplementary Planning Documents (SPDs) on ‘Flooding’ and ‘Housing Size and Type’, which had been amended following consultation on the draft documents.

**RESOLVED** that the Supplementary Planning Documents on Flooding and Housing Size and Type, be adopted, subject to the amendments as shown in Appendices C and D of the report to the Local Development Framework Working Party on 11 June 2012.

**196/12 Appointment of an Independent Person**

The Council considered the report of the Monitoring Officer on the appointment of an Independent Person.

**RESOLVED** that Roger Pett, Tony Allenby and Vivienne Cameron be appointed as Independent Persons for Spelthorne Borough Council under the Localism Act 2011 and under a panel arrangement with Guildford Borough Council, Mole Valley District Council and Waverley Borough Council.

**197/12 Report from the Leader**

The Leader of the Council, Councillor F. Ayers, presented the reports of the Cabinet meetings held on 12 June and 17 July 2012 and the extraordinary meeting held on 2 July 2012, which outlined the various matters the Cabinet had decided since the last Council meeting.

**198/12 Report from the Chairman of the Licensing Committee**

The Chairman of the Licensing Committee, Councillor Mrs M.W. Rough, presented her report, which outlined the matters the Committee had decided since the last Council meeting.

**199/12 Report from the Chairman of the Overview and Scrutiny Committee**

The Chairman of the Overview and Scrutiny Committee, Councillor Ms. P. A. Broom, presented her report which outlined the matters the Committee had decided since the last Council meeting.



## COUNCIL, 19 July 2012 - Continued

**200/12 Report from the Chairman of the Planning Committee**

The Chairman of the Planning Committee, Councillor R. A. Smith-Ainsley, presented his report which outlined the matters the Committee had decided since the last Council meeting.

**201/12 Report from the Chairman of the Members' Code of Conduct Committee**

The Chairman of the Members' Code of Conduct Committee, Mr Murray Litvak, presented his report which outlined the matters the Standards Committee had decided at its last meeting.

**202/12 Motions**

There were none.

**203/12 Questions on Ward Issues**

**Under Standing Order 14, Councillor Mrs C.E. Nichols submitted the following question on a ward issue:**

"The recent application approved by Elmbridge Council for an extensive sports complex on the River Thames near Sunbury Weir has revealed some inadequacies in the cross-boundary consultation process.

I understand that Elmbridge's application was treated by Spelthorne's planning department as a 'delegated decision' because the available consultation period was only 21 days, leaving insufficient time to bring the application to Committee.

Elmbridge Council supplied the minimum of detail which was reproduced in Spelthorne's publicity schedule; however Councillors and the Head of Planning seem to have missed the significance of the application. The consequences that followed included a failure to consult widely enough with residents, including a missed opportunity to inform the local residents' association, and then a failure on the part Spelthorne's planning department to submit a detailed critique of the application's effect on local amenity taking into account objections raised by residents.

What lessons has the Council learned from this application; what can be done to ensure prompt action to consult affected wards on cross-boundary applications; and how can ward councillors ensure that official responses properly reflect back residents' concerns? In respect of this application, will the Council refer Elmbridge's decision to the Secretary of State for review?"

**Response by the portfolio holder for Planning and Housing, Councillor G.E. Forsbrey:**

"Thank you for your question Councillor Nichols.

## COUNCIL, 19 July 2012 - Continued

When we are consulted on any application outside our boundaries, we are given just 21 days to reply. This tight timescale can only be met by dealing with matters at officer level. Any delay could mean that the other Council makes a decision without knowing our views.

All applications are placed on the weekly list which goes out to ward councillors and other organisations. This consultation was on the weekly list on 26 April. It may be we need to look at a better way of highlighting consultations which are likely to be of interest to ward councillors. I have asked officers to look at this.

Residents in Parke Road were consulted and we received a number of objections in early/mid May. We widened the consultation when LOSRA raised concerns, and as a result, we received a further letter. So we were aware of resident's views when we sent our comments to Elmbridge in early June.

At the recent LOSRA AGM, the Head of Planning said she would look again at how we notify neighbours on these types of consultations. I will make sure this is done. In future, we want all residents and ward councillors to know about such proposals. However, I need to repeat, that we did consult residents, and we were aware of both their concerns and LOSRA's. I also need to point out that it is Elmbridge which has the legal duty to consult everyone affected by the proposal - not us.

Officers responded to the consultation by raising no objection in principle, but they had concerns about noise impact and light spillage. These issues were also raised by residents, so our views did reflect their concerns. However, it is not always the case that the professional planning view will be completely the same as the local community.

As to writing to the Secretary of State to call in the application, I understand that officers do not believe that there are sound planning reasons for doing so.

Any call-in would have to be on the basis that the proposal was an inappropriate use in the green belt. We did not raise such an objection in our reply. Having looked very carefully at the proposal, it is not considered that it would be a "development that could have significant effects beyond its immediate locality" which would be the only other possible reason for a call-in."

**Under Standing Order 14.2, Councillor Mrs C.E. Nichols asked the following supplementary question:**

"Did the Planning Officers receive a response from Elmbridge, on the concerns about noise impact and light spillage, which they considered satisfactory?"

## COUNCIL, 19 July 2012 - Continued

**Councillor G.E. Forsbrey provided a subsequent written response as follows:**

"I can confirm that no reply was received from Elmbridge regarding our response and the concerns raised about noise impacts and light spillage.

Elmbridge did recommend two conditions, one for noise and one for lighting. Unfortunately, and notwithstanding the issues which we had raised in our consultation reply, no conditions were attached regarding hours of use or restrictions on the amount of pitches or floodlights being used at any one time.

As you are aware, we did ask for a noise assessment prior to permission being granted and then suitable conditions depending upon the results of the assessment. Unfortunately the committee did not take on board this comment. The Elmbridge condition was worded:

"Details of the public address system shall be submitted to, and approved by, the Planning Authority prior to the use applied for commencing. The details shall include an acoustic report with predicted noise levels at the following premises: i) Rose Cottage, Towpath, Waterside Drive, Walton on Thames ii) La Boheme, Wheatley's Eyot, Sunbury on Thames iii) The Weir Hotel, Towpath, Waterside Drive, Walton on Thames".

All of these properties are closer to the application site than the nearest Spelthorne properties and this should ensure that any noise from the public address system would be controlled. However this condition does not control any potential noise from the use of the pitches / stadium, although as the land is already public open space there is no control over any existing noise levels from the site. It is obviously disappointing that the committee chose not to take our concerns more seriously.

With regard to light spillage, the lighting condition was worded:

"The lighting levels emitted from the floodlights hereby approved, shall not exceed that shown on the submitted overspill graphical table drawing at the boundaries with any adjacent residential properties".

Based on the light spillage details shown in the lighting submissions, this would appear to be satisfactory in safeguarding the amenity for Spelthorne residents. We can therefore draw some small comfort from this.

As you know we were only a consultee and as such this limits to a large degree our ability to influence."

**204/12      General Questions****Under Standing Order 14, Councillor Mrs C.E. Nichols submitted the following general question:**

"What is the expectation on the number of affordable homes to be completed in the next five years, broken down by ward?"

## COUNCIL, 19 July 2012 - Continued

**Response by the portfolio holder for Planning and Housing, Councillor G.E. Forsbrey:**

"I am sorry, but it is not possible to provide a detailed answer to the question. Much of the affordable housing will be built on private sites by private developers. It is impossible to predict which sites they may bring forward. Even if they get permission, they may not build them quickly because of the recession.

We do publish a Planning Monitoring Report every year. This will come to Cabinet in the autumn. That report will provide a Borough-wide view of building land which is available for the next five years. But availability is not quite the same thing as saying what will actually be built. The report will include details of all sites with planning permission including for affordable housing. That report is currently being prepared but given the short time available to respond to the councillor's question I am unable to give any figures tonight.

What I am able to confirm tonight is that the need for social housing in the Borough continues to rise. Our Housing Register now has more than 2,000 applicants. These needs are spread right across the Borough. This means that if we are to deal with the need for affordable homes properly then we must make the most of the opportunities wherever they may arise."

**Under Standing Order 14.2, Councillor Mrs C.E. Nichols asked the following supplementary question:**

"Does the Council have a target for the number of affordable homes it would like to see built in the next 5 years?"

**Councillor G.E. Forsbrey provided a subsequent written response as follows:**

"The Council's target for affordable housing is to secure 40% of all net additional dwellings as affordable across the Core Strategy plan period of 2006 to 2026. This is expressed in policy HO3. Over the next 5 years simplistically the requirement would therefore be 323 affordable dwellings.

The 323 is 40% of the 807 dwellings needed to ensure house building progressed at an even rate to meet the overall housing requirement of 3320 in the period 2006 to 2026.

In the 6 years since 2006 actual affordable house building has only been some 31% overall resulting in a shortfall of 95 from the 40% target. If the target of 40% is to be met by the end of the plan period in 2026 the shortfall needs to be made up."

**205/12 Urgent Business**

There was none.

**Minutes of the Special Council Meeting held in the Council Chamber,  
Council Offices, Knowle Green, Staines-upon-Thames on Thursday 30  
August 2012 at 7.30pm**

**Present:**

Ayers F. (Leader)	Francis M.P.	Napper I. (Deputy Mayor)
Ayub A.	Frazer C.M.	Patterson A.C.
Bannister C.A.	Gething N. St. J.	Pinkerton J.M.
Budd S.E.W.	Grant D.L.	Sider R.W. (Mayor)
Bushnell M.	Harman A.C.	Smith-Ainsley R.A.
Davis C.A.	Leighton V.J.	Watts R.L.
Forsbrey G.E.	Mitchell A.J.	Webb Mrs S.

S. Faulkner, Vice-Chairman of the Members' Code of Conduct Committee

R.W. Sider, the Mayor, in the Chair

**Apologies:** Councillors P.A. Broom, J.A. Dale, P.C. Forbes-Forsyth, A.E. Friday, D. Patel, M.W. Rough, J. Sexton, C.L. Spencer, S.D. Taylor, and M. Litvak, Chairman of the Members' Code of Conduct Committee.

**238/12 Appointment of an Honorary Alderman**

Following the passing of the Resolution contained in Minute 117/12 of the Council Meeting held on 26 April, 2012, the Council convened this Special meeting to consider the adoption of a resolution pursuant to Section 249 of the Local Government Act 1972, to confer the title of Honorary Alderman of the Borough of Spelthorne upon John D. Packman.

It was moved by the Leader, Councillor Frank Ayers, seconded by Councillor Jean Pinkerton, and endorsed by the Mayor, Councillor Robin Sider, and

**RESOLVED** that "We, the Mayor and Councillors of Spelthorne Borough Council, in pursuance of Section 249 of the Local Government Act 1972, do hereby confer the Title of Honorary Alderman of the Borough of Spelthorne upon John D. Packman in recognition of the eminent service rendered by him to the Council.

We accordingly admit John Packman to be an Honorary Alderman of the Borough of Spelthorne."

The motion was approved by all the Councillors present.

The Mayor then paid a personal tribute to John Packman, following which the Leader of the Council, Frank Ayers, acknowledged the eminent service he had rendered to the Borough. Personal tributes were also made by Councillor Smith-Ainsley and Councillor Webb. The Mayor, Councillor Sider, then invited John Packman 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 John Packman then addressed the meeting. He said he had entered local government to play a part, albeit a small part, in serving and working for the local community. Being a councillor wasn't a job as such but a privilege, and even with all the pressures and demands it still gave him great pleasure and satisfaction.

## **Report from the Leader of the Council on the work of the Cabinet**

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main issues the Cabinet discussed at its extraordinary meeting on 7 August 2012 and its meeting on 25 September 2012.

### **Extraordinary Cabinet Meeting on 7 August**

#### **1. Council Tax Benefit Reform**

- 1.1 We considered a report on the proposed options for a local council tax support scheme.
- 1.2 We noted and approved the proposed options for consultation.

### **Cabinet Meeting on 25 September**

#### **1. Local Development Framework (LDF) Working Party minutes**

- 1.1 We considered the minutes and the recommendation of the LDF Working Party meeting of 29 August 2012 on the Annual Monitoring Report (AMR) 2012 and the New Housing Development Survey July 2012.
- 1.2 We approved the AMR for 2012 and noted the minutes of the 29 August meeting.

#### **2. On-street parking enforcement**

- 2.1 We considered an updated report on on-street parking and a future agency agreement with Surrey County Council (SCC).
- 2.2 We discussed the Council's negotiating position and agreed to a new five-year agency agreement with SCC from January 2013, subject to re-negotiating the split of any operational surpluses to reflect the risk taken on by the Council.

#### **3. Surrey Minerals Plan – Aggregates recycling**

- 3.1 We considered a report on modifications by Surrey CC to its Aggregates Recycling Joint Development Plan.
- 3.2 The modifications were made following concerns expressed by the Inspector during an Examination Hearing which commenced on 20 March 2012.
- 3.3 We agreed to inform Surrey CC that the Council welcomes and supports the changes which have been proposed in the Main Modifications and the Additional Modifications, in particular the deletion of references to Charlton Lane and Homers Farm, having regard to the Council's original representations, and confirms that it has no further comments to make on any of the proposed changes.

**4. Older People's Review**

- 4.1 We considered an exempt report on a review of older people's services in Spelthorne.
- 4.2 We agreed to the proposals recommended in the report following a review of older people's services in the Borough.

Councillor Frank Ayers  
*Leader of the Council*

**25 October 2012**



## **Report of the Chairman on the Work of the Audit Committee**

The Audit Committee held a meeting on 20 September 2012 and considered the following items of business.

### **1. External Audit Report on 2011/12 Audit and Statement of Accounts**

The Committee noted the External Audit report on the 2011/12 Statement of Accounts and the officer responses to the External Auditors' recommendations.

The Committee authorised the Chief Finance Officer to sign the letter of representation and the Chief Finance Officer and the Chairman of the Audit Committee to sign the Statement of Accounts.

### **2. Corporate Risk Management**

The Committee noted and accepted the quarterly update on the Corporate Risk Register. The Committee was pleased to note that an independent survey of staff was being arranged to assess staff morale.

### **3. Audit Services Annual Report**

The Committee noted the Audit Services Annual Report for the period April 2011 to March 2012, and the overall opinion on the Council's systems of internal control.

### **4. Annual Governance Statement**

The Committee approved the draft Annual Governance Statement and endorsed the improvement actions identified in the Statement.

### **5. Report on the effectiveness of the system of Internal Audit**

The Committee noted a report on the effectiveness of the system of internal audit.

### **6. Anti-Fraud, Bribery and Corruption Strategy**

The Committee noted the review of the Anti Fraud, Bribery and Corruption Strategy and the steps taken in the past year to improve fraud awareness for all staff and members through the circulation of fraud awareness leaflets and the provision of training.

### **7. Committee Work Programme 2011/12**

The Committee approved its Work Programme for the remainder of the Municipal Year 2012/13.

Councillor D. Gohil  
*Chairman of the Audit Committee*

**25 October 2012**

## **Report of the Chairman on the Work of the Licensing Committee**

There has been one Licensing Sub-Committee meeting, since the last report of the Chairman.

### **Licensing Sub-Committee 18 July 2012**

A Licensing Sub-Committee considered an application for a premises licence at Aqua Nightclub, The Old Telephone Exchange, Elmsleigh Road, Staines. Surrey Police had objected to the application on the grounds of prevention of crime and disorder. The Sub-Committee rejected the application and the applicant has appealed the decision to the Magistrates Court.

Councillor Marion Rough  
*Chairman of the Licensing Committee*

**25 October 2012**

## **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 main issues considered.

### **1. Financial Report**

- 1.1 The Committee received two financial monitoring reports covering the first four months of the financial year for both capital and revenue expenditure. In relation to Capital £217k had so far been spent. The projected outturn showed that there was an anticipated spend of £1.616m which represented 93% of the revised budget.
- 1.2 In respect of Revenue It was noted that the original budget of £12.443m had been revised to incorporate the budget carry forwards of £218k. A £262k adverse variance was currently projected but officers (by identifying early) were seeking to put in place actions to offset this by the year end.

### **2. Work Force Monitoring 2012**

- 2.1 The Committee received a report on the diversity of the workforce and recruitment monitoring for the 2011/12. The report provided information on the diversity across age, gender, disability and ethnicity of the Council's workforce, recruitment monitoring for the year and on trends and actions taken.

### **3. Budget Process**

- 3.1 The Committee received a presentation from Terry Collier, our Chief Finance Officer on the issues, challenges and core approach and principles underpinning the 2013/14 to 2016/17 budget.

### **4. Work Programme**

- 4.1 The following areas were identified as the committees' priorities to look at over the remainder of the Municipal year.

Asset Management  
Community Engagement  
Partnerships – A2 Dominion  
Partnerships – Voluntary / Community Sector  
Sources of external funding

- 4.2 As Chairman I will be working with the Vice Chairman and officers to produce a work programme from the priority areas identified by the committee.

### **5. Ashford and St Peter's NHS Foundation Trust**

- 5.1 Ashford and St Peter's NHS Foundation Trust gave a presentation to councillors which was an excellent opportunity for us to find out about the Trust and its future plans. The seminar held on 2 October covered overall performance, finance, refurbishment of Ashford Hospital and the possible merger with Epsom hospital. At the conclusion of the presentation there was a question and answer session. Members also had the opportunity to hear the views from some of the Governors on the Trust.

Councillor Philippa Broom

*Chairman of the Overview and Scrutiny Committee*

**25 October 2012**

## **Report of the Chairman on the Work of the Crime and Disorder Scrutiny Committee**

The Crime and Disorder Scrutiny Committee has met once since the last Council meeting and this report gives an overview of the issues considered at the meeting on 18 September 2012.

### **1. Meeting arrangements**

- 1.1 In accordance with the established protocol Sarah Haywood from the Surrey Police Authority, and the Borough Inspector, Derrick Laing from Surrey Police attended the meeting and took part in the discussion. Councillor Penny Forbes-Forsyth, the Cabinet Member for Community Safety and Young People also attended the meeting and took part in the discussion.

### **2. Review of Community Safety matters**

- 2.1 The Borough Inspector, Derrick Laing from the Surrey Police gave an overview from a borough wide perspective. He reported on the successful working relationship with the Spelthorne Safer, Stronger Partnership.
- 2.2 Sarah Haywood from the Surrey Police Authority outlined the preparation being made for the transition from the Surrey Police Authority to the Police and Crime Commissioner in Surrey. This included the establishment of Police Crime Commissioners and Police and Crime Panels. It was noted that the Panels would scrutinise the actions and decisions of the Police and Crime Commissioner who would in turn scrutinise the performance of the local police force.
- 2.3 The Committee noted that six candidates had so far declared their intention to stand at the forthcoming election for Police and Crime Commissioners on 15 November 2012.
- 2.4 The Committee went on to discuss the work undertaken by the Spelthorne Stronger Safer Partnership under the following headings:

#### **(a) Finance**

The Committee noted that the funding Spelthorne received for the financial year 2011/12 was £38k and this year no funding was provided to the individual partnerships across Surrey. The reason was that the new Community Public Safety Board who was now responsible for the allocation had decided to retain the funding for strategic priorities. Two areas that had been funded were Domestic abuse and mental health.

There will be a £21k funding shortfall for 2013-14 for the Council's Community Safety team which can be addressed by the Council funding 50% of the Community Safety Manager post.

#### **(b) Domestic Abuse**

The Committee discussed the establishment of one domestic abuse outreach service which under a service level agreement was a strategic priority and covered the whole of Surrey. The Committee felt that the new arrangements provided a more consistent level of service to all Surrey boroughs.

## (c) Neighbourhood Watch

The Committee noted that this year 26 new Watches had been created giving a total of 262 watches including a park watch at Laleham Park. Sponsorship funding had been obtained from the Heathrow Community and Environment Awards Scheme which had been used to purchase 62 lamp post signs and providing property marker kits and hand bag bells.

The Committee asked that Ward councillors be kept informed of Neighbourhood watch issues in their Ward and be invited to attend the Neighbourhood Watch AGM.

## (d) Performance

The Committee discussed the performance information presented by the Community Safety Manager. It was noted that the statistics from 1 August 2011 to 31 July 2012 when compared to the same period last year provided a reduction in reported crime of 17%. The Committee discussed the appendix to the report which provided a breakdown of overall performance around key crime areas. The information identified by crime type the increase and decrease in crime levels within Spelthorne. This information also compared crime figures with the 'most similar family' group containing 14 other local authority areas from around the country that had similar demographics to Spelthorne. The Committee noted that with respect to anti social behaviour there had been a continued fall in anti social behaviour after reduction of 340 from the previous year.

The Committee noted that the future funding for the Partnership beyond 2013/14 was unknown as was the impact of the new Police and Crime Commissioners, but that the Partnership and this council as a key member would remain committed to tackling crime and disorder as a priority.

2.5 **Cabinet Member for Community Safety and Young People**

The Committee received an update from Councillor Penny Forbes-Forsyth the Cabinet member for Community Safety on the work of her portfolio. The Councillor also congratulated the Police and the Community Safety Partnership for working well together in continuing to reduce crime. The work being undertaken to engage the youth of the borough includes increasing use of youth centres, working with local schools on training for the work place and the inter-generational work.

Councillor Philippa Broom

*Chairman of the Crime and Disorder Scrutiny Committee*

**25 October 2012**

## Report of the Chairman on the work of the Planning Committee

1. 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 items considered by the Planning Committee at the meetings in July, August and September 2012.
2. The meeting on **27 July** dealt with 7 items. Public speaking took place on 3 of the items with 3 people taking the opportunity to address the Committee.
3. The most notable items on the agenda were:
4. An application for the erection of a new business building for BP International at their centre in Chertsey Road Sunbury. The application was approved.
5. At the meeting permission was also granted for the temporary use of open land to the north of Studios Road Shepperton for overspill parking for Shepperton Studios.
6. The meeting on **22 August** dealt with 2 items. There was no public speaking on any of the items.
7. The most notable item on the agenda was the approval of the use of the cleared site at the former Majestic House, High Street, Staines for the parking of up to 296 cars for a temporary period of 3 years pending redevelopment of the site.
8. The meeting on **19 September** dealt with an application for the erection of 28 dwellings at the Metropolitan Police Training Centre in Green Street, Sunbury. Public speaking took place on the item with 2 people taking the opportunity to address the Committee. The application was approved subject to securing the maximum off site affordable housing contribution practical for the development. Agreement on a sum of £200,000 was subsequently secured with the applicant and the permission has now been issued.

Councillor Richard Smith – Ainsley  
*Chairman of the Planning Committee*

**25 October 2012**

## **Report of the Chairman on the Work of the Members' Code of Conduct Committee**

The Members' Code of Conduct Committee has met once since the last Council meeting and considered the following items of business.

### **1. Independent Persons**

- 1.1 One of the recently appointed Independent Members, Tony Allenby, attended the meeting to introduce himself to the Committee and take part in the discussion on the arrangements and role of the Independent Person. The Committee also discussed the collaborative arrangements with Guildford Borough Council, Mole Valley District Council and Waverley Borough Council.

### **2. Employees Code of Conduct**

- 2.1 The Committee discussed with the Monitoring Officer and the Head of Human Resources the current Employees Code of Conduct and identified ways that it could be improved. The Committee particularly discussed the current code in relation to:
- Other policy and procedure related documents such as the council's policy on disciplinary matters
  - Style and content of the document
  - Overlapping with the Member Code of Conduct
  - Removal of out of date information and replaced with current legislation such as reference to the Bribery Act
  - The Nolan seven principles of public life
  - Registration of gifts and hospitality to be on the same lines as for councillors
- 2.2 The Committee agreed that to progress the review of the Employees Code of Conduct the Monitoring Officer and the Head of Human Resources amend the document as indicated at the meeting, following which the draft amended code come back to the Committee for further consideration.

### **3. Gift and Hospitality Provisions**

- 3.1 The Committee discussed the report of the Monitoring Officer on the additions that could be added to the new Members' Code of Conduct including:
- Gifts and hospitality
  - Membership of outside bodies and organisations
  - Dealing with conflicts of interests other than those which are prescribed as 'Disclosable Pecuniary Interests' in the regulations,
- 3.2 The Committee considered their expectations for councillors to stay in a meeting room and take part in a debate once a conflict of interest has been declared. The Committee will consider this matter further at its November meeting.
- 3.3 The Committee agreed that the Monitoring Officer would amend the Members' Code of Conduct as indicated at the meeting following which the amended draft code should be referred back to the committee for further consideration.

Murray Litvak

*Chairman of the Members' Code of Conduct Committee*

**25 October 2012**