

**Roberto Tambini  
Chief Executive**

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**18 June 2008**

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 26 JUNE 2008 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](mailto: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].**

## IMPORTANT PUBLIC NOTICE

### MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (e.g. mobile telephones, Blackberries, XDA's etc.) in Council, Executive, Committee, Sub-Committee, Members' Seminars, Steering Groups, Task Groups, Panels, Area Forum and other meetings can:

- Interfere with the Public Address [PA] 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, Blackberry, XDA 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.***

## A G E N D A

1. APOLOGIES FOR ABSENCE

To report apologies for absence received from Councillor C.D.G. Kuun and to receive any other apologies for non-attendance.

2. MINUTES – ANNUAL COUNCIL MEETING HELD ON 22 MAY 2008  
**[Pages 3 to 8]**

To confirm as a correct record the Minutes of the Annual Council Meeting held on 22 May 2008.

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

To receive any 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. COUNCILLOR CHRISTOPHER KUUN  
**[Pages 9 to 10]**

To consider the report of the Monitoring Officer.

10. REPORT FROM THE LEADER OF THE COUNCIL  
**[Pages 11 to 12]**

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 12a to 12b]**

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

12. REPORT FROM THE CHAIRMAN OF THE LICENSING COMMITTEE  
**[Page 13]**

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

13. REPORT FROM THE CHAIRMAN OF THE PERFORMANCE MANAGEMENT AND REVIEW COMMITTEE  
**[Pages 14 to 16]**

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

14. REPORT FROM THE CHAIRMAN OF THE PLANNING COMMITTEE  
**[Page 17]**

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

15. 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]*.

16. GENERAL QUESTIONS

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

“Will the Leader join me in congratulating the curator and all the volunteer groups associated with Spelthorne Museum on their receiving Full Accreditation under the Libraries and Archive Commission scheme which is accepted as being in the gold standard world. And will he also note that the museum has now been operating for 25 years, and that this is the first time such status has been awarded, and furthermore since its move to its new location in 2006, the number of visitors has increased dramatically from 2800 to a figure in the region of 12,000 per annum. With this in mind, will the Leader endorse my request for a letter of congratulations to be sent to the curator reflecting the Council's praise for such a magnificent achievement?”

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

17. APPOINTMENT OF TRUSTEES TO CHARITIES

**Appointment of a Representative Trustee to the Staines Parochial Charity**

To consider the appointment of Mr. Alexander Forrester *[a retired Senior Principal Officer at HM Customs and Excise]* of 1 Jamnagar Close, Staines as a Council Representative Trustee to the Staines Parochial Charity, for a four year term of office.

18. URGENT BUSINESS

To consider any urgent business.

## MINUTES OF THE SPELTHORNE BOROUGH COUNCIL MEETING

**At the Annual Meeting of the Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines on Thursday 22 May 2008 At 7.30pm**

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

Co-Opted Member: Miss Sue Faulkner

### **145/08 ELECTION OF MAYOR**

The retiring Mayor, Councillor A.P. Hirst, welcomed all Members and guests to the Annual General Meeting of the Council. He reported that it had been a great honour to serve a second time as Mayor and be part of many memorable community occasions. He related some of the notable events he had attended and how he had been particularly impressed with the young people of Spelthorne.

He especially thanked his wife, Louise, for her support and his secretary Sue Hulme for her hard work and helpfulness.

He extended his very best wishes to his successor and hoped that his term in office would be both interesting and rewarding.

It was moved by Councillor R.W. Sider and seconded by Councillor M.T. Royer that Councillor S. Bhadye be elected Mayor for the Municipal Year 2008/2009.

In moving the motion, Councillor Sider related Councillor Bhadye's background in the Health Service and his service as a ward councillor for the past 5 years. He commended his nomination in the belief that Councillor Bhadye and his wife, Candy would make excellent ambassadors for Spelthorne.

**RESOLVED** that Councillor S. Bhadye be appointed Mayor for the Municipal Year 2008/2009.

Councillor S. Bhadye made the declaration of acceptance of office as Mayor of the Borough of Spelthorne and took the Chair. He thanked his proposer and seconder and those who had supported him in his election. He presented Councillor A.P. Hirst with the past Mayor's badge and an album commemorating his year in office.

The Mayor paid tribute to Councillor A.P. Hirst and his wife, and thanked him for his guidance and advice over the past year. He was looking forward to meeting the residents and raising the profile of the many worthy organisations in the Borough in

an endeavour to generate interest and additional volunteers. He reported that his Mayor's Charity Fund would be supporting "To transplant and beyond" and Staines and Egham Sea Cadets.

**146/08 APOLOGIES**

Apologies for absence were received from Councillors I.J. Beardsmore, H.R. Jaffer, C.D.G. Kuun, Mrs. I. Napper, Mrs C.E. Nichols, C.V. Strong and Mrs P. Weston.

**147/08 MINUTES**

The minutes of the meeting held on 24 April 2008 were approved as a correct record.

**148/08 ELECTION OF DEPUTY MAYOR**

It was moved by Councillor Mrs D.L. Grant and seconded by Councillor E. O'Hara and

**RESOLVED** that Councillor Mrs C.L. Spencer be appointed Deputy Mayor for the Municipal Year 2008/2009.

Councillor Mrs C.L. Spencer made the declaration of acceptance of office as Deputy Mayor of the Borough of Spelthorne and thanked her proposer and seconder and the Council for appointing her. She would uphold her duties to the best of her ability and looked forward to supporting the Mayor and Mayoress over the coming year.

**149/08 ANNOUNCEMENTS FROM THE MAYOR**

**Civic Events**

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

Civic Service – 20 July 2008

Charity Golf Day – 5 August 2008

Charity Lunch – 10 August 2008

River Day – 6 September 2008

Civic Business Reception – 16 October 2008

Trafalgar Lunch – 19 October 2008

Charity Ball – 14 February 2009

Civic Community Reception – 14 May 2009

**150/08 ELECTION OF LEADER AND DEPUTY LEADER OF THE COUNCIL**

It was moved by Councillor R.A. Smith-Ainsley and seconded by Councillor F. Ayers and

**RESOLVED** that Councillor J.D. Packman be appointed Leader of the Council for the Municipal Year 2008/2009.

It was moved by Councillor J.D. Packman and seconded by Councillor R.W. Sider and

**RESOLVED** that Councillor R.A. Smith-Ainsley be appointed Deputy Leader of the Council for the Municipal Year 2008/2009.

**151/08 APPOINTMENT OF THE EXECUTIVE**

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

**RESOLVED:**

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

Leader of the Council	Councillor J.D. Packman
Environment	Councillor G.E. Forsbrey
Planning and Housing	Councillor R.A. Smith-Ainsley
Regeneration	Councillor C.A. Davis
Young People and Cultural Services	Councillor Mrs D.L. Grant
Corporate Services	Councillor M.L. Bouquet
Health and Independent Living	Councillor Mrs. V.J. Leighton
Community safety	Councillor F. Ayers
Communications and engagement	Councillor A.P. Hirst

**152/08 ESTABLISHMENT OF COMMITTEES, ALLOCATION OF SEATS AND APPOINTMENT OF MEMBERS**

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

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

**RESOLVED:**

- (a) That the Council appoint the seven committees as attached at **Appendix A** with the terms of reference and functions as set out in Part 3 (a) of the Council's Constitution;
- (b) That the allocation of seats on the seven committees be as shown at **Appendix A** attached;
- (c) That the Members appointed to serve on the seven committees be as shown at **Appendix A** attached; and
- (d) That Mr M. Litvak and Miss S. Faulkner be appointed as Chairman and Vice-Chairman of the Standards Committee, respectively.

**153/08 CHAIRMEN OF AREA FORUMS**

It was moved by Councillor J.D. Packman and seconded by Councillor R.A. Smith-Ainsley that the Chairmen of the five Area Forums for the Municipal Year 2008/2009 be appointed as follows:

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

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

A vote by a show of hands was taken for the Chairmanship of the Sunbury Area Forum for the Municipal Year 2008/2009 as follows:

Councillor R.A. Smith-Ainsley - For 27

Councillor C.V. Strong - For 5

**RESOLVED** that the Chairmen of the five Area Forums for the Municipal Year 2008/2009 be as follows:

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

**154/08 DISCRETIONARY HOUSING PAYMENTS REVIEW BOARD**

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

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



**155/08 APPOINTMENTS BY THE COUNCIL TO OUTSIDE BODIES**

**(a) South West Middlesex Crematorium Board**

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

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

**(b) Surrey County Districts Film Licensing Joint Committee**

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

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

**156/08 THANKS TO SUE STURGEON – DEPUTY CHIEF EXECUTIVE**

The Leader, Councillor J.D. Packman announced to the Council that Sue Sturgeon, the Deputy Chief Executive, would be leaving the authority to take up a position at Guildford Borough Council. He paid tribute to her support and dedication to the Council for 18 years. She had been a tremendous asset and seen the authority through some difficult times with her expert advice and guidance on its finances. He thanked her for her sterling work and wished her every success in the future.

**COUNCILLOR CHRISTOPHER KUUN**

**Resolution Required  
Report of the Monitoring Officer  
EXECUTIVE SUMMARY**

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

Not applicable.

**Purpose of Report**

To report the absence of Councillor Christopher Kuun and to ask Council to give him permission for such absence.

**Key Issues**

Local Government Act 1972 - requirement of councillors to attend meetings.

**Financial Implications**

No direct financial implications arising from this report.

**Corporate Priority**

Not applicable.

**Recommendation:**

**That the Council resolve to excuse the absence of Councillor Christopher Kuun from the 5th March 2008 onwards, on an indefinite basis.**

**Contact: Michael Graham, Head of Corporate Governance, 01784 446227**

**Portfolio Holder: Not applicable**

## **MAIN REPORT**

### **1. BACKGROUND**

- 1.1 Councillor Christopher Kuun was elected to the Council in May 2007 to represent the ward of Laleham and Shepperton Green along with Councillors Richard Smith-Ainsley and David McShane.

### **2. KEY ISSUES**

- 2.1 Unfortunately, Councillor Kuun is currently suffering from ill-health. In April 2008 he informed the Leader of the Council that he was not in a position to undertake his duties and would have to extend his apologies for Council meetings for approximately six months. He is currently convalescing with relatives overseas. In his absence Councillors Smith-Ainsley and McShane have assumed his ward responsibilities.
- 2.2 By virtue of the Local Government Act 1972, a councillor is obliged to attend meetings and any councillor who consistently fails to attend meetings within a six month period is automatically disqualified from membership. However there is an exception to this rule if, before the expiry of the six month period, the Council has resolved to excuse the attendance of the councillor, then the six month rule will not apply.

### **3. PROPOSALS**

- 3.1 I put this report to Council with a simple recommendation that Councillor Kuun be excused from meetings as from 5 March 2008 (which is the day after his last attendance at Performance Management and Review Committee on 4 March 2008). I do not recommend that Council imposes a time limit on this permission at this time, as it may be that the period of absence extends longer than the six months Councillor Kuun currently anticipates.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are none.

### **5. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

- 5.1 Identified within the report.

**Report Author: Michael Graham, Head of Corporate Governance**

#### **Background Papers:**

There are none

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

This is my seventh report to the Council, as the Leader, on the work of the Executive.

This report is an overview of some of the more important issues that we have discussed at our meetings on 15 April, 13 May and 17 June 2008.

### **1. Treasury Management Annual Report 2007/2008**

We have considered a report by the Chief Finance Officer on the Treasury Management Annual Report 2007/2008.

The Treasury Management Annual Report has highlighted the favourable impact of managing investments in-house and has shown that higher interest rates have improved returns for the Council for the financial year. The Council's returns on short term and cash flow investments have also benefited from the effect of the credit crunch.

The Treasury Management Annual Report has also identified that the volatility of returns has been more effectively managed by the current investment strategy, which has had a positive impact on the Council's overall returns and should continue to create greater stability in the level of returns in the future.

We have been pleased to endorse the report of the Chief Finance Officer on the Treasury Management Annual Report 2007/2008.

### **2. Spelthorne Sustainable Community Strategy 2005-2015 – Revised 2008**

We have considered a report seeking the agreement of Members on the revised Spelthorne Sustainable Community Strategy 2005-2015.

The current revision has been produced following an Assembly, which was attended by over 100 people from around the Borough representing local organisations and local residents.

The Spelthorne Community Plan is a long-term document and the targets for improvement are set on a two/three yearly basis. The Executive have agreed the targets within the Plan for the next two/three years.

The Spelthorne Community Plan identifies the top 3 key priorities for the Borough and these are: (1) Transport and Traffic congestion; (2) Improving the built and physical environment; and (3) Stanwell New Start.

In addition to the Spelthorne Community Plan projects, the officers of the partner organisations are developing detailed action plans identifying projects and other work, which will be undertaken together in the coming year.

We have approved the revised Spelthorne Sustainable Community Strategy 2005-2015, as presented to the Executive by the Chief Executive.

**3. Stanwell Moor Community Action Plan**

We have considered a report seeking the agreement of Members to the Stanwell Moor Community Action Plan.

The background to the Community Action Plan is that the Council were approached by Reigate and Banstead Council in 2006 to participate in a pilot community engagement exercise. The Council agreed to be part of the pilot and identified Stanwell Moor as the area/community to be covered by the Community Action Plan.

The pilot process for developing the Community Action Plan has involved extensive consultation with the local community and, in particular, the local Spelthorne Ward Members.

A number of issues have been identified and these are covered in the Community Action Plan, including (1) Traffic Problems; (2) Heathrow Airport; (3) the Environment; and (4) Self Reliance.

We have approved the Stanwell Moor Community Action Plan, as presented to the Executive by the Chief Executive

**4. Annual Review of the Council's Leisure and Culture Strategy**

We have considered a report updating Members on the actions achieved for the year 2007/2008, under the Council's Leisure and Culture Strategy.

The Leisure and Culture Strategy Actions achieved for the year 2007/2008 are to support the following initiatives/projects: (1) Young People; (2) Facilities; (3) Marketing; (4) Places to go; (5) 2012 Olympics; and (6) Health.

The key achievements under the Strategy in the first year have been as follows:

(1) Continued growth of the Spelthorne Youth Council; (2) Establishment of the Spelthorne Junior Youth Council – Bullying Strategy; (3) Development of the Youth Theatre; (4) The completion on time of the major Capital Works at both the Spelthorne and Sunbury Leisure Centres, at a total cost of £2.7million; (5) 15 grants awarded to support Young People/Facilities; (6) The progress towards local Bowls Clubs being self managed; (7) The Playing Pitch Strategy being completed and being endorsed by the Executive; (8) The Stakeholders meeting to review the Borough Council's and the local Sports Clubs and local Sports Organisations input into the 2012 Olympics; and (9) The Drop In Centre for Young People re: Health Issues.

We have endorsed the actions achieved to date under the Leisure and Culture Strategy.

**5. Delivery of Savings Built into the 2007-2008 Revenue Budget**

We have considered a report summarising for Members the extent to which the delivery of the savings built into the original 2007-2008 Budget have been delivered.

Councillor John Packman  
*Leader of the Council*

**26 June 2008**

## **REPORT OF THE CHAIRMAN ON THE WORK OF THE AUDIT COMMITTEE**

The Audit Committee held a meeting on 24 June 2008 and considered the following items of business.

### **1. MATTERS ARISING**

The Committee agreed to look at the Alternate Weekly Collection Project to see how risk assessments were carried out.

The Committee received confirmation of the protocol which the Council had in place for shredding of confidential information and was shown examples of shredded material.

### **2. ROLE OF THE AUDIT COMMITTEE**

Due to the length of the agenda, the Committee agreed to postpone this item to be presented separately on Monday 21st July.

### **3. CORPORATE RISK REGISTER**

The Committee noted the quarterly update on the Corporate Risk Register which had been reviewed and updated by the Corporate Risk Management Group.

Members expressed concern that the emergency plan had not been tested for some time. The Committee authorised the Chairman to contact the Borough's emergency plan officer and if a satisfactory response was not forthcoming, call the officer before the next meeting of the Committee.

### **4. CORPORATE RISK REGISTER – UPDATES FROM HEADS OF SERVICE**

The Head of Environmental Health attended the Committee to explain and answer members' questions on the issues relating to undertaking risk assessments of contaminated land.

The Head of Asset Management attended the Committee to advise members of the latest position with regards to preparing a procedure document to clarify health and safety responsibilities where the authority leases out assets.

### **5. ANNUAL GOVERNANCE STATEMENT**

The Committee approved the draft Annual Governance Statement which the Council is required to produce under the Accounts and Audit Regulations 2006. It also endorsed the four improvement actions

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 2007/2008.

**7. ANNUAL AUDIT SERVICES REPORT**

The Committee considered and approved a report which outlined the work undertaken by Audit Services during the period April 2007– March 2008.

**8. AUDIT SERVICES ANNUAL REVIEW**

The Committee noted a report on the annual review of Audit Services, which was a requirement of the Accounts and Audit Regulations.

The Head of Audit Services highlighted achievements in Audit Services during 2007/2008 and actions identified to improve the Audit service. The Committee supported her in acknowledging the high standards of work achieved by the Audit team.

**9. COMMITTEE WORK PROGRAMME 2008/2009**

The Committee considered and approved its Work Programme for the 2008/2009 municipal year.

Councillor Jack Pinkerton  
*Chairman of the Audit Committee*

**26 June 2008**

## **REPORT OF THE CHAIRMAN OF THE LICENSING COMMITTEE**

There have been three Licensing Sub-Committee meetings; one on 13 May 2008 which was adjourned to 27 May 2008 and one on 17 June, 2008, which considered the following items of business:

### **Review of a Premises Licence**

A Sub-Committee heard an application, called by parents, for a Review of a Premises Licence in respect of Peregrine Stores, 6-8 Peregrine Road, Sunbury, on the grounds of Protection of Children from Harm.

Following a difficult and lengthy hearing over two evenings the Sub-Committee revoked the Premises Licence.

This was the first time in Spelthorne that residents had used their powers to call for a Review.

The parents involved had shown remarkable courage in putting events from their family life into the public domain in order to fight for the overall good of the community. They were a tremendous example to other residents to show how it was possible to take a stand and demonstrate that the community had a voice and could be heard.

### **Application for a Variation to a Premises Licence**

A Sub-Committee was called to hear an application for a variation to a Premises License in respect of The Oaks, 77 Feltham Road, Ashford.

The hearing was adjourned to 18 September, at the request of the applicants, Greene King Retailing Ltd., and with the agreement of interested parties, to allow the applicants to consult all the representees.

Councillor Robin Sider  
*Chairman of the Licensing Committee*

**26 June 2008**



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

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

**1. ROLE OF THE COMMITTEE**

- 1.1 The Committee received a brief explanation from Councillor Sam Budd, the Vice-Chairman of the Committee on the role of the committee and its relationship with the Improvement and Development Committee. He reported that the work of the two scrutiny committees complement each other. With the Improvement and Development Committee assisting in the initiation of policies and strategies to meet local needs and this committee evaluating the practical workings of those policies and strategies and how they effect the borough.
- 1.2 He went on to explain the role of any Task Group which was to carry out an in-depth investigation into a specific area or policy on behalf of the scrutiny committee. He indicated that such reviews could be promoted by poor performance or concerns expressed by members or identified via public consultation meetings such as Area Forums or requested by the Executive.

**2. MEETING ARRANGEMENTS**

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

<b>2008</b>	<b>2009</b>
Tuesday 9 September	Tuesday 3 March
Tuesday 2 December	Tuesday 2 June
	Tuesday 1 September
	Tuesday 1 December

**3. USE OF RESOURCES ASSESSMENT**

- 3.1 The Committee discussed with the Head of Finance and Resources his report on the Use of Resources Assessments which were undertaken to evaluate how well the Council Managed and used financial resources. The current five themes are:
  - Financial Reporting
  - Financial Management
  - Financial Standing
  - Internal Control
  - Value for Money
- 3.2 The committee noted that we have continued to achieve an overall use of resources score of 3 which indicates that this Council is performing well and that our overall

arrangements are consistently well above the minimum requirements with the highest score being 4. At the meeting the Head of Finance and Resources agreed to obtain information of what other authorities had scored compared to Spelthorne.

Of the 238 other District Councils only 21 had a higher score than Spelthorne. 45 Councils had the same score and 172 Councils had a lower score.

3.3 The Committee went on to discuss the arrangements being put in place for a new system coming into being next year under the Comprehensive Area Assessment regime. The main change will be to replace the five current themes with three broader themes of

- Managing Finances
- Governing the Business
- Managing Resources

3.4 The committee in considering the new arrangements discussed the importance of balancing the benefits of attempting to increase our score from 3 to 4 with the cost of the resources required to deliver the increased performance required.

3.5 The committee agreed that the Officers complete the current draft self assessments and develop an improvement plan and that for the new regime under Comprehensive Area Assessment an initial self assessment be undertaken together with a draft action plan for both short and longer term improvements for future consideration by the committee.

3.6 I will be adding the above aspect to the work programme.

#### **4. FINANCIAL MONITORING REPORTS**

4.1 The Committee received two financial reports setting out the projected position for both revenue and capital expenditure for 2007/2008. In relation to Capital £4.867m had been spent against the original budget of £5.272. In respect of the revenue £14.037m had been spent against the original budget of £14.311m which represented an underspend of £274k. The finalised capital outturn will be completed by the statutory deadline of 30 June 2008.

#### **5. TASK GROUPS**

5.1 The Committee have agreed that the various task groups set up last year will continue. Nominations for members to serve on the individual task groups are being obtained.

#### **6. RUBBISH AND RECYCLING SERVICES**

6.1 The Committee received a presentation from the Head of Environment Services on the progress being made with the implementation of the new rubbish/recycling service and associated issues since the last meeting of the committee. The significant areas covered in the presentation were on recycling percentages, communication and future activities.

6.2 The committee went on to discuss the introduction by the end of July of 'tetrapaks' banks at our bring sites, which would enable food and drink cartons with foil coatings to be recycled. The Committee noted that the introduction of Green Cones and Johannas for dealing with food waste had been successful.

- 6.3 The Committee also discussed the issues surrounding the investigation of weekly food waste collections in the borough as a result of the recent food waste trial in 4 Surrey Boroughs and Districts. Food waste comprises about half of the residual rubbish collected. The introduction of a food waste collection would provide a further 3-5% of recycling percentage. This would help to meet the target of 40% recycling and composting by 2010.
- 6.4 The Committee will be receiving a further progress report including progress in dealing with difficult properties at its December meeting.

## **7. HOUSING STRATEGY ACTION PLAN 2007 - 2009**

- 7.1 The Committee discussed and noted the progress being made with the Action Plan which sets out the main objectives of the four priorities and the timescale to be achieved.

## **8. PEOPLE STRATEGY 2007 - 2010**

- 8.1 The Committee received a presentation and discussed a report on the key priorities that help us to focus on staffing initiatives including developing leadership and workforce skills through to resourcing the organisations which helps to ensure the needs of our customers are met.

## **9. PERFORMANCE INDICATORS**

- 9.1 In accordance with scrutiny procedures questions had been submitted in advance of the meeting which covered BV76a, BV86 and BV226b and were discussed at the meeting.
- 9.2 The performance indicators information can be viewed on the Council's website at [www.spelthorne.gov.uk/pbviews/library.html](http://www.spelthorne.gov.uk/pbviews/library.html)

## **10. GENERAL ARRANGEMENTS**

- 10.1 As this was my first meeting of being Chairman of the committee, I placed on record thanks to the previous Chairman, Councillor Frank Ayers, who over the last few years had worked hard in taking our scrutiny arrangements forward.
- 10.2 I also reported at the meeting that I would be looking at introducing various changes in the way the committee operations. I am currently obtaining the view of members on the introduction of a new style for managing meetings of the committee with an aim of testing these arrangements at the September meeting.
- 10.3 I would also like to thank the Leader of the Council, Councillor Packman and the Portfolio Holder for the Environment, Councillor Forsbrey for finding the time to attend the meeting and take part in the discussion on issues relevant to their areas of responsibility and expertise.

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

The Planning Committee has met twice since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key applications considered by the Planning Committee at its meetings on 30 April and 28 May 2008.

1. The Planning Committee meeting on **30 April 2008** dealt with 14 items. Public speaking took place on 5 items with 6 persons taking the opportunity to address the Committee.

The most notable items on the agenda were:

2. The approval of the residential redevelopment of land at the former Lex Transfleet Depot Charlton Rd Shepperton comprising the erection of a 35 residential units.
3. The approval of the conversion of the existing office building at Lawford Hose to provide 9 flats.

2. The Planning Committee meeting held on **28 May 2008** dealt with 19 items. Public speaking took place on 7 items with 10 people taking the opportunity to address the Committee.

The most notable items on the agenda were:

1. The approval of a new health and community building at the Library and Day Centre Hadrian Way Stanwell
2. The approval of the redevelopment of the West Wing of Ashford Hospital to provide 170 flats in a part 3 to 6 storey block.
3. Raising objections to consultations from Surrey County Council on 3 mineral/waste applications relating to land adjoining the Queen Mary Reservoir. Objections were raised to proposals to establish a recycling centre for the importation of construction and demolition waste, the importation of imported sand and gravel for processing , and against a revised scheme for the working and restoration of the existing pit.

Councillor John O'Hara  
*Chairman of the Planning Committee*

**26 June 2008**